YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Ram Ratan Singh College
• Name of the Head of the institution	Professor Bipin Kumar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9430064013
• Mobile no	9430064013
• Registered e-mail	ramratansinghcollege@gmail.com
• Alternate e-mail	amirppup@gmail.com
• Address	Sakarwar Tola, Mokama
• City/Town	Mokama
• State/UT	Bihar
• Pin Code	803302
2.Institutional status	
• Affiliated /Constituent	Constituent
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Patliputra University**
• Name of the IQAC Coordinator	**Dr. Laxman Singh**
• Phone No.	**9136440001**
• Alternate phone No.	**9430064013**
• Mobile	**9136440001**
• IQAC e-mail address	**ramratansinghcollege@gmail.com**
• Alternate Email address	**amirppup@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://rrscollegemokama.ac.in/userfiles/aqar_report_2020-21_rrscollege.pdf
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.14**	**2017**	**30/10/2017**	**29/10/2022**

6.Date of Establishment of IQAC	**25/05/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	**3**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

The renovation of existing laboratories of Botany, Zoology & Chemistry and the purchase of equipment to promote student projects and research activities of faculty members are in progress. This plan has already been initiated through the previous IQAC Plan, and some equipment has already been purchased. The office automation to ensure an updated data management system in the college has been initiated. This has been planned to include an online archiving of student, faculty and staff databases with necessary details.

The college has developed an online portal for issuing College Leaving certificates, transfer certificates, character certificates in addition to UG and PG admissions. The feedback system is being done online through the college website to have a compact result which will be analyzed by the IQAC for further deliberations and addressing the issues and suggestions highlighted in the feedback reports.

Organization of seminars and workshops by the IQAC to promote quality improvement strategies in teaching, learning, research, extension-related and co-and extra-curricular activities. Faculty members are encouraged to focus on research activities through quality publications and research projects.

Promoting the participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies Promoting activities such as Yoga, physical exercise, meditation etc., related to the development of mental and physical fitness of students, faculty and non-teaching staff. Increasing the number of environment-friendly initiatives by NSS and ensuring participation of maximum students in such initiatives.

01-03-2023 03:26:44

Information related to financial assistance, such as scholarships and fellowships, has been planned for digital archiving. Complete digitization of the college library is also being planned. Although digitization of the library is done, the same is being updated to the latest version of the software.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Renovation work of existing laboratories and purchase of equipment.	Renovation work of Botany and Zoology completed and the work in the chemistry laboratory is going on. The purchase of equipment to promote student projects and research activities of faculty members has been taken. This plan has already been initiated through previous IQAC plan and some equipment has been already purchased.
Complete digitization of the college library.	Complete digitization of the college library. Although digitization of the library is done, the same is being updated to a latest version of the software.
Digital archiving.	Information related to financial assistance such as scholarships, fellowships. These data have been planned for digital archiving.
Organization of seminar and workshops.	Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching learning, research, extension related and co-and extracurricular activities.
Promoting participation of students and staff in seminars, workshops, sports and cultural activities.	Encouraging students and staff to participate in seminars, workshops, sports and cultural activities organized by various

	colleges and Universities. Promoting activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and non-teaching staff.
Beautification of the college campus.	Planted many saplings in the college campus.
Increasing the number of environment friendly initiatives to make the college clean by NSS.	Increased the number of environment friendly initiatives by NSS and ensuring participation of maximum students in such initiatives.
To develop an online portal for admission.	The college has developed an online portal for issuing College Leaving Certificate, transfer certificate, character certificate in addition to UG and PG admissions.
Establishment of Gymnasium and purchasing of equipments.	Gymnasium is established in Girls hostel. Gym equipment has been purchased.
Repairing water supply system in the college.	The water supply system in the college has been repaired and become functional. The R.O. system and other repairing of the water pipes are fixed.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	02/02/2023

15.Multidisciplinary / interdisciplinary

Being a Constituent college, the course structure and the contents (course curriculum) are designed by the parent university, Patliputra University, a state university, which is yet to implement the Multidisciplinary/interdisciplinary approach fully.

The college is carving out the way for the fruitful implementation of multidisciplinary and interdisciplinary education, which will enable students to develop the skills required in the 21st century. While more clarity will be visible in the coming months on how the multidisciplinary and interdisciplinary approach to education being proposed in the Policy shape up, the college welcomes the change and is ready to implement the same.

16.Academic bank of credits (ABC):

The college's preparedness to implement Academic Bank of Credits solely depends upon the guidelines of the University and Higher Education Department, Government of Bihar. Provisions of the Academic bank of Credit proposed in the NEP 2020 are to facilitate multiple entries and exit points in the academic programs. This is an innovative idea to earn and deposit credits through National schemes like SWAYAM, NPTEL, etc., leading to credit transfer and accumulation, which will help the students to get the program completed. While more clarity will be visible in the coming months on how the academic bank of credits being proposed in the policy shape up, the college welcomes the change, which is to create a framework for the country to take advantage of its demographical dividend.

17.Skill development:

Skill Enhancement Courses or Ability Enhancement Courses such as Computer & ICT, Web Designing, Derivatives and Risk Management, Solid Waste Management, Mushroom Technology, Bio-fertilizer Technology, Environment Law and Policy, Tourism and Hospitality Management, Life and Communication Skill Development, Yogic Sciences are included as compulsory courses in the syllabus.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College ensures appropriate integration of the Indian knowledge

system by following the CBCS scheme set up by Parent University. The College has provision of various courses that contribute to sensitizing students to cross-cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics for the development of creative and divergent competencies. Subjects like the Indian Constitution, Ethics & Value system of Indian culture, Environment Eco-system, etc., are offered to inculcate a sense of national integration, culture and a civic sense among the student community. The College teaches degree courses in local languages along with the English language as it runs multidisciplinary courses approved by University.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The objectives set out in the NEP 2020 on OBE are competency, standards, benchmarks, and attainment of targets. In addition to this, the OBE incorporates three elements, (i) Theory of Education, (ii) Systematic Structure of Education, and (iii) specific approach to instructional practice. The faculty members have made efforts in the Institute to fulfill the objectives and achieve the target as per the structural curriculum provided by the university. Various approaches in the teaching-learning process like lectures, seminars, tutorials/workshops/practical and project-based learning fieldwork and technology-enabled learning have been adopted. In addition to conventional teaching and learning activities, skill-based training is imparted for First/Second/Third-semester students of all branches for enhancement of their professional skills in the emerging area of technologies in such a way that students can fulfill professional assignments afterwards.

20.Distance education/online education:

During the COVID pandemic, online classes were conducted very effectively by all the faculty members in all subjects, helping the students to take classes online and study e-contents of all subjects. Both faculties and students have experienced the online teaching and evaluation process through different software. The college is also preparing to make available all such types of e-content materials prepared by faculty members to all students through online mode to meet future challenges. Some of the e-content is available on the college as well as the university website.

Extended Profile

1.Programme

1.1	17

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	[View File]()

2.Student

2.1	**5872**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

2.2	**2192**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File]()

2.3	**2030**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File]()

3.Academic

3.1	**09**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File]()

3.2	**34**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**5**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**78,10,848**
4.3 Total number of computers on campus for academic purposes	**14**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

This Institution is a constituent college of Patliputra University. This College follows a pre-determined syllabus set by the parent University. Periodical innovations are made within these established academic structures, committed to providing complete development for its students in all respect. Timetables, workloads and other supporting administrative tasks are prepared well before teaching sessions and streamlined for Academic processes. At the end of each academic session, Departmental reports are collected, documenting the academic and extra-curricular work undertaken by each department in that year, which enables a systematic compilation of responses.

Technologically enabled infrastructure is ensured for everyone, with special assistance for the students with incapability, which makes it possible for all our students to engage in an appropriate teaching-learning process.

This College prioritizes the incorporation of the academic and mental health of our students through the mentor-ward system, where each student is assigned a faculty mentor for academic and extra-academic guidance. Academic and other discussions are individualized by creating smaller groups of students. Through focused interactions and guidance offered by the teachers, students can have their

academic and other issues suitably addressed, thus complementing the pursuit of effective curriculum transactions for a robust tutorial and mentor-ward system.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time-table keeping the academic calendar and planned co-curricular activities of the college in mind.

The students are informed well in advance about the deadline for assignment submissions and dates for class tests and presentations. They are encouraged to seek teacher guidance during the designated tutorial slots or the latter's free time. The mentor-ward periods are created especially to supplement this kind of academic framework with the extra-academic support the students might require.

Multiple assessments are taken to allow the students to incorporate suggestions offered by the teacher, thereby making learning a continuum and creating various opportunities for the students to succeed. The institution's approach is reoriented to suit the learner's pace, mitigating student pressure.

Everything in the institution is geared towards providing transformative education in a structured manner to our students, with accessibility, comprehensibility, and transparency.

The institution believes in the holistic development of students who are not only intellectually ready to face the world but are also empathetic human beings striving for a democratic and sustainable society.

File Description	Documents
Upload relevant supporting document	[View File]
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	[View File]

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

`00`

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

`00`

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

So as to contribute towards the values like compassion and commitment to the development of self and society, the college has student societies, which regularly organize socially relevant events and outreach programmes so that students learn to engage with socio-cultural issues in a constructive manner. Academically, Generic Electives, Skill Enhancement Courses and Ability Enhancement Compulsory Courses are offered within and across departments to help students critically examine issues related to gender, environment and ethics.

As a part of rigorous implementation of professional ethics, proper awareness is given to the students regarding the significance of appropriate referencing in assignments, intellectual property rights issues, consequently discouraging any kind of plagiarism.

The infrastructure of this college is ensured to prioritize conservation of the environment. There has been a conscious effort

to preserve rock bases to a large extent. The building is well-provisioned for students with disability.

The institution believes in the holistic development of students who are not only intellectually ready to face the world but are also empathetic human beings striving for a democratic and sustainable society.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	**No File Uploaded**

1.3.3 - Number of students undertaking project work/field work/ internships

105

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://rrscollegemokama.ac.in/pages.php?Url=feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2192

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2065

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Slow Learners:

Additional tutorials and remedial classes are conducted to give special coaching in areas where they need support. Additional reading material and books in the simple form are made available to increase their understanding of the subject. E-links are also suggested to the students to help them gain in-depth knowledge of the subject. Bilingual explanations and discussions are done in the class with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.

Personal, academic and career-related counselling is given from time to time. Home assignments are given and evaluated on a regular basis. Additional tests are conducted outside the curriculum to assess the learning ability of students.

Peer learning is encouraged through group discussions and presentations. This aids in building a culture of team work and helps to develop leadership as well as interpersonal skills.

Advanced Learners:

During lectures, tutorials, class tests, assignments and interactions outside the class, the teachers are able to assess the calibre of the students and identify the advanced learners.

Departments, through academic and co-curricular activities, encourage advanced learners to optimize their potential. Such students are encouraged to participate in inter-college competitions.

They are suggested advanced readings on the relevant topics to enhance their understanding of the subject to enable them to pursue research in future.

They are encouraged to help and support the weaker students by engaging in group discussions and presentations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
5872	09

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College makes continuous and conscious efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the college in this process are:

Rural/undeveloped area visits are organised by several departments to gain an understanding of the geographical, socio-political and economic factors of the lives of the people living in rural/undeveloped areas.

Extensive use of Case Studies to improve the problem-solving ability of the students. The use of ICT & e-resources by students is encouraged.

The college employs an interactive approach through discussions, debates, and oral group presentations to encourage greater participation and interactive learning.

Special lectures/seminars/conferences are organized to encourage and motivate students to become participative agents and not just passive recipients of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers of the College try to make the best use of technology in their teaching process. Teachers have the knowledge and skills to use new digital tools to help all students achieve high academic standards.

ICT has enabled better and swifter communication; presentation of ideas in an effective and relevant way. It is an effective tool for acquiring information from multiple sources to help students to enhance their knowledge database.

The College has a Wi-Fi Enabled Campus, which helps the teachers and students to stay connected to the internet and learn and teach updated information. The college has ICT Enabled Classrooms having Desktops, Laptops, and Projectors, which help in the e-learning process. Some teachers use and share E-books which are very useful for the students as they are handy and save the cost of buying physical books.

The college has an Automated Library, which enables the students to find the location of the books easily.

The college has well-equipped Computer Labs. Teachers make and present PowerPoint presentations in the classrooms which help them have an interactive conversation with the students. Presentations

are the best way to make notes as they can be updated with the latest changes in the knowledge, presenting diagrams, charts, etc.

Teachers often use ICTs for 'routine tasks' (lesson plan development, information presentation, basic information searches on the Internet, record keeping etc.). Faculty is adapting to using ICT tools to provide quality education to the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

09

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

09

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

06

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

139

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

University guidelines are strictly adhered to concerning the evaluation process. The schedules of internal assessments are communicated to students and faculty at the beginning of the academic year through the academic calendar, which is prepared based on the university's academic calendar. Before a week internal exam time-table is displayed on the notice board. Questions are framed such that they adhere to university standards. The subject-handling faculty prepares a question bank that covers an equal number of questions from each unit, covering all the topics. The departmental internal exam coordinator, under the guidance of the HOD, checks for

the standard of the question bank. The internal exam coordinator ensures the smooth conduction of tests and proper valuation of the internal exams. At the end of each academic year, examinations are conducted by the affiliating University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Since this College is an affiliated college of Patliputra University, it follows the guidelines set by the University for the conduct of examinations. At the end of each semester, there is a final exam which is uniformly conducted for students across all the colleges of this University. The institution has a well-defined system in place to deal with examination-related grievances. The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc., are returned to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers. Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with "Patliputra University" guidelines.

The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present-day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices. Learning outcomes form an integral

part of the college's vision, mission and objectives. The learning objectives are communicated through various means by concerned staff. Informing the stakeholders, especially the parents, persuades students towards skill-oriented and value-based courses. Students are made aware of the course-specific outcomes through an orientation programme, classroom discussions, expert lectures and practicals. Teachers are also well-communicated about the outcomes.

The college deputes teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes. Teachers actively participate in workshops on the revision of syllabus organized by the university.

Successful alumni students are also invited to interact with both students and teachers at specific events and meetings where they share how their individual course shaped their careers thus helping existing students align better with the specified course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Institution regularly evaluates students' performance through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes.

Throughout the year, the faculty records the performance of each student on each programme outcome. At the same time, remedial coaching is also provided to slow learners to make pace with the desired progression. Observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

The Methods of measuring attainment:

1. Annual Examination: The affiliating University conducts examinations as per an annual pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.

2. Internal and External Assessment: Internal assignments are given to the students which are mostly aligned with the Programme Outcomes of the respective subject. External Assessment is evaluated by external experts for the Practical examinations, appointed by the University through Viva-Voce and practical files.

3. Institutional Examination and Tests: Students are assessed and evaluated throughout the year at the institutional level through unit test, surprise tests, terminal examinations and the student's performance is analyzed for assessing the attainment level of programme outcomes and programme-specific outcomes.

4. Feedback Evaluation: The Institution collects feedback from students, Alumni, Employers and Parents, which is an important method of measuring attainment with the objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes to understand the impact of teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

2111

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may

design its own questionnaire) (results and details need to be provided as a weblink)

https://rrscollegemokama.ac.in/userfiles/Student%20Satisfaction%20Survey%202021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

00

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college provides a conducive environment for research and technology-driven innovations. It gives training, counsel, guidance and mentoring for setting up the enterprise. The colleges support and promote rural entrepreneurship in the region through training, demonstration and dissemination of technologies and opportunities to the grass root people. It also provides information about the financial Institutions for establishment and running of the industry.

GeneralClub conducts exhibitions for Model making and Poster preparation. College creates environment of scientific attitude among students Innovative ideas are promoted among the students through Rangoli, Whatsapp-based groups (class-wise Whatsapp groups) and ideas of students on a specified Day decided by the Principal. College also celebrates science day.

Project work/Field work/Surveying are necessary for all concerned students, according to the university syllabus. Such activities in the social arena are enhanced under the banner of NSS and Voluntarily by students. Some of the classes are needed to prepare and submit their project work. For example, M.A. in political science, economics, environmental studies, etc, for post-graduate level courses and related field work, etc.

R&D cell motivates the faculty members to submit research proposals to various funding agencies.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[Nil](Nil)

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

04

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

04

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Limited extension activities were carried out during the Academic Year 2021-22due to Covid-19 Pandemic. However, the Govt. of India Guidelines were strictly followed during the seminars and programmes conducted during this period.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	**No File Uploaded**

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

08

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<u>View File</u>

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

640

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

It always has been an endeavour of this college to provide quality education and ensure all-round development of the students to create awareness and responsibility. The institution has a well-maintained, user-friendly and resilient infrastructure conducive to teaching,

learning and comprehensive development of students.

The Teaching Block has well-appointed and spacious classrooms, tutorial rooms, department rooms and 5 Laboratories. There are classrooms equipped with projectors so that ICT can be used for strengthening academic discourse. There is a computer lab available for the students with adequate computer equipment, internet connectivity and projectors to support practical sessions.

The campus is Wi-Fi enabled for the benefit of students and faculty.

The College Library is well-stocked with 12877 books.

The college has a Conference hall, Health Centre, two common rooms, two separate common rooms and a Gymnasium inside the campus area.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for cultural activities, indoor and outdoor sports, as well as other student and faculty support amenities. The college is prospered with a Playground, Conference hall and a Common Room available for the students to organize and participate in co-curricular, recreational and cultural activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

02

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

57,61,540

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	**No File Uploaded**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College Library is well-stocked with 12877 books. Full automation of the Library is under consideration and has been incorporated in the agenda of IQAC for the academic year 2021-22.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-	**E. None of the above**

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

16,48,600

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

100

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution provides access to desktop systems and laptops to both faculty and students, which allows them to use computer aid for academic projects, practical sessions and for learning. To make the

learning process more effective, various innovative methods are used by teachers. This includes giving group assignments and having power-point presentations where students can discuss and explore their knowledge together. Learning combined with visual presentations or working on certain software is much more enjoyable and comprehensive for the students.

The College Campus is Wi-Fi enabled and available for use by its stakeholders.

The college has 14 computers for academic and administrative uses. These desktops run on windows 7, windows 7 pro, windows 10 and windows 10 pro operating systems. These computers are equipped with related software's such as MS Office, Tally, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

14

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4,00,708

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance

The requirement for repair, maintenance, and troubleshooting of equipment/ facilities is reported to the IQAC Coordinator by the concerned departments. The IQAC Coordinator, in turn, will compile all such requirements and place them before the IQAC members in the committee meeting for further deliberations and financial approval. Once approved, the competent authority verifies the same and assigns the tasks to the concerned facility management department.

Utilization of Extraordinary Infrastructure

To avail and utilise special physical facilities/infrastructure like seminar halls, auditoriums, conference halls, a request cum proposal is placed to the Principal for approval through the Administrative Office.

Library

The use of the library and its facilities is governed by the rules of the Library.

ICT Facilities

The ICT smart classrooms and all those computer-related facilities are maintained by the technically skilled experts appointed by the management.

Laboratory

Laboratories in various departments are directly under the custodianship of respective Departments and their heads. Lab maintenance staff is responsible for the regular maintenance of facilities.

Sports Complex

The use and training of sports facilities regularly take place in the sports complex under the supervision of the Physical Education Director with the association of Physical Education.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

255

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

`00`

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	`C. 2 of the above`

File Description	Documents
Link to Institutional website	<u>Nil</u>
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`00`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`00`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

00

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**No File Uploaded**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Student Council of the college is an elected body and always joins hands with faculty members and college administration to ensure the overall development of the college. NAAC peer team members appreciated the students' council for maintaining a disciplined atmosphere in the college. NAAC peer team report and members mentioned the college as a highly disciplined institution. Student Council organizes different cultural programmes to observe important days, such as "Swami Vivekananda's birthday", "Republic Day", "Rabindra Jayanti", and "Independence Day", etc. in the college campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

05

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<u>View File</u>

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Presently the College does not have a Registered Alumni Association. However, valuable feedback and suggestions are obtained from the available alumni whenever possible.

File Description	Documents
Paste link for additional information	<u>Nil</u>
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College follows the practice of decentralisation in its true sense in all the three important pillars of the institution, viz. academics, administration and extra-curricular activities. The practice of decentralisation and participatory management is

reflected in all the activities of the College through a strong and efficient Organogram of Committees, which includes the IQAC, the Staff Council, Student Council, etc. All the major stakeholders of the College, including the Principal, Teaching and Non-Teaching Staff, Parents and Students, work in a democratic way of governance, following the tacit rules of accountability in execution of their duties and responsibilities.

The primary objective of decentralisation is to reorient organisational culture, thin out the official hierarchy, extend opportunities for teachers and students to contribute profoundly, enrich the decision-making process, and nurture greater democratic professionalism, together with proficient event management. The decision to hold the events is taken by the Staff Council, and then the Student Council of the College is entrusted with the task of organizing the event.

Decentralisation of administration in Montage refers primarily to a process in which students are given a free hand to take decisions about the judicious use of resources, financial management, execution of programmes, security arrangements, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College follows the practice of decentralisation in its true sense in all the three important pillars of the institution, viz. academics, administration and extra-curricular activities. The practice of decentralisation and participatory management is reflected in all the activities of the College through a strong and efficient Organogram of Committees, which includes the IQAC, the Staff Council, Student Council, etc. All the major stakeholders of the College, including the Principal, Teaching and Non-Teaching Staff, Parents and Students, work in a democratic way of governance following the tacit rules of accountability in execution of their duties and responsibilities.

The primary objective of decentralisation is to reorient organisational culture, thin out the official hierarchy, extend

opportunities for teachers and students to contribute profoundly, enrich the decision-making process, and nurture greater democratic professionalism, together with proficient event management. The decision to hold the events is taken by the Staff Council, and then the Student Council of the College is entrusted with the task of organizing the event.

Decentralisation of administration in Montage refers primarily to a process in which students are given a free hand to take decisions about the judicious use of resources, financial management, execution of programmes, security arrangements, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution, which are the constant driving factors for improving academic quality policies and strategies.

It is effectively deployed to focus on bringing quality improvements in the areas of:

1. Curricular Planning and Implementation 2. Teaching- Learning Processes 3. Academic infrastructural facilities 4. Student Support Activities and Student Progression 5. Internal Quality Assurance System 6. Institutional Values and Best Practices 7. Governance, Leadership and Management.

At the beginning of the academic year, various bodies and committees that constitute the Organogram of the institution chalk out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

One such broad area in which the Institutional Perspective and Strategic Plan have been successfully implemented is that of Teaching and Learning.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Organizational Structure of the College consists of the Principal, the teaching staff, the non-teaching staff and the students.

The Principal is assisted by the Teachers-in-Charge (TIC) of the Departments, the Staff Council (all teaching faculty) and the NonTeaching Staff. The TIC oversees the smooth functioning of the department, for which meetings are held regularly to discuss issues and concerns relating to curricular and extra-curricular activities. Staff Council meetings are held periodically for the effective planning and implementation of programmes like teaching, learning, academic administration, and curricular and extra-curricular activities.

The College also has an Internal Quality Assurance Cell (IQAC), which works towards the realisation of the goals of quality enhancement and sustenance. The IQAC plays an important role in monitoring the internal quality of the institution.

Student Council meetings are held to address student-related issues and organise extra-curricular activities through various cultural societies.

The Library organization includes librarian and library attendants.

College Committees: Various committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes. Each committee consists of the Convenor and its members.

The Anti-Ragging Cell, Grievance Redressal Committee, Anti-Drug Cell and Internal Complaints Committee: The objective of these committees is to ensure that no violation of rules takes place within the

College and work towards addressing and settling grievances if any.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Teaching and Non-Teaching staffs are privileged with Leave Benefits as per the University rules. Duty leaves are provided to attend various Orientation/Refresher/Seminar/workshops/Training Programs as per the Government rules.

Faculty Enhancement programmes for skill up-gradation and training are organized for teaching and non-teaching staff.

Permission is readily granted to participate in Refresher Courses/ Orientation Programmes/Short-Term Courses to the teaching staff for professional development.

Computer Training Courses are provided for teachers to help them to improve their e-skills, and the non-teaching staff is sent to attend

computer training courses organized by the University.

ICT Facilities-The College is fully Wi-Fi enabled. Laptop/Desktop facilities are provided in the library and staff room.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

00

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teacher's Self Appraisal

The College requires that teachers furnish a self-evaluation every year. This provides an insight into one's assessment of effectiveness of the teaching style and its impact on the students.

The IQAC of college assesses the report submitted by the faculty/department and does an academic audit which is then shared with the departments. Next, the departments fill out a self-assessment proforma and prepare an Action Taken Report, appraised by the external auditor who is an expert in the discipline. The performance appraisal is also used for the Career Advancement of the teachers who are updated about their performance at each level.

Non-Teaching Appraisal

The College follows the performance appraisal procedures as per UGC norms.

Each employee fills and submits online the Annual Performance Appraisal Report. This Document is then Certified by the respective Reporting Officer of the employee and further certified by Reviewing Officer.

Both Reviewing and Reporting Officers accord points to the concerned employee on a scale of 10 after a careful insight into the self-appraisal report filled. Constructive feedback is given to the employee to further enhance their performance level and efficiency.

The administrative audit is conducted by an external agency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit: Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.

In the initial stage, the officer in charge scrutinizes and verifies the financial data. This is again scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy. Income/expenditure is closely monitored by the Bursar and the Principal. The proper procedure for purchases is

adopted. Quotations are called for, and prices are compared. The Institution has formed a Purchase Committee for this purpose.

For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads. The Utilisation Grant Certificates are annually submitted to UGC.

The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor, is appointed by the College. The bills and vouchers of the revenue expenditure are checked. The vouchers and proper records with the concerned Department of capital expenditure are also checked and verified. The Utilisation Grant Certificates are audited by an external auditor.

The audit objections/compliance, if any, is handled by the Accounts Department.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college mobilizes funds for its regular activities and development. The mobilized fund is optimally used by the college.

The College has a Governing Body, Planning and Purchase Committee, Library and various associated bodies, which help in the preparation, division, allocation and utilization of funds. Fees received from students are used for the development of the college. Physical and Academic facilities are augmented for students. Library services and Sports services are strengthened. Laboratories are augmented, and IT infrastructure is increased. The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors. All purchases are done through a tender system. Each and every transaction is supported by vouchers. For each and every financial transaction, proper permission is taken from the Principal of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The College has a rich culture of institutional functioning through participation among all stakeholders, especially faculty, students and the non-teaching staff. The IQAC plays an important role in ensuring the quality of the functioning of the administrative and academic units of the college. In order to make the students aware of the current and futuristic challenges and opportunities, the teaching faculties are encouraged and motivated to develop a scientific temper so as to propagate a research culture amongst the students. This is achieved by constantly sharing new research findings in their respective fields with the students.

IQAC takes care of the needs of the administrative staff to improve their work atmosphere, both on the professional and emotional fronts. The IQAC proposes several best practices in various aspects of the functioning of the administrative branch.

IQAC believes in establishing a democratic pattern of administration. The IQAC ensures that equal opportunities are given to staff members who are best suited for a particular department, and also, they are provided with opportunities to hone their skills.

The IQAC has developed a Non-teaching Self Evaluation & Feedback Form for the personal improvement of the staff members and to take suggestions for improving their performance, thus providing encouragement for growth and improvement.

In order to encourage a harmonious work atmosphere amongst the administrative staff, workshops/seminars on Work Ethics, Stress Management and Emotional Well-being are conducted at regular intervals.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC plays an instrumental role in enhancing the quality of the academic and cocurricular endeavours of the College in keeping with its vision and mission.

IQAC achieves this through mainly two practices, viz.,

1. Conducting Academic Audits annually wherein departments are made to do a SWOC Analysis of their performance based on results, research projects, effective curriculum implementation and use of ICT-related pedagogical methodologies.

2. Collecting feedback from stakeholders like students, parents, staff and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about institutional performance, especially in academics. Student feedback from teachers is conducted regularly.

Based on the information received due to the implementation of the above two practices, IQAC, post-accreditation, has been able to develop a system for conscious, consistent and catalytic action to bring about reforms in teaching-learning process, structure, methodologies and learning outcomes.

Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of

the students.

Effective Use of ICT in Teaching and Learning; Teachers are encouraged to use ICT tools to prepare and deliver their lectures through audios, videos and PPTs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is not only a fundamental human right but a necessary foundation for a peaceful, prosperous and sustainable world. This college strictly ensures full and effective participation of female students, thus providing equal opportunities in leadership at all levels of planning, decision-making, character

development etc. This helps these students to excel as an independent and successful human beings in the present cultural society. To ensure this feat, many seminars and workshops are being conducted at the college at regular intervals.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College authorities and the teachers have reported advising the student community to deposit their food waste into the bio-bins. Waste food management was thus effectively carried out in schools where space is a limiting factor. The plastic and e-wastes that are quite difficult to be managed were collected and distributed to agencies that deal with e-waste management. The skill enhancement course on plastic reuse has enabled the student community to make beautiful products from worn-out plastics, thus promoting plastic recycling. Several saplings are planted at regular intervals by students and staff in 'tree plantation programmes organized by the college, and these plants are taken care of by the gardener. The college campus has been declared as a 'Plastic free Zone'. So use of the plastic bag is avoided and usage of jute bags and cotton bags

are motivated. Water conservation is done through rain-water harvesting.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The sprawling College campus accommodates Undergraduates and Post Graduate Departments, Playground, Seminar hall and a big library. The campus provides an adequate infrastructure that consists of a well-furnished Laboratory, Library, hostel and spacious Classrooms. As an Institution of learning, College has a commanding presence in the University. The College, while maintaining its exemplary records in university examinations, has also emerged as a major contender in Inter-university competitions winning a large number of prizes.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College while maintaining its exemplary records in university examinations, has also emerged as a major contender in inter-university competitions. College, while fostering a stimulating academic environment, attempts to instil in the student's values and attitudes which recognize the human imperatives of a strife-free community. Various seminars on the values, rights, duties and responsibilities of citizens are conducted at this college to make aware the staff and students of the college exercise their constitutional obligations towards Society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code	**B. Any 3 of the above**

of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Apart from the regular collegiate activities, this college ensures the celebration of International days such as Women's Day, Students Day, etc, and national days such as Independence Day, Republic Day, Swami Vivekananda Jayanti, Gandhi Jayanti, National Youth Day, Yoga Divas, etc. Maximum participation of all its stakeholders are ensured during these occasions.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices: "To develop the Minority, Down Trodden and Backward students through polite and Practical knowledge".

Goal: Students taken admission here are not responsible awareness to make themselves employable or job oriented. This is all due to their poverty and backwardness, as 80 belong to an educationally backward area.

The Context: Since the region where our Institution is situated in an extremely primitive minority, it was very difficult to attend their classes regularly. b) To make the students more practical and sensitized for job orientation, we hired some professional Computer teachers.

Evidence of Success. Numerous students and even Girl Students, got success in getting Government and Private jobs in various sectors such as in Defence, Administration, Banks.

Practice: We aimed to develop employment through our meagre assets to our students. We started to Facilitate their Spoken English, Computer education and Communication skills, Signifying their justification and importance.

Problems Encountered and Resources Required 1. Lack of financial assistance

Best Practice: Solid Waste Management

Goal: create awareness among the general public on the importance of effective solid waste management.

The Context: Waste Management is widely discussed in the present day. The training was given to produce decors and other articles of use from discarded plastics.

Evidence of Success: Advised the student community to deposit food waste into the bio-bins.

Problems Encountered and Resources required: Lack of interest and lack of awareness.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Being a constituent College, it follows the vision of the University/Government. The college's mission is to impart quality education, with stress on inculcating moral and cultural values in addition to scientific temper in students so that students' employability may be enhanced in changing global scenarios. The avowed goal of the College can be enumerated as follows: • To provide value-based quality education to develop citizenship behaviour in students. • Provide updated knowledge of the subjects. • To ensure access to higher education by all sections of society. • To protect, preserve and promote the cultural values/heritage. • To sensitize students towards social concerns like Human Rights, the Right to Information, gender equality and also toward environmental issues.

The following points are stressed upon • to provide quality-based education to all, especially the disadvantaged groups of the society. • to provide equal opportunity to both genders and all communities. • to develop skills in students for better employment prospects etc.

Our aim is to actively involve all sections of society apart from the college staff in achieving our goals. We try to develop awareness among disadvantaged groups through the NSS Unit of the college. These objectives are communicated to the students, teachers and staff through a. College Prospectus b. Organizing various programmes. c. The Print Media and Electronic media.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Upgradation of existing laboratories and purchase of equipment 2. Office automation 3. Digital archiving 4. Complete digitization of the college library 5. Online feedback system 6. Organization of seminar and workshop by the IQAC 7. Encouraging faculty members to focus on research activities through quality publications and research projects 8. Promoting the participation of students and staff in seminars, workshops, sports and cultural activities.