



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**ANJABIT SINGH COLLEGE**

ANJABIT SINGH COLLEGE, BIKRAMGANJ, ROHTAS  
802212

[www.ascollegebikramganj.ac.in](http://www.ascollegebikramganj.ac.in)

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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**March 2024**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

A.S. College, Bikramganj (Rohtas) is one of the prestigious and oldest constituent units under Veer Kunwar Singh University, Ara, Bhojpur (Bihar), established in 1957, whose foundation was laid by Late Nepal Singh, who came from a celebrated farmer family of Dhawan village, of Bikramganj sub-division, Rohtas, as a single donor to this institution. The institute is imparting education in Arts and Science up to Degree levels along with PG teaching in History & Economics in the faculty of Arts. The college is also running B.C.A. course under vocational program. The college has well-equipped science laboratories, a well enriched central Library, Smart Class Rooms, ICT – based learning resources, Wi-Fi Internet connectivity, separate common rooms and toilets for boys and girls and Divyang Library under construction. The newly constructed Women Hostel is still waited to be inaugurated. The college has a unit of NSS to educate and serve the society to impart social responsibilities. In 1976, it has become a constituent unit of Magadh University, Bodh Gaya subsequently gained recognition by the UGC under section 2(f) and 12(B) in 1983. On separation and establishment of Veer Kunwar Singh University, A. S. College become a part of constituent unit of VKSU, Ara in 1992. Since then A. S. College has grown by many folds and nowadays our institution is a well known educational body in Bikramganj, Rohtas district and offering various courses in Science, Arts, Humanities and Computer Science at UG and PG levels. A.S. College is one of the reputed institutions which is well administered and offers good infrastructure, facilities and excellent academic activities in Rohtas district which is in the state of Bihar and this college excels not only in Academic activities but also in Co-curricular activities and in Sports too. Students graduated from this college are placed in top level reputed Govt., PSUs and Private organizations. We have all the inbuilt infrastructure and excellent facilities to pursue academic studies and Research.

### **Vision**

The vision of our college is to infuse a spirit of full commitment and devotion at the mental and moral level among our students to be good citizens of the country and to serve the society for better tomorrow as enshrined with our motto “TAMSO MAA JYOTIR GAMYA”.

### **Mission**

The mission of our college is to provide quality education and equal opportunities to all by developing modern infrastructure and academic ambience as well as to infuse moral character in our students.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

### **Institutional Strength**

- Multiple building to accommodate academic activities
- Highly qualified, experienced and innovative minded teaching faculty

- Availability of land for future infrastructural development
- Well structured and functional science laboratories
- Considerable IT infrastructure
- Well organized and enriched Central Library.
- Introduction to one UG level vocational courses, namely, BCA, and its successful orientation and smooth running.
- Got awarded prestigious “Best Group of College - 2015”, by Education Council of India

### **Institutional Weakness**

- The college is facing huge dearth of permanent teachers. There is big gap between the sanctioned posts and filled posts in every department of the college. Some of the department has no permanent teachers and academic activities of such departments are entirely dependent on guest teachers.
- We face extreme financial problem to organize, conduct any sorts of program, seminar and social development programs. The in-house fund generation is very low that restrict us to implement new innovative ideas and develop resources.
- Our college needs more ICT infrastructure for the sustainable academic activities.
- We have no research infrastructure and activities in the college due to lack of permanent teachers, financial deficiencies and non-availability of PG courses in most of the streams.
- Lack of Boys hostel
- Insufficient MoUs’/Linkage for Research and Placement

### **Institutional Opportunity**

### **Institutional Opportunity**

- Since our college is located at the rural area in Rohtas district which is recognized as the “Bowl of Rice” in Bihar, we may start a few short- time modular courses on farming, plantation and agricultural based courses.
- The academic environment is changing over the year and research work is in one of the most vital factors in education. Therefore, we may establish Research Centre to start the research activities.
- We can start a proper industrial interface and sign MOU to provide learning and employment opportunity to the students.
- We can also start special training to our faculty members conducted by NCERT, NCTE, Academic Staff Colleges, and Central Universities.
- We may enrich the medical and transportation facilities for the learners and staff.

### **Institutional Challenge**

### **Institutional Challenge**

- Management of student-teacher ratio is a big challenge for our college administration. The academic and administrative activities are greatly affected due to acute shortage of teaching, administrative and technical staff since longer period. Most of the departments are running with the single strength of faculty.
- It is a huge challenge for our teachers to communicate with the students in English language as they mostly belong to the distant rural areas where the native tongue (Bhojpuri) is mostly spoken. However, the teachers try to deliver lectures in bi-lingual mode in the interest of the students.
- Start of special training for the teachers in reputed organization, universities and institute of National Importance requires University and State Govt. level liaison with the training providers. We can only send proposals.
- There is no role in the design and development of Syllabi and Curriculum. This creates dissatisfaction among the Teaching Faculties. The syllabus design, redesign as per the existing need is also a major challenge for the college administration.
- In each Panchyat, District Board, Assembly and Parliamentary Election, the college premises are occupied by the District Administration for longer period of time. During election, the academic and administrative activities are completely hampered as most of our employees are assigned the election duty mandatorily.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

Our college is a co-educational hub and a constituent unit of V. K. S. U., Ara, offers 15 (Fifteen) degree courses under the Science, Arts and 02 (two) PG Degree courses under Arts stream. In 2007-08, the college has added one vocational degree course, i.e., BCA, as a response to the emerging needs of the industry and the society. The College follows a proper curriculum planning and implementation strategy. The practices such as preparing and maintaining teaching plan, academic diary, record keeping of daily lecture and lab tasks, assignments, test papers, curriculum feedback etc. help execute the syllabus in an effective and transparent manner. The college follows the Academic Calendar issued by the affiliating University. Each working department of the college conducts the classes as per the Central Time-Table and executes within the deadline as per the University Calendar. An efficient teaching-learning process is functioning in the College that includes class room lectures, audio-visual aid, question – answer sessions, paper based exercise and oral exercise. The college has sufficient number of ICT devices and latest equipment to cater the ICT need of the Teaching, Staff and student during class room lectures. The college is also planning to develop digital course contents in Science Stream. The Institution is almost computerized at academic and administrative level.

We also invite eminent personalities, retired teachers and expert of different subject areas to deliver their lectures to the students. Since A. S. College is a constituent unit of V.K.S.U., Ara, the college has no direct role in design and development of the Syllabus in different courses, but time and again we give suggestion to the University Academic Council regarding the modification of syllabus and hence we indirectly play a relevant role in the design and development of the syllabus. We encourage our students to take part in extra-curricular activities by participating in NSS, Sports, Cultural Activities, Debates etc. to inculcate social and physical health awareness. Department level academic and social activities are also organized for the benefits of the student in Academic Curriculum.

## Teaching-learning and Evaluation

The primary strength of the college lies in their healthy teaching environment, experienced faculties, innovating teaching aids and more than 200 teaching days per year. The fact helped the faculties cover more or less the whole assigned curriculum. The modern methodology of delivering lectures using LCD projectors and Digital Board along with the traditional method of Black and White boards was adopted as a primary teaching-learning process. The lecture notes are provided well in advance before addressing the lectures. A well enriched Library is available for the students and teachers to get easy and sufficient access of books, magazines, journals and other course materials. Extra emphasis on value-based education is laid by organizing talks on Human Rights, Communal Harmony, National Integration, Social Abuses, Superstitions, Drug & Alcoholic Addiction, and Environmental Awareness etc. The session begins with distribution of academic calendar and stipulated syllabus to the learners. In practice, some effective mode of evaluation was also complemented the traditional examination mode. This includes performance in classes through surprise class-tests, performance in the departmentally organized extempore talks on selected topics. This assessment system is harmoniously integrated with the performance in various extra-curricular activities, extension programmes and service-oriented schemes such as the NSS. The performance of the teachers is also assessed by the yearly feedbacks received from the outgoing students.

Feedbacks are collected by the parents to assess our academic excellence and major initiatives are taken to improve our performance. Sometimes students' feedbacks are also assessed by the IQAC to improve the quality teaching of our college. We are facing extreme dearth of permanent teaching faculty in almost all the departments for a long time. In spite of that the college management arranged some guest teachers including retired teachers from the college and the University to manage the consistent teaching and learning process. The present Principal Dr. S.S. Bhaskaram has taken keen interest in this regard and communicated to the University officials about the crisis of teaching and non-teaching staff members.

## Research, Innovations and Extension

Our institution is very much concerned about creating an ecosystem for innovations and initiatives which encapsulate the certain measures:

Apart from the conventional classroom teaching, we have initiated the digital platform for learning process in our institute. Realizing the significance of digital learning resources for the rural students, we have introduced Language Lab, Syam Lab and Smart Classrooms. Language Lab helps the students easily access the learning resources available in the virtual world. Students do multiple language-learning activities in the Lab, and transfer their knowledge among their acquaintance. In Syam Lab, students as well as teachers get registered themselves with short-term skills enhancement course on the digital learning platforms such as MOOC's, Syam Prabha and e-PGPathshala etc. to upgrade their knowledge. Smart Classrooms help our teachers impart teaching in a blended mode. We have also initiated several academic seminars and workshops in our institute to create knowledge and awareness among the students. Such awareness programmes help the institute create a chain of ecosystem of knowledge. A few teachers have their own you-tube channels on which they upload their academic lectures.

At the Ecological level, our Botany Department has initiated an Eco Club recently where the members of this club promote multifarious activities to create ecological awareness among the students. **Green India Mission, Patna** has done a Green Audit in our college in December 2108 and given an excellent grade to our campus. Such academic and ecological initiatives help us establishing a chain of ecosystem for creation and transfer of

knowledge.

### **Infrastructure and Learning Resources**

A. S. College has multiple multi-storeyed buildings for lecture hall, Science and Arts laboratories, separate girls' common rooms, gymnasium, girls hostel, staff rooms, and chambers for administrative officers and HODs. A few class rooms of the college are ICT enabled and LCD projectors are available in the concerned departments. Each department of the Science stream is equipped with well structured, advanced and operational laboratory. Computer Applications department has established a large capacity computer lab with sophisticated hardware and software configuration, well equipped Language Lab (01 Teachers Console & 16 Students Console), Swayam Lab cum ICT Lab.

The whole college campus is under surveillance of CCTV and the Principal and other administrative staffs regularly monitor the happenings of college to maintain discipline, regulation and keep a vigil eye over the external unsocial elements. The college has a well enriched central library with reading rooms. The college library is equipped with more than 25000 books (3000 titles) of Science and Arts stream with sufficient number of journals, CDs, monthly and quarterly magazines and reference material. The college students and teachers also use ICT resources to read online course material, information, research papers and thesis material that are freely available through the Internet. The college provides easy access of the course material through its campus Internet Connectivity. The college provides easily accessible safe drinking water to each building through the installed RO systems to the students, teaching and non-teaching staff. However, the hand pumps are also installed at different points throughout the campus for this purpose. A playground is also available for the students with sufficient numbers of outdoor games. First Aid room is available inside the college campus with nourishing personnel. Medical and Dental checkups are also conducted at regular intervals. However in case of emergency, the Govt. Hospital and Private nourishing homes is available within the two kilometres from college premises.

### **Student Support and Progression**

For the convenience of the learners, the college publishes an informative and updated prospectus every year. The prospectus provides almost all the information pertaining to admission procedures, subject combination offered, fee structure, administrative structure and faculty details. Scholarship schemes for the economically and socially backward students are available as per the rules laid down by the state and central government. Students at A. S. College are given full time access of books, Internet connectivity, and other available learning resources to upgrade their continuous learning environment. "Divyang Library" is also under-construction for Differently Abled Students. There are various cells and committees which look into the matter of discipline, rules and regulation, ragging – free campus and other protocols defined for the educational institution. One 15 KV, eco-friendly and noise free digital generator and one 5 KV generator are available for constant power supply throughout the college. Various workshops, quiz contests, debates, short –term projects, etc are organized for the overall development of the student and college community. We also distribute awards to encourage the student to participate in these academic activities. The Student Information and Counselling Cell, Grievance Redressal Cell and Placement Assistance Cell are also active to provide proper information and guidance, job search and placement. Our Alumni Cell has taken multiple initiatives to approach the alumni of our institution for the purpose of get-together meet and sharing their experience to our students so that they could feel proud of being the part of this esteemed college.

## **Governance, Leadership and Management**

Our College has a proper administrative structure as per the rules defined by the affiliating University for its smooth and efficient functioning. The college administrative structure includes Head of the institution, who functions as a leader of the college and has active participation in almost all the areas of college management. Various members of different cells and committees are usually selected from teaching faculties and work in the college to maintain discipline inside the college campus and implement necessary rules framed by the University and State Govt. We have established IQAC in the college whose coordinator and members keep strict vigilance over quality education and infrastructural facilities. The IQAC plans, proposes and implements the new ideas and work-plan for the improvement of the educational and infrastructural quality. Various committees are also framed and established in the college consisting of three to five members to manage and implement plans, rules and their proper investigation in terms of physical and financial matters. The financial administration of the college is managed by the Bursar and the Principal of the Institution. However, some necessary financial power is also decentralized in terms of contingency to the heads of different working departments. The official and technical staffs are also involved in the proper governance and management of the college wherever necessary. At the top, the College Administration is governed by the Chancellor of the Universities, Bihar, V.K.S.U., Ara and Department of Higher Education, Bihar. Any sort of rule, notification, academic planning, agenda, and modification of syllabus, admission process and financial regulations are implemented in the college by the concerned authority.

## **Institutional Values and Best Practices**

A. S. College follows and implements various plans, schemes, habits, and techniques for the better academic, environmental, social, health and financial environment. Proper hygiene is maintained throughout the campus, plantation inside and outside the campus, development of Eco-park, adoption of energy conservation techniques and waste management are some of the major heads covered by this institution. The teaching faculty also uses several techniques and teaching procedures and methods to deliver the course contents to the students. Use of ICT the classroom is being preferred by most of the teachers to make the teaching-learning process effective and lively. Our classrooms equipped with computers, digital screens and smart boards help us promote techno-savvy ambience in our institute. The College frequently organizes awareness programmes on health, social and cultural issues. A number of such programmes are organized every year related to Health Awareness, Community Awareness, Career Development, Self Entrepreneur and Contemporary issues, etc. The NSS wing of the college is actively involved in organizing such programmes inside and outside the campus.

The NSS wing consists of a head and several volunteers, which plans, organizes and delivers such schemes. We have initiated two best practices entitled “Development of IT Savvy Human Resource” and “An Approach to Minimize Social Evils and Uplift of Living Standard in Rural Slum Areas” to cater the needs of the rural students.

Recently, our institution has initiated several awareness and skill enhancing programmes under the scheme of *Viksit Bharat 2047*, which aims to promote the dormant native talent of the students from different walks of life. Students from different strata of society are encouraged to participate with their ideas to help the nation grow.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ANJABIT SINGH COLLEGE
Address	ANJABIT SINGH COLLEGE, BIKRAMGANJ, ROHTAS
City	BIKRAMGANJ ROHTAS
State	Bihar
Pin	802212
Website	<a href="http://www.ascollegebikramganj.ac.in">www.ascollegebikramganj.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	SUDHANSHU SHEKHAR BHASKARAM	091-9431023723	9431023723	-	ascollegeiqac@gmail.com
IQAC / CIQA coordinator	AKHLAKH AHMAD	091-7979076369	6299831497	-	akhlakh.ahmad78@gmail.com

Status of the Institution	
Institution Status	Government and Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details



State	University name	Document
Bihar	Veer Kunwar Singh University	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	16-06-1983	<a href="#">View Document</a>
12B of UGC	16-06-1983	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	ANJABIT SINGH COLLEGE, BIKRAMGANJ, ROHTAS	Semi-urban	3.25	55452

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English,HONOURS	36	INTERMEDIATE ARTS	English,Hindi	100	94
UG	BA,Hindi,HONOURS	36	INTERMEDIATE ARTS	Hindi	100	93
UG	BA,Urdu,HONOURS	36	INTERMEDIATE ARTS	Urdu	50	46
UG	BA,Sanskrit,HONOURS	36	INTERMEDIATE ARTS	Sanskrit	25	22
UG	BA,History,HONOURS	36	INTERMEDIATE ARTS	English,Hindi	461	430
UG	BA,Political Science,HONOURS	36	INTERMEDIATE ARTS	English,Hindi	400	370
UG	BA,Psychology,HONOURS	36	INTERMEDIATE ARTS	English,Hindi	400	371
UG	BA,Philosophy,HONOURS	36	INTERMEDIATE ARTS	English,Hindi	100	93
UG	BA,Economics,HONOURS	36	INTERMEDIATE ARTS	English,Hindi	200	186
UG	BSc,Physics,HONOURS	36	INTERMEDIATE SCIENCE	English,Hindi	200	188
UG	BSc,Chemistry,HONOURS	36	INTERMEDIATE SCIENCE	English,Hindi	200	186
UG	BSc,Mathematics,HONOURS	36	INTERMEDIATE SCIENCE	English,Hindi	250	232
UG	BSc,Botany,HONOURS	36	INTERMEDIATE SCIENCE	English,Hindi	54	50

UG	BSc,Zoology ,HONOURS	36	INTERMEDIATE SCIENCE	English,Hindi	55	53
UG	BCA,Computer Science,VOCATIONAL COURSE	36	INTERMEDIATE	English	60	60
PG	MA,History, POST GRADUATE	24	GRADUATION	English,Hindi	156	154
PG	MA,Economics,POST GRADUATE	24	GRADUATION	English,Hindi	60	54

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				2				24			
Recruited	0	0	0	0	2	0	0	2	18	6	0	24
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				48			
Recruited	0	0	0	0	0	0	0	0	20	6	0	26
Yet to Recruit	0				0				22			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				57
Recruited	25	1	0	26
Yet to Recruit				31
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	0	0	6	2	0	10
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	8	2	0	10
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
		0	0	0	

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	1236	0	0	0	1236
	Female	1178	0	0	0	1178
	Others	0	0	0	0	0
PG	Male	87	0	0	0	87
	Female	121	0	0	0	121
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	748	767	711	638
	Female	478	424	352	306
	Others	0	0	0	0
ST	Male	46	47	55	45
	Female	55	58	40	35
	Others	0	0	0	0
OBC	Male	2234	2370	2332	2395
	Female	2442	2329	2183	1898
	Others	0	0	0	0
General	Male	573	669	611	616
	Female	646	651	600	577
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>7222</b>	<b>7315</b>	<b>6884</b>	<b>6510</b>

### **Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	Our affiliating University has recently introduced the NEP-2020 from the Session 2023-27 in which Multidisciplinary/interdisciplinary and holistic education, encompassing courses from multiple disciplines and by judiciously addressing the physical, mental, social, emotional, moral and spiritual development of the students.
2. Academic bank of credits (ABC):	Our University, considering the crisis of mechanism, has not introduced the Academic Bank of Credits from its beginning session. However, we are hopeful that this feature shall be incorporated from the next session.

3. Skill development:	A number of Skill Enhancement Courses pertaining to language proficiency and social awareness programmes have been introduced in the very first Semester under NEP-2020.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	A great emphasis has been laid down to revive the Ancient Indian Knowledge System under NEP-2020. In this regard, a great modification in the syllabus has undergone. The entire syllabus of Semester- I English (MJC) is oriented towards Sanskrit Classic Literature in Translated version. The works of Kalidasa, Sudraka and the Mahabharata have been introduced in the syllabus of English. Even, the Vedic Mathematics has been introduced in the syllabus Maths.
5. Focus on Outcome based education (OBE):	Addressing the needs of the students belonging to rural and regional areas, our Institute has offered a number of language proficiency and social awareness courses under NEP-2020. This helps the students to attain communicative skills during the teaching-learning process.
6. Distance education/online education:	We are running distance mode of education through Nalanda Open University. It helps those students who are not able to attend the classes regularly due to some personal problems but have a curiosity for learning.



## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
7222	7315	6884	6510	6060
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 33

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
29	15	15	14	9

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
44.63	44.98	35.97	39.51	46.43
File Description		Document		
Upload Supporting Document		<a href="#">View Document</a>		



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

#### Criterion 1- Curricular Aspects

##### 1. Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well- planned and documented process including Academic calendar and conduct of continuous internal Assessment.

**Response:**

Anjabit Singh College adopts an academic calendar in conformity with the academic calendar of Veer Kunwar Singh University, Ara. The various academic departments of the institution plan their own course of action and teaching allotment according to the faculty strength with regard to the University syllabus within the stimulated time frame. Moreover, the various internal committees and IQAC observe and evaluate the various academic strategies and their progress for every department of the institution. The stipulated academic calendar is strictly followed in accordance with the prescribed curriculum for each course approved by the University.

At the beginning of each academic session the Principal directs all the concerned departments to implement the general principles and guidelines of how to pursue academic calendar. All the Heads of respective departments execute their planning to complete the syllabus within the stipulated time as per the Central Class Routine.

Our Institution implements the following strategies, plan and techniques to ensure effective curriculum delivery:

- The syllabus of each department is divided into small units which followed according to the central Time-table Committee. The lecture is delivered in the class room and attendance report is prepared regularly.
- Induction Program is also organized for the fresher to make them aware of the academic activities of the whole session.
- IQAC monitors the course curriculum and their effective implementation and also provides valuable suggestions for the simplicity of the effectiveness. Any discrepancy, if found by the IQAC coordinator, is immediately reported to the HOD of the concerned department.

- We also deliver lectures through Audio-Visual mode from time to time LCD, Projector and Language Lab.
- Reinforcement of course contents is executed by adopting revision classes, doubt clearance session and delivery of special lectures.
- The effectiveness of curriculum delivery to the students is also monitored through the internal test-papers, exercise and question-answer session in each department.
- In special case, during the Covid-19 pandemic we have tried to initiate online teaching and uploaded e-content time to time on College website.
- AS per the direction of examination controller of V.K.S.U( Ara), all the departments of college successfully conducted assignment based examination following the norms of Covid-19.
- Despite the mentioned strategies and techniques, our teachers focus on the overall development of the students by imparting moral values in them so that they could become a sensible human being and prove themselves a great asset for their nation.
- We have been offering P.G. programme in Economics and History since 2018 as per the C.B.C.S. norms and Continuous Internal Assessment of the students is implemented successfully under the guidelines of the University Curriculum Enrichment.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response: 0**

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.2.2

***Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years***

**Response: 0**

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1

*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

**Response:**

#### **1.3.1 Institution Integrates cross-cutting issues relevant of Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Our Institution imparts human values, environmental consciousness and Sustainability and Professional Ethics through multiple course/initiatives which are integral part of our academic curriculum

- **Gender Sensitization:** Gender Sensitization is a core issue of any society which needs gender equality in a progressive society. We have M.A. in Economics & History which deals with the gender problems in human behaviour. Our Institution is very much concerned for gender awareness and has constituted a gender sensitization cell which continuously monitors gender discrimination issue in our college. The cell time and again conducts programs on gender awareness in which students are encouraged to participate and speak their mind on the role of each gender in our society.
- **Environment and Sustainability:** Environmental threat is one of the global issues which our institution is also concerned about it. We have general environment studies paper in B.A/B.Sc.-III and M.A. in Economics which makes our students aware of the environmental threats. We have installed **Rain-water Harvesting** system to save water and vermi-composite pit to make organic fertilizers. Electricity generated by solar cells is used in campus for operation of Wi-Fi facility in our campus. Besides these some initiatives such as go green campus, no horn zone, etc. are also implemented by the college administration for addressing environmental challenges.

**Human Values and Professional Ethics:** Human values are one of the vital parts of any education

system. “If a person, after his education has not been able to inculcate human values, then he/she is a total waste,” said by Gandhi Ji. We have B.A Honours in English, Hindi, Urdu, Sanskrit and Philosophy, which offer best human values and Professional ethics to our students. Our academicians taught in such a way that students display a unique moral character and thus become a role model for the students of other streams. The inter-disciplinary activities help our students to become more sensible towards their family, society and nation. Besides these, Gandhi Jyanti, International Women’s Day and other social programmes are conducted by the NSS Unit of our Institution to inculcate the ethical values in our students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 1.3.2

**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 0.29

#### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 21

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1

*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

**Response:** B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies

File Description	Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Action taken report on the feedback analysis	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 95.78

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
2856	2819	2671	2799	2846

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2871	2871	2871	2871	3124

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

#### 2.1.2

*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:** 97.74

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
1417	1420	1415	1417	1467



### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1435	1435	1435	1435	1561

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1

**Student – Full time Teacher Ratio  
(Data for the latest completed academic year)**

**Response:** 249.03

## 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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

The teaching-learning process is a dynamic and intricate journey that involves the transfer of knowledge from educators to students. In our institution, we prioritize student-centric methods to enhance learning experiences. Embracing approaches such as experiential learning, participative learning, and problem-solving methodologies, we aim to create an environment that fosters active engagement and critical thinking. One of the key strategies employed is interactive classes, where students actively participate in discussions with teachers on topics previously covered in the classroom. This not only reinforces their

understanding of the subject matter but also cultivates confidence, particularly among students who may be less expressive in larger groups. The exchange of ideas during these sessions adds a layer of depth to the learning process, making it more interactive and collaborative. A dedicated question-answer session serves as a platform for both teachers and students to pose and address queries, bridging gaps in the teaching-learning continuum. This interactive dialogue promotes a two-way communication channel, ensuring that students feel heard and actively involved in their own learning journey. Recognizing the importance of addressing individual doubts, we organize specific doubt clearance classes. These sessions provide an opportunity for students to seek clarification on concepts that may have been challenging to grasp during regular classroom sessions. By addressing doubts promptly, we strive to create a supportive learning environment that caters to the diverse needs of our student body. To assess students' comprehension and readiness for examinations, we conduct practice tests that align with the examination pattern. This diagnostic tool helps identify areas of improvement, allowing for targeted interventions through additional classes or personalized support. The goal is not only to prepare students for assessments but also to nurture a deeper understanding of the subject matter. Practical experience is a cornerstone of our teaching methodology. Each department places significant emphasis on practical classes, providing students with hands-on experience. For example, language students enhance their speech skills in language labs under the guidance of dedicated teachers. This practical exposure ensures that theoretical knowledge is complemented by real-world applications, preparing students for the challenges they may encounter in their respective fields. In addition to these initiatives, we offer students free access to the internet, allowing them to explore a wealth of supplementary reading materials in our library. Beyond the traditional classroom setting, we organize quiz contests, essay writing competitions, and debates on various topics. These activities contribute to the holistic development of our students, fostering not only academic excellence but also honing their communication, critical thinking, and analytical skills. In conclusion, our institution is committed to create a vibrant and student-centric learning environment. Through a combination of interactive classes, doubt clearance sessions, practice tests, practical experiences, and extracurricular activities, we strive to provide a comprehensive educational experience that prepares students for success in both their academic and professional pursuits.

To promote Information and Communication Technology as a medium of teaching-learning process, we have set up two smart classrooms, one Language Lab, one Swayam Lab, one Classroom with digital board which help the students learn the concepts through ICT tools. Our campus is enabled with free Wi-Fi as well and it offers a great convenience to the students who belong to the rural backdrop where there is crisis of Internet services.

## 2.4 Teacher Profile and Quality

### 2.4.1

**Percentage of full-time teachers against sanctioned posts during the last five years**

**Response:** 34.17

**2.4.1.1 Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
48	48	48	48	48

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>

## 2.4.2

*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

**Response:** 100

**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
29	15	15	14	9

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

**Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:**

Our institution places a high premium on transparency and robustness in the internal assessment process, strictly adhering to the rules set forth by the University. This commitment is evident in our approach to internal marks in both postgraduate and vocational courses, where frequent analyses of student assessments are conducted to ensure accuracy and fairness. In cases where practical or internal examinations are not feasible, particularly in certain streams, the institution proactively assesses academic performance. Departments without a practical examination component organize counseling classes, facilitated by Heads of Departments (HODs), to enhance students' understanding and performance in the respective subjects.

For practical examinations in the Science Stream, an additional layer of transparency is introduced by inviting external examiners from recognized neighboring institutions. These external examiners collaborate with internal examiners to assess students' performance jointly, ensuring an objective and comprehensive evaluation process. Despite the thoroughness of these mechanisms, our institution remains open to addressing concerns raised by students. In the rare instance of a complaint alleging discrimination in the assessment process, a prompt and responsive approach is taken. Such complaints are immediately brought to the attention of the Principal and he personally intervenes to resolve the issues raised by the complainant.

This demonstrates our institution's commitment to maintain fairness and transparency in the assessment process. In summary, our institution's internal assessment mechanism is characterized by its transparency, adherence to University rules, and a proactive approach to address concerns. By combining internal and external expertise, fostering open communication channels, and promptly addressing complaints, we aim to create an assessment process that is both rigorous and fair.

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

*Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

#### **Response:**

Ensuring the achievement of program outcomes, program-specific outcomes, and course outcomes is a paramount goal for our institution. To systematically assess and enhance student learning outcomes, the Internal Quality Assurance Cell (IQAC), Academic Committee, and Heads of Departments (HODs) employ a range of techniques and strategies.

Timely delivery of the course curriculum according to the prescribed syllabus is a foundational aspect of our approach. Each department contributes to the assessment process by providing reports based on the evaluation of internal tests. Grading is also assigned to student based on their performance in classroom interactions and question-answer sessions. These detailed reports are then submitted to both the IQAC and the Various Committees of the college for thorough analysis.

Upon receiving the reports, both bodies engage in a comprehensive analysis, identifying trends, strengths, and areas for improvement. Based on this analysis, appropriate actions are determined to

enhance the overall learning experience. The IQAC and Academic Committee also provide valuable suggestions to different departments, offering guidance on overcoming barriers to learning. If the analysis indicates a need for new strategies, the IQAC formulates concrete plans for the learning process, ensuring that these strategies align with the scope and mission of our institution. This proactive approach facilitates continuous improvement in the teaching-learning process.

To communicate the learning outcomes effectively, various modes are adopted for different stakeholders. Result sheets, highlighting toppers, are affixed on notice boards, providing a tangible representation of achievements. Furthermore, the learning outcomes are prominently displayed on the college's website, offering accessibility to a wider audience. The achievements of students are featured in the prospectus, serving as a reference for both teachers and students. Communication extends to press briefings, where the college's achievements are highlighted in the college magazines or newspapers. This not only recognizes the accomplishments of students but also contributes to building a positive image of the institution in the public domain.

## 2.6.2

*Attainment of POs and COs are evaluated.*

**Explain with evidence in a maximum of 500 words**

**Response:**

The institution's commitment to holistic development is reflected in the incorporation of program outcomes (POs) for each course. These POs encapsulate the knowledge, skills, and attitudes that teachers aim to impart. Monitoring course outcomes is guided by mechanisms established by the University, complemented by initiatives from our Academic Committee and IQAC Cell. The coexistence of program outcomes and course outcomes is a deliberate strategy to uncover and nurture students' latent interests. Emphasizing holistic development, our curriculum implementation is designed to align with specific learning outcomes. This ensures that instruction is not only comprehensive but also directed towards achieving specific educational goals. By bridging the gap in learning, our institution is dedicated to provide a well-rounded education that prepares students for success in their chosen fields and fosters a commitment to lifelong learning.

The institution places a strong emphasis on the evaluation of program outcomes, program-specific outcomes, and course outcomes through a multifaceted approach. Various strategies are employed to ensure the holistic development of students, encompassing spiritual knowledge, leadership qualities, discipline, and subject expertise.

To instill spiritual knowledge among students, the institution organizes lectures and sessions focused on spiritual growth. Attendance in these sessions is actively monitored, ensuring students' participation in these valuable discussions. This approach is designed to contribute to the overall well-being and personal development of students beyond academic pursuits. Leadership qualities are considered essential attributes, and the institution actively addresses this aspect through both curriculum and special events. Whether integrated into the curriculum structure or organized as standalone events, discussions and sessions on leadership are conducted.

These activities aim to cultivate leadership skills among students, recognizing their importance in personal and professional growth. Discipline is accorded paramount importance, and efforts are made to instill and maintain discipline among students. This is achieved through a combination of measures, including a well-structured curriculum, effective transaction of course content, and the establishment of clear expectations regarding student behavior. The institution recognizes that discipline is a foundational aspect of a conducive learning environment. Ensuring proper subject knowledge is a key focus, and the institution takes measures to provide timely and high-quality course curriculum transactions. This ensures that students have access to relevant and up-to-date information, facilitating a comprehensive understanding of their chosen subjects. The commitment to deliver quality education is reflected in the emphasis on a robust curriculum that aligns with program and course outcomes. In addition to academic pursuits, the institution actively encourages undergraduate students to engage in co-curricular activities such as seminars, group discussions, classroom interactions, and social activities. These activities are designed not only to enhance subject knowledge but also to promote critical thinking, teamwork, and overall personality development.

In summary, the institution employs a comprehensive approach to evaluate program outcomes, program-specific outcomes, and course outcomes. By integrating spiritual knowledge, focusing on leadership qualities, fostering discipline, ensuring subject expertise, and promoting student engagement in various activities, the institution aims to provide a well-rounded educational experience that prepares students for success in diverse aspects of life.

### 2.6.3

#### Pass percentage of Students during last five years (excluding backlog students)

**Response:** 93.49

#### 2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2169	2569	1113	1434	1693

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2201	2660	1200	1729	1813

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1

#### Online student satisfaction survey regarding teaching learning process

#### Response:

<b>File Description</b>	<b>Document</b>
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)*

**Response:** 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

**Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

**Response:** Our institution is very much concerned about creating an ecosystem for innovations and initiatives which encapsulate the certain measures:

Apart from the conventional classroom teaching, we have initiated the digital platform for learning process in our institute. Realizing the significance of digital learning resources for the rural students, we have introduced Language Lab, Syam Lab and Smart Classrooms. Language Lab helps the students easily access the learning resources available in the virtual world. Students do multiple language-learning activities in the Lab, and transfer their knowledge among their acquaintance. In Syam Lab, students as well as teachers get registered themselves with short-term skills enhancement course on the digital learning platforms such as MOOC's, Syam Prabha and e-PGPathshala etc. to upgrade their knowledge. Smart Classrooms help our teachers impart teaching in a blended mode.

We have also initiated several academic seminars and workshops in our institute to create knowledge and awareness among the students. Such awareness programmes help the institute create a chain of



ecosystem of knowledge. A few teachers have their own you-tube channels on which they upload their academic lectures.

At the Ecological level, our Botany Department has initiated an Eco Club recently where the members of this club promote multifarious activities to create ecological awareness among the students. ***Green India Mission, Patna*** has done a Green Audit in our college in December 2108 and given an excellent grade to our campus.

Such academic and ecological initiatives help us establishing a chain of ecosystem for creation and transfer of knowledge.

**Evidence/Documents to be attached:**

1. Students Activities in Language Lab
2. Smart Class Room Teaching

**3.2.2**

***Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:** 0

**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

**File Description**

**Document**

Institutional data in the prescribed format

[View Document](#)

**3.3 Research Publications and Awards**

**3.3.1**

**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response:** 0.67**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
08	05	05	00	04

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.3.2****Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.06**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	1	1

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1**

**Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.**

**Response:**

**Response:** The institution promotes institution – neighbourhood – community network through its NSS unit. The NSS volunteers are in constant touch with the villagers, people of slum areas and deprived section of society for their uplift. A number of programmes are organised under the aegis of NSS unit every year. Some of the prominent programmes carried out by the NSS unit are:

- Conduction of Health Awareness Programmes on Cancer, Sexually Transmitted Disease (STD), consequences consuming tobacco products, cleanliness, etc.
- Organizing health check up camps for student, faculties, staff and people of neighbourhood.
- Organizing Plantation and Gardening campaign inside as well as outside the campus.
- Conduction of outdoor and indoor games.
- Programmes on ecological equilibrium and gender sensitization.
- Important Days are observed with the students and local people such as International Women's Day, National Unity Day, Independence Day, Republic Day, National Security Day, etc,
- NSS also organises camps on socially relevant issues inside the college campus.

The NSS Co-ordinator and college administration encourage students to participate in the various social awareness programs organized under NSS unit, especially students from SC/ST and girls are primarily promoted to be a part of such programs. Besides these, our faculty members also organize programs on social issues in their respective departments.

**Evidence/Documents to be attached:**

1. Photocopy of NSS Programmes from the NSS Proceeding Register
2. Photocopy of Social Awareness Programmes from the various concerned Departments
3. Geo-tag Photography of NSS various programmes
4. Media Report of NSS Programme

**3.4.2**

**Awards and recognitions received for extension activities from government / government recognised bodies**

**Response:**

N.A

**3.4.3**

***Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.***

**Response: 67****3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	14	10	19	18

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.5 Collaboration****3.5.1**

*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

**Response: 0**

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

**The Institution has adequate infrastructure and other facilities for,**

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

**Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)**

**Response:**

**4.1.1: Availability of adequate infrastructure and physical facilities viz, Classrooms, Laboratories, ICT Facilities, Cultural activities, Gymnasium, Yoga centre etc. (20)**

Our College Development Committee and IQAC oversee the matter of infrastructural development under the Chairmanship of the Committee. Our institution has undergone a sea-change in terms of infrastructural development. We have sufficient infrastructural facilities to impart an effective teaching in the best modern ways. We have well-ventilated classrooms, gallery, laboratories, gymnasium and ICT enabled class rooms such as two smart classrooms, language lab-cum-ICT classroom, SWAYAM Lab cum Audio-Video system enabled classroom, common rooms for girls and faculty members. Our administrative office is fully automated and our staff members are skilled at using computers for office work. Optimal utilization of available resources in the college is ensured in many ways. College Administration, IQAC, Department Heads and faculty members collectively work to encourage the learners and staff members to utilize the various services, tools, infrastructure for academic and co-curricular activities. Students and faculty members are encouraged to use innovative learning tools, ICT tools and services, library resources and to participate in sports and cultural activities and programmes under the social responsibility.

We have two separate departmental libraries (Economics and History department for PG students in addition to central library)

Our college campus has a spacious playground for outdoor games such as volleyball, badminton, cricket, football, Kabaddi and Athletic etc. Our college motivates the students to participate in various sports activities. Our students have won a number of medals and awards in various genres of games such as wrestling, volleyball, badminton, and discus throw etc. Our college provides the latest and modern equipment needed for the respective sports category. Yoga classes are also organised by the expert Yoga teacher in which College Staff Members, teachers and students eagerly participate and learn the value of physical fitness. Our NSS unit often organises cultural activities on the social themes such as “Beti bacho, Beti padhao” “Swachhata Abhiyan”, “Women Empowerment”, “Value of a Vote” etc.

Our college has organised inter college chess competition-2019 of VKSU, Ara successfully.

**4.1.2**

*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

**Response:** 43.97

**4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
20	20	20	18	15

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1**

*Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

**Response:**

**4.2.1: Library is automated using Integrated Library Management System (ILMS), Subscriptions of E-resources, amount spent on purchase of books, journals and per day use of library (20)**

Library is a backbone of any educational institution. We have upgraded our library with the possible technology available so far. we have also a Central Library and PG Library in the Economics and History department of our college. The students are issued the books in a digital form. We have a separate reading room in the library where relevant journals, magazines and newspaper are kept for the students and faculty members. Besides these, our library systems was registered with INFLIBNET (2018-19) which offers a number of e-journals to the students.

Besides these, we have a wide variety of books on various disciplines such as Environmental Science, Science and Arts Streams. Each year a number of valuable books are added to the existing book bank.

The college campus is having total three library. Besides Automation of A. S. College Library, Visitor's register is maintained. Students and faculty members are required to register their names before entering the library. Before the automation of the library, separate registers were used to maintain the details for the issuing and returning of books. A student/faculty member can get a book from the library for research work on making a special request to the librarian. Such separate register is maintained in the library. A Library Advisory Committee has been formed for the proper maintenance and upgradation of the library. Every year a budget is fixed to update the library. Online data base is also available in the library. Our Library is well equipped with the updated textbooks, reference books, books by internationally recognized authors. The library timing is from 10:00 am to 04:00 pm.

The college administration/staff is keen to increase the participation of the students in sports, NSS ICT Enabled Class & Infrastructure. The college is concerned about the updation of computers and up to date classrooms. Before the commencement of each year, all the classrooms are checked and necessary repairing of benches, fans, any ICT based facilities is done. ICT Infrastructure and Classrooms: The college is concerned about the updation of computers and up to date classrooms like Smart Class, Language Lab, Swayam Lab and E-library. Before the commencement of each Year/semester, all the classrooms are checked and necessary repairing of benches, fans, any ICT based facilities is done.

The maintenance and upkeep of available resources is the prime concerns of our college. The college regularly undertakes repairs of its infrastructure such as classrooms, labs and teaching equipment like computers, projectors etc. College development committee oversees the maintenance of constructional works regularly and when required. Maintenance of department level construction work is undertaken on proposal of the concerned department. We outsource the manpower for the maintenance of computer systems and IT related services.

The policy of maintaining and utilizing the physical entities is mostly decided by the Development Committee and executed by the members of the Purchase Committee. Tender for the major infrastructural work is invited through various leading newspapers. Besides it, IQAC also keeps a close watch over the entire campus and recommends the maintenance works wherever required.

## 4.3 IT Infrastructure

### 4.3.1

**Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

*Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

**4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection (20)**

The college ensures that it uses latest version of softwares on its computers. We have hired professional

services for the annual maintenance of computers installed in the college. To ensure better connectivity and strong internet access, we have installed wireless points to cover our entire college campus for free Wi-Fi services optical fiber lease line as per Bihar Government Scheme (7 Nischay) Free Wi-Fi Internet Services in Institution and also installed firewall & server with Access point. Our computers are updated with the latest version of software and anti-viruses to improve the services of system.

There are following IT Facilities installed in Campus:

- Lease line for Wi-Fi Internet, Firewall and Server
- Smart Class, Language Lab cum ICT Class
- BCA Lab, Fully Computerization College Automation
- E-Library was registered with INFLIBNET (2018-19)

#### 4.3.2

**Student – Computer ratio (Data for the latest completed academic year)**

**Response:** 190.05

**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

Response: 38

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

### 4.4.1

*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

**Response:** 20.77

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**



2022-23	2021-22	2020-21	2019-20	2018-19
5.17781	17.40853	5.73646	2.79460	12.81605

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**Response:** 3.56

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
97	130	219	95	669

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 5.1.2

*Following capacity development and skills enhancement activities are organised for improving students' capability*

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

**Response:** A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.1.3

**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 0.59

**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
200	00	00	00	00

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.4

*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 0.31

**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
20	05	03	00	00

**5.2.1.2 Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2169	2569	1113	1434	1693

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.2.2

**Percentage of students qualifying in state/national/ international level examinations during the last five years**

**Response: 0**

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

**File Description****Document**

Institutional data in the prescribed format

[View Document](#)

### 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 last five years**

**Response: 8**

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
08	00	00	00	00

**File Description****Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 5.3.2

**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 0.2

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
01	00	00	00	00

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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**

**Response:**

We doesnot have any registered Alumini Association.

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

#### Response:

**Metric No 6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Ans.** To create an effective leadership in tune with the vision and mission of the institution, the Principal and other administrative bodies regularly conducts meetings with the HOD's and faculty members of the college to discuss academic activities and its related problems. Faculty members are provided full freedom to execute academic activities in college. The following academic leaderships are provided to the faculty members of the college:

- Teaching faculties are provided independency to develop lesson plans and their implementation.
- Recommendations of teaching faculties on academic oriented development and activities are made mandatory.
- Faculty members enjoy enough freedom to conduct academic and co-curricular activities.
- Recommendations of faculty members on book purchase, lab development and other academic resources development are required.
- They are fully entrusted with the power to organise cultural activities, departmental academic activities, curriculum based tests, feedback, etc in their concerned departments.
- Conduction of special training programmes is also supervised by the faculty members.

In addition to it, our Institution provides equal opportunities in developing leadership at various levels of teaching faculties, staff and students. The teaching faculties are assigned a particular event to execute with some nominated members. This practice helps the teachers develop their leadership quality. They are also encouraged to handle the departmental seminars and academic activities independently. The NSS unit of the college also integrates teaching faculties in extension works. Administrative and technical staffs are provided training on leadership by organising seminars and workshops. Academic Departments conduct various student-centric programmes in association with students. For the learners, department and college organise training programmes for leadership quality development, verbal and written communication and other soft skills. Decentralization of power is ensured for the proper functioning of academic and co-curricular activities, quality education and holistic development of learners. Department and unit-wise autonomy is ensured in the following ways:

- Each department is entrusted full autonomy to design and delivery of lesson plans based on course curriculum.
- Class allotment by the concerned HODs.

- In admission as per the existing rules.
- Departments hold internal examination, evaluation and assessment.
- Grants for departmental library resources are utilised under the supervision of the concerned department
- Laboratories are handled by the concerned departments.
- Faculty members enjoy full autonomy in organising departmental seminars, debates and social and cultural activities.
- Conduction of extra classes, revision classes is managed by the department concerned.
- Faculty and departmental representation in various committees and councils is also ensured.

## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

#### Response:

**Metric No 6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/perspective/development plan etc.**

**Ans.** Our college focuses on the overall development of its students which is significant for the ultimate development of the college. The quality policies and plans are developed, deployed and reviewed by the IQAC and its designated members are headed by the Principal. The policies on quality matters are framed through various meetings with faculty members, HODs, stakeholders and students. Feedbacks are also invited by the students, parents and stakeholders of the institution to improve the quality of teaching-learning process. IQAC collects the data from different departments and feedbacks from the students and implements quality related strategy and plans after a thorough review and analysis.

It is a consequence of this feedback practice that the IQAC Cell has taken several academic initiatives to improve our quality education. We have a Wi-Fi enabled campus where the rural students explore reading materials through Internet at free of cost. Two ICT enabled smart classrooms, one language lab have already been functioning in our college. We are also exploring the need-based course to introduce in our college. Our few short-term and certificate courses are in the pipeline waiting to be introduced in the forthcoming sessions.

### 6.2.2

*Institution implements e-governance in its operations*

#### 1. Administration

#### 2. Finance and Accounts



**3.Student Admission and Support****4.Examination****Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>

**6.3 Faculty Empowerment Strategies****6.3.1**

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

**Metric No 6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff**

**Ans.** Welfare measures are provided to teaching and non-teaching staffs within the ambit of University norms and regulations which includes Paternity & Maternity leave, PF loan facility, Medical leave and travelling allowance etc. There are also voluntary association for teaching and non-teaching staff, which help provide social and engagement platforms, outside of the formal work relationship. This helps build interdepartmental camaraderie.

We have developed our own internal Performance Appraisal System which operates through various committees and cells under the supervision of the Principal. The various administrative and academic bodies constantly judge the performance of the teaching and non-teaching staff and report to the Principal with valuable and applicable suggestions. If any slow-down tendency is found by the concerned bodies, the Principal immediately discusses the problems regarding it with the concerned staffs and sorts out the problem. Besides it, our IQAC cell regularly monitors the work performance of the teaching and non-teaching staffs and helps them with positive and relevant suggestions. In addition to it, Bio-metric Attendance System itself ensures that our teaching and non-teaching staffs are working round the clock.

**6.3.2**

**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 1.22

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	0	0

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>

**6.3.3**

*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

**Response:** 31.71

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
09	07	07	03	00

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

**Metric No 6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/non-government organizations) and it conducts financial audits regularly (internal and external)**

**Ans.** The effective and efficient use of available financial resources is ensured jointly by the Head of the Institution and Bursar. Funds are available under various heads and every fund accounts are jointly operated by both the mentioned authorities. College Development Committee, Purchase Committee and other administrative bodies help to monitor a well mobilisation of funds. The following fund accounts operate in our institution:

1. General Fund Account
2. V.K.S.U. Fund Account
3. Student Fund
4. UGC Fund Account
5. Salary (Teacher) Account
6. Salary (Non-teaching) Account
7. NSS Fund Account
8. Remittance Fund Account
9. BCA Fund Account

Internal and external audits are conducted regularly by the Chartered Accountant appointed by the affiliating University to ensure a transparent financial transaction. Any objection raised is duly communicated to the concerned authority. The suggestions or objections raised by the concerned agency are immediately followed and sort out by our Finance Section. However, no serious objections have been raised by the concerned agency over the past five years of Audit Report.

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

We have established IQAC with the help of grant provided by the UGC on 2nd February 2016. The IQAC plays a key role in the overall academic and infrastructural development of the college under the defined guidelines of UGC. The IQAC has constituted several committees and cells to ensure a quality education in our college. It promotes ethical and holistic grooming of students through anti-plagiarism policy as per the University guidelines, by organising programmes on ethical values and codes of conduct.

Our IQAC Cell has taken a number of initiatives to create an eco-friendly ambience in our college. On the recommendation of IQAC, we have installed Water Harvesting System, Vermi Compost Pit, Solar Light System to conserve the natural resources. The plants and trees of our college campus have also undergone a Green Audit in 2018 and have been graded with an excellent remark.

On the academic fronts, our college has implemented the suggestions of IQAC for promoting techno-friendly use of classrooms and teaching methods. As a result of which, we have two ICT enabled smart classrooms, one Swayam Lab and one Language Lab. The library is registered with Inflibnet which offers a huge number of online e-journals.

The IQAC also plays a vital part in the infrastructural development of our college. Parking shed has recently been constructed by our college management on the recommendation of IQAC. Besides it, we have separate washrooms for male and female, separate girls' common room, teachers' common room and playground for outdoor games.

Almost all the academic and cultural activities are supervised by IQAC and valuable suggestions are given for the overall development of the students. Hence, our IQAC contributes significantly to institutionalise the core values of a progressive education system.

We have various academic bodies to review the teaching-learning process recommended by the IQAC. Our academic committee monitors the learning process through internal evaluation, interaction with the students in the classroom, practical examinations as well as workshops organised by the concerned departments. The IQAC regularly dives into the lecture method currently used and proposes improvements if needed. It regularly interacts with the students regarding the methods and techniques of teaching – learning process. Each department maintains progress report of the daily class to complete the syllabus on due time. A synopsis of the syllabus is provided to all the students to give them an overview

of the topics.

The general method of conducting classes is via lectures delivered by the lecturer. However, it is more of an interactive session rather than a traditional lecture and the students are engaged throughout the class. Students are also given extra classes where their doubts are cleared. If a complaint is reported by any student, the IQAC immediately looks into the matter and immediately comes out with a valuable suggestion.

The IQAC has been constituted on 2nd February 2016 to formulate academic improvements of our college. The IQAC has implemented several initiatives over the last few years:

- Wi-Fi enabled Campus
- Eco-friendly Campus
- Office Automation
- Divyang Library
- Water Harvesting System
- Vermi-Compost Pit
- ICT enabled Smart Classrooms, Language Lab & Swayam Lab

Besides it, several other measures have been initiated by the IQAC for the on-going improvements in our college.

### 6.5.2

**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** C. Any 2 of the above

<b>File Description</b>	<b>Document</b>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

*Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

#### **Response:**

**7.1.1** Gender equity and sensitization are the key issues to which our college is seriously involved with and committed to promotion of values which respect women freedom and dignity. Our institution regularly conducts equity promotion programmes which highlight inclusive policy and environment for women. In this regard our college has set up an Internal Complaints Committee which deals with the complaints of sexual harassment. Our college is committed to provide free, safe and secure environment for women. NSS unit of our college conducts awareness programmes through street plays, cultural activities and painting competition. International Women's Day is celebrated every year on 8th of March to commemorate the special day and glorious history of international freedom movement. We also have hostel facilities for women in our college, which is waited to be inaugurated soon. Our institution is committed to deliver gender justice in all its activity. We maintain zero tolerance towards ragging and make our environment free for girls and female faculty members. Recently, we have encouraged our students to fill the online Anti-ragging Affidavit on UGC portal. To celebrate the sports women's performance in the Tokyo Olympic our college ICC had organised a talk to encourage our students to aspire for internationally acclaimed sports event and keep their commitment towards extracurricular activities high. From NSS and gender cell of our college we screened movie for menstrual hygiene. As part of NSS activities self-composed and directed play on acid attack was played by NSS volunteers in the rural areas which help transform prejudice towards girls among rural population. For the gender friendly working atmosphere our college has set up well furnished girls' common room which facilitates meetings, discussions and productive activities. Our women candidates are encouraged to participate in different state and national level cultural and sports activities. Our women students have participated in the regional level pre parade competitions. Our institution ensures equal number of female students' admission in all the departments. Staff members and faculty sensitisation programme is also held to create inclusive atmosphere for both students and female teachers and staff members of college. CCTV camera is set up and a permanent lady guard is appointed in the common room for any kind of help and query of girl students.

#### 7.1.2

**The Institution has facilities and initiatives for**

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**

- 4.Green campus initiatives**  
**5.Disabled-friendly, barrier free environment**

**Response:** A. 4 or All of the above

<b>File Description</b>	<b>Document</b>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>

### 7.1.3

**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Certificates of the awards received from recognized agency (if any).	<a href="#">View Document</a>

### 7.1.4

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

**7.1.4** Our college is committed to provide equal environment for everyone irrespective of their caste, class, creed, gender, region, religion and language. We maintain tolerance and harmony towards different cultures. Commemorative days like AIDS Day, International Human Rights Day, International Women's Day, Yoga Day is celebrated along with other national and regional festivities. Our college maintains its diversity through various cultural and sports events where all are encouraged to participate and maintain tolerance and harmony. These cultural events inculcate and facilitate positive interaction among people of different states and culture. National Integration Day and Quami Ekta week is celebrated in the month of November. Apart from maintaining sound academic environment, we also instil social and constitutional values in our students by celebrating national and international days of importance and pride for example, The Constitution Day, International Human Rights Day. Our college celebrated



Independence Day, Republic Day and Gandhi Jayanti with full of energy, pomp, vigour and colours. Our devoted and committed faculty members put all their efforts through classroom teaching and extracurricular activities to increase the knowledge of our freedom struggle, constitutional ethics, rights and duties through academic seminars and competitions. The college always works upon to develop constitutional and human values which are in the larger democratisation and society centric.

## 7.2 Best Practices

### 7.2.1

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

**Response:**

**Response:**

**Best Practice – 1**

**TITLE OF BEST PRACTICE: “Development of IT Savvy Human Resource”**

**Objectives:**

1. Our objectives are to create an IT Savvy Workplace and to introduce ICT enabled computer resources in day –to-day academic and administrative activities.
2. To enable our students go techno-friendly as well as to bring them to the mainstream of digital education.

**The Context:**

Applications of computing resources and IT tools have become the need of the hour. In this context, they have become a fundamental support for education system as they allow the learners to have unlimited access to resources and information and improves the quality of teaching-learning process.

**The Practice:**

Our institute is deadly committed to promote ICT tools and resources for our students and staff members. In order to achieve this objective, our Principal has introduced two smart classrooms, one Language Lab, one Swayam Lab, two classrooms with digital board, one smart screen in IQAC for video conferencing. The whole campus of our institute is Wi-Fi enabled which helps our students use learning materials from Internet resources freely. Most of the teachers prefer to ICT tools and resources to impart teaching-learning process.

Office work is carried on in semi-digital mode which helps us ensure the compliance within the

considerable period of time.

**Evidence of Success:**

With the introduction of ICT tools and resources, we found that the teaching-learning process in our college has undergone a sea-change. We have witnessed that the students being interacted through ICT tools have shown a great interest in teaching-learning process.

**Problem Encountered and Resources Required:**

No major problems were encountered in introducing the ICT tools and resources in the college campus. However, some elder employees are still struggling to use computer resources.

**Best Practice – 2**

**TITLE OF BEST PRACTICE: “An Approach to Minimize Social Evils and Uplift of Living Standard in Rural Slum Areas”**

**Objectives of the Practice:**

1. To promote girls education in rural slums

1. Literacy in old generation

1. Awareness on alcoholic de – addiction

1. Health awareness on water borne diseases

1. To promote a healthy living standard

### **The Context:**

Slums are one of the major problems in rural and remote areas of Bihar state. Slum communities of rural areas are living an extremely underprivileged and deprived life. The conditions of women in these areas are too horrible and painful. Labour – centric life of male members, prevalence of alcohol and drug dependence, illiteracy, unemployment and domestic violence has paralysed the minimum living standard. In a study conducted in rural community in Bihar, the prevalence of alcohol/drug use was found to be 28.8% of the study population. Taking of these social problems into account, the NSS unit of the college organised a seven – day camp in Kanya UchayVidyalalya, Tenduni of Rohtas district from 30th March to 5th April, 2015.

### **The Practice:**

The NSS unit established a seven – day full time camp with 50 NSS volunteers including girls headed by the NSS Co-ordinator. The following measures were adopted during the camp:

1. Promotion of alcoholic de – addiction, drugs de – addiction, etc and their highly beneficial impact on standard life.
2. Awareness campaign on girls’ education and discussion on its advantages with slum community.
3. Awareness programmes on pure drinking water, water borne diseases and cleanliness.
4. Awareness Programmes on domestic violence against women and its prevention. Discussion with women on legal rights available against domestic violence.
5. Literacy programme among old generation by the NSS volunteers.
6. Tried to focus on the male members in farming and involvement in small – scale industries instead of only labouring.

### **Evidence of Success:**

We have conducted a review of the above camp after fifteen days. We found the following evidences of success:

1. A number of families started to send their girls children to school.
2. Twenty five percent of women reported that their spouses have given up or minimised alcohol – based drink.
3. Increased cleanliness in these and hence less dominance of diseases.
4. Minimization in domestic violence is also reported by many housewives.

### **Problem Encountered and Resources Required:**

We did not encounter any major problems during the camp except some social and illiteracy – based petty problems.

**Notes (optional):** Success of this camp encouraged us to repeat the same in urban slums. We did it again and followed the same practice in slum areas of Bikramganj town.

## 7.3 Institutional Distinctiveness

### 7.3.1

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

**Response:**

The vision and mission of our college is to nurture and develop the underprivileged, rural and talented young generation into a responsible, independent and resource people for the Nation by providing quality and practical based education, guidance and helping them to find the new heights in the life. We aim at enlightening and empowering the youth to become socially responsible citizen and equip them to compete in a multi cultural environment. We have taken meticulous efforts in materializing our mission and vision.

To translate our vision and mission into action, our institution is completely focused on empowering our students with the best and modern education system. We have set up an ICT enabled classrooms in our college. Since our college is situated in a rural area where the students of this locality are devoid of the basic modern facility of education, our two smart classrooms, Language Lab and a well enriched Library play a key role to bring them into a mainstream education system. The teachers in the smart classrooms use digital board, projector and laptop which create a great amount of interest in the students for learning.

To empower our weaker section of students, we follow the reservation policy laid down by the Government. The Government of Bihar is also concerned to empower the weaker section of society through multiple welfare schemes. In this regard, girl students are admitted on zero amount; there is a fee relaxation for SC/ST students as per the guidelines of reservation policy. Besides such government policies, each department takes initiatives to engage extra classes to strengthen the socially and financially marginalised students.

## 5. CONCLUSION

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### **Additional Information :**

na

### **Concluding Remarks :**

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