

# **Mahila College, Dalmianagar**

(A Constituent unit of Veer Kunwar Singh University, Ara)

ANIKUT, DEHRI ON SONE, ROHTAS (BIHAR)

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Website : [www.mahilacollegedalmianagar.org](http://www.mahilacollegedalmianagar.org)

**Estd. : 1965**

*Ist Cycle NAAC Accredited : Grade 'B'*

*(CGPA 2.21)*

## **ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**For the Academic Year (July 2017 – June 2018)**

**Prepared by**

**Institutional Quality Assurance Cell**



**1<sup>st</sup> Cycle NAAC Accredited Institution with Grade 'B' (CGPA 2.21)  
May 2016**

Submitted

to

**NAAC**

**National Assessment and Accreditation Council  
Bangalore**

**Dr. Digvijay Singh**

**Co-ordinator, IQAC**

**Prof. Dr. Satish Narain Lal**

**Principal**

**Mahila College Dalmianagar**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year (for example 2010-11)

July 2017 – June 2018

### I. Details of the Institution

Name of the Institution **MAHILA COLLEGE, DALMIANAGAR**

Address Line 1 **Anikut Road, Dehri-On-Sone,  
Rohtas (Bihar)**

Address Line 2 **ANIKUT ROAD**

City/Town **DEHRI-ON-SONE**

State **BIHAR**

Pin Code **821307**

Institution e-mail address **mcd.dehrionsone@gmail.com**

Contact Nos. **9334205142**

Name of the Head of the Institution: **Dr. Satish Narain Lal**

Tel. No. with STD Code: **06184-250090**

Mobile : **9334205142**

Name of the IQAC Co-ordinator: **Dr. Digvijay Singh**

Mobile: **8084042222**

IQAC e-mail address:

[mcd.dehri@sone@gmail.com](mailto:mcd.dehri@sone@gmail.com)

NAAC Track ID (For ex. MHC0GN18879)

**BRC0GN20789**

NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

**EC(SC)/15/A&A/19.1 dt.: 25.05.2016**

Website address:

[www.mahilacollegedalmianagar.org](http://www.mahilacollegedalmianagar.org)

Web-link of the AQAR:

[www.mahilacollegedalmianagar.org/iqac/aqar2017-18.pdf](http://www.mahilacollegedalmianagar.org/iqac/aqar2017-18.pdf)

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>B</b>	<b>2.21</b>	<b>2016</b>	<b>2021</b>
2	2 <sup>nd</sup> Cycle	--	--	--	--
3	3 <sup>rd</sup> Cycle	--	--	--	--
4	4 <sup>th</sup> Cycle	--	--	--	--

Date of Establishment of IQAC :DD/MM/YYYY

**10.08.2015**

Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ N/A \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

#### Institutional Status

University

State  Central  Deemed  Private

Affiliated College

Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

**NO**

Name of the Affiliating University (*for the Colleges*)

**VEER KUNWAR SINGH UNIVERSITY,  
ARA (BHOJPUR) BIHAR**

Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

**Declared to  
Develop as Model  
Degree College by  
govt. of Bihar  
under RUSA Scheme**

## **2. IQAC Composition and Activities**

No. of Teachers

**05**

No. of Administrative/Technical staff

**01**

No. of students

**02**

No. of Management representatives

--

No. of Alumni

**02**

2.6 No. of any other stakeholder and  
community representatives

**01**

No. of Employers/ Industrialists

**02**

No. of other External Experts

--

Total No. of members

**13**

No. of IQAC meetings held

**05**

No. of meetings with various stakeholders:

No.

**04**

Faculty

**03**

Non-Teaching Staff Students

**01**

Alumni

**02**

Others

Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

**02**

International

National

State

Institution Level

**3**

(ii) Themes

1. Faculty Development Program “Teaching Methodology with ICT & Case Based Learning” (organised by IQAC)
2. “The Concept of Probability and its role in General life” (Dept. of Math)
3. “Praja Tantrik Paddhti me Bihar Ki Janjatiye Shakti Sanrachna evam Netriva : Ek Samiksha” (Dept. of Pol. Sc.)

Significant Activities and contributions made by IQAC

1. Motivated all faculty members to organise local seminars, debates and group discussion, which resulted as dept. of Pol. Sc. & History organised Institutional level symposia in academic year 2016-17.
2. Environmental awareness and sustainable activities such as celebration of World Earth Day, World Environment Day, etc.
3. Greater focus on ICT based learning.
4. Skill Development programme.

Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<b>Development of Infrastructure</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Renovation of Seminar Hall &amp; Staff Room.</li><li><input type="checkbox"/> Two separate blocks of Wash-Rooms are built exclusively for girls students.</li><li><input type="checkbox"/> A well furnished and fully air conditioned guest room developed.</li><li><input type="checkbox"/> Health Care Centre renovated.</li><li><input type="checkbox"/> Solid Waste Management facility developed in College Campus.</li></ul>
<b>Emphasis on improvement in Teaching Learning methodology</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> IQAC prepared an Academic Calendar intune of academic Calendar of University academic activities to be conducted within define d time frame i.e by the end of academic year i.e June 2018.</li><li><input type="checkbox"/> Advised all the dept. Head to prepare proposed Lesson plan of the topics allotted to the concerned teachers.</li><li><input type="checkbox"/> All the de pt. Heads are advised to get maintain the academic progress diary by all the concerned subject teachers as per time table.</li></ul>

	<input type="checkbox"/> Dept. heads are advised to organise different types of extra-curricular activities such as, seminars, symposia, workshop on soft skill developments, Quizzes, Group – Discussion, etc. Heads are advised to organise at least one such activity in their concerned dept. by end of academic year 2017-18. <input type="checkbox"/> Faculty members of all departments motivated to submit proposals to UGC and other funding agencies to obtain Research Projects.
<b>Strengthening Students' Grievance Redressal Cell</b>	<input type="checkbox"/> Special efforts made of the coordination and awareness about Grievance Redressal Cell by regular interaction with Students, Display Boards regarding rules and regulations ensuring Anti Ragging Campus for all.
<b>Providing impetus to research activities</b>	<input type="checkbox"/> Research activities going on with different faculty members in different departments.
<b>Development of a systematic waste management</b>	<input type="checkbox"/> Provision of vending machine in students wash rooms for proper disposal of sanitary waste.
<b>Reinforcement of regular feedback system from all the stakeholders</b>	<input type="checkbox"/> Feedback from students, parents and alumni is invited and accordingly followed for the sake of betterment.
<b>Reformation of suggestion box department wise</b>	<input type="checkbox"/> It is practiced regularly with the help of class test, terminal exam, setup test, students' seminar, Quiz and various competitions.
<b>Automation of Admission system</b>	<input type="checkbox"/> Online admission process practiced.
<b>Strengthening e-resources in the Library</b>	<input type="checkbox"/> 3828 e-journals, INFLIBNET, 17 CDs and Videos are added.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The Action Plans we are discussed and implemented by Institutional Quality Assurance Cell.

## Part – B

### Criterion – I

#### I. Curricular Aspects

Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	<b>13</b>	--	<b>06</b>	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	<b>13</b>	--	<b>06</b>	--
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	<b>19 UG Courses</b>

Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

**N/A**

Any new Department/Centre introduced during the year. If yes, give details.

**NO**



## Criterion – II

### 2. Teaching, Learning and Evaluation

Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	25	08	17	--	

No. of permanent faculty with Ph.D. 23

No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	08	26	17						25	26

No. of Guest and Visiting faculty and Temporary faculty   05

Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended		3	1
Presented papers		3	1
Resource Persons			

Innovative processes adopted by the institution in Teaching and Learning:

- **Use of ICT in teaching**
- **Presentation and Interactive sessions of students**
- **Guest Lectures**
- **Soft skill training programs**
- **Organizing and participation in seminars/conferences and workshops**

Total No. of actual teaching days during this academic year 180

Examination/ Evaluation Reforms initiated by the Institution (for example : Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

**Internal assessment & Evaluation of Students are done by the department informally.**

No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 01

Average percentage of attendance of students 75%

Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>B.A (Arts.) (H)</b>	<b>633</b>		<b>41</b>	<b>52</b>		<b>93</b>
<b>B.Sc. (Sc.) (H)</b>	<b>63</b>		<b>92</b>	<b>08</b>		<b>100</b>
<b>B.Com (A/c) (H)</b>	<b>24</b>		<b>85</b>	<b>15</b>		<b>100</b>

How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- **IQAC motivates departmental heads to prepare strategic academic lesson plan at the beginning of academic year with help of subordinate teachers of their allotted papers.**
- **Advise all faculty member to maintain their academic progress diary as per time-table.**
- **Advise to incorporate group discussion and other extracurricular activities in their academic plan.**
- **To ensure effective teaching learning IQAC collects feedback from students and feedbacks are analysed.**
- **Remedial measures were suggested on the basis of feed back.**

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>01</b>
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	--

Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>31</b>	--	--	--
Technical Staff	<b>25</b>	<b>26</b>	--	--

## Criterion – III

### 3. Research, Consultancy and Extension

Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC promotes faculty members to register Ph.D. degrees. Special leaves are sanctioned for course work, conferences and seminars.
- Strong research promotion cell has already been constituted with a convenor and other members under IQAC of the college intending to promote a congenial research climate and all major and minor projects which have to be routed through this cell. The IQAC tries to address all the difficulties faced by the scholars doing research works and projects through threadbare deliberation with the principal and other senior faculty members having experiences of research in various field.

Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

Details on research publications

	International	National	Others
Peer Review Journals	--	<b>30</b>	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--

Students research projects ( other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

Revenue generated through consultancy

No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	--	--	--	--	<b>02</b>
	Sponsoring agencies	--	--	--	--	<b>Self funding College</b>

No. of faculty served as experts, chairpersons or resource persons

No. of collaborations International  National  Any other

No. of linkages created during this year

Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

No. of patents received this year

Type of Patent		Number
National	Applied	/
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College

No. of faculty from the Institution  
who are Ph.D. Guides  
and students registered under them

20

16

No. of Ph.D. awarded by faculty from the Institution

16

No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

x

SRF

x

Project Fellows

x

Any other

x

No. of students Participated in NSS events: **NSS events organised of college level during  
Academic year : July 2017 – June 2018.**

Sl. No.	Date	De tails of Activities organised by NSS
1.	13.01.2018	Training session organised on online Cashless Transaction 200 (Two Hundred) Students participated. Trainer: Mr. Manoj Kumar ; Senior Manager UNION BANK OF INDIA, Dehri Branch.
2.	21.01.2018	400 NSS Volunteers participate d in Human chain organise d by Bihar State Govt. to aware local habitants about prohibition from consumption of Liquors & Tobacco.
3.	23.01.2018	A training on Sahaj Youga ( lgt ;kX) organised in Collaboration with Brahm Kumari Sansthan. About 400 (Four Hundred Students participated). Trainer : Ms Suchi Agrawal from Ranchi & Ms Sharda Marodia from Dehri-On-Sone .
4.	25.01.2018	Voters' awareness programme organised. About 200 (Two Hundred Students participated).

5.	26.03.2018	<b>Special NSS Camp organised in adopted village ‘Rajwarwa Bihga’</b> <b>Several event conducted :</b> <ul style="list-style-type: none"> <li>• <b>Provide d awareness about ‘Consequences of Liquors and Tobacco use’</b></li> </ul>
6.	21.06.2018	<b>‘International Yoga Diwas’ Celebrate d in College Campus. One the occasion chief Guest was Hon’ble State Minister HRD, Govt. of India.</b>

University level  State level   
National level  International level

No. of students participated in NCC events:

University level  State level   
National level  International level

No. of Awards won in NSS:

University level  State level   
National level  International level

No. of Awards won in NCC: **There is no any unit of NCC functional in College.**

University level  State level   
National level  International level

No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- NSS Annual Comp.**
- Tress plantation organised on occasion of Van Mahotasav in the around the College Campus.**
- Workshop on dalit women empowerment organised in adopted dalit Village – Rajwarwa Bigha.**
- Cleanness drive organised on the public places of the towns.**

## **Criterion – IV**

### **4. Infrastructure and Learning Resources**

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	<b>3.25 Acres</b>	--	--	--
Class rooms	<b>08</b>	<b>04</b>	<b>M.L Fund</b>	<b>12</b>
Laboratories 2,00,000.00	<b>07</b>	--	--	<b>07</b>
Seminar Halls	<b>01</b>	--	--	<b>01</b>
No. of important equipments purchased ( 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

Computerization of administration and library

- College Central Library house keeping system has been computerized using Lib-man (Library Management System) Software which OPAC (Online Public Access Catalogue) and Bar Coded tracking System.**
- The College is getting access to e-resources through INFLIBNET (N-List) a programme entitled ‘National Library and Information Services infrastructure for scholarly Contents.**
- Computerisation of Students Administration, Accounts and establishment section is in pipeline.**

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						

Journals							
e-Journals							
Digital Database							
CD & Video							
Others (specify)							

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	<b>52</b>	<b>01</b>	<b>Campus Wi-Fi enable</b>	--	<b>001</b>	--	--	--
Added	<b>10</b>	--	--	--	--	--	--	--
Total	<b>62</b>	<b>01</b>	--	--	<b>01</b>	--	--	--

Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. **Workshop organised on Power Point Presentation for taking Classes using smart-board conducted by dept. of Botany.**
2. **Conduct one day training programme on Internet browsing & creating e-mail ID for students.**
3. **Workshop organised on how to use computer in day to day official works to non-teaching secretarial staff of college.**

Amount spent on maintenance in lakhs :

i) ICT	<b>2,50,000.00</b>
ii) Campus Infrastructure and facilities	<b>1,50,000.00</b>
iii) Equipments	<b>2,50,000.00</b>
iv) Others	<b>1,25,000.00</b>
<b>Total :</b>	<b>7,75,000.00</b>



## Criterion – V

### 5. Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

1. Students are motivated to participate and utilize the facilities of sports (Indoor & outdoor games) in College. To do practice and participate in different tournaments organised by university and other forums.
2. Library advisory committee has been constituted to look-after the issues related to library services and accordingly report to IQAC.
3. Psycho Social counseling done through psycho social committee constituent to handle the issues of students suffering from some type of mental distress due to family, personal or social problems.
4. Anti-Ragging squared has been constituted to look-after the problem of ragging in the campus.

Systematic collection of feedback from students on issues related to available support services has been initialed by IQAC with objective of enhancing the quality of support services in the college. All information regarding the students support services are incorporated in the prospectus with the help of IQAC that enables student to get acquainted with such services at the time of admission.

Efforts made by the institution for tracking the progression

The IQAC has executed a structured mentoring policy to endorse an effective equipping mechanism for every student. This endures a defined path for a student follow in order to achieve a successful student hood during their study. The college maintains disciplinary rules and regulations to be followed are mentioned. The teacher track the academic performance of the students and good academic progress of each student is appreciated and placed on record. All possible support is extended to the weaker students to consult their teachers for their growth as well as development.

(a) Total Number of students	UG	PG	Ph. D.	Others
	2390	--	--	--

No. of students outside the state 27

No. of international students 00

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1425	226	06	780	--	2437	1391	205	04	618	--	2218

Demand ratio : 1:1 Dropout % : 18%

Details of student support mechanism for coaching for competitive examinations (If any)

- The Library provides the books required for the preparation for examination like STET, CTET & SSC examination.**
- Remedial Coaching : Coaching Scheme for entry into service [CES] for the schedule castes, schedule Tribes, OBC and Minorities.**
- Career counseling and placement opportunities are guide d by professional counselors.**
- Special lectures by experts of certain fields such as Banking, Railway, Public Administration are organised for the benefit of Students.**

No. of students beneficiaries

260

No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<b>SSC – 05</b> <b>Rly. – 08</b> <b>Police - 06</b>

Details of student counseling and career guidance

**College has a functional students ' career Counseling & Placement Cell with a Convenor and various issues related to students (academic/non-academic/job relate d/socio-psychological) are effectively dealt with help of professional, if necessary: Experts are invited to provide counseling in different are as such as psychological problems, health and nutrition, legal and career place me nt. Soft-Skill development Group Discussion Sessions and general study classes are organised on regular basis. Remedial coaching classes are organised for SC/ST/OBC students through the scheme of UGC under XIth Plan. The Career counseling and placement cell keeps in regular touch with the relevant companies and agencies and appraise the students about them though e-mail or by putting upon the notice boards.**

No. of students benefitted

160

Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	<b>25</b>

Details of gender sensitization programmes

- 1. A workshop on legal rights of women was organised in college with help of advocates with expertise in law women.**
- 2. A workshop on ‘ill effects of early marriage of girls’ organised, parents of students were also invited to participate in the work-shop.**
- 3. Sexual Harassment and legal provision and awareness programme organised by IQAC.**
- 4. Self-Defence sessions for girls students organised.**
- 5. Women empowerment Cell regularly conducts gender sensitization programmes.**

Students Activities

No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

- Bihar State Govt. has implemented free education to girls students upto graduation level from academic year 2017-18. Admission of girls are awarded on zero balance.**

Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

- Students organises ‘Saraswati Pooja’ & Teachers’ Day Celebrations of College Level.**

No. of social initiatives undertaken by the students

Major grievances of students (if any) redressed:

- Students are guided the process of rectifying the errors in their final university results.**

## Criterion – VI

### **6. Governance, Leadership and Management**

State the Vision and Mission of the institution

#### **VISION STATEMENT:**

- “vkReuks eks{kkFkZ txf/k rk; p “Atmano Moksharrtham Jagadhitaya Cha” (For one’s own salvation, and for the welfare of the world)
- To empower women from all sections of society through holistic education centered on academics.
- To instill in our students moral values, discipline and dynamism along with imparting quality education.

### **MISSION STATEMENT:**

- To cater to the ever-increasing need for women's education in Bihar.
- To impart quality education to women students from backward classes and first- generation learners from economically challenged backgrounds, thereby encouraging inclusive growth.
- To provide an ambience that makes our students ethically strong and professionally competent and, thereby, contributing to a healthy and prosperous society.
- To encourage innovative thinking and creativity and inculcate research skills in our students.
- To optimize the use of available infrastructure for sustained development of the college.
- To supplement and enrich the existing curriculum through seminars and extension lectures by eminent scholars.
- To adequately assess and address the special needs of backward students through the implementation of Remedial Programmes.
- To encourage greater participation of students in various academic, cultural and social activities and to develop healthy co-curricular and extra- curricular activities.

Does the Institution has a management Information System

**Institution is working on implementation of effective MIS**

Quality improvement strategies adopted by the institution for each of the following:

Curriculum Development

**Since Constituent College of VKSU, Ara, we follow the curriculum prescribed by the university.**

Teaching and Learning

**The coordinator of IQAC invites the head's in meeting with the Principal for suggestion in the development of institution. As the coordinator is in live contact with each department, teacher and student, he/she is able to analyze & understand the needs of institution, teachers and students.**

- To ensure effective Teaching –Learning the College provides all necessary teaching aides required by the Departments.**
- Teachers are motivated to participate in faculty development programme regularly.**
- At the commencement of the academic session Departments are requested to pre pare academic calendar & lesson plan.**
- Departments conduct mid- term test, home assignments etc.**
- Students are given exposure for experiential learning through educational excursions, field trip etc.**
- Remedial classes for slow learners.**

#### Examination and Evaluation

**Continuous assessment of students through regular internal test - Class test, Terminal Exam, Sent-up Test, Viva voce, Quiz at college level and annual examination at university level at the end of the session as per the university norms. Evaluation process is transparent and students' grievances like scrutiny of any error of result are entertained**

#### Research and Development

- Research Promotion Cell has been constituted to monitor and encourage research related work.**
- Library is updated, e-books and e-journal are made accessible to the faculty through N-LIST.**
- Most of the faculty members are research supervisor.**
- Students are motivated and guided for research work.**
- Laboratories facilities are enriched by equipment regularly keeping research work in priority.**
- Many students have been awarded Ph.D.**

#### Library, ICT and physical infrastructure /instrumentation

- Library space measures 370 sq. mt; seating capacity – 60**
- Total No of Books : 12042 and Titles of Book : 4349 no of Journals : 05 Daily News papers : 06.**
- Library has been automated with software Lib-Man which has OPAC – (Online Public Access Catalogue) facilities of searching books.**
- Member of INFLIBNET N-List a UGC digital library consortium.**
- Wi-Fi facility is available for the betterment of the students in the complete campus.**
- CCTV Cameras are fitted in every major spot of the campus.**
- A UGC sponsored NRC (Network Resource Centre ) – facilitates available.**
- Adequate number of lecture rooms (09), Labs, 2 smart class rooms, Seminar rooms, Sports space , Alternative power supply facility (Solar), clean drinking water, washrooms along with a separate block of wash-rooms for students only, canteen health centre and 1 hostel has been completed.**

#### Human Resource Management

**All faculty members are involved in different activities of college.**  
**- Self-appraisal to evaluate the performance of the teaching faculty**  
**- Feedback from students to enhance the effectiveness of the faculty**

Faculty and Staff recruitment

**Permanent faculty members are recruited as per the state govt. policy, by Bihar University Service Commission or Bihar Public Service Commission. Temporary/Adhoc/ Part-time teachers are engaged on per class basis by college through its advisory committee.**

Industry Interaction / Collaboration

**There is no formal Industry interactions collaborations in place .**  
**Students are taken for visits to nearby industries and laboratories under the supervision of teachers.**

Admission of Students

**Students are admitted as per the norms defined by the Veer Kunwar Singh University, Ara on merit of eligibility exam and State government reservation policy.**

Welfare schemes for

Teaching	<input type="checkbox"/> <b>Employee Benefit Fund</b>
Non teaching	<input type="checkbox"/> <b>Facilities for Advance , Loan, Cooperative Society etc.</b>
Students	<input type="checkbox"/> <b>Bihar State Govt. has implemented free education to girls students upto graduation level from academic year 2016-17. Admission of girls are awarded on zero balance.</b> <input type="checkbox"/> <b>Remedial Coaching Classes (RCC) at Undergraduate Level for Scheduled Castes, Scheduled Tribes, OBC, minority communities and poor students.</b> <input type="checkbox"/> <b>Coaching Scheme for Entry into Services (CES) for Scheduled Castes, Scheduled Tribes, OBC, minority communities and poor students.</b>

Total corpus fund generated

Whether annual financial audit has been done

Yes

No

Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	<b>Yes</b>	<b>IQAC</b>
Administrative	--	--	<b>Yes</b>	<b>IQAC</b>

Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

What efforts are made by the University/ Autonomous College for Examination Reforms?

<b>N/A</b>
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What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

<b>N/A</b>
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Activities and support from the Alumni Association

<b>The Alumni Meet is organised once a year, for all around development of the Alumni Association and the College.</b>
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Activities and support from the Parent – Teacher Association

<b>Strengthening the dept. by the suggestion/ demand as per the need of their ward through PTA meeting.</b>
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Development programmes for support staff

- Computer training for class III staff work training for non-teaching staff (Class IV).**
- Staff room**
- Vehicle parking**
- Canteen**
- Internet facilities**

Initiatives taken by the institution to make the campus eco-friendly

- To make arrangement for green campus, Plantation are done on regular basis under Botanical Society of college collaboration of department of forest, Govt. of Bihar.**
- Dust bin are kept for collecting wastes, a Vermin culture plant has been constructed for biodegradable wastes.**
- Minimum light during night is used for protecting Bird habitats.**
- Awareness programme is done by students' central society for saving electrical energy in campus.**
- Debates and lectures on environment are organised by NSS & Dept. Of Botany for awareness of students.**
- College use LED and CFL bulbs, Solar Lap predominantly.**
- Nukkad Natak organised time to time in the college premises to spread the concept of environment consciousness.**

## **Criterion – VII**

### **7. Innovations and Best Practices**

Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Orientation for the newly inducted students.**
- Academic progress of students monitored jointly by Parent – Teacher meetings.**
- The college library is well equipped with modern technological facilities e.g. Computers, Internet, INFLIBNET, Wi-fi and printers.**
- Psycho-Socio Cell has been set up to help students resolve various problems pertaining to academics, emotional relationships, mental stress due to family, social or health issues.**
- ICT training given to Class III Staff.**
- Personality Development Programme.**

Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Renovation of Seminar Hall & Staff Room.**
- Two separate blocks of Wash-Rooms are built exclusively for girls students.**
- A well furnished and fully air conditioned guest room developed.**
- Health Care Centre renovated.**
- Solid Waste Management facility developed in College Campus.**
- IQAC prepared an Academic Calendar in tune of academic Calendar of University academic activities to be conducted within defined time frame i.e by the end of academic year i.e June 2017.**
- Advised all the dept. Head to pre pare proposed Lesson plan of the topics allotted to the concerned teachers.**
- All the de pt. Heads are advise d to get maintain the academic progress diary by all the concerned subject teachers as per time table.**
- Dept. heads are advised to organise different types of extra-curricular activities such as, seminars symposia, workshop on soft skill developments, Quizes, Group – Discussion, etc. Heads are advised to organise atleast one such activity in their concerned dept. by end of academic year 2016-17.**
- Faculty members of all departments motivated to submit proposals to UGC and other funding agencies to obtain Research Projects.**
- Special efforts made of the coordination and awareness about Grievance Redressal Cell by regular interaction with Students, Display Boards regarding rules and regulations ensuring Anti Ragging Campus for all.**
- Research activities going on with different faculty members in different departments.**
- Provision of vending machine in students wash rooms for proper disposal of sanitary waste.**
- Feedback from students, parents and alumni is invited and accordingly followed for the sake of betterment.**
- Online admission process practiced as per the instruction of University.**
- 3828 e-journals, INFLIBNET, 17 CDs and Videos are added.**

Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Empowerment of Women through Quality Education – through financial aid, Psycho-socio counseling and adaptive policies.**
- Democratic and Participative Management.**

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

Contribution to environmental awareness / protection

- To make arrangement for green campus, Plantation are done on regular basis under Botanical Society of college collaboration of department of forest, Govt. of Bihar.**
- Dustbin are kept for collecting wastes, a Vermin culture plant has been constructed for biodegradable wastes.**
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- College use LED and CFL bulbs, Solar Lap predominantly.**
- Nukkad Natak organised time to time in the college premises to spread the concept of environment consciousness.**

Whether environmental audit was conducted?    Yes     No

Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<b>Institutional Strengths</b>	<input type="checkbox"/> <b>The college is accredited by NAAC. ('B' Grade)</b> <input type="checkbox"/> <b>Ragging free environment.</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Institutional Weakness</b>	<input type="checkbox"/> <b>50 % of sanctioned posts are vacant.</b> <input type="checkbox"/> <b>Institute – Industry Interaction is less.</b> <input type="checkbox"/> <b>Most of the students are from rural background and belongs to the weaker section of the society.</b>
<b>Institutional Opportunities</b>	<input type="checkbox"/> <b>Declared Model Degree College under RUSA.</b> <input type="checkbox"/> <b>Enhanced infrastructure, rich library, good Wi-fi connection as well as sufficient human resources.</b>

## Institutional Challenges

- Rural back ground students have fear about English Language.
- To reduce drop-out rate among students.
- Improve the skill of existing teachers.
- Ensuring quality educations, using the available financial support from the government.
- To create awareness about women Entrepreneurship and empower them by making financially independence.
- Since as per Bihar State Govt. policy, education of girls were made free upto graduation Level and Colleges are not getting sufficient fund from Govt. for the augmentation of its infrastructural or Teaching Learning facilities, so institution is facing difficulty to complete with other good institutions.

## 8. Plans of institution for next year

S. No.	Plan of action for 2018-19
1	Development of Infrastructure.
2	Emphasising Inclusiveness in education.
3	Rejuvenating Student's Grievance Redressal Cell.
4	Introducing new Professional Courses.
5	Providing impetus to research activities.
6	Initiating Faculty Development Programme.
7	To develop a systematic waste management System.
8	Reinforcement of regular feedback system from all the stakeholders.
9	To develop a nursery in the campus.
10	Implementation of suggestion box department wise.
11	Reformation of students' Academic Performance Evaluation scheme at Departmental level.
12	Promoting tour facilities to students for environmental, social and onsite study.
13	To accommodate more students in newly built hostel.
14	Enhancing teaching learning process by using ICT.
15	Automation of Admission system.
16	Emphasis on collaboration with Industry.

**Dr. Kishor Kumar Singh**

**Co-ordinator, IQAC - MCD**

*Signature of the Coordinator, IQAC*

**Dr. Ashok Kumar Singh**

**(Prof.-In-Charge), Chairperson, IQAC**

*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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