

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

D. B. K. N. COLLEGE, NARHAN, SAMASTIPUR

D. B. K. N. COLLEGE, NARHAN
848211

www.dbkncollege.co.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Late Diwan Bahadur Kameshwar Narayan Singh is the founder of the College. This institution is the fruit of his dream and vision for the growth and property of the society in the land of south Mithila, his vision and commitment towards upliftment of the Society and under privileged people has inspired the establishment of this institution and would certainly lead to many more. He was donated 15 Bigha 10 Kattha State Highway Road Side Big Plot Land for Technical Institute for this backward area. The Dream of the donor fulfills and come true after 40 years long time from establishment. After arising Technical problems by the Government of Bihar in establishment of Technical Institute the donor decided to open the General Education Degree College on this land, called D.B.K.N. College, Narhan, Samastipur. D.B.K.N. College (With B.Ed. Course), Narham, Samastipur (Bihar) is one of the old Constituent College of Lalit Naryana Mithila University, Kameshwar Nagar, Darbhanga (Bihar). Lalit Narayan Mithila University came into being on August 5, 1972 by an ordinance/subsequently enacted through legislatures with the name Mithila University, Darbhanga, to fulfill the long cherished desire and aspirations of the people of Mithila to have a genuine University promoting the cause of higher education in building up a sound and healthy Indian National. In February, 1975 after the sad and sudden demise of the Union Minister of Railway and an illustrious son of Mithila Late Pt. Lalit Narayan Mishra, the University was renamed as Lalit Narayan Mithila University.

Vision

The village name 'NARHAN' is situated on the bank of river 'Buddi Gandak'. "NARHAN ESTATE" established by Rai Ganga Ram & his successor Diwan Bahadur Kameshwar Narayan Singh in the year 1940. The revenue of the Estate was 3 lac per year in British Period. He was a truly educationist. In his period poet Kavishwar Chanda Jha wrote "Mithila Bhasha Ramayan" at Narhan Estate in the 19th Century. The downer and founder Late Diwan Bahadur Kameshwar Narayan Singh with compassion and sympathy for the poor and needy was undertaken the pious act of establishing D.B.K.N. College, Narhan. The College Stresses on purity of thought and action seeks to teach the merits of honest thinking and acting in all spheres of life. The goal of education is to nurture responsible and sensitive citizens. Our ultimate goal is to see that children irrespective of caste, creed, religion, gender and socio-economic status reap the benefits of a first class education. Our mission is to help produce teacher who are not only academically brilliant, but also understand the essence of spiritually, teachers who represent the right combination of intelligence, emotions, values, like skills and communication abilities.

Mission

The mission of the college is to provide value based quality education in humanities, Science, commerce and B. Ed. to the students of the institution. The college intends to serve the regional youth by providing them easy access to higher education and enabling them for emerging job markets. The institution strives to develop integrated personality of students with special attention.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Increasing numbers of students of the college.
2. Better result every year.
3. Proceeding opportunities for student's to explore their strength through seminars, Lectures, Kavya goshti, story & poem-writing and educational tours.
4. Lectures by subject experts.
5. Pleasant relationship among the members of college staff, students and parents.
6. Student Centred teaching.
7. Optimum utilization of resources.
8. Student-friendly environment.
9. Qualified teaching faculty.
10. Gender friendly campus.
11. High success rates in examination.
12. Dedicated students.
13. Dedicated staff.

Institutional Weakness

1. Limitation of infrastructure.
2. Weak economic background of students.
3. Lack of English Communication skill of students.
4. Lacking of regular staff.

Institutional Opportunity

1. Vocational advantages for strengthening academic and vocational linkage.
2. Better opportunities for competitive exams.
3. The institution may provide quality education to the poor but talented students of rural areas.

Institutional Challenge

1. Keeping pace with the rapid change in higher education.
2. Providing resources for marginalized students.
3. The institution has no sufficient space to cope with gradually increasing enrollment of students per session.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution follows university syllabus and prospectus. In implementing university syllabus, the institution has planned its implementation programme. For it, we conduct class tests, unit tests, quarterly exams, half yearly and pre- final exams to implement university syllabus. The teachers of different subjects examine answer

books and declare results. Teachers in class rooms show answer books to students and resolve their doubts and confusions. Results are announced regularly. At times, lectures, seminars, workshops, quiz- contests are also conducted for the benefit of students. For the enrichment of curriculum, a new chapter has been added in the first year syllabus. Students of first year visit local areas to collect data and first hand information. The institution has introduced students feed-back system from the current session (2017-18) for this purpose, a questionnaire has been given to students and their feedback have been collected and analysed. The questions raised are being resolved so that a healthy academic environment could be created for empowerment of the students and the institution.

Teaching-learning and Evaluation

The College, being the oldest and lead college of the Samastipur district, 12th pass out students of arts, Science, Commerce and graduation pass out aspire to get admission. The college feels pressure in admitting all applicants for admissions. Students from local areas come to get admission in this college. Students of all categories, SC, ST, OBC and women come to take admission in this college. Though some posts are vacant, the institution appoints guest lecturers to compensate vacancy of teachers. Teachers of the college are engaged in upliftment of educational environment of the college. They engage their classes regularly. Teachers are engaged in academic activities. Some of teachers have book publications, publications in journals, magazines. They participate in seminars and workshops. Some of teachers are members of board of studies and subject experts and research guides. Students are involved in academic and extra- curricular activities of the college. Remedial Classes, doubt removal classes are conducted in the college by all departments. Attendance of students is properly maintained. There is an IQAC which functions properly. Programmes like alumni association, computer literacy programme, NSS activities are conducted properly in the college. Cross cutting issues like health awareness, gender sensitivity, environmental issues are taken for the benefit of the students. Achievements of students in academic and extra-curricular activities are recognised by the college. Career-guidance cell operates in the college which gives informations about availability job opportunities in the current sceneriao.

Research, Innovations and Extension

he College has infrastructure, laboratories and library with internet connection. There is a functional research advisory committee. Some of teachers are research guides for the degree of Ph.D. guest lectures, seminar have been organised in different departments of the college. The institutions does not have separate budget for research but teachers are encouraged to participate in seminars and workshops organised in other academic institutions. There are wi-fi and internet facilities available in this college. Some faculty members have research publications. Faculty members publish their publications in books and research journals. The institution is conscious of its social obligations. Through NCC, NSS and red cross society activities, blood donation, cleanliness programme, health, hygiene, legal literacy are conducted in near-by localities.

Infrastructure and Learning Resources

The College has own building situated at Narhan Samastipur. There are 14 teaching class rooms, Laboratories, Seminar hall and language lab in the college building. There are separate laboratories for Physics, Chemistry, Zoology, Botany, Maths and Psychology. There is a computer lab for 30 computers. The college has various amenities such as seminar hall, auditorium, botanical garden, cafeteria, sports facility and equipments, play

ground, library facility, computer lab. The building and campus are maintained regularly. Different committees are working to look after facilities and infrastructure of the college. Clean water supply is ensured and cleanliness is specially taken care of. Water harvesting is functional. Toilets and bathrooms are cleaned regularly.

Student Support and Progression

Every year, the institutions publishes its prospectus and makes it available to all students and also upload it on institutional website which gives institutional informations, guidelines for admission, fee detail, scholarship, code of conduct and other relevant details. Admissions are given on merit basis and in compliance with the reservation policy of state government. Students are given concessions and scholarships as per government policy. Support services are available for S.C./S.T/OBC, economically deprived section and physically handicapped. The institution is friendly to physically challenge. There is ramp, wheel chair and toilet-friendly for physically challenged. The NCC, N.S.S and Red-Cross society organise different activities for students 'awareness, involvement and empowerment. Various programmes are running in the college for the betterment of the students such as computer literacy programme, spoken English, PSC Coaching Cell (Free of cost), grievance redressal cell, carrer guidance cell, anti-ragging cell, IQAC cell, RTI Cell, culture, sports, alumni cell and other activities cell. Students actively take part in plantation and green movement in the campus.

Governance, Leadership and Management

The management works on its ambitious plan through its faculty members and other available resources for the benefit of students. The quality, policy and plans are implemented by collective administrative plan which includes the principal, head of departments, IQAC Coordinator and members. The principal is open to novel ideas concerning the development of the college. There is a close interaction between principal, head of departments and other bodies concerning the institutional problem and issues. The staff council of the college meets twice in a year to invite suggestions on developmental issues. The institution has a perspective plan for institutional development. The institution has a mechanism to get students and staffs feedbacks. There is also a system to analyse feedbacks. Teaching and Non- teaching staffs of the college are encouraged to take part in seminars and workshops. There is an internal quality assurance cell working in the college. There is an academic audit mechanism in operation in the college. The institution remains in touch with guardians apprising them about the performance of their wards.

Institutional Values and Best Practices

There is a green audit committee in the college which supervises plants and saplings planted inside the campus. There is a herbal garden in the campus. Students are made aware of energy conservation and preservation of plants. The institution is working for carbon-neutrality. Students are encouraged to come to college by bicycles. College staff is instructed to come college through pooling their vehicles. The campus is plastics and polythene free zone. Every day at 10:30 A.M. the national song is sung by students and staff of the college. In the evening, college song is sung. On birthdays, staff and students plant saplings in the college campus. Everyday quotable lines are spoken by students and selected one is pasted on the notice board.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	D. B. K. N. College, Narhan, Samastipur
Address	D. B. K. N. COLLEGE, NARHAN
City	Samastipur
State	Bihar
Pin	848211
Website	www.dbkncollege.co.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	SATISH CHANDRA PATHAK	06275-244419	8765179242	06275-260257	pragyeshnath@gmail.com
IQAC Coordinator	PRAGYESH NATH TRIPATHI	-	9044866970	-	bhupragyesh@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	23-06-1970

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Bihar	Lalit Narayan Mithila University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	11-03-1983
12B of UGC	

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
NCTE	View Document	31-08-2012	24	Detail of the course has been attached up till now

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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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	D. B. K. N. COLLEGE, NARHAN	Rural	5	3869

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	Intermediate		150	49
UG	BA,English	36	Intermediate		150	86
UG	BA,Psychology	36	Intermediate		300	90
UG	BA,Philosophy	36	Intermediate		150	0
UG	BA,History	36	Intermediate		300	242
UG	BA,Hindi	36	Intermediate		150	129
UG	BA,Sanskrit	36	Intermediate		150	10
UG	BA,Political Science	36	Intermediate		300	78
UG	BA,Maithili	36	Intermediate		150	0
UG	BA,Sociology	36	Intermediate		150	16
UG	BA,Mathematics	36	Intermediate		150	0
UG	BA,A I H C	36	Intermediate		300	6
UG	BA,Geography	36	Intermediate		300	255
UG	BA,Home Science	36	Intermediate		300	88
UG	BA,Musice	36	Intermediate		150	12

UG	BA,Urdu	36	Intermediate		150	11
UG	BCom,Marketing	36	Intermediate		150	10
UG	BCom,Account And Entrepreneurship	36	Intermediate		390	21
UG	BCom,Business Studies	36	Intermediate		150	0
UG	BSc,Physics	36	Intermediate		115	95
UG	BSc,Chemistry	36	Intermediate		115	36
UG	BSc,Mathematics	36	Intermediate		115	115
UG	BSc,Botany	36	Intermediate		115	51
UG	BSc,Zoology	36	Intermediate		155	112
UG	BEd,Bachelor Of Education	36	Graduation		100	100

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				0				47			
Recruited	0	0	0	0	0	0	0	0	15	2	0	17
Yet to Recruit	0				0				30			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				43
Recruited	31	1	0	32
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
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

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	0	0	3	2	0	9
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	4	0	0	4	0	0	8

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		20	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	959	0	0	0	959
	Female	656	0	0	0	656
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	110	196	15	337
	Female	49	99	5	290
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	514	333	971	1957
	Female	334	273	727	1167
	Others	0	0	0	0
General	Male	151	321	238	344
	Female	117	191	169	356
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1275	1413	2125	4451

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 07

Number of self-financed Programmes offered by college

Response : 01

Number of new programmes introduced in the college during the last five years

Response : 08

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1711	4451	2125	1413	1275

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

2016-17	2015-16	2014-15	2013-14	2012-13
845	3124	1698	606	848

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
836	814	783	607	458

Total number of outgoing / final year students

Response : 3498

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
18	21	16	29	29

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

2016-17	2015-16	2014-15	2013-14	2012-13
18	21	16	29	29

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
47	47	42	42	42

Total experience of full-time teachers**Response : 245****Number of full time teachers worked in the institution during the last 5 years****Response : 29****3.4 Institution****Total number of classrooms and seminar halls****Response : 16****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
2.12	460.97	732.58	579.70	70.40

Number of computers**Response : 30**

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.013664

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.013241

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

We follow the academic calendar provided by L.N. Mithila University, Darbhanga, due to Constituent unit. We try to impart quality education depending upon the resource potentiality of our institution. The institution has developed a structured and effective implementation of the curriculum. Following are the various means through which it executes the curriculum. Principal Meeting: Such meetings are held once in a month. Head of the Departments discuss their action plans to arrive an optimal and effective way.

Academic Calendar: Academic Calendar is prepared as per the L.N. Mithila University, academic schedule and the requirements at the department level as per the action plans formed. Lesson Plan: A Lesson plan includes course outcomes, course objectives, content topics, reference books and the expected outcomes from the students by learning through the topics prepared by respective faculty members at the beginning of each session. Lesson plans provides us an insight on how classes are handled in a session.

Meeting the Vision and Mission of the Concerned Department: Each department sets their own Vision and Mission, which match with the Institutional Vision and Mission. Program Educational Objectives (PEO) and Program Outcomes (PO) are developed for each program and Course Objectives (CO) and course outcomes are defined for each course (theory, tutorial and lab).

File Description	Document
additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 4.69

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	01	01	01

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 100

1.2.1.1 How many new courses are introduced within the last five years

Response: 07

File Description	Document
Details of the new courses introduced	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The cross –cutting issues like Gender, Environmental sustainability, Human Values and Professional Ethics etc., are applied and followed in the academic calendar and applying them positively into the curriculum. We believe in maintaining healthy environment for all its students. The curriculum is designed by the university itself does include many of these aspects such as the subjects namely Environmental Studies in II Year. Apart from this, Moral and professional values subject is being taught in this institution. (AISHE – 8743).

There are various committees which take care of the students such as:

1. Women Grievances Committee:

It is formed by faculty members consisting of one coordinator and three members and also one student representative from each department. We are proud to state that in our college the incidents of sexual harassment of women students are nil due to the discipline in the campus. Yet this cell interacts with women students at regular intervals to identify any sort of issues existing. The women cell is capable of dealing the cases very confidently with its team.

1. Anti- Ragging Committee:

As per the guidelines of UGC, NCTE and the University, an Anti- Ragging Committee has been constituted to handle the issues pertaining to ragging. The names of the committee members along with their mobile numbers are displayed at different places in the institution. Any student can lodge a complaint without disclosing his/her identity in case of any convenient incident. The college has been registered in Anti Ragging website constitute be U.G.C. Which OTP No. 467372, Dated: 19.08.2017.

1. Human Rights:

The college conducts various programmes on Human Rights to provide awareness among students.

- Voter's Day Programme
- Blood Donation Programmes
- Swachh Bharath Abhiyan : A kadam swachata ki Ore
- Health Awareness Programmes
- Tree Plantation
- Manav Srikhala Sarab Bandi ki Ore (CM Bihar ke Aahwahan Per)
- Manav Srikhala Dahej Unmulan
- Beti Bachao and Beti Padhao
- Saksharta Abhiyan

1. Discipline Committee:

This committee formed by Physical Directors and one faculty member from each department. This committee plays a vibrant role in the maintenance of discipline of the complete campus. In day to day functioning of the college as well as any special occasion or any programmes, such as Ethical & Moral discipline and economical Environmental discipline this committee's presence and control is mandatory.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 01

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 49.12

1.3.3.1 Number of students undertaking field projects or internships

Response: 557

File Description	Document
Institutional data in prescribed format	View Document
List of students enrolled	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: D. Feedback collected	
File Description	Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrolment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrolment percentage (Average of last five years)

Response: 52.76

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1711	4451	2125	1413	1275

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3983	4451	3983	3983	3983

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 7.07

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
67	87	81	64	79

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Institution takes special care to identify the advanced learners and slow learners. Before the commencement of the programme a counselling session is held by the faculty members to make the students aware of their strengths and weaknesses. Awareness programmes equip them regarding their goals and objectives, code of conduct, attendance requirement, curriculum structure and evaluation pattern etc. When they attend their classes, first few lectures are organized to make them acquainted with the subjects so that they start understanding the subjects. Advanced learners are provided with additional notes. The college has introduced a student talent incentive scheme for meritorious students. College conduct quiz contest among the student and selected student are motivated through prizes. On the other hand slow learners are also taken care of the special remedial classes and doubt removal classes are organized regularly. Personal attention is paid and if needed counselling is provided to weaker students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 39.1

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 1.41**2.2.3.1 Number of differently abled students on rolls**

Response: 16

File Description	Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

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****Response:**

The College strictly follows the academic calendar issued by the Department of Higher Education, Govt. of Bihar, and L.N. Mithila University, Darbhanga. The teaching plan is designed and executed under the guidance of the Principal and IQAC committee. The course work is allotted unit wise to faculty members. Regular evaluation of the students through unit tests is an integral part of the teaching program. The head of the institution reviews the teachers daily diaries maintained by faculty members. The IQAC continuously monitors the academic activities of the institution, obtains feedback from students, teachers, and non teaching staff of the institution and analyzes and executes them. The quest and aspirations of the students are explored to nurture and inculcate a passion for learning. An interactive and collaborative approach is made to enhance the learning environment of the institution. Various extra-curricular activities are conducted to sharpen the skills of the students. Educational tours, Industrial visits, classroom workshops and seminars are part and parcel of enrichment programme.

To inculcate and invoke critical thinking in students, every year senior and active students of UG/B. Ed. classes are nominated as Presidents, Vice-Presidents, Secretaries and Joint-Secretaries of various councils of the departments. Under the supervision of faculty members, lectures of eminent scholars and persons are organised. Members of educational society organize group-discussions, debates, paper presentation, seminars, lectures and quiz -competitions among themselves. Special programmes are conducted to develop analytical ability, emotional quotient (EQ), high self-esteem, scientific temper and decision-making ability in the students.

To explore the creativity we have a College magazine “**Narayani**”, which is inclusive of literary, social, scientific and cultural expression of the students as well as the faculty members. The wall papers and newsletters are actively maintained by the students which provide an opportunity of expression to students. The objective of these programmes is to use knowledge as a tool and create a globalised-vision to transform them into lifelong learners and innovators. Various methods such as models, illustrations coupled with audio visual tools are adopted for effective teaching. Outdoor

educational tours and activities are organized for wider exposure. A proposal for e-class room/smart class and e-library are in pipeline.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 34.48

2.3.2.1 Number of teachers using ICT

Response: 10

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 66.71

2.3.3.1 Number of mentors

Response: 17

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The following innovative practices have been introduced and implemented for quality sustenance, enhancement and student learning:

1. Educational tours to historical and industrial centres are given priority.

2. Teachers are encouraged to enrich and update their knowledge through refresher and orientation courses organized by academic staff colleges. They are also availed opportunities for attending workshops, conferences and seminars.
3. For participative learning teachers are advised to organize class workshops, seminars and paper presentations.
4. Project works and extra-curricular activities are emphasized to enhance cultural, moral and aesthetic perception.
5. Inter-faculty interaction and participation in various programmes is organized to broaden the vista of knowledge.
6. An extra unit has been added to the syllabus of all subjects prescribed by the L.N. Mithila University to enhance the curriculum.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 51.83

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 40.17

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	8	9	9	9

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Average teaching experience of full time teachers in number of years**Response:** 8.45

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**Response:** 0

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level**Response:**

The college takes following measures to make internal evaluation:-

1. Different committees have been formed to supervise and look after activities of the college.
2. Feedback from students and staff (teaching and non teaching) are taken, evaluated and actions are taken.
3. On academic fronts class tests, unit tests, quarterly, half yearly and pre-final exams are taken, answer books are evaluated and results are prepared.
4. Quiz tests, objective tests, seminars and workshops, essay writing and G.K. competitions are organized.
5. Remedial and doubt removal class are conducted.
6. Conduct regular motivated classes for the students to develop their carrier in right direction.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**Response:**

For internal assessment, the institution takes class tests, unit tests, and monthly tests of the students. The programme of these internal valuation tests is designed by the Higher Education Department Govt. of Bihar, as well as L.N. Mithila University Darbhanga and the institution follows it strictly. All the departments accordingly conduct all these tests. In addition to this, the departments organize departmental seminars workshops and paper presentation activities to assess the students' attainment and progression. According to scheduled programme, quarterly, sixth monthly and prefinal exams are conducted. Students are given their progress report. Their weaknesses are pointed out. Suggestions are given how to improve performance.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The institution takes the following measures to resolve grievances transparently and fairly. The students against whom U.F.M. cases are registered in the final examinations are dealt with justifiably. Materials of cheating are confiscated and their records are maintained. The students are given opportunity to clarify their positions. The university constitutes a committee to look into the matter and appropriate measures are taken judicially, transparently and within the time limit.

There is a provision for revaluation of the answer sheets. The students who are not satisfied with the marks given can apply for revaluation. If the students are not satisfied even with the revaluation, they can get the photocopies of their answer copies by depositing the stipulated fee and they can have their answer sheets valued on their own and find out the actual position.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

1. Institution strictly adheres to academic calendar for the conduct of CIE.
2. Unit tests, class tests, quarterly tests, half yearly and pre-final exams are conducted as per the schedule.
3. In the beginning of the session the Principal and the staff prepare the academic calendar and implement it passionately and properly.
4. Faculty wise results are prepared.
5. Answer books are given to students to look into the mistakes.
6. Instructions are given by the teachers to improve the writing skills.

These evaluations make the students improve themselves before the final exams.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The Programmes offered by the institution are uploaded in the institutional website. The Syllabus of each programme prepared by the affiliating university (L.N.M.U. Darbhanga) is communicated to the students by the teachers. The teachers also introduce the students to the specific areas of which they are going to gain knowledge. The teachers of every department instruct the student that at the end of each programme, what they are supposed to obtain. The program outcomes of all the subjects are clearly made known to the students. In this regard the students' doubts and confusions are clarified by the teachers. Throughout the programme duration through various tests and examinations their attainment is assessed and suggestions for improvement are given.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institution uses test and examination method to measure the attainment of program outcome and course outcomes. Unit tests, monthly tests, quarterly, half yearly and pre final examinations are taken according to the schedule set by the university is strictly followed by the institution the answer books of these examinations and tests are shown to the students and they are made known of their shortcomings and irrelevant potations in their answers. They are advised as to how they can improve their answers to any questions. The answer books of the students are valued and marks are given. Finally the year end examination conducted by the affiliating university reflects the attainment gained by the students. The attainment of the students is also exhibited by the students securing position in the merit list of the university, obtaining jobs and self, employment etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 89.08

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

Response: 3998

2.6.3.2 Total number of final year students who appeared for the examination

Response: 4488

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Herbal Garden The institution has created a herbal garden to create an eco-system in the college campus. Students, teaching staff and non-teaching staff have planted some herbal plants in a selected area in the college campus. Tulsi (Holy Basil), Bel, sadabahar, sankhpushi, awala, allovera, Bryophlam, Sandal, Aloes, Indian Gooseberry, Emblic Myrobalan, Indian Gum Arabic, Indian Pennywort, and Liquorice have

been planted. These herbal plants are useful in headache, cough, kidney problem, indigestion, in sugar and BP abnormality. These herbs are easy to grow, look good, taste and smell amazing and many of them are magnets for bees and butterflies. Some herbs are used to neutralize the acid produced by the stomach. They serve as antacids. The healthy gastric acid needed for proper digestion is retained by such herbs. Certain medicinal herbs have disinfectant property, which destroys disease causing germs. They also inhibit the growth of pathogenic microbes that cause communicable diseases. All planted plants are taken care of by students, teaching staff and non-teaching staff of the college. When developed, this garden will prove medically beneficial to the needy of the locality.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.01

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 0.02

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	1

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities**3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years**

Response:

The institution conducts multiple Extension activities in nearby locality and the college. These activities have sensitized students to social issues and help in total development of personalities of students and indirectly society as whole. The NSS conduct various activities related to leadership and personality development. NSS parades and stage Programme develop their personalities. The NSS conducted SWEEP plan of Central government to make students and Villagers aware of voting. For these, the college has conducted different stage programmes in nearby 5 to 8 villages for the benefit of people. In the skill development programme, legal literacy, computer literacy, English spoken classes have been conducted. The NSS has conducted programmes on baking, cooking, malnutrition, health and hygiene in nearby villages and locality. Cleanliness, environment awareness, cashless movement, blood donation, sickle cell syndrome, dairy milk products making programme and flood relief camp have been conducted beneficial to students and local villagers. College adopted nearby village, Narhan Bazaar for its multi- sided development. Various training programmes to eradicate malnutrition, self- employment, cleanliness etc. have been organized under Unnat Bharat Abhiyan with Collaboration of D.B.K.N. College and Non Governmental organizations (NGOs).

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognitions received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the

last five years**Response: 32**

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	06	11	13	0

File Description**Document**

Number of extension and outreach programs conducted with industry, community etc for the last five years

[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.04

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	1	0	0

File Description**Document**

Average percentage of students participating in extension activities with Govt. or NGO etc.

[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institution has almost adequate facilities for teaching and learning. It has four buildings . The first building is situated at the front of the campus.It is known as old building for the administrative works. Library building sponsored and funding by UGC. Classrooms are running in the next building of the institution. Laboratory building sponsored and funded by UGC. Since laboratory building sponsored by Govt. Of Bihar, multipurpose hall and newly constructed conference Hall is funded by M.P. quota. Toilet/Washroom has been constructed and funded by Govt. Of Bihar. Presently, the available infrastructure is not sufficient to meet the ever-increasing number of students enrolled in the college. The college has recently received financial aid of Rs. 4 Lacks for Degree and 10 Lacks for B.Ed. from the State Government of Bihar through L.N. Mithila University, Darbhanga. From this financial aid 03 or 04 classrooms with toilet facilities for Boys and Girls separately are being constructed. When the construction work are completed ,it will nearly meet the growing need of classrooms in this institution.

File Description	Document
additional information	View Document
Link for Additional Information	View Document

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

Response:

The institute has its own stadium. It is a unique feature of our institute many students have represented the college at state level, inter university level and national level tournaments. The college has a regular post of sports officer. Besides sports officer, there are part time instructors for GYM, Yoga and athletics. Class four employees are available to assist sports activities. The Institutions has the following sports facilities: Badminton court, Table Tennis court, Hand ball court, Seminar Hall cum Auditorium, HOD/Sports Officer Chamber, Yoga & Meditation Room, Hockey ground, Football ground, Basket ball court, and Cricket ground. The institute provides ample opportunities for sports and extracurricular activities. The college has sufficient equipments for athletics. The college organizes cultural programmes, debates and quiz contestes through which the students are given opportunities for expressing their inherent creativity.The departmental association hold various programmes to motivate the students for public speaking and to develop their communication skills. The sports department, N.S.S. cater not only to the physical health but also work for the mental well being by organizing and inviting yoga expert and psychologists to deal with psychological issues. There are outdoor games facilities available in the institution. There is a very healthy atmosphere of games and sports in the college. Every year many boys and girls represent the college in state and university level sports competitions. The institution has red cross society which conducts

activities related to health and hygiene. The N.S.S. units of boys and girls perform cultural activities on various occasions and participate in the activities organized to propagate the government schemes like swachha bhara abhiyan, sweep plan, aids awareness program, unnat bhara abhiyan, Tree plantation, blood donation, financial inclusion etc. N.S.S unit has organized a skill development programme for the benefit of the students sponsored by MHRD New Delhi and local NGOs

File Description	Document
Link for Additional Information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 16

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 12.32

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.25	2.5	.85	1.24	1.26

File Description	Document
Audited utilization statements	View Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

The library of the college has a valuable collection of books on diverse subjects. Library has a reading room open for students and the staff. Books, journals and magazines on various subjects have been subscribed. Librarian and other library staff help students to get reading material of their choice. The information regarding new arrivals is publicized on the notice board.

Requirement for last five years:

•	Name of the ILMS software	Nature of automation (fully or partially)	Version
1.	Soul 2.0	Fully	2.0
2.	Inflibnet	Fully	-

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The College has a central library and B.Ed. departmental library. The library has a good collection of books. In addition to this, according to the scheme of state government allotment is granted for purchase of books for the students of SC, ST category and the students belonging to BPL category. As this college is situated in economically backward area, many students are cannot afford to buy books. They completely depend on the college library for their studies. The books purchased under state government scheme for students of ST, SC and BPL categories are given to these students for complete academic year and this is of great help to these students. A few rare books available in the library are as mentioned such as Encyclopaedia and rare books.

Description of library enrichment which includes Upload document.

Sl. No.	Name of the book/ manuscript	Name of the publisher	Name of the author	Number of copies	Year of p
1.	Manak Hindi Subdhkosh	Hindi	Sahitiya Ramchandra	1.	1.

Sammelan, Prayag Verma

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)**Response:** 0.86

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.50	1.46	0.58	1.33	0.42

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library	
Response: No	
File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students	
Response: 5.16	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 60	
File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi
Response:
<p>The institution has a broadband connection of 100 mbps capacity from Oshonet and Vikshit Bihar Ke 7 Nischay - Free Wifi Me Aapka Swagat of C.M. In the college campus three repeaters have been installed and the campus is wi-fi enabled. The students and the teachers can avail the facility of wi-fi. Through this internet connection all the science laboratories, computer lab, and IQAC cell of the college are connected through LAN/ WI-FI. These facilities of the college are regularly maintained and the college ensures that the benefit of the facility is available to all the students enrolled and the staff members of the college. The institution has well furnished smart classes room with smart board and projectors.</p>

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 37.8

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line) <5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: >=50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 19.77

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

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	1	5	2

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

The College has a building with 10 class rooms, 10 laboratories, one auditorium, cafeteria, principal chamber, staff room, office and library. The building has separate toilet facilities for boys and girls on ground floor. The information regarding the facilities of sports N.S.S., and youth red cross have been dealt with in detail in the prospectus of the institution uploaded in its web site. Student welfare schemes such as scholarships facility and information regarding reservation in the admission to any class are also mentioned prominently in the prospectus. For smooth functioning of the institution under the guidance of the head of the institution various committees have been formed to look after the various academic, cultural and literary activities.

File Description	Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 9.92

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	979	183	123	131

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 3.32

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

2016-17	2015-16	2014-15	2013-14	2012-13
35	65	55	60	80

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during

the last five years

Response: 0

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 95.69

5.2.2.1 Number of outgoing students progressing to higher education

Response: 800

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
45	85	60	55	50

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 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) during the last five years.

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

As per the guidelines and instructions of state higher education department and the Bihar L.N. Mithila university every year and L.N. Mithila University student council is formed through election or nomination as the case may be. The student council and the student representatives take an active part in the academic and administrative committees. The Council very diligently, honestly and look after the academic and extracurricular needs of the students. They also take up the matters related with the development of the institution. The union follows up the demands of the students and ensures that the grievances of the students are redressed. Be it class teaching, academic activities, cultural activities, sports they work hand in hand with the various officers in charge of the committees of the institution.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 0.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	0

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document
Report of the event	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

There is an alumni Association in the college. Though the institution is a bit late to introduce the alumni association, gradually, the association has started functioning but the institution has not been able to get the association registered yet. The institution intends to get it registered soon and make sure that the association contributes to the development of the institution to its best. At present, membership campaign is going on about 28 ex-students have already joined the association and some 100 others have expressed their desire to join the association at this initial stage no monetary contribution has been received from these students. Hopefully, the association would play a significant role in the upliftment and quality enhancement of the institution.

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

MAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision – The vision of the college is manifested in the old epigram “*Atma Va Are Drastaybyam*” which means Soal is self lightning is sublime. The institution intends to provide ample opportunity to gain latest Knowledge and wisdom to the students, true representative of society, for their holistic development, inculcate social, human, cultural values in students to develop them as ideal and responsible citizens of the nation, uplift academic standard of the regional youths, make students self- reliant through employment oriented education and foster and endure a sense of discipline and commitment to national values. Mission – The mission of the college is to provide value based quality education in humanities, Social Science, Natural Science, commerce and B.Ed. to the students of the institution. The college intends to serve the regional youth by providing them easy access to higher education and enabling them for emerging job markets. The institution strives to develop integrated personality of students with special attention. The governance of the college is conducted with the spirit of mission and vision of the institute already mentioned. The head of institution, the principal works with staff council, heads of departments and IQAC. The institution works in keeping with the expectations of local youth of the region. Policies and programmes are chalked out in keeping with the needs of local students. In policy and programmes formulations, teaching staff of the college take part in different meetings/parleys convened by the college administration.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The institution practices decentralization and participative management through well planed administrative system. Every stake holder of the institution, teachers, non teaching staff and representatives of students take part in decision making. In staff council meetings, every participating staff is free to express his opinion to significant issues. Every opinion and suggestions are taken into consideration while taking decision. A case study of decentralization and participative management- A decision had been taken by the cycle stand committee of the college to construct a new cycle stand in the college campus. For this purpose, a meeting was convened on 17-02-2008 in which members of cycle stand committee, purchase committee and representative of college students union participated. In this meeting, a decision was taken to construct a new cycle stand in the campus. (Copy has been uploaded)

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective Plan of the Institution- To open courses in Music, Home Science, Urdu, B.Com & B.Ed. To equip teaching class rooms with ICT facilities. To start UG courses in B. A., B.Sc. B.Com. & B.Ed. courses. Digitization of library is in pipe line. The institution have enrichment of laboratories. To make a well developed counseling cell. To establish open gymnasium. To obtain autonomy for the college. To develop smrat classes in the college in near future. Strategic plan and deployment the global warming is the most stunning and mind boggling problem of humanity faces. The institution is also concerned with this global problem. Therefore the institution has taken a decision and introduced “One Student One Plant Programme”. Students of college on their birth days plant a sapling and vow to take care of that plant as long as they study in the college. This mission has been appreciated by all stake holders of the college. After some years, the college campus will turn into a hub of intensive plantations which will culminate into a center of oxizone in the locality. This has been mentioned in the activities in session 2016 – 17 in IQAC submitted to own website. www.dbkncollege.co.in.

File Description	Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, recruitment procedures, promotional policies as well as grievance redressal mechanism

1. Organizational structure includes; Principal, Academic Staff, Administrative Staff, Technical Staff, Faculty Head, Data Entry Operator, Assistant Professor, Assistant Grade -1, Lab Technician Assistant Grade -2, Lab Attendant and Office Assistant.

3. Recruitment Procedure: - Recruitment of teaching and non teaching staff is done by the government of Bihar through B.P.S.C., Patna and L.N.M.U. selection committees.

4. Promotion: - There is a promotional procedure determined by the government.

5. Grievance Redressal Mechanism: - There is a grievance redressal committee which resolves grievances of stake holders of the college. **(Upload committee List)**

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

IQAC Meeting Minutes: The IQAC was formed on 05-09-2014 in this college. IQAC meeting was held on 05-09-2014 in this college. In this meeting the requirement of document as affiliation certificate in format of NAAC for LNMU darbhanga and resolution certificate for preparation of SSR committee accordingly. With the help of this extra unit, students can develop their creativity and energy. The IQAC meeting was held 20/02/2015 in the principal's chamber regarding development of infrastructure, purchase of equipment and instrument etc. next meeting for IQAC was held on the 24/08/2017 regarding Assessment and Accreditation for NAAC of new methodology has confirm and approved.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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

1. Welfare measures for teaching staff- Following welfare measures are available for teaching staff as follows:

- There is a family benefit scheme for teaching staff in case of accident or demise of the staff holding the post.
- There is a GIS scheme (Group Insurance Scheme) available for teaching staff.
- Teaching staff can avail the facility of partial withdrawal from their GPF accounts in case of family needs like marriage purpose, education of their wards, construction of house, for medical need of family members.
- There is a medical reimbursement policy available for teaching staff.

2. Welfare measures for non-teaching staff as follows:

- There is a family benefit scheme for non-teaching staff in case of accident or demise of the staff holding the post.
- There is a GIS scheme (Group Insurance Scheme) available for non-teaching staff.
- Non-teaching staff can avail the facility of partial withdrawal from their GPF accounts in case of family need like marriage purpose, education of their wards, construction of house, for medical need of family and others.
- There is a medical reimbursement policy available for non-teaching staff. v. There is a festival advance scheme for non-teaching staff.
- There is washing allowance scheme for non-teaching staff. vii. Lab technicians and lab attendants get aprons and other staff gets clothing and coats.

File Description	Document
Link for Additional Information	View Document

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

Response: 8.72

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	1	1	1	2

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 0

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Performance Appraisal of Teaching staff – There is a performance appraisal system for teaching staff of the college. Every regular teaching staff has to fill up and submit his/her C.R. (Confidential Report) every year. The principal of the institution checks every CR of the teaching staff, marks his opinion and sends them to the commissioner, department of higher education Bihar through L.N.M.U. Darbhanga for further actions. Teachers also fill API formtes and they are also forwarded to the Director, department of higher education Bihar.

2. Performance Appraisal of Nonteaching staff- There is a performance appraisal system for non-teaching staff of the college. Every regular non-teaching staff has to fill up and submit a C.R. (Confidential Report) every year. The principal of the institution checks every CR of the non-teaching staff, marks is opinion and sends them to the director, department of higher education Bihar through L.M.N.U. Darbhanga for further actions.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Institution conducts internal and external financial audits regularly- The accounts of the institution are audited regularly. The visits of the departmental audit teams and their audit reports are innumerate as follows:- Financial year from 2012-13 to 2015-16 and 2016-17. The international audit is conducted by college itself while external audit has been conducted by L. N. Mithila University Darbhanga through C. A. The internal audit has conducted per year. and the last external audit has been conducted 08/03/2017. The internal audit has been conducted on date 09/08/2017.

File Description	Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropers during the last five years (not covered in Criterion III)**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropers year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

The principal sources of funds for the college are: allotment from the state government Bihar, development grants received from U.G.C., development fees collected from the students and fees collected from the students enrolled in the courses run under self financing scheme. The funds received from the U.G.C. are clearly mentioned for which purposes they are granted. The allotments received from the state government are also under special heads and they are spent for the purposes they are meant. The institution has at its disposal the funds collected from the students and from the students of the self financing courses. These funds are made use of for the various needs that come up from time to time. The college does not get sufficient fund from the state government for the maintenance of the college therefore this fund is very useful for the college. The chief deficiency of the college is the non-fulfillment of the various teaching and non-teaching posts. Sanctioned non-teaching posts also are insufficient. These posts are filled with the funds raised from students.

File Description**Document**

Link for Additional Information

[View Document](#)**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****Response:**

The IQAC cell of the institution is active and it has taken initiatives to institutionalise the quality assurance and developed strategies to contribute in empowerment of the institution. It has taken initiatives to evolve best practices in the college.

1. The college has started a programme of one student one plant plantations to increase greenery in the college campus. Students on their birthdays plant a sapling in the college campus and take care of planted sapling religiously during their stay in the college.

2. As a 2nd practice, the institution sing National anthem at 10:30 A.M. on every working day in the presence of teaching and non-teaching staff. After end of singing national anthem, students are instructed to present thought of the day and best thought of the day is displayed on the notice board.

File Description	Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

On the initiative of IQAC, the institution reviews and implements teaching learning reforms. In curriculum enrichment, every teacher at degree level has added an extra unit in prescribed syllabus of the university. Different departments of the college arrange educational tours for the benefit of student. Seminars, Workshops, guest lectures, debates are also arranged. The promoting academic atmosphere in the college campus as well as student participation in the seminar and workshop has been discussed.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years with regard to quality (*in case of first cycle*) and post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Incremental improvement in academic area during last five years

- Result had improved gradually during last five years from 2012-2013 to 2016-2017.
- Some students of college at UG and B.Ed. levels have come in the merit list of university examinations
- The institution is working more effectively in co-ordination with teaching, non-teaching staff and students.
- The staff council is more active and it meets two times in a year.

- The IQAC has started functioning in co-ordination with staff members and students.
- **Grievances** of staff and students are resolved properly and timely.
- Infrastructural capacity of the institution is improving. 6. Botanical and herbal gardens have been established.
- Rain water harvesting, different programmes on cleanliness have been launched.
- Plantations, oxizone, initiatives of saving energy have been taken.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

1. Safety and Security The institution gives highest priority to safety and security of students, staff and infrastructure of the college. Following steps have been taken by the college to look after safety and security of the college.

1. The institution has installed CCTV cameras at different places inside the campus to supervise activities going on inside the campus.
2. A college committee has been formulated which is active and regularly looks after and supervises safety and security of the college. In this committee, teachers, non-teaching staff and representatives of students are members.
3. In staff council meetings safety and security of college is discussed. Opinions are sought by members of staff council regarding safety and security of the college. Their feedback about safety of the college is considered and action is taken in this connection.
4. In the meetings of IQAC there is a discussion about safety of the college. In this connection, necessary actions are taken.
5. There is a night guard and a peon appointed for safety of vehicles, motorcycles of the college staff and students of the college.

6. The institution always remains in contact with the police administration and civil administration of the district, regarding safety measures of our students.

1. Counseling: - There is a functional counseling committee of the college which functions properly. This committee occasionally sits with students and gives them information about personality development and present job opportunities in the present scenario. On occasions, motivational lectures are also conducted for the benefit and well-being of students.

2. Common Room Facilities:- There is a girls' common room available in the college with basic facilities.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 71.43

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 250

7.1.3.2 Total annual power requirement (in KWH)

Response: 350

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 42.86

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 150

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 350

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Waste Management steps including: There is a cleanliness committee in the college which sees matter related to cleanliness and waste disposal.

- **Solid waste management:** Solid waste is kept in separate containers. When the container is filled, it is kept in separate pit. The waste is left for decomposition and then it is used as compost for trees and plants planted in the campus.
- **Liquid waste management:** Liquid waste is kept in separate containers. When the container is filled, it is kept in separate pit. The waste is left for decomposition and then it is used as compost for trees and plants planted in the campus.

E-waste management: There is no system of e-waste management in the college.

File Description	Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

Rain water harvesting structures and utilization- There exists rain water harvesting structures in the college. In the existing college building and new constructions going on, the PHED has developed structures to harvest rain water. This rain harvesting system has maintained water level of college campus. Rainwater harvesting promotes self-sufficiency and fosters an appreciation for water as a resource. It also promotes water conservation. Rainwater harvesting also conserves energy as the energy input needed to operate a centralized water system is bypassed. Many systems require only a small pump to create water pressure in household pipes. Rainwater is soft. It can significantly lower the quantity of detergents and soaps needed for cleaning. Soap scum and hardness deposits do not occur. There is no need for a water softener as there often is with well water. We hope that in near future, the institution will be in a position to collect rain water and utilise it for multi utility of the college's different stakeholders.

File Description	Document
Link for Additional Information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Students, staff using

- Bicycles – Students are encouraged to come to college by bicycles. Maximum number of students used bycles.
- Public Transport - The institution has urged the local administration to start public transportation system in the college area for the benefit of the college staff and students of the college.
- Pedestrian Friendly Roads Plastic free campus – The College is polythen free. We are trying to make it plastic free also. Paperless office – Though paper have been used, efforts the being made to work Paperless work. Green landscaping with trees and plants – Trees and plants are the identities of the college. We have developed botanical and herbal garden also.

File Description	Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.06

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.0061	0.00610	0.0041	0.015	0.0069

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Green audit report	View Document

7.1.9 Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 10

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 5

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description**Document**

Details of initiatives taken to engage with local community during the last five years

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes**File Description****Document**

URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics

[View Document](#)**7.1.13 Display of core values in the institution and on its website****Response:** Yes**File Description****Document**

Provide URL of website that displays core values

[View Document](#)**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: No	
File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: No	
File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	
Response: 10	
File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities			
Response:			
The Institution has organised following activities relating to national festivals, birth/death anniversaries of the great Indian personalities such as;			
S. No.	Date	Title of the programme	Venue
1.	31/10/2016	Sardar Vallabh Bhai Patel Jayanti	Seminar Hall
1.	01/12/2016	Aids Diwas	Seminar Hall

1.	21/06/2017	International Yoga Day	Seminar	Hall
1.	05/09/2017	Teachers Day	Seminar	Hall
1.	14/09/2017	Hindi Diwas	Seminar	Hall
1.	02/10/2017	Mahatma Gandhi Jaynti-Sawachatta Jagrukta Raili	Seminar	Hall
1.	12/01/2017	Swami Vivekanad 157th jayanti and Nari Samman essay contest	Seminar	Hall
1.	15/09/2017	125th Anniversary of Pt. Dindayal Upadhya-essay compitation and debate on his life and works	Seminar	Hall

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains transparency in its financial, academic, administrative and auxiliary functions. There is proper system of expenditure audit system. Every expenditure is audited by departmental auditer and CA. Total transparency is maintained. There is system of academic aduit in the college. There is a academic audit cell in the college which monitors every academic activity of the college. Auxiliary functions are conducted in a transparent way. For this purpose, decisions are taken in staff council meetings.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC template)

Response:

1. National Anthem: The College has started singing of the national anthem at 10:30 AM (daily) as one of practices. All teachers, non-teaching staff and students assemble in the ground of college building timely and sing the national anthem. After the national anthem, some students present thought of the day before the gathering. After the end of the programme, the best thought of the day is pasted on the notice board. This programme is conducted enthusiastically daily.

2. Planting: The institution has started a practice of planting inside the college campus. This is appreciated by students and other stakeholders of the institution.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The purpose of the institution is the total personality development of students. For this purpose, the institution organizes different activities which have enhanced the character and depth of students' personality. For academic performance of students teachers take classes regularly on the basis of syllabus prescribed. On regular basis class tests, unit tests, quarterly tests, half-yearly tests and pre – final tests are conducted on scheduled time which has improved students' performance in university exams. On occasions, seminars, workshops, quiz-contests, essay contests are conducted. Guest lectures are also conducted. We have started "One Plant One Student" as a green programme in the college. This programme has inculcated an environmental sense and awareness among students. Green audit is in operation in the institution.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

The college have always look forward to open as well as introduce the new courses and continuously progressive in terms of more student friendly to provide new teachniqe of knowledge. At ;present we are also working to open one NCC unit in this college.

Concluding Remarks :

The main problem faced by us is that most of the students come from poor and educationally backward families. They are first generation learners and their lack of consciousness in the guardians of the majority of students. Most of the guardians attending the meeting complain for shortage of teachers in many subjects. Involvement of finance is also big problem. It is most remarkable point is this institution situated most backward area at Gram Panchayet Narhan under Samastipur district, Bihar. Finally, the institution have been faced a number of problem such as shortage of faculty and financial. This institution is proper working the national policy to empowering the poor women.