

Self Appraisal Report 2016

R.P.P.G.College

Ghorawal, Sonbhadra (U.P.)

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Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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PREFACE

R.P.P.G College is established in the year 2007 is permanently affiliated to Mahatma Gandhi Kashi Vidyapeeth, Varanasi (U.P.) and recognized by NCTE, under UGC – 2(f) and Section 12(B). It is housed in a well equipped building meant for the purpose. It is situated in 1.065 Hectare of land on Ghorawal road, Ghorawal, Sonbhadra. The campus refreshes you with its scenic beauty calm & quite environment completely conducive for education. The college has a track record of providing good quality teacher education and gets almost 100% result.

R.P.P.G College was established centre of learning and training. It is situated in Ghorawal road, Ghorawal, Sonbhadra . Centre enjoys its serene surroundings with green trees and plant, away from humdrum and noisy milieu of the earth. The distance of bus stand is 2 kms from the college campus. Auto rickshaws and buses make easy access to the institute which is on the way towards Ghorawal. R.P.P.G. College was established in the year 2007 by Jai Durga Sewa Samiti, Ghorawal, Sonbhadra. This Institute is approved by National Council for Teacher Education (NCTE), Jaipur with an intake of 100 students. The College is affiliated to Mahatma Gandhi Kashi Vidyapeeth, Varanasi (U.P.). The institution is following curriculum and syllabus prescribed by the University, the faculty member are instrumental in sending comments and views on the curriculum and successfully implementing them as per directive of the University.

The institute is also recognized under section 2(f) and 12(B) of UGC Letter no. F.No.8-216/2011(CPP-I/C)

The college functions in an area of 1.065 Hectare. We at this Institution, envision the holistic development of our students into vibrant professionals, conscious of human values and eco-friendly environment and competent in skills. They will be the torchbearers in their respective fields of study, quite capable of serving the community in a befitting manner. Towards achieving this goal the college has a building with all amenities to accommodate class rooms, laboratories, library, seminar hall, offices, recreation halls, sports room, placement cell, canteen etc.

ACKNOWLEDGEMENTS

It was almost impossible to write the Self Study Report (SSR) without the constant support and co-operation of entire R.P.P.G College family. Firstly, I would like to thank the Management Committee of the College especially Sri Shailendra Kumar Dubey, Secretary / Manager and our Principal, Dr. Pramod Kumar Pandey, the dynamic Principal of our College who entrusted me the job of preparing the Self Study Report (SSR). I am indebted to them for their constant support and positive suggestions during the preparation of SSR.

I also wish to extend my sincerest thanks to the members of NAAC Steering committee who extended all support as a team. I am grateful to hard working members of our team Dr. Brijesh Kumar Dubey , Department of Hindi, Dr. Pramod Kumar Dubey, Department of Political Science, Mr. Sunil Kumar Singh, Department of Sociology, who have extended their full cooperation during the preparation of the report.

I also feel obliged to Mr. Brajendra Singh Baghel, Department of Sociology and the faculty members who have not only helped me in providing the needed information but have always guided me by their valuable suggestions and comments. I also wish to extend my heartfelt gratitude towards the Conveners and Coordinators of different Committees and Cells of the College for their invaluable help. The inputs from various committees of the institution and the students who actively participated in various college activities have been quite useful in the preparation of the self study report.

Last but not the least I wish to thank the members of office staff of the Principal especially Mr. Pathak (OS), Mr. Sharma by procuring valuable information about the college and the staff. Thanks are also due to Mr. Rohit and Mr. Praveen who worked tremendously in typing and formatting this report. I also wish to record my heartfelt thanks to all those who directly or indirectly supported/helped me/us in preparing the self study report (SSR).

I am also highly obliged to the Peer Team of NAAC for accepting the task of this evaluation. We, the members of R.P.P.G College, Ghorawal, Sonbadra, are very keen to fulfil the expectations of the NAAC assessment in our institution. Such occasion and interaction provides all of us: the management, faculty members, supporting staff, students and other stake holders, to enrich ourselves with their comments and suggestions.

We are eagerly looking forward to welcome the Peer Team and hope they will find our efforts worthwhile.

Regards and greetings,

Shailendra Dubey

Co-ordinator,

Steering Committee,

EXECUTIVE SUMMARY

CRITERION-I CURRICULAR ASPECTS

The college is situated in rural and backward region of Ghorawal, district Sonbhadra and this college is affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi (U.P.). College started in the year 2007. Vision and mission of the college is communicated to the students & parents, by the annual prospectus, website, hand bills, flash boards, induction programs and various meetings organized by the college at the beginning of the session. For the effective implementation of circular prescribed by the university, college prepares its own teaching plan & daily teaching notes. For effective executions of curriculum, apart from traditional teaching method, ICT based teaching AIDS like PPTS & e-resources are regularly used in the class room to create interest among the students. Group discussion & quiz competition are also conducted to involve the student in teaching & learning process. Job oriented courses like communicative English & modern Agriculture techniques certificate courses are also run by the institution. The institution has provided ICT facilities to the departments and also other aids like projectors & huge number of availability of Indian & foreign author books provided to each course for effective curriculum delivery and for inculcating the knowledge of the subject. The institution organize time to time industrial visit to strengthen the relationship with the corporate sector which will be beneficial for the placement of our students. Also the institution organize number of state & national level conference to provide a forum for scientist, researchers, students & teachers to share their views & ideas on a common platform. To reach the institutional goal & objectives, the institution formed study circle science club, guest lecture, poster competition etc. Also thorough the

service units like NSS the institution contributes for the building of nation. The college obtains regular feedback from students to enhance the quality of teaching and learning process. The college encourages the students for their active participation in co-curricular, extra-curricular and extension activities.

CRITERION-II TEACHING, LEARNING AND EVALUATION

The college at the beginning of each session prepares academic calendar and annual planning of each department and monitors its execution by principal and head of the departments. college has installed CCTV cameras in all the class rooms and laboratories which is controlled by principal for teaching learning evaluation. The college regularly publishes prospectus which gives detailed information about the admission procedure, fees structure, group combination and annual planning of each department. Website is also regularly updated by the college which also gives information about the college and the courses offered by the college. The college strictly follows the rules and regulation given by the Mahatma Gandhi Kashi Vidyapith, Varanasi during admission process. Admission committee is formed for admission process. It provides counseling to students. Field trips, study tours and industrial visits are being arranged by the college to make their concept about topics. The institution adopts different strategies for slow and advanced learners by arranging remedial coaching and revision lectures for slow learners and advanced learners are motivated to participate in various curricular and co curricular activities. Students performance are analyzed by class test, seminars, home assignments and preliminary examination. The teachers prepare the monthly teaching plan for each subject and maintain the diary specifying the details of the topics taught in the classroom. The teachers evaluate the students by interacting with them and get the feedback. Along with the lecture method, the teachers follow the interactive method to encourage students to express themselves and to consolidate their understanding of the topic taught in a class room.

The faculty members are appointed by following regulations of University and State Government. The management encourages the faculty members for their professional development by granting study leave, deputing them to conferences, seminars and other training programmes such as refresher courses and orientation programmes. Thus, the college tries for excellence through such quality sustenance and enhancement measures. The IQAC committee and principal takes review of all the activities in the college regularly.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

Our College always emphasizes on research, consultancy and extension to serve the locality where it functions. Some faculty members always participate in national and international conferences for presentation of their different research papers. The college has potential to initiate research activities. Some teachers are engaged in the publishing their research papers.

A good number of teachers have acquired Ph.D. qualification and most of the other teachers are assiduously engaged in research work.

Publications in journals, research paper presentations, writing for general public, and other such academic programmes help the faculty to remain at their best. A few teachers are also carrying out UGC sponsored minor research projects. There are two research guides. The students are encouraged to make models, prepare charts, posters, etc. Consultancy is an area where the college has to take fresh initiatives. Teachers are invited by schools and colleges for talks, conducting training, workshop, etc. Extension activities are quite productive and socially useful. Various extension programmes are undertaken by the faculty in the area of conservation, community building and social services.

The college organizes various awareness programmes like blood donation, AIDS Awareness, Literacy Drive, Tree Plantation, and collecting donations for helping affected families of Earthquake, cancer patients etc.

CRITERION-IV INFRASTRUCTURE AND LEARNING RESOURCES

The college has building in 1.065 Hectare campus. It has well spacious class rooms and laboratories. Central library and administrative office are also in the same building. The college has also constructed an indoor stadium in the campus and girls hostel in the same campus.

Computer laboratory with broadband internet facility for students and teachers are also established to meet all academic needs of the students and teachers. A generator is also made available for continuous supply of electricity for computers, office and laboratories. The separate seminar hall with 100 seating capacity is available for different academic, co-curricular and extension activities. LCD projectors are provided by the college for power point presentations in the seminar hall and class rooms. CCTV cameras are also installed in the classrooms, laboratories and college campus which are monitored by principal. Science laboratories have sufficient number of equipments to conduct the practical for U.G. level. Central library has adequate number of text books, reference books, journals, competitive exam books. Canteen facility is made available for refreshment of students and staff. The physical infrastructure and learning resources available in the college are sufficient to shape the mental infrastructure of the learners, and fulfill our educational goals.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

The students in our college are mostly from the disadvantaged sections of the society, and they have got a clear aim before them which is to learn and shape their future. The institution provides all kinds of help to students to acquire it.

The institution aims at all-round personality development of students. The institution publishes prospectus every year which contains clear information about admission, courses, fee-structure and facilities. The institution's website also contains this information. Various govt. scholarships are available to students, and the college makes all the efforts to get it for the students. The University results are satisfactory. Few students have taken teaching as a career, few are engaged in business and other services. The students made us proud by winning several inter-collegiate competitions in cultural events. The performance at various sports and games events is also commendable. Extra care is taken about the diet and physical exercise of these students. The college has a very active placement cell. The institution has an alumni association. This association helps us to draw on the experiences and resources of our former students and to improve our academic programmes.

CRITERION VI – GOVERNANCE AND LEADERSHIP

The policy of management is student oriented and to build up the rural and backward students in academic and social fields. The management of the college is centralized and the Principal is the central administrative head. Decentralization and participatory management are core values in the day to day administration. The local management committee is established in the college and teaching, nonteaching representatives are also the members of this committee. Inclusion of teaching and non-teaching staff on various committees is the regular practice of the college. The annual budget is prepared and passed in Local Management Committee meetings. The accounts of receipts and expenses are maintained and audited regularly at the end of the financial year. The college has established various committees consisting of teachers for the curricular, co-curricular and extra-curricular activities in the meeting held at the beginning of the academic year. The duties regarding the various activities are assigned to the committees of teachers.

Regular faculty is selected and appointed according to UGC norms and selection is based on merit. The teachers prepare the monthly teaching plan well in advance; the execution is monitored by the head of the department and principal. The college has developed the system of maintaining the academic diary in order to ensure the regularity and accountability. At the beginning of each academic year the college decides the programmes in advance to be conducted in Academic calendar. It helps to streamline the organization and better execution. Considering the major aspects like transparency and full participation of stakeholders in planning and decision-making process, the college gives importance to the Institutional value system.

CRITERION VII - INNOVATIVE & BEST PRACTICES

The college has number of its innovative practices. The institution has been giving emphasis on inclusive practices leading to socio-economic reformation and change. The enrollment of SC, ST and OBC as well as women is on the rise year by year. In case of staff recruitment also, 100% roster is ensured as per government rules. Thirty three percent of teachers are women. WDC is actively creating awareness on woman empowerment and woman rights.

The college adopts various best practices and implemented regularly. The following are the best practices implemented by the college.

- Celebrations of teachers day
- Celebration of Science day, Women's day, N.S.S. day
- Book exhibition
- Staff credit co-operative society
- CCTV camera for supervision.
- Biometric system for staff attendance

SWOC

Strengths:

- Good infrastructure facility
- Highly qualified staff
- Ecofriendly campus
- Though rural locality we have got far better admission.
- Supportive management
- ICT based teaching
- Up gradation of faculty
- Faculties paper presentation in national and international conferences, seminar and workshops
- Indoor stadium, Basketball court facility is also available

Weakness:

- Lack of research facilities in newly established departments.
- Though the students come from rural; region they lack communication skills in English.
- Lack of industrial area in the region, so it is difficult for the placement of students.
- Poor economic background of the students.

Opportunities:

- To start PG courses
- To organize various national/international conferences' and seminars.

- Apply for the major and minor projects.

Challenges:

- ☐ To increase the communication skill in English
- ☐ To make MOU"s with leading industries for training and placement.
- ☐ Collaboration with higher research institutes is needed to improve research.
- ☐ To create bucket funding for poor background students.

A. PROFILE OF THE AFFILIATED / CONSTITUENT COLLEGE

SECION B: PREPARTION OF SELF-STUDY REPORT

1. Name and Address of the College:

Name :	R.P.P.G College	
Address :	Ghorawal, Sonbhadra, (U.P)	
City : MIRZAPUR	Pin : 231210	State : Uttar Pradesh
Website :	www.rpcollege.in	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Manager	Jawahar Dubey	05444 285761	9415230724	05444 285761	rppgcollege@gmail.com
Principal	Dr. Pramod Kumar Pandey	05444 285761	9415230724	05444 285761	rppgcollege@gmail.com
Steering Committee Coordinator	Shailendra Kumar Dubey	05444 285761	9795884326	05444 285761	rppgcollege@gmail.com

P. Status of the Institution: **Affiliated College**

Q. Type of Institution:

By Gender: **Co-education**

By Shift: **Day**

- It is a recognized minority institution?: **No**
- Sources of funding: **Self Finance**
- a. Date of establishment of the college: **01.01.2007**

University to which the college is affiliated /or which governs the college
(If it is a constituent college): **MAHATMA GANDHI KASHI
VIDYAPITH, VARANASI**

Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	03/10/2011	F.NO.8-216/2011(CPP-1/C) Delhi
ii 12(B)	03/10/2011	F.NO.8-216/2011(CPP-1/C) Delhi

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

- d. Details of recognition/approval by statutory/regulatory bodies
other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.): **NA**
8. Does the affiliating university Act provide for conferment of autonomy (as
recognized by the UGC), on its affiliated colleges?: **Yes**
- If yes, has the College applied for availing the autonomous status?: **No**
9. Is the college recognized
- a. by UGC as a College with Potential for Excellence (CPE)?: **No**
- b. for its performance by any other governmental agency?: **No**

10. Location of the campus and area in sq.mts.:

Location *	Rural
Campus area in sq. mts.	10650
Built up area in sq. mts.	2035

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

☐ Auditorium/seminar complex with infrastructural facilities : **Yes**

· Sports facilities:

Play ground:	Yes
Swimming pool:	No
Gymnasium:	Yes

· Hostel:

Boys' Hostel:	No
Girls' Hostel:	No
Working Women's Hostel:	No

· Residential facilities for teaching and non-teaching staff (give numbers available - cadre wise): **No**

• Cafeteria: **Yes**

• Health Centre: **Yes**

• First-aid, Inpatient, Outpatient, Emergency care facility, Ambulance:

☐ Health centre staff: **First-aid
Nil**

☐ Facilities like Banking, Post Office, Book Shops: **No**

☐ Transport facilities to cater to the needs of students and staff: **No**

☐ Animal House: **No**

☐ Biological Waste Disposal: **No**

☐ Generator or other facility for management/regulation of electricity and voltage: **Yes**

☐ Solid Waste Management facility: **No**

☐ Waste Water Management: **No**

☐ Water Harvesting: **No**

☐ Cooperative Society: **Yes**

12. Details of programmes offered by the college (Give data for current academic year):

Sr. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium Of instruction	Sanctioned/ approved Student strength	No. of students admitted
1	Under-Graduate	1) B.A.	03 year	H.S.S.C.	Hindi	60 For each faculty	60 For each faculty
		2) B .Ed.	02 years	Graduate	Hindi	100	
2.	Post Graduate	3)M.A.	02 years	Graduate	Hindi	40 for each faculty	

13. Does the college offer self-financed Programmes?

If yes, how many?:

13

14. New programmes introduced in the college during the last five years if any?: **No**

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.):

Particulars	UG	PG	Research
Art	10	02	
Education	01	-	

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, MCom)

a. Annual system: **BA , B.Ed.**

b. Semester system: **M.A**

c. Trimester system: **No**

17. Number of Programmes with

a. Choice Based Credit System : **Nil**

b. Inter/Multidisciplinary Approach: **Nil**

c. Any other (specify and provide details): **Nil**

18. Does the college offer UG / PG programmes in Teacher Education?: **YES**

19. Does the college offer UG or PG programme in Physical Education?: **YES**

20. Number of teaching and non-teaching positions in the Institution:

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	-	-	-	-	25	6	5	3	8	-
<i>Yet to recruit</i>					-		-		-	
Sanctioned by the Management/					3	2	1		2	.

Society or other authorized bodies	-	-	-				-		
Recruited									
Yet to recruit									

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
DSc / DLitt	-	-	-	-	-	-	-
PhD	-	-					
MPhil	-	-					
PG	-	-		-	-	-	-
Self Finance Teachers							
PhD	-	-	-	-	14	4	18
MPhil	-	-	-	-	6	1	7
PG and NET	-	-	-	-	7	-	7
Part-time teachers							
PhD	-	-	-	-	-	-	
MPhil	-	-	-	-	-	-	-
PG and NET	-	-	-	-	03	01	04

22. Number of Visiting Faculty /Guest Faculty engaged with the College: 9

23. Furnish the number of the students admitted to the college during the last four academic years:

Categories	2012-13		2013-14		2014-15		2015-16	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	203	298	428	268	191	354	194	196
ST	03	01	01	02	02	04	02	04
OBC	218	323	94	53	239	299	237	294
General	108	158	222	355	136	209	137	207
Others	-	-	-	-	-	-	-	-

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	MPhil	PhD	Total
Students from the same state where the college is	1009	155	-	-	1164
Students from other states of India	80	-	-	-	80
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	1089	155	-	-	1244

25. Dropout rate in UG and PG (average of the last two batches):

UG: **2.5% (Approx.)**

26. Unit Cost of Education:

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component: **Rs. 5660**

(b) excluding the salary component: **Rs. 2261**

27. Does the college offer any programme/s in distance education mode (DEP)?: **No**

28. Provide Teacher-student ratio for each of the programme/course offered:

Faculty of Arts

S. No.	Programme	Ratio
1	Hindi	1:30
2	Education	1:20
3	Sanskrit	1:30
4	Sociology	1:30
5	Political Science	1:50
6	Ancient History	1:30
7	Home Science	1:30

8	English	1:30
9	Economics	1:30
10	Geography	1:30

29. Is the college applying for Accreditation: **Yes, for Cycle 1**
30. Date of accreditation (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only): **NA**
31. Number of working days during the last academic year: **264**
32. Number of teaching days during the last academic year: **198**
- (Teaching days means days on which lectures were engaged excluding the examination days)*
33. Date of establishment of Internal Quality Assurance Cell: **15.01.2015**
34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC: **NA**
35. Any other relevant data (not covered above) the college would like to include.

CRITERION I

CURRICULAR ASPECTS

CRITERION I: CURRICULAR ASPECTS

1.1 CURRICULUM PLANNING AND IMPLEMENTATION

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

The vision, mission and objectives of the college have some core essentials which are timeless in nature and characteristic, but flexibility is duly ensured with the incorporation of the needs of changing times and demands of society.

The founder had a noble vision to bring educationally and economically backward, tribal and rural students in to the main stream of higher education. We continue his vision, and our vision statement is as follows:

Vision:

The Vision of the college is turning the students into enlightened citizen who realize their self and eager to contribute their bit in Nation building.

Mission:

To bring the local, rural students into mainstream to stand on their own feet by providing required need based higher education.

Objective:

□ Providing quality higher education to all the students irrespective of social and economical status, caste and creed, region and religion, race and gender to stand on their own feet in the society.

- Making personality development and self realization of the students by extracurricular and extension activities.
- Counseling on gender and social equality, brotherhood, justice and national integration to all students.
- Encouraging undertaking research activities on social, economical and educational problems so as to build up healthy society/nation.
- Collectively conducting various social programs to create awareness among the local people.

The vision, mission and the objectives of the institution are conveyed to students through prospectus, hand bills and flash boards. At the beginning of the session, students gathering, alumni and parents meeting is held and their vision, mission and objectives of the college explained to them. The vision and mission of the college are our inner driving and guiding force, and get reflected in almost all our endeavors and undertakings. The classroom teaching, extracurricular activities, extension and new courses do convey our vision and mission.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

For effective implementation of the curriculum, the following action plans are developed and deployed:

To Develop the Action plans:

- As an affiliated College, the curriculum designed by the Mahatma Gandhi Kashi

Vidyapith, Varanasi is followed. However, the College follows the academic calendar prescribed by the University to complete the syllabus in time.

- As the session begins the academic calendar is framed and timely implemented.

Deployment of Action plan:

- Annual teaching plan is prepared at the beginning of the year and same is followed by all concerned. The principal and head of the departments assess the academic performance at their meetings.
- The faculty of the college prepares daily teaching notes in a form of daily diary obtains the signature of principal before actually engaging the class .
- Daily assignments is given to students and the next day the same verified by the faculty after completion each lesson/chapter .
- Faculties guide the students to prepare the notes and the same is verified by the faculty. Now and then faculties also provides the notes which are prepared by them.
- Two unit tests and one preliminary exam are conducted for each semester. The valued answer sheets are returned to students with valuable suggestion for improvement.
- The Principal reviews the academic progress of curriculum and academic development of the students in monthly staff meeting. Principal instructs the faculty to follow the teaching plan for effective implementation of curriculum (ICT based).
- Computer lab with broadband connectivity is made available for faculty to upgrade the subject knowledge and effective executions of prescribed curriculum
- Grievance if any regarding academic needs are discussed and timely action is

taken to attend the needs.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

Procedural:

The institution as per the guidelines by the concerned university prepares the academic calendar before commencement of the session specifying the dates of admission, department wise activities, subject wise guest lectures, all extensions and extracurricular activities. Besides this the college also make known various circulation received from government and university in connection with syllabus of gradation and improving teaching practices

Practical:

- Students are encouraged to attend various competitions .
- Teachers are encouraged to attend workshops/seminars and research work.
- Active participation of IQAC for quality improvement.
- The college has LCD projectors; Teachers can make use of these facilities whenever required.
- As and when needed, each faculty is allowed to arrange a guest lecture by an expert so as to expose the students to latest trends on any topic in the syllabus.
- The college provides internet facility for students and teachers for improving the teaching facility.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- The institution has provided sufficient number of text books, reference books and journals in the central library.
- Computer lab with internet facility is made available for staff to upgrade them and prepare PPT
- Class rooms are provided with projectors for effective delivery of curriculum with ppt's, Cd's and other e-resources
- Relevant diagrams and charts, plants and insects and other visual teaching aids are provided.
- Duty leave is sanctioned to the faculty to attend subject workshops, seminars, conferences, orientation and refresher courses.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

- The team organizes field and industrial visits so as to provide firsthand knowledge to students in their respective subjects.
- Field and industrial visits are more effective and meaningful than theoretical classes. Thus the college tries to effective operationalisation of the curriculum.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Boards of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)

- The college staffs suggest to upgrade the curriculum with the BOS chairman and members during syllabus workshops.
- College also gets students feedback regarding the syllabus and the received suggestion are communicated to the BOS for further development.
- During the industrial and field visit the staff observes the latest development of the industries and these developments are communicated with the BOS in the workshops and thus staff help to upgrade the curriculum.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The college does not have such courses.

1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- By posing question after completion of the every lesson
- By conducting college level unit tests and pre final exams

- Organizing group discussion and quiz competition
- Students are given assignments after completion of the every lesson.
 - Students are asked to prepare power points and present in the class rooms.
 - Monthly once principal calls the meeting of the faculty and review the status and implementation of the curriculum. We also check the daily teaching plan of the faculty and college level exam mark sheet awarded to students.
 - Principal gives instruction to faculty members about timely and positively implementation of the curriculum.
 - Management and principal of the college encourage the faculties to undergo orientation, refresher courses, seminar and workshops to enhance their knowledge and teaching skills so as to meet the objectives of prescribed curriculum.

1.2 ACADEMIC FLEXIBILITY

1.2.1 Specifying the goals and objectives; give details of the certificate/diploma/ skill development courses etc., offered by the institution.

Goals and objectives: Keeping in view the challenges posed by the global environment, the institution endeavours to equip its young students with well developed personality by not only enhancing their academic and intellectual acumen but also polishing their talents in multidimensional activities. The College offers a wide range of course-options at the undergraduate level. Keeping in view the growing needs at state, national and global levels and considering the unprecedented need of making the environment eco-friendly, the College imparts education at undergraduate level in all branches of Arts

and Science.

No such course is offered. We conduct spoken English classes though no certificate is provided.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

No such course is offered.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

The college follows the rules and regulations of the Mahatma Gandhi Kashi Vidyapith, Varanasi, in providing academic flexibility in choice of subjects.

Core Option: A student can choose for Honours degree in any one subject and has to undergo a selection procedure, in the sense that they are selected on the basis of merit. Honours get to choose 2 elective subjects from the subject combination that is provided.

Elective Subjects: Any three subjects can be chosen from the wide range of subject combination that is offered by the college.

Credit Transfer Choice Based Credit System: No.

Courses offered in modular form: No, not possible for an affiliated college like us.

Lateral mobility : Students have option to change the Honours subjects if they have applied for it and if seats are vacant in the requisite subject. Similarly, they can change their Elective subjects within definite time period as stipulated by the Mahatma Gandhi Kashi Vidyapith, Varanasi.

Vertical : Student can apply for Honours in a subject which he or she has studied at the Higher Secondary Level.

Enrichment courses: None.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The college does offer self-financed programs like

- B.A.- Hindi, Sanskrit, Education, Sociology, Political Science, Ancient History, Home Science, Economics, English.
- M.A.- Home Science And Education
- B.Ed.

The programs differ in matters of admission, curriculum, fee structure, teacher qualification etc. with respect to the following:

Admission: Admission in traditional programs prescribed by the affiliating university is made on merit.

Curriculum: The curriculum is designed by the concerned departments on the basis of UGC guidelines and is then approved by the Academic Council of the university.

The fee structure is decided by the implementation and monitoring committee of the university.

Teacher Qualification: Senior teachers, research scholars, adhoc teachers, and industry stakeholders in the relevant fields are engaged as resource persons for

1.2.5 Does the College provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

The college provides additional skill-oriented programs. Details of such programs and beneficiaries are as follows:

- Communication skills development programs are offered through the language departments.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

University rules do not include this provision.

1.3 CURRICULUM ENRICHMENT

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The following efforts are made by the Institution to ensure that academic programmes and institutional goals are integrated.

- Through the service units like N.S.S. the Institution contributes for the building of Nation.

An integrating institution goals and objective on par with the university curriculum the academic programmes are made in the form of calendar of events are accordingly it is executed in the following manners.

- Academic teaching plans are prepared
- Recruitment of required faculty member to teach syllabus.
- Conduct of seminars and workshop for students and teacher.
- Periodical test and tutorials are conducted according to academic calendar.
- For overall development of girl students, women study cell is started in the college.
- Population education centre is run by the college to create awareness about the importance of small families.

Patriotism:

National anthem is played every day by the college before starting the classes to create patriotic ideas among the students.

Character building:

Great personalities like Mahatma Gandhi, Dr. Babasaheb Ambedkar, Dr. Sarvapalli Radhakrishnan birth and death anniversaries are conducted to spread out these great personalities characters among the students.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

- Feedback obtained from the students is studied and analyzed through discussion by the faculty in the departments of the subject concerned. Accordingly necessary recommendations are communicated through the principal / faculty of the institute attending the meeting in the affiliating university or through members of Board of Studies for the modification of the curriculum.
- The college enriches the curricular activity by addition of field work, field visits
- The Academic Calendar is prepared by the Principal in consultation
 - with all Heads of Department and faculties.
- Placement cell & Career guidance cell is established by the college.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum.

- The Women's Cell of the College takes care of the rights of ladies – both students and staff.
- NSS Units offer platforms for awareness regarding Climate Change and Environmental Education.
- The Grievance Redressal Cell caters to the issues regarding Human Rights violations.
- Contributing to National Development: Seats are reserved for SC, ST, & OBC candidates according to norms laid down by the Government of Uttar Pradesh and the University, serving the cause of social justice, ensuring equality, and increasing access to higher education.
- Contributing to nation-building and skill-development of students through the curricula demonstrates the vision of the College to move towards excellence. As an affiliated unit of the Mahatma Gandhi Kashi Vidyapith, Varanasi , following the curricula designed by it, this College is also striving hard to move towards that goal of excellence.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

Moral and ethical values: The value-orientated curricula of the humanities give the students opportunities of self development and lead to their awareness of self-respect, their potentialities, sincerity, honesty and hard-work.

Employable and life skills: Introduction of ICT-oriented promotes students' awareness towards innovation, creativity and entrepreneurship. Technological advancement and innovations in educational transactions have been undertaken to ensure skill development amongst students, enriching their learning experiences, thus meeting the Global and National demands.

Better career options: B.Sc. in basic science subjects the practical-classes ensure the development of practical skills based on theoretical knowledge. Problem solving exercises, field studies/visits, case studies, surveys, industrial visits, hands on experience, and project works ensure skill development in relevant subject area of study. Thus, thrust to skills and knowledge component help in employability. U.G. Courses have been strengthened as per global trends/needs in HRM, Marketing, FM etc. Introducing career oriented Vocational Courses, which can be pursued simultaneously with the above undergraduate programmes to encourage skill development among students to face the global requirements successfully. All courses ensure both knowledge and skill development for enhancing competence to face the global scenario.

Community orientation: For serving the community and the nation our college NSS volunteers participate in various social- welfare activities. Extension lectures are also organized for community orientation.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum.

- Our institution takes the feedback of the students, alumni and parents

from time to time through various methods.

- We organize the annual meeting with the alumni of this college along with the parents.
- The students are given full freedom to give their feedback on curriculum along with other aspects that concern them
- Principal and faculty members of the college regularly interact with parents and community and their feedback also helps in designing the policies.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

- The college Management, Principal and IQAC monitor and evaluate the quality of the programmes conducted by the faculty.
- The level of the students and their understanding is monitored through internal unit tests, seminars and overall behavior in the college premises.
- Results are analyzed and accordingly remedial classes, advanced teaching are arranged.

1.4 FEEDBACK SYSTEM

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

- Faculty members of The institution takes information from internet,

feedback from students, alumni and experts about curriculum and faculty members communicates it with BOS members.

- College motivates faculty members to attend various workshops, conferences and seminars to update their knowledge.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes. There is formal mechanism of obtaining feedback based on the questionnaire designed by the college from students and stakeholders on curriculum.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

New courses introduced by the college during the last four years are as follows:-

- U.G. – B.A.- Geography, Economics, Education.
- P.G.- M.A.- Sociology, Home Science

CRITERION II

CURRICULAR ASPECTS

TEACHING-LEARNING AND EVALUATION

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 STUDENT ENROLMENT AND PROFILE.

2.1.1 How does the College ensure publicity and transparency in the admission process?

The admission scheduled is given by the university and college strictly follows the directions given by the university.

a. The Prospectus.

- College publish the prospectus every year and is an important tool to ensure publicity, which is focused on the student's welfare.
- The prospectus gives detailed information about the admission procedure, fees structure, subject combinations and the courses, subject wise teaching faculty, academic calendar and various facilities provided to the students for academic progress.
- Every year before beginning of the session hand bills are circulated which provides information about the admission procedure, last date of admission and the courses available in the college.

b. Institutional Website

The detailed and necessary information about the admission process and available courses is published on the homepage of college website.

c. Transparency

- Our college forms admission committees every year, to facilitate admission process.
- Information regarding admission process is displayed on the notice boards. The transparency is ensured during admission by displaying the list of students along with their subject combination.
- Detail fees structure is mentioned in the college prospectus.
- Fees receipts are given immediately on payment of the fees.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

For General UG courses (B.A., B.Sc., in Honours and General Courses) the admission is based on merit at the + 2 qualifying examination cum reservation, as per the order of Government of Uttar Pradesh and the affiliating University i.e. Mahatma Gandhi Kashi Vidyapith, Varanasi..

2.1.3 Give the minimum and maximum percentage of marks for

admission at entry level for each of the programmes offered by the College and provide a comparison with other colleges of the affiliating university within the city/district.

Data not available.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes', what is the outcome of such an effort and how has it contributed to the improvement of the process?

YES. The admission committee reviews the admission process of the previous years and student profiles annually and accordingly takes necessary steps for qualitative improvement of the admission process. Accordingly, this year also the admission committee took certain measures to give quality service to students and ensure a smooth and transparent admission process in this current academic session 2015-16. They are:

- All notifications related to admission are displayed in the College notice boards and are hosted in the website, which contains detailed information about number and range of courses, eligibility, process of admission etc.
- Single window for form submission for all streams to avoid long queues and ensure fast submission procedure.
- Helpdesk by both teachers and students. Detailed and attractive prospectus.
- Complete lists of all applicants according to merit hosted in the website. All merit lists hosted in the websites.

- These mechanisms have paid off as the admission process was conducted smoothly and appreciated by the applicants and other stakeholders.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- SC/ST OBC
- Women
- Differently abled
- Economically weaker sections Minority community
- Any other

The admission policy of the institution and its student profiles demonstrate/reflect the national commitment to diversity and inclusion by adopting the following strategies to increase/improve access for following categories of students:

- a) Students from disadvantaged community – SC/ST/OBC:** Seats are reserved for SC, ST, & OBC candidates according to norms laid down in notifications made by the Mahatma Gandhi Kashi Vidyapith, Varanasi and Uttar Pradesh Govt. Higher Education Dept. Access is ensured to these marginalised groups through the total implementation of reservation-cum-merit as per the orders of the Government of Uttar Pradesh.
- b) Women:** For women, there is no reservation for admission but the women candidates are provided with equal opportunity. However, one of the objective

of the institution is to spread female education. The number of female students far exceeds that of the male students particularly in the Humanities and Bioscience courses. This clearly indicates that the College is playing an important role in female education.

- c) **Differently-abled:** The College does not have the facilities to cater to the needs of differently-abled students. An Elevator is under installation to enable physically Challenged students to some extent.
- d) **Economically-weaker sections:** a good number of students belong to the economically-weaker sections. Every year the college authority receives about 200 to 250 applications from the admitted students to waive their college tuition fees whose family income is below Rs 5000 per month. They even earn themselves by working at nightshift or giving tuitions to other small children.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase/decrease and actions initiated for improvement.

Admissions to various courses are based on a marks cut-off announced by the college. All students meeting the criteria are granted admission. As a result, the number of students admitted significantly exceeds the sanctioned number of seats.

The number of students admitted in the past four years under different courses is given below:

Programmes	Year	No. of applications received	No. of admitted students	Demand ratio
B.A.	2011-12	910	899	
	2012-13	1283	1263	
	2013-14	1367	1342	
	2014-15	1338	1328	
B.Ed..	2011-12	-	-	
	2012-13	-	-	
	2013-14	-	-	
	2015-16	4	4	
M.A	2011-12	-	-	
	2012-13	-	-	
	2013-14	30	30	
	2014-15	103	95	

2.2 CATERING TO DIVERSE NEEDS OF STUDENTS

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The College does not have the facilities to cater to the needs of differently-abled students. Elevator has been installed this year to enable physically Challenged students to some extent.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Yes.

- The student is assessed at the time of admission on the basis of marks at entry level, computer literacy, communication skills, etc. by the admission committee.
- The subject teachers also assess the knowledge and skills of the students through interaction and discussion with them. .

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.)

- From the interaction between students and teachers in the class rooms and the marks at the entry level helps to monitor the weaker students.
- Remedial classes are being organized for the weaker students to overcome the gap between the weaker and good students.
- Practical sessions also help in personal interactions between students and teachers and subject related queries are taken care of.
- Add on course like communicative English is available for the students.

2.2.3 How does the College sensitize its staff and students on issues such as gender, inclusion, environment etc.?

- College gives same treatment to male and female students in college campus.
- College has a active women's study centre through which different programmes are being organized for women empowerment.
- International woman's day is celebrated in the college every year through woman's study centre.
- N.S.S. also helps to sensitize the staff and students on various social issues.
- Environmental programs are arranged during N.S.S. camp .
- N.S.S. organizes programmes for gender equality.

2.2.4 How does the institution identify and respond to special educational/learning needs of advanced learners?

Students performance in unit tests, tutorials, seminars and semester examinations are indicators of slow and advanced learners.

Need of advance learners:

- The students are encouraged
- To participate in various competition like "Avishkar" (Science fair), Debate competition etc...
- To participate in college seminars.
- Special guidance facility is also available in our college for competitive examinations like S.S.C., U.P.S.C., M.P.S.C. Banking etc...

The advanced learners are identified from following data:

- Percentage of marks obtained in the last qualifying exam
- Interaction with the students during initial classes
- During discussion, question and Answer and unit tests.

Advanced learners are given special assignments and encouraged them to learn more on their own by using library and internet.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

For disadvantaged sections, their performance is assessed and they are admitted in Remedial classes.

Physically challenged –Presently no physically challenged student is studying in our institution.

For slow learners:

- The teacher pays more attention to such students.
- Model questions papers on University pattern are provided to the students. The question papers are solved by the students at home and assessed by the teachers.
- Their difficulties are solved from time to time.

The teacher assesses economically weaker section students through the mentoring system and takes appropriate action to improve their performance. So far no physically challenged students have sought admission in our college. The institute has constructed a ramp for physically challenged students.

2.3 TEACHING-LEARNING PROCESS

2.3.1 How does the College plan and organize the teaching, learning and evaluation schedules (Academic calendar, teaching plan, evaluation blue print, etc.)?

Academic Calendar

- At the beginning of each session, the principal convene a staff meeting to prepare the annual blue-print of the college activities to form the academic calendar.
- The academic calendar is published in the prospectus.
- The Academic calendar displays academic events like commencement of regular teaching, special activities on public holidays, University foundation day etc..
- The faculty members of the departments prepare annual teaching plan at the beginning of the session.

Teaching Plan

- Based on the Academic calendar and the availability of total number of working days and periods the syllabus is divided month-wise, week-wise, and period-wise (teaching plan) and submitted to the Principal at the end of session. The report of the syllabus completed is maintained in a daily diary at every month.
- Every department maintains day to day teaching register so that the teaching plan is easily monitored.

- Results are generally declared within 45 days after the examination by the University.
- Subject wise results are made available to the departments and subsequently, the result analysis is carried out.

Evaluation blue print/ plan.

- Dates of the examination, assessment, moderation and announcement of results are decided by the University and likewise communicated to the college at the appropriate time. The college prepares the schedule for internal tests, tutorials, projects, and seminars and is distributed to the teachers. The internal evaluation test and tutorial programmes are displayed on the notice board.
- All these activities are planned and implemented in consultation with principal and IQAC.

2.3.2 How does IQAC contribute to improve the teaching-learning process?

- The measures taken by IQAC in quality enhancement and to improve the teaching -learning process are as follows:
- To prepare academic calendar.
- To analyse the University examination results at the beginning of the academic year and to decide the measures required for improvement of the results.

- To encourage the staff to attend conferences, seminars, workshops, teachers training programmes, so as to get their knowledge updated.
- To motivate the staff to undertake major and minor research projects.
- To obtain feedback from the students regarding teaching-learning process as well as infrastructural facilities.
- To consider the improvements suggested by the students regarding teaching learning process, library facilities, sports, ICT, laboratory facilities, hostels or any other facilities and to take measures for their implementation.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

- Teaching - learning process is made student- centric by conducting student seminars, field trips, group discussions and projects. The support structures are provided through college library and computer labs.
- Lecture method suits to the level of understanding of the student. On demand, teachers conduct revision lectures for slow learners.
- Innovative methods like use of LCD, OHP and CD are used by teachers to make the subject more interesting.
- Informative lectures by experts from reputed institutes are arranged for students to get better knowledge about various innovative fields.

Interactive learning- participation of students in group discussion, projects and seminars.

The following activities are undertaken by all the departments-

- Group Discussion
- Seminars
- Question-answers session
- Demonstration
- Science Exhibition
- Poster competition
- Quiz competition

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

- The college has provided a good infrastructure facility to the students.
- All the departments of college encourage the students to prepare posters on various aspects and the posters are displayed on notice boards, class rooms and laboratories.
- The students are encouraged to write articles for the college magazine.
- The language department organizes report writing lectures, word puzzle, and one word substitution competition.
- The history department organizes wall poster competition and display it on class rooms and notice boards.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Example, Virtual laboratories, e-learning -- resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

Almost all the classrooms are equipped with overhead projectors so that e-teaching is enabled.

We have well-equipped computer labs catering to the demands of different courses.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

-
- The internet is primarily used by the faculty as well as students for up gradation of knowledge. In addition to this, the recent trends in all subjects are available in journals, magazines, periodicals, and newspapers, which are readily available in college library.
 - The students and faculty use this information constantly.
 - The guest lectures and seminars are organized on the current issues, so as to develop insights into the current issues. It helps the students and faculty to keep pace with the recent developments in various subjects.
 - The teachers are motivated to attend seminars, conferences, workshops and also deputed to attend orientation and refresher programmes. In this way, the students and faculty exposed to advanced level of knowledge and skills
 - Various conferences and seminars were organized by the college.

2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling/mentoring/academic advise) provided to students?

Academic advice- Academic advice is given at the time of admission at the entry level which includes general study strategies and future plans.

Personal: Since college comes under the rural area, students lack confidence, having inferiority complex they are motivated by the teachers to bring them into main stream of education and to build up their confidence.

Psycho-social support and guidance service: The College organizes Academic and Career Counseling under Placement Cell.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The college has made several efforts to bring innovation in teaching-learning process. Lecture method is basically used to introduce the topic, base, theories, concept elaboration and depth of subject. Along with conventional lecture methods, students' participation in seminars, discussions, group discussion, question answers, case studies are encouraged. Further they are exposed to facilities like LCD projector, computer and Internet in teaching learning method. This has enabled the students to keep pace with the modern technology development and to make them competent. Most of the course programs have study tours, practical sessions, projects and field works, besides the usual classroom interactions (Home Science, Economics etc). From In many of the undergraduate departments (Botany, zoology. etc) seminar is a compulsory activity. Some departments assign projects (theoretical as well as experimental) at undergraduate as well as postgraduate levels. The following efforts are made by our institution:

- A well enriched library facility is made available, with latest journals and related Magazines.
- Provision of computer/internet facility to students and teachers.
- Organization of State/National level seminar/Conferences.

Impact: The impact has been positive. The students have on the whole become independent and confident learners. They explore library and other learning resources more frequently and independently.

2.3.9 How are library resources used to augment the teaching-learning process?

- The College library has subscribed to various journals related to different subjects.
- Books and magazines are purchased by the College on regular basis for knowledge up-gradation.
- Newspapers and Internet are used on daily basis to keep track of the latest advancements in a particular field.
- A separate periodical section has been created in the library.
- Special help is rendered to students preparing for competitions.
- Old question papers of midterm, tests and final exams in all the subjects are made available to the students.
- Copies of syllabi prescribed by the university, with question-wise division of marks etc. are also available to students for ready reference.
- The library staffs keep the faculty and the students updated regarding its latest acquisitions.

- The new titles are displayed on the display boards at the entrance of the library.
- The information regarding new arrivals is also given through the College notice board.
- Almost all departments have Departmental Libraries and self managed reading rooms for the benefit of faculty and students.
- Special provision also is made in the annual budget to meet the specific needs of the students / faculty for the departmental libraries by the College.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

No, the institution does not face any challenges in completing the curriculum within the planned time frame and calendar. Our faculty prepares teaching plan well before the commencement of classes which helps in the completion of curriculum within time, also for any reason if they fail to complete it within the planned time frame, faculty is always ready to work extra time to complete the syllabus.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The institute monitors and evaluates the quality of teaching learning through

IQAC which collects feedback from all stakeholders and on the basis of such feedback, monitors and evaluates the quality of teaching-learning. These analyzed and evaluated, reports are perused by the Principal. In turn the outcome of the feedback analysis is informed to each teacher for future improvement and encouragement. The outcome of the evaluation and its analysis are intimated to the individual teachers to understand their strength and weaknesses, leading to overall improvement of the teaching-learning process.

The Principal also regularly meets the Heads of Departments and takes feedback on the teaching-learning progress of each department. Besides, the College Grievance Redressal Mechanism also takes care of the quality of teaching-learning.

2.4 TEACHER QUALITY

2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest qualification	Professor		Associate professor		Assistant professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.lit.							
Ph.D.	-	Nil	-	Nil	14	4	28
M.Phil.				Nil	-	1	7
P.G.& NET					7	-	7
Temporary teachers							
Ph.D.	Nil	Nil	Nil	Nil	Nil	Nil	Nil

M.Phil.	Nil	Nil	Nil	Nil	Nil	Nil	Nil
P.G.	Nil	Nil	Nil	Nil	3	1	4
Part time teachers		Nil					
Ph.D.							
M.Phil.							
P.G.							

- Recruitment of faculty is as per UGC guidelines (Student-Teacher Ratio)
- The UGC guidelines are accessible online on their respective web-sites
- Recruitment process from advertising of a post to appointment is subject to university stipulation.
- Formal approval from the university is mandatory for any post to be filled.
- Eligibility criteria of teachers, whether permanent, temporary, ad-hoc or guest, is as per UGC norms and guidelines.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- The teachers are encouraged to do the research work, for which laboratories and infrastructure is made available as per their requirement.
- Full freedom is granted for teachers to initiate the teaching-learning innovations.
- Duty leave is sanctioned for attending seminars, conferences and workshops.
- Library and internet facility is made available for up gradation of their knowledge.

-

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programs

Academic Staff Development Programs	Number of faculty nominated
Refresher courses	2
HRD Programs	nil
Orientation programs	4
Staff training conducted by the university	nil
Staff training conducted by other institutions	14
Summer/winter schools, workshops, etc.	55

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- Teaching learning methods/approaches: **Yes**
- Handling new curriculum : **NIL**
- Content/knowledge management: **NIL**
- Selection, development and use of enrichment materials: **Yes**
- Assessment: **Yes**
- Cross cutting issues: **NIL**
- Audio Visual Aids/multimedia: **Yes**
- OERs : **NIL**
- Teaching learning material development, selection and use: **NIL**

c) Percentage of faculty

- Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies – 50%
- Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies 100%
- Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies : 80%

The main strategies adopted by the institution in enhancing teacher quality were

- Allowed maximum number of teachers to attend refresher/orientation courses, and also to participate in national seminars, conferences and workshops.
- Maximum assistance to teachers doing M. Phil and PhD.

- Good performance is always recognized and appreciated

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

To recharge teachers they are sent for attending refresher and orientation courses. They are also encouraged to attend conferences/seminars and write papers for publication. The teachers, whose papers are accepted /invited for oral, poster presentations, are deputed to participate and present their research papers in the national/International conferences / seminars/workshops. Teachers are also deputed for in service training to gain knowledge in the emerging fields. The departments are encouraged by our management to organize national/international conferences. In the last six years five state/national level seminar/conferences have been organized by the college. Teachers are encouraged to undertake minor/major research projects. The management also provides monetary support whenever required for such works.

2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty?

The college constantly encourages the faculty to engage in research and other academic enterprises as well as be conscious of their social responsibilities. This not only promotes the personal growth of the faculty but the benefit will

ultimately percolate to the students via teaching.

The college provides full support and encouragement to the faculty to excel in teaching. The teachers are given full autonomy and space to employ innovative methods of teaching and utilize the college infrastructure to complement their teaching enterprise.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

There are no guidelines or provision of Mahatma Gandhi Kashi Vidyapeeth/UGC regarding evaluation of teachers till date. Hence, there is no formal evaluation of teachers either by students or peers.

Teachers take feedback informally from the students. This information is for self-reflection, to review how their teaching is being received.

The Principal of the college does regular rounds of the classrooms to elicit feedback from the students.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The University designs the evaluation method which is communicated to the staff, students and stakeholders through website and displayed on the notice board. Each department supplies University [old] question paper sets to students. The performance of students is evaluated semester-wise.

- Duration of the academic term and tentative schedule of examination are notified to the students.
- The schedule of examination is displayed on the notice board well in advance.
- The faculty is informed regarding the University circulars notifying dates of the theory and practical examinations.
- The pattern of examination and paper is explained by subject teacher in the class room. Queries by the students are answered by teachers.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The college has also introduced MCQs and short answer type questions in internal tests to make the evaluation uniform. Assignment based evaluation and project making has also been introduced in the college by various departments. Model answers are displayed on departmental notice boards to allow the students understand their mistakes and comprehend the evaluation method followed by the teacher.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

Evaluation reforms initiated by the institution

- Evaluation reforms by the Institute have limitations as the examination

system is governed by the University norms

- Detailed information about the evaluation methods and the Examination schedule is given in the Prospectus from the time of their admission in a course and also in the Academic Calendar at the beginning of a session.
- Moreover Regular notification regarding examination is also a feature of the teaching-learning and evaluation process of the institution

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Formative Assessment –The students appear for an internal assessment comprising two tests and preliminary exam every semester. These tests can be considered as corrective as well as analytical which-

- Facilitate teachers to take account of the results of assessment
- Promote the participation of students in self-learning
- Offer effective pointer to students.

The formative evaluation of the students is carried out via their presentations in the seminars, group discussions, unit tests, assignments, feedback exercise, solving previous years question papers, or in any other activity to improve their skills and knowledge domain. The scores of the periodic internal assessment are also ingredient of the results of the summative assessment.

Summative Assessment-

The external university examinations (theory and practical's) are part of the summative evaluation and are carried out at the end of each semester. The final

assessment of performance at the end of every semester and each year is carried out by the external examiners appointed by the University. The results of the formative assessment aid the faculty to adapt the teaching-learning process suitable with the educational level of students. As the summative assessment occurs at the end of semester it helps to decide the acquisition and sustenance of the content learned by the student. At the end of each year the practical examinations are conducted to assess the practical skill, interpretation of the results, seminars and projects, also with the help of viva voce.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

Monitoring of the progress of the Students is done by:

The institution monitors the progress and performance of students throughout the duration of the course/programme through classroom lectures and internal (Class tests, Unit tests, Half-yearly, Annual and Test examinations) assessment method.

Attendance of Students: Strict vigilance on attendance is kept, attendance registers are checked regularly, and students who are falling short in attendance are contacted personally and if necessary their parents are also informed.

Parents – Teachers meetings.

The progress of the students is communicated to the students and their parents by:

Student – Teachers Interaction in the class and outside the class take place.
Parents – Teachers Meetings are organized.

The Examination and Result Sub-committee meets and reviews the performance of students in Class Tests, Annual Examination & University Examinations and communicates the progress and performance of students throughout the duration of the course/programme through communication to students and parents through correspondence.

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.

The institution ensures that the students who graduate from this institution has certain specific attributes, besides those expected by the University. Strengthening of values such as National Integration, patriotism, humanism, secularism, democracy, social justice and peace are stated in our Institution's GOAL while professionalism, competence and civic sense is stated in our MISSION STATEMENT. These are published in the college prospectus. The attributes like being punctual, serving the community, participating in social awareness programs, scientific temperament are ensured through industrial and study tours, NSS, Eco Club, Science forum, The institution thrives to sensitize the students towards exclusive social concerns, gender and environmental issues and to make them sensitive, sensible useful and conscious global citizens.

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning

objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, the institution and individual teachers use the following assessment / evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning:

- Marks in internal exams Classroom performance Behavioural aspects
- Communication skills
- Activities and performance in NSS, Sports, Cultural activities
- Certificate & cash/book/kind reward received by students for good performance

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

The college has an Internal Evaluation Grievance/ Redressal Committee

- The College has active Grievance Committee. Principal and senior teachers are members of this committee.
- The moderation by external examiner assures fairness in evaluation.
- The students and the parents are free to discuss their grievances with the Principal.

University redressal of grievances committee-

- The procedure for redressal of grievances regarding evaluation is established by Mahatma Gandhi Kashi Vidyapith, Varanasi.
- The rules and regulations of the University are followed.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

2.6.1 Does the College have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes. The college has clearly stated its vision, mission and objectives and is fully committed to them. The College aims at producing very confident learners with knowledge, skills, attitudes and values, which enhance their employability and progression opportunities. The learning outcomes are given in the prospectus and also discussed by the Principal at the beginning of the academic year in the Welcome programme of the newly admitted students. The Principal organizes a general meeting at the beginning of the academic year and informs the staff about the learning outcomes.

Every programme has its own learning outcomes set out by university itself as preface to the syllabus. The staff members are therefore well-informed of these outcomes before they commence teaching. The learning outcomes of each subject are also informed to the students by the teachers.

2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

To facilitate the achievement of the intended learning outcomes, following steps are taken-

- Teacher states the learning objectives clearly in their classes. Expert lectures are arranged.

- The classroom activities are scheduled and the same are followed.
- In addition to curriculum, special awareness programmes such as coaching classes for competitive exams are conducted.
- Remedial coaching and time to time problem solving facilitate the achievement of intend learning outcomes.
- The results of internal and external examination, at the end of each semester are the indicators of the learning outcomes.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered ?

- Initiatives measures taken up to enhance social and economic relevance of the courses offered
- The college has established the career guidance and placement cell for quality jobs and entrepreneurship.
- The students are encouraged to participate in science fair “Avishkar” organized by Mahatma Gandhi Kashi Vidyapith, Varanasi.
- The college organizes various conferences and seminars, which attract the students towards research activity.

2.6.4 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

- Every year, The college collects and analyze subject-wise data on student learning outcomes for planning by following ways
- College at the beginning of session forms a committee for class tests and

preliminary examinations and this committee analyzes and maintain the data of students.

- The administrative staffs maintain the record of University exams and provide it to the department as and when required.
- The process used to compute achievement of the learning outcome:
- Internal & External Assessment (Result Analysis)
- Feedback from students.

Planning: The concern teacher of the concerned activity identifies the barriers and shortcomings and reports to the Principal and principal makes the proper planning to overcome the barriers. Based on the Result analysis, administration plans to conduct remedial classes for weaker students. The effect the of add-on-

courses on the placement is under study.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes?

The attendance is compulsorily taken in every lecture and practical. Counseling is given to students who are absent for long time. The weaker students are given remedial coaching. The students are encouraged for participation in various curricular and co-curricular activities inside as well as outside the College. Student's seminars and group discussions are arranged.

2.6.6 What are the graduate attributes specified by the college/affiliating university? How does the College ensure the attainment of these by the students?

The College tries to enable the students to mould their personality by developing their talents and skill. All the faculty members of the institute are also aware of their responsibilities and obligations to the society and nation. They work hard to impart moral, cultural, intellectual, social and spiritual knowledge among the students. All the activities of the institute bear some social, cultural, moral, spiritual or national relevance. The College strives to make the students responsible citizens of the nation. Such efforts of the College have resulted positively which is reflected in the quality of the alumni and their achievements.

Any other relevant information regarding Teaching-Learning and Evaluation which the College would like to include.

- Wide publicity is given to the academic programmes offered by the College, along with the infrastructure and support services and facilities available to the students for their all-round development.
- A transparent admission policy is practiced where meritorious students as well as disadvantaged sections get their due.
- Special facilities, incentives and coaching classes are provided for slow and advanced learners.
- A family-like environment has been created to monitor the progress of slow as well as advanced learners.
- To make teaching/learning effective and enjoyable, a combination of traditional and innovative methods is practiced, depending on the requirement of the subject and the mental ability of the learners and making changes according to the latest developments in all the subjects.
- The College pools all its resources and raises special funds to provide latest teaching / learning aids along with the reading material through its

libraries.

- The recruitment policy of the College ensures the selection of candidates purely on merit and strictly according to the norms laid down by the UGC, DPI and University.
- The evaluation processes are student-friendly and reliable.
- A number of effective measures have been adopted to assess the performance of faculty to prevent their stagnation and complacency.

CRITERION III
RESEARCH, CONSULTANCY AND
EXTENSION

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

No, the College does not have any recognized research centre .

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

- Yes, the college has a Faculty Development committee to monitor and address the issues of research.
- The Faculty Development committee has five members, Principal is the chairman (IQAC chairman), and Secretary and senior teachers act as members.
- The committee is keen in the research development activities.

The regular activities of the Research Committee and recommendations

- Circulars/Invitations regarding seminars/conferences/workshops received from the organizers from time to time are forwarded to all heads

and concerned teacher of the college.

- To motivate the research activity amongst the faculty members.
- To encourage the faculty to apply for minor and major research projects.
- The institution has offered internet facility to students and researchers free of cost in the college.
- To motivate the faculty to pursue Ph.D. programmes.
- To encourage participation and presentation of research papers in National and International Seminars/ Conferences.
- To motivate the faculty to publish their research articles in reputed journals/ Magazines.
- To encourage the faculty to collaborate with research centre's, universities and industries.

Impact of the recommendations on faculty.

- Four of the faculty members are pursuing part time research programmes.
- The faculty members have been participating and presenting papers at various seminars and conferences.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

Autonomy to the Principal Investigator: Full autonomy is given to the Principal Investigator by the institution to facilitate smooth progress and implementation of research schemes/projects.

Timely availability or release of resources: The Institution makes all necessary arrangements for timely availability or release of resources for smooth progress and implementation of research schemes/projects.

Adequate infrastructure and human resources: Adequate infrastructure and human

resources are provided by the institution for smooth progress and implementation of research schemes/projects. Provided computer and internet facilities for all departments. Purchased books and journals according to the needs of the faculty.

Time-off, reduced teaching load, special leave etc. to teachers: Due to shortage of staff almost in every department, the institution cannot afford to reduce teaching load for the sake of the students. However special leave is granted when and where it is necessary.

Support in terms of technology and information needs: Internet, LAN and journal and e-journal subscription is made available to the Principal Investigator by the institution to facilitate smooth progress and implementation of research schemes/projects.

3.1.4 What are the efforts made by the institution in developing scientific temper and Research culture and aptitude among students.

- Scientific guest lectures are organized for students.
- Computer lab with internet facility is provided to undertake research projects
- Students are encouraged to write science articles in the college magazine.
- Number of books and journals are available in the college central library.
- The students are also encouraged to attend and participate at local & national level seminars & conferences.
- Field visits, study tour and industrial visits are organised.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc).

a) Faculty involvement in guiding student research: Some of the members of

the faculty are acting as research guides for the research scholars.

Nil

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

No	Name of the Seminar	Venue	Dates
1	Guest Lecture	College Campus	04 th Feb. 2014
2	National Seminar	College Campus	22 nd &23 rd Oct. 2014
3	National Workshop	College Campus	17 th Aug. 2015

3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

The college does not undertake organized research as the University rules do not permit for the same. Individual teachers are however fully supported to engage in active research on independent basis.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The Institution regularly organises conferences, seminars and workshops in

order to rope in researchers of eminence to visit the campus and interact with teachers and students.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Since research facilities are not available in the college , Researchers would visit the campus do not interact on advance research topics . However, Researcher & Senior teachers have sometimes invited to speaks on topics of academic relevance to teachers & student . The college organizes extra mural talks , seminars , conferences and workshops and invite Researchers to interact with teachers & students . The students actively participate in all the programmes .

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

No initiative is taken in this regard since we do not have a centre for advanced research .

3.2 RESOURCE MOBILIZATION FOR RESEARCH

3.2.1 What percentage of the total budget is earmarked for research? Give

details of major heads of expenditure, financial allocation and actual utilization.

As has been mentioned above, the institution does not have any specific research centre so there is no provision of budget allotment for research. The institution provides him/her necessary help as required and permitted within the rules.

3.2.2. Is there a provision in the institution to provide seed money to the faculty for research ? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last for years ?

No provision for the purpose.

3.2.3 What are the financial provisions made available to support student research projects by students ?

Students research projects are not feasible in U.G. college like ours & hence no provision for financial support for student researchers has been made .

3.2.4 How does the various departments/ units/ staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research .

No inter-disciplinary research is underway in this college.

3.2.5 How does the institution ensure optimal use of various equipment and

research facilities of the institution by its staff and students ?

The laboratories are well equipped facilitating teaching of U.G. classes but not sufficient for research work .However, the library facilities are open for all those who wish to make references on literature relating to their projects .

3.2.6 Has the institution received any special grants or finance from the industry or other beneficiary agency for developing research facility “ If yes” give details .

The institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facility.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

Not applicable .

3.3. INFRASTRUCTURE FOR RESEARCH :-

3.3.1 What are the research facilities available to the students and research scholars within the campus ?

Though research facilities for students and research scholars are not fully available in the college campus , some research journals are subscribed by the college to help students and staff in their research work .

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of the researchers especially in the new and emerging areas of research?

After the completion of expansion process of the college we have planned to develop and motivate the teachers to apply for various research projects.

3.3.3. Has the institution received any special grants or finances from the industry or other beneficiary agencies for developing research facilities ? If “ Yes” what are the instruments /facilities created during the last four years ?

No .

3.3.4 What are the research facilities made available to the students and research scholars outside the campus /other research laboratories ?

No department in the college is an approved research centre . Therefore , neither the laboratories nor the library of the college is used for research purpose. However , the college recommends for use of research facilities of that University and other institutes where the faculty undertakes research work .

3.3.5 Provides details on library/ information Resource Centre or any other facilities available specifically for the researchers ?

The reference books and journals in the college library are made available to the researchers .

3.3.6. What are the collaborative research facilities developed /created by the Research institutes in the college for example Laboratories , Library, Instruments , Computers , new technology etc.,

None .

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of-

Patents obtained and filed (process and product) Original research contributing to product improvement

Research studies or surveys benefitting the community or improving the services

Research inputs contributing to new initiatives and social development

- | | |
|--|------------|
| 1. Patents obtained and filed: | NIL |
| 2. Original research contributing to product improvement: | NIL |
| 3. Research studies or surveys benefitting the community or improving the services | NIL |

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

NO

3.4.3 Give details of publications by the faculty and students:

- Publication per faculty
- Number of papers published by faculty and students in peer-reviewed journals (national/international)
- Number of publications listed in international database (e.g. Web of Science, Scopus, Humanities International Complete, Data Database-International Social Sciences Directory, EBSCO host,etc.).
- Monographs Chapters in books Books edited
- Books with ISBN/ISSN numbers with details of publishers Citation index
- SNIP
- SJR
- Impact factor h-index

3.4.4 Provide details (if any) of

- | | |
|--|-----|
| * research awards received by the faculty | Nil |
| * recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally | Nil |
| * incentives given to faculty for receiving state, national and international recognitions for research contributions. | Nil |

3.5 CONSULTANCY

3.5.1 Give details of the systems and strategies for establishing institute industry interface?

There is no system of consultancy system and strategies for establishing institute – industry interface in our institution.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

We have not yet started giving publicity.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The institution encourages the staff by granting duty leave to promote and utilise their expertise for consultancy services.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

No significant revenue has been generated through consultancy services

3.5.4 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

NA

3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

As mentioned above, the college ensures students' participation in community building programmes like anti-tobacco campaign, superstition-eradication programmes, gender-equality, tree plantation, environmental conservation, etc. Services of this kind build social capital, and create socially committed and responsible citizens.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The students and faculty are involved in various kinds of extension activities like village cleanliness drive, awareness creation programmes, etc. The college has

very active N.S.S., Eco Club, women study centre & Population education centre. The institution actively promotes these extension activities.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

Parent teacher meetings, interaction with alumni and interactions with the general public help us to gather information on stakeholder perception.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The Institution plans its Extension and Outreach Programmes by framing an Annual Co-academic Calendar. The IQAC of the College frames draft this calendar

Kindly refer 3.1.6 and 3.6.1 for details regarding major extension and Outreach Programmes. Budgetary details are given as below:

Unit	Budgetary Allocation (Rs.)			
	2011-12	2012-13	2013-14	2014-15
Other Extension and Outreach Programmes	49956.00	57790.00	63212.00	75212.00

Extension and Outreach Programmes help students in widening the horizon of their academic and socio-politico-economic understanding, inculcating the sense of community responsibility and leadership, and developing them as a responsible citizen and holistic personality.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, YRC, Red Ribbon Club Eco Club, and other National/International agencies?

The following are some of the outreach programmes organized by the institution.

- Blood Donation
- Village Cleanliness Drive
- Tree Plantation
- Women's study centre
- Population education centre

The N.S.S. wing of the college took an active lead in organizing the above programmes. All these programmes no doubt, have an academic dimension since they promote the social responsibility and civic sense among the students. There is also a provision for incentive marks at the University examination if the students are engaged in such activities in a consistent and systematic manner under the banner of “N.S.S., Eco club”.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

No social surveys, research or extension work has been done.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students’ academic learning experience and specify the values and skills inculcated.

The objectives of the extension activities of the college are to realize the vision and mission of the college, by doing as much service as possible to the community. The college aims to create a just, equitable and sustainable society, and we are always ready to make contributions towards this in whichever way possible. The expected outcomes are better college-community links, and some perceptible improvements in living conditions of the villagers and student enrichment. The students get an opportunity to learn about the daily struggle of the villagers, and they become socially responsible. They begin to appreciate the

value of everything, and the need to protect the environment. They also learn the basic lessons in energy conservation, water management and agriculture practices. The values inculcated are group dynamics, empathy, social responsibility, ecological awareness, along with skills like self-reliance, interpersonal skills, etc.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The institution involved the community in its extension activities independently and also in collaboration with local municipality, different NGO's related to different issues to the local community to ensure the involvement of the community in its reach out activities and contribute to the community development through its NSS Units, Eco-Club and Health Unit of the college.

- Promotion of National Integration, AIDS Awareness and Health Awareness Camp among women by the NSS Unit every year.
- Blood Donation Camp organised every year by the NSS Units, Teaching and Non Teaching Staff and of Ram Lalit Singh P.G. College.
- Health checking programmes for women and children of nearby villages by NSS Units undertaken every year.
- AIDS awareness programme was undertaken in the nearby villages organized by the NSS units .
- Scientific Exhibition, seminars and Environmental & health awareness camps, are organized frequently by the College.
- Blood test and health awareness camps was organized by the NSS units in

our village for poor children in 2014-2015.

- Literacy Drive undertaken by the Volunteers of NSS Unit in near by village for poor children in 2014-2015.
- Health, nutrition and education awareness camp in villages among children of lower income group.
- Dengue Awareness campaign in the local area by the College Nov 2014.
- Education Awareness Programme undertaken by the NSS Units on 27/3/2013 at the village.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The volunteers actively participate in various programmes organized in nearby villages, schools and colleges at different times. Our faculty members are also invited as judges and experts in various competitions organized by different institutions and organizations.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

- The college won 3rd prize for the street play at the state level Spandan – Youth festival-2010.
- The college won 1st prize in singing competition organized by Lokmat Yuva Manch.
- The college won 2nd prize in street play organized by Lokmat Yuva Manch.

3.7 COLLABORATION

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The College is a place for socially relevant activities that further knowledge building as well as provoke meaningful action for change. The collaboration with other agencies, gives our students an experience of meaningful debate and action and so helps in the all round growth of our students. It also gives the College a reputation for excellence and for meaningful social interventions. It attracts students, parents and community members who are serious about making a social contribution to society. Financially the College does not profit from these collaborations but it surely benefits academically and in its brand buildings.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other university/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

There is no such collaborative arrangement has been made.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution

viz. laboratories / library/ new technology /placement services etc.

There is no formal channel for industry institution community interaction; some private companies have visited the campus for recruitment of students.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

- Prof. K.S. Mishra, Former, HOD, Dept. of Education, University of Allahabad.
- Prof Arvind Jha,
- Dr. Kiran Lata Dangwal, Uni. Of Lucknow
- Dr. Prateek Upadhyay
- Dr. Ruchi

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated

There is no MOU or agreement has been signed with any institution.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations

Of late we are not having autonomous status to make any linkage or collaboration for planning. However systematic efforts are on for the purpose.

CRITERION IV
INFRASTRUCTURE AND LEARNING
RESOURCES

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The policy of the college is to create internal resources as much as possible with the help of the management, and to seek additional assistance from UGC, the government and other agencies for the creation and enhancement of infrastructure in order to facilitate effective teaching and learning. This policy has so far brought the institution in good stead. We have been able to acquire and expand infrastructural facilities in tune with our development.

4.1.2 Detail the facilities available for a. Curricular and co-curricular activities – Classrooms, technology enabled learning spaces, seminar hall, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.

The college has constructed a new building in 5.3 acres and has adequate number of classrooms which allow the college to hold all undergraduate classes

in a single shift. All the classrooms are large, adequately ventilated and have basic facilities such as fans, light, furniture, black board and white board etc. Tutorial spaces are also available.

The college has a Central library which stocks a good number of text books, reference books and volumes etc. used by the students. Frequently used titles are also available in our college library in multiple copies. The college library has reading room facility for students and staff. The college has kept pace with technology and has provided two computer laboratories for students and staff with internet access. There is a seminar hall with a seating capacity of 150 chairs. Nearly fifty percent class rooms are provided with LCD projectors. E-resources are also made available in the college library.

The table below shows the facilities available in the college campus.

Sr. No.	Description of the Facility	Quantity	Area in Sq mts
1	Class rooms	13	100.45
2	Laboratories	5	141.66
3	Computer Labs	1	56.23
4	Seminar halls	1	23.18
5	Play ground	1	10000
6	Central Library	1	100
7	Administration Office	2	50
8	Parking Area	1	140.58
9	Canteen	1	20

Equipment for Academic Support

Sr. No.	Equipments	Number
1	LCD-Projector	5
2	Laptops	2
3	Computers	31
4	Printers	3
5	Scanners	1
6	Fax machine	1
7	Photocopier machine	2
8	Television	1
9	Still camera	1
10	CCTV Cameras	16

- The college has central library at ground floor with reading room facility for students and teachers
- All Science departments have sufficient numbers of equipments to conduct practicals at UG level.
- The college has sport ground and indoor games facility for the students.
- Canteen facility is available in college timing.
- One seminar hall with seating capacity of 150 is available.

b) Extra -curricular activities - sports, outdoor and indoor games,

gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

Sports Facility:

- The college has play ground facility in the campus for outdoor games.
- Indoor stadium facility for indoor games is available for the students.
- Volleyball court, basket ball court, badminton court are available in college campus.
- The college has sufficient numbers of sport equipments and accessories.

Cultural activity :

- The college has necessary music instruments like Tabla, Harmonium, Dholki etc.. for cultural activity.
- Electronic podium, cordless mike, speakers and music systems are made available in seminar hall.

NSS:

- The college has NSS room, and all necessary equipments needed for camps and regular activities.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future

planned expansions if any).

There is a well established system such as committees and departments to identify evaluate and monitor the proper use of available infrastructure. We have following committees for planning and monitoring of infrastructures

- Local Management Committee
- Planning Finance and Purchase committee

These committees plan and ensure the proper use of infrastructure. These committees also ensure that the available infrastructure is properly utilized. In addition to this college has following infrastructure.

- Drinking water filters
- Seminar hall, Class rooms, laboratories.
- Well equipped indoor stadium.

Optimum Utilization

- The institution makes a timetable of theory and practical in such a way that the classrooms and laboratories are made available to all the classes for effective teaching learning process.
- Remedial classes are organized after the theory and practicals.
- The schedule of Library and Reading Room is 7.30 am. To 3 pm. The students fully take the advantage of it.
- Social and Cultural activities are conducted in seminar /conference hall.

4.1.4 How does the institution ensure that the infrastructure facilities meet

the requirements of students with physical disabilities?

Installation of an elevator underway for staff and Physically Challenged students

4.1.5 Give details on the residential facility and various provisions available within them:

Not Applicable

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

Health Centre: The Health Unit has made great progress in monitoring the health of the students, teachers and non-teaching staff. There is a separate room for the Health Unit with all first aid equipments, a separate emergency bed and other equipments to carry out emergency and first aid providing activities for the students and staff. Monitoring the health of the students, teachers and non-teaching staff are done regularly. The unit provides First Aid Treatment for students and staff. First Aid Kits are provided in the Staff Room by the unit. Provision for blood pressure check up and height and weight measuring instruments are present. Rest Room with a single bed arrangement is present. Health cards are issued to the Students annually. The unit organizes an annual health camp for physical check-up, which includes pressure, height weight and general check up & blood group test of all students.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell,

Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

IQAC: initially the cell has been functioning with full vigor and enthusiasm from the very beginning with the Total Quality Management (TQM) approach for quality sustenance and quality Improvement in academic & administrative activities of the institution. Later Its main objective is to plan and implement quality initiatives and evaluate. It supports to conduct workshops, awareness programmes, special lectures on quality innovations, Curricula, Teaching-Learning & Evaluation, Research oriented seminars, applying for research grants and project managing, plans and implementation of advanced Learning Resources, ICT management and suggestions for empowerment of staff, kind of Leadership, governance pattern and in strategic perspective planning. It Plans and Supports effective implementation for Total Quality management, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders. It collects, maintains and analyses documents and document evidences directly or through the College Office. It analyses the feedback received from all stakeholders and inform the concerned about its outcome for correction and amelioration. It also appreciate & encourage and provide support required by all staff for their and quality sustenance and quality improvement in teaching, Research and administration.

Grievance Redressal unit: The College has a “Grievance Redressal Cell” to redress the grievances of the stakeholders. The students approach the Cell for their grievances regarding academic matters, financial matters, health services, library and other central services. The committee sorts out their problems promptly and judiciously. The committee also redresses the grievances of the

stakeholders as and when required. As a result of this mechanism, the University has pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the stakeholders.

Women's Cell: The Governing Body of the college constituted the **Women Cell** for addressing issues related to women staff & students & Gender Sensitization. The cell encourages students & staff to participate in all cultural activities. It inspires them for empowerment socially and financially. The cell makes women students aware of the social responsibilities and gives them mental support to fight against sexual harassment of women students and for other women of the society. This cell takes initiatives for guidance and counselling of female students.

Health Centre: The Health Unit has made great progress in monitoring the health of the students, teachers and non-teaching staff. There is a separate room for the Health Unit with all first aid equipments, a separate emergency bed and other equipments to carry out emergency and first aid providing activities for the students and staff. Monitoring the health of the students, teachers and non-teaching staff are done regularly. The unit provides First Aid Treatment for students and staff. First Aid Kits are provided in the Staff Room by the unit. Provision for blood pressure check up and height and weight measuring instruments are present. Rest Room with a single bed arrangement is present. Health cards are issued to the Students annually. The unit organizes an annual health camp for physical check up, which includes pressure, height weight and general check up & blood group test of all students.

o **Students' canteen:** There is a large students' canteen in the ground floor of the Centenary Building. Quality food, tea and snacks are served from the canteen at

a subsidized rate.

Recreational spaces for staff and students: There is a spacious staff room for teachers & a recreational Room for Non-Teaching staff.

Safe drinking water facility: Safe drinking water facility is provided for all staff and students. Aqua Guard with RO Purifiers in installed in the students Canteen, Office, Teacher's Staff Room and in the Library .

4.2 LIBRARY AS A LEARNING RESOURCE

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes. The college has a Library Advisory Committee which considers the development proposals of the library and budget allocations and policy decisions. It also provides directions for a structured and balanced growth of the library and to provide improved facilities and innovative services. Allocation and utilization of funds and introduction of developmental programs and requirements of the users are addressed and approved by the Library Advisory Committee. The Library Advisory Committee makes sincere efforts to mobilize resources from the donors and philanthropists.

Significant initiatives have been implemented by the committee to render the

library, student/user friendly. The college Library, a “Knowledge Centre” for accessibility, has been developing on modern lines as a prominent ‘Learning Resource Centre’.

There are total **eight (8) computers**.

Installed **3 computers for Online Public Access Catalogue (OPAC)** is made available to the users to identify the status of availability of documents in the library.

Internet facility with 1 computer terminals. One photocopier and printing facilities.

Total Area of library in Sq Mts	100
Total Seating Capacity	100
Working hours	8.00 A.M. – 4.00 P.M.
Layout of library	
Reading Carrels	10
Lounge Area for Browsing	10 SEATS
IT zone for accessing e-resources	02 COMPUTERS

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The library has evolved a system to ensure purchase and use of current titles, important journals etc. The teachers put up their demand for the latest material,

the principal recommends it and quotations and catalogues are invited from the publishers at the beginning of the year. Sometimes, teams of teachers are even sent to publishing houses or book fairs to procure new books.

Library holdings	Year-1(2010-11)		Year-2(2011-12)		Year-3(2012-13)		Year-4(2013-14)	
		Total		Total		Total		Total
	Number	cost	Number	Cost	Number	cost	Number	Cost
Text books	103	23005	299	57615	324	48840	401	78936
Reference Books	25	5590	1458	653145	729	298713	3	515
General Books	-	-	44	2818	7	2683	8	410
Journals	21	4421	43	6748	30	30346	30	29350
e-resourses	-	-	108	30602	-	-	-	-

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

OPAC :	NIL
Electronic Resource Management package for e-journals:	YES
Federated searching tools to search articles in multiple databases:	NIL
Library website:	NO
In-house/remote access to e-publications:	NO
Library automation:	NO
Total number of computers for public access:	ONE
Total numbers of printers for public access:	ONE
Internet band width/ speed:	Internet facility is provided in library.
Institutional Repository:	YES
Content management system for e-learning:	NO
Participation in Resource sharing networks/consortia (like Inflibnet):	YES

4.2.5 Provide details on the following items:

Average number of walk-ins:	100
Average number of books issued/returned:	10
Ratio of library books to students enrolled:	1:6
Average number of books added during last three years:	3296
Average number of login to opac (OPAC):	NIL
Average number of login to e-resources:	NIL
Average number of e-resources downloaded/printed:	06

Number of information literacy trainings organized:

NIL

Details of “weeding out” of books and other materials:

College do not have damaged books in the library.

4.2.6 Give details of the specialized services provided by the library

Manuscripts	The College doesn't Provide this service
Reference books:	Reference books are provided to the staff and students in the reading lounge of the library
Reprography	The Reprography facility is provided at subsidized rates for students and staff members. This facility is provided at subsidized rate to students on recommendation by teacher.
ILL (Inter Library Loan Service) :	The College doesn't Provide this service
Information deployment and notification (Information Deployment and Notification):	Information of important news is displayed for notice of the staff and students
Download:	Librarian and staff members are given the facility to download academic materials, results of University Examination and important notification etc if required.
Printing:	Printing facility is provided only on urgent <input type="checkbox"/> requirement.
Reading list/Bibliography compilation :	The college provides this service.
In-house/remote access to e-resources :	This facility is available (Restricted to special need of the staff members)
User Orientation and	Guidelines on use of library are informed in

awareness:	the college website and calendar.
Assistance in searching Databases:	This assistance is provided by librarian and faculty members

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The support provided by the Library staff to the students and teachers of the college is in the form of:

- Computers, Internet & Reprographic Facility Library staff to help readers trace the books
- reading room for students & a separate study table for staff .
- Display of new arrivals, are arranged to encourage readers to use existing and new arrivals.
- The new additions to the library are informed to the Departments.
- Faculties are informed about the latest additions relating to their projects/thrust areas of research.
- The practice of “Demand slip” ensures the reader about the issue and availability of the book needed.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

4.2.9

There are no special facilities offered by the library to the visually/physically challenged persons.

4.2.10 Does the library get the feedback from its users? If yes, how is it

analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

Yes, the library gets the oral feedback from its users in the form of complaints, suggestions and recommendations. The Library Committee analyses these complaints & suggestions and forwards them to the principal for appropriate action. Such feedback is used for rendering the library student/user friendly.

4.3 IT INFRASTRUCTURE

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

<input type="checkbox"/>	Computer-student ratio :	1:30
<input type="checkbox"/>	Stand alone facility :	YES
<input type="checkbox"/>	LAN facility :	Yes
<input type="checkbox"/>	Wi-Fi facility :	Under process.
<input type="checkbox"/>	Licensed software :	YES

Number of nodes /computers with Internet facility ☐: 06

Available Hardware:

1. Computers:

•	In Academic Arena:	05
•	Computer Lab:	30
•	In Offices :	12
2.	Laptops:	14
3.	Printers:	10
4.	Projectors: 10 , Sound Systems:	02
5.	Intel Core 2DUO / Dual Core - 2 GB Ram, 500 GB Hard-Drive, DVD writer, 18.5 inches LED	
6.	1:3 (on rotation and slot)	
7.	Available	
8.	Available	
9.	32	
10.	As per requirement	

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

The college has 31 computers in working conditions along with internet facility. This facility is available for both students and faculty members in the college. Some teachers use laptops for their personal and official work in the college campus and off-campus.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The college has own institutional plans and strategies for deploying and

upgrading the IT infra-structure and associated facilities. For this purpose, our college takes help of computer and software engineers for upgrading the IT infra-structure from time to time.

4.3.4 Provide details on the provision made in the annual budget for procurement, Upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

The college aims to prepare and make use of Information and Communication Technology (ICT) optimally. Conscious effort is also being made to invest in hardware, and to orient the faculty suitably whenever is required.

The college has no fixed budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution. College has been adding new computers with latest configuration for the last 5 years due to manifold increase in requirements by different departments and also for administrative work. The number of computers has increased from 10 to 73 in last 5 years. More additions are forthcoming.

The college always prefers to purchase branded computers and accessories. Maintenance of such branded equipment is done by the company during the warranty period which is generally of 2-3 years. When the warranty period is over, the college maintains the equipment through an Annual Maintenance contract.

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

For the purpose of Orientation Classes and Workshop the smart classrooms with interactive board is used to increase the use of Computer-aided teaching/learning for better computer friendly environment.

4.3.6 Elaborate giving suitable example on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled class-rooms/learning spaces etc.) by the institution, place the student at the centre of teaching-learning process and render the role of facilitator for the teacher.

Yes. Learning activities based on the deployment of advanced technologies place the student at the centre of teaching- learning process and teacher has only to play the role of facilitator. We hope to provide such facilities in near future

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

No, the college does not have any such facility and the university too has not made any provision for the same.

4.3 MAINTENANCE OF CAMPUS FACILITIES

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following

facilities (substantiate your statements by providing details of budget allocated during last four years)?

- The institution prepares the budget every year for maintenance and upkeep of the facilities.
- Heads of the Departments request for the maintenance needs of the departments to the Principal. The proposal gets sanctioned by the principal.
- Furnished below is a statement of expenditure on different infrastructure maintenance heads during the last four years.

Details of budget allocated during last four year for these facilities.

Facilities	2011-12 (Rs.)	2012-13 (Rs.)	2013-14 (Rs.)	2014-15 (Rs.)
Building, Computers, Furniture, Equipments, Power Backup, CCTV, etc.	125014	89173	210973	240209

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- For the maintenance and upkeep of the infrastructure, facilities and equipment of the college, budgetary provisions are made in the Local Management Committee.
- The college has appointed sweeper for the cleaning and maintenance of college premises and toilets.
- For the maintenance of Laboratory equipments lab attendance are

appointed in each science departments.

- Other maintenance is done by non teaching staffs (peons)

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Laboratory equipments are calibrated regularly by local service providers and by teachers.

If the instrument becomes unserviceable within its service warranty period, naturally it is returned to the suppliers for calibration service or replacement.

4.4.4 What are the major steps taken for location, up keep and maintenance of sensitive equipment (Voltage fluctuations, constant supply of water etc.)?

- The college has a generator facility to provide uninterrupted power supply to office, laboratories and class rooms.
- For the supply of water college has one well and one bore well in the campus and enough number of overhead tanks and distribution network throughout the campus.
- Our electrical and plumbing technicians see the overall electrical and water supply systems.

4.4.5 Any other relevant information regarding infra-structure and learning resources which the college would like to include?

The college would like to include the following information regarding infra-structure and learning resources:

- The college has free of cost internet facility for students and staff.
- The college has sufficient number of large and airy classrooms.
- The institution has separate parking space for the staff and students.
- Generator facility is also provided for uninterrupted power supply in office, laboratories and class rooms.
- CCTV cameras are also installed in the college campus.

CRITERION V

STUDENT SUPPORT AND PROGRESSION

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT MENTORING AND SUPPORT

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the College publishes its updated prospectus annually. The Prospectus provides information to the students related to

- Vision and mission of the college.
- General rules/regulations of the college and the University
- Eligibility criteria
- Courses and their groupings provide adequate flexibility in the choice of subjects to the students
- Admission procedure
- Hostel facility
- Preventing ragging
- Important contact numbers
- Academic calendar
- List of management members

- Information about Qualified Teaching and Non-teaching Member
- Fee structure
- Scholarship details

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The College does not provide any scholarship / freeship to any student. However, the Department of Social Welfare, Government of Uttar Pradesh provides scholarship to all those students having less than Rs. 2.0 lac annual parental income which is disbursed in time.

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Approximately 7-8 % of the students receive financial assistance from state government, central government and other national agencies.

5.1.4 What are the specific support services/facilities available for Students from SC / ST, OBC and economically weaker sections

Students from SC/ST, OBC and economically weaker sections:

- ☐ The students who belong to SC/ST, OBC and the economic weaker sections are identified during the process of admission only.
- ☐ All possible help is provided to these students during their stay in the college.

- The scholarships received from the governments are distributed to them without any delay. (Now, the process of transferring the amount is made online by the State Government).
 - Communicative English classes are conducted.
 - The college conducts Remedial class for weaker students.
 - Career guidance coaching classes are conducted.

Students with physical disabilities:

- The Institution is committed to accommodate them. The students are given extra attention on the request of physically challenged student during the college terminal examinations as well as final examinations by making a special arrangement on the ground floor. Extra time is given at the time of university examination as per the instructions given by the University.
- The percentage of physically disabled students in the college is very less. These students are cared specially. The college looks aftercare for their physical convenience in the premises. Ramp is constructed for them.
- Special toilet system is approved

Overseas students:

- There are no overseas students in the college. The college will welcome the students in future and provide convenience to them.

Students to participate in various competitions/National and International

- The College displays the advertisements and letters received from

stakeholders on Notice-Board from time to time for the students. The college provides all facilities to the student who wishes to participate for various competitions at University, State, National and International level in cultural, debate competitions and sports activities.

- A number of students participated at university level competitions.
- The College has an enthusiastic Physical Director looking for participation of students in sports activities at State, National level.
- A couple of students participated at state level competitions.

Medical assistance to students: health

- Now and then Doctor and Lady Doctor come to check up girls and boys health.
- The NSS unit arranges Blood Donation and Blood group checking Camp.
- The Institution is constructing an indoor sports facility for the students.
- First aid box is available in the college.

Organizing coaching classes for competitive exams:

The college has a special cell for competitive examination. The cell conducts the classes on regular basis for preparing the students for competitive examination like MPSC, UPSC, SSC, Banking etc. The infrastructure like library facility, reading room etc. is made available to the students. The students who register their names with the cell are allowed to borrow additional books for preparation of the examination. The college conducts examination on regular basis to make them aware for competitive examination.

Skill development (spoken English, computer literacy, etc.)

- Basic computer literacy classes are also conducted for students.
- The college has computer department with well equipped computer laboratory with 10 no. of computers and Internet Facility.
- Communicative English classes are conducted.

Support for “slow learners”:

- The college has established a cell for Remedial Coaching. The cell arranges extra lectures for slow learners. The teachers conduct extra lectures for slow learners in theory as well as practicals. The teachers are available in the departments to solve their difficulties in the subjects.
- Some departments in the college arrange industrial tours.

Publication of student magazines:

The college every year publishes college magazine named “Ankur” in the month of April/May every year, featuring student’s articles and also reflecting the campus life in all its colour, dynamism and variety. The editorial board is elected by the Principal. A copy of the magazine is submitted to the university and distributed to the students at the time of admission and all teaching and non teaching staff.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

This is done through NCC, NSS Units and students’ counselling. Students of the

NCC have joined police services and the army. The students of the NSS Units have associated themselves with NGOs. Workshops by LIC have encouraged them to become life insurance agents. Workshop homeopathy have encouraged a few to explore this alternative career.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

Additional academic support, flexibility in examinations Special dietary requirements, sports uniform and materials Any other

The college promotes participation of students in extracurricular and co-curricular activities by displaying the information of Sports, Games, Quiz competitions, Debate Competition, Essay Competitions, Cultural Programmes etc. on Notice Board. The college deputed students for University organised “Youth Festival” & “Avishkar” events every year. The financial expenses for the Cultural competitions such as participation fees, entry fee charges, convenience other expenses are provided by the college.

Additional academic support, flexibility in examinations:

The college gives equal importance to the academic and extra-curricular activities.

- The college gives due publicity by putting up notices on notice boards about examinations. The failed and absent students are allowed to appear in examination for improvement of absent and failure students as per university

guidelines. The Science Departments are keen in taking seminars of students which develop leadership and confidence in them. The basic interviewing techniques, preparation for examinations and awareness and better life is inculcated in them in class teaching and spare time by the faculty. Emphasis is given for motivating students to learn through advanced teaching method

Special dietary requirements, sports uniform and materials:

- The participation of students in extra-curricular activities, sports and games are well encouraged by the college. The Physical Sports Teacher is appointed for training the students as a coach. The college bears the expenses regarding Sports uniforms and materials.
- The responsibility of promoting such extracurricular activities and sports are shared amongst the interested faculty. They intimate the students and teams are prepared for the participation at State and National level. The students are also advised on their intake diet.
- The students participate in inter collegiate, state level competition and All India Level competition throughout the academic year.
- Necessary sports materials/equipments are available in the college.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

- The institution goes all out to facilitate and support students for appearing and qualifying in various competitive examinations.
- If need be, the university condition of 75% lecture attendance is relaxed in such cases.
- Special coaching for weaker sections under the UGC scheme is arranged. Various guest lectures with professionals are organized to trans them for interviews and group discussions.
- Programmes for personality development and communication skills are also organized for better performance in the interviews.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

Academic counseling on matters like effective study habits, concentration, note making, motivation, memory tips, etc, are offered to students on various occasions. Personal counseling on problems like lack of confidence, emotional disturbance and various kinds of trauma is also done. Career counseling regarding the choice of a career based on the aptitude and competence of the individual, and also job availability is also provided. Problems which have its origin in the psycho-social background of the learner are also dealt with.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The college has a structured career and counselling cell which regularly informs

the student about the job opportunities, career options and opportunities for higher studies open for them. However, since this is a general college and conventional courses in Arts, Science and Commerce courses are only taught here. However Career Counselling Cell of the college regularly organises seminar/ workshop in order to inform regarding the ensuing competitive examination and aware the prospect of the different jobs to the students.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Session 2010-11

Session I

1. Classroom should be clean.
2. Drinking water should be available.
3. Need for Girls common room
4. Apart from academic book there is need of G. K. books, novels and competitive exam books.

Session II

1. Sitting arrangement for student in the classroom need to be improved.
2. There should be ban on ghutka and tobacco consumption.
3. Syllabus should be timely completed.

All these grievances were discussed by the committee members with the Principal and President of the college and some were resolved.

Session 2011-12

Session I :

No complaints

Session II

1. Classroom should be clean.
2. Need of fans in the classroom.
3. Apart from academic book there is need of G. K. books, novels and competitive exam books.
4. Sitting arrangement for student in the classroom need to be improved.
5. Need for Girls common room

All these grievances were discussed by the committee members with the Principal and President of the college and some were resolved.

Session 2012-13

Session I

1. Drinking water should be made available.
2. College premises and classroom should be clean.
3. In the library there should be separate arrangement for girls and boys.
4. Canteen need to be clean.
5. Desk and bench are insufficient.

Session II

1. Apart from library books, the library should have more number of G.K. books and Novel.
2. In the Library, the time allotted for reading room should be increased.
3. Desk and bench are insufficient.

4. Staff room should be clean.

All these grievances were discussed by the committee members with the Principal and President of the college and some were resolved.

Session 2013-2014

Session I

1. Students admission to complete in time.
2. The library should have reading room facility.
3. The classes should be conducted regularly.
4. The college authority should look into the cleanliness of the college.
5. Drinking water should be made available.

Session II

1. Gutka and Pan should be prohibited in the college campus.
2. Women harassment should be prohibited in the college.
3. Timely completion of the syllabus is needed.
4. After the clearance also books should be available.

All these grievances were discussed by the committee members with the Principal and President of the college and some were resolved.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The college has established committee for prevention of sexual harassment. The college has set up 'Women Study centre' supported by all Female faculty

members. Almost all female students are members of this cell. They can freely discuss such issues in their meet. Till, there are no complaints of students pertaining to sexual harassment. Even though the Faculty and other staff remain alert to avoid and control such incidences. CCTV facility is used to keep an eye watch to avoid such incidences.

5.1.12 Is there an anti -ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes. There is an anti-ragging committee in the college. The faculty member of this cell creates awareness amongst the students about anti-raging law. The Notice Board is displayed with notices in the beginning of the session every year as per UGC guidelines. The details are also given on the College Website. www.rpcollege.in No ragging complaint has been noted amongst the students.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

Yes, there is a provision for welfare schemes for students. Prominent among them are:

I. Academic

- Tutor mentorship.
- Remedial Teaching for slow learners. Career and Counselling.
- Training for Competitive Examinations.

II. Cultural

- Organization of cultural and sports events / activities. Youth festivals.
- Encouragement for participation in intra & inter-college debates sports etc.
- Promotion of Performing Art.

III. Social, and Financial

- Ensuring Reservation.
- Scholarships and Freeships. Travel concessions.
- Free UGC Sponsored Remedial Coaching classes and Coaching for Competitive Exams to Join Services for SC/ST/OBC/Minority students.

IV. Infrastructure

- Students' canteen & food at subsidized rate. Drinking Water (Aqua Guard Facilities).
- Indoor Sports facilities.
- Common Room (Boys & Girls separately) Gents and Ladies Toilets for Students.
- Cycle and Bike Stand.
- A field in nearby area is hired by the College so that the students can play and practice when they require.

V. Health

Health and hygiene awareness campaign provided by College Health Unit:

The different activities organised by the Health Unit of the College:

- Monitoring the health of the students, teachers and non-teaching staff is done regularly.

- The unit provides First Aid Treatment for students and staff.
- First Aid Kits are provided in the in the Staff Room by the unit.
- Provision for blood pressure check up and height and weight measuring instruments are present.
- Rest Room with a single bed arrangement is present.
- General Health check up of 1st Year students and Blood group test on 16th March, 2014. 700 students participated and 30 teachers were present for the camp.
- Organised a Health Camp unit organizes an annual health camp for physical check up of 2nd year students of the College, which includes pressure, height, weight and general check up 2014.
- Organised a Health camp for blood-group test for all students was organized in 2010, 2011, 2012, & 2014.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

The institution do not have a registered Alumni Association but the institution have produced some illustrious alumni who visit the College meet among each other in the College under the alumni association formed by them.

Activities during the last two years

- The Alumni meet was held in 2011-12
- The Alumni meet was held in 2012-13.

Contribution of alumni to the growth/development of the institution:-

- Many Alumni works as Faculty or administrative staff of the college
- The alumni also give their valuable inputs regarding improvement in the infrastructure

and administration.

- Alumni are even involved in the extension activities of the institution. They are very generous in contributing to the cause of helping the disadvantaged.

5.2 STUDENT PROGRESSION

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Institution doesn't have the mechanism to track the record of the student who progress for higher studies after the graduation.

Student progression	%
UG to PG	Approx. 5 %
Employed / self employed	Approx. 5%

We are unable to provide the exact percentage of students progressing to higher education or employment since most of the students do not keep in touch with us, once they have passed out. But we are making an effort to track them.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the

affiliating university within the city/district.

Program wise pass percentage of the final year students of UG are as

Course	2011-12	2012-13	2013-14	2014-15
B.A.	86%	89%	86.5%	90.5%
M.A.	-	-	-	71.4%
B.E.d	-	-	-	-

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

In order to facilitate student progression to higher level of education or towards the employment, various attempts have been made by the college.

- We have started guidance-centre for students for the preparation of competitive examination such as MPSC, UPSC and Banking.
- The faculty plays a vital role in academic and personal counseling.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- The college faces the problem of a high dropout rate. However, consistent efforts of the teachers and other good practices will improve the situation.
- Extra time is devoted by the faculty to weaker students.
- Providing guidance to acquire the minimum competency to pass the examination.
- By pointing out the problem areas of students and guiding accordingly.

- Remedial teaching.

5.3 STUDENT PARTICIPATION AND ACTIVITIES

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

Sr.no	Indoor sports facilities	Sr.no	Out door sports facilities
1	Badminton	1	Athletics
2	Table-Tennis	2	Football
3	Chess	3	Volleyball
4	Carrom	4	Kabaddi
		5	Cricket
		6	Kho-kho

Sports 2014-2015

- For the University level Cricket tournament, the cricket team selection trial had been done from 13th Sep to 15th Sep 2014. Three students from the college participated in the tournament.
- The intercollegiate Volley ball competition had been organized at S.S.P.D.P.G.College, Mirzapur from 15th Sep to 17th Sep 2014. Our team played in semifinal.

Session 2013-14

- On 15th Aug 2011, Independence day was celebrated. Flag was hoisted on this occasion interclass cricket matches were organized.
- A medical test was organized with the coordination of Primary Health Center, Ghorawal. 210 students had been benefited by the test .
- Republic day has been celebrated, and the flag was hoisted . On this occasion, parents of the students, ex students, teaching staff, non-teaching staff and students were present.

Various cultural programmes were performed on this occasion. And inter-class Kabaddi competition and Running Competition were also organized.

Session 12-13

- The students admitted for the session 2012-13 and before 31st July 2012 have been encourage for participation in different sports as well as start registration for their interested sports Students will get extra 10 to 15 marks for sports field also they will get university level certificate for participation in sports in this view maximum students benefited by these scheme hence we started practice session.
- For the celebration of Independence day, college campus was cleaned by all departments on the evening of 14th August 2012. Flag hosting was done .After flag hosting, Education department organized the inter-class cricket match.
- On 26th January 2013, Republic day was celebrated. The flag was hoisted. Eminent personalities of tehasil were present on the occasion.
- The college encourages students to take part in extra-curricular activities apart from sports and games. At the beginning of every academic session, the college invites the applications from students, who wish to participate in extra- curricular activities such as Debate, Elocution, and Singing, Essay writing, Dance competition etc.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/State/Zonal/ National/International, etc. for the previous four years.

1. Organized University level NSS Camp from 15th Jan-21stJan.
2. Participation of students at state level NSS camp from 05th June to 17th June 2012.
3. Participation of students in University level NSS camp at from 06th June to 13th Feb.2013.
4. Participation of students at state level NSS camp from 02nd June to 12th

June 2013

5. Participation of students at state level NSS camp from 08th June to 17th June 2014 .

5.3.3 How does the College seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

- The teachers collect the feedback from the graduates regarding learning process at their level.
- We try to collect the information from our former students of U.G. and P.G., who are employed in various sectors.
- Suggestions given by the parents during parent-teacher meet are taken in to consideration during planning.
- We also consider the suggestions given by the employers for improving students performance.
- Informal suggestions of Alumni also help in planning for the growth and development of the college.

5.3.4 How does the College involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The college publishes magazine every year featuring student articles on various topics and wall magazine activities are also encouraged.

5.3.5 Does the college have a Student Council or any similar body? Give

details on its selection, constitution, activities and funding.

The formal student union elections have been banned in UP since last 6-7 years, hence a student union or elected student council is not present in the college. But the college has developed a mechanism to tackle this problem. Each department elects class representatives for each class and section. To ensure equal representation of boys and girls two representatives“ one boy and one girl are elected for each class and section. All the CRs of all classes and Sections in the department, then form a departmental council where all the teachers of the department are also members. This departmental council organizes and plans all the events in the department.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

There is a student representative in every important academic and administrative body and also in every extension unit of the college. The institution encourages participation of the students in all college development activities including planning and implementation.

- Editorial Board of College Magazine.
- Departmental Councils
- Cultural Committee
- Library Committee

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

□ Our alumni and former faculty have maintained contact with the college and have taken a keen interest in the planning of growth and development of the college. The college invites them for various programmes. We take valuable guidance from our alumni and from former faculty. We invite them as a resource persons / judges for the various competitions and academic programs.

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

The vision, mission and objectives of the college have some core essentials which are timeless in nature and characteristic, but flexibility is duly ensured with the incorporation of the needs of changing times and demands of society.

The founder had a noble vision to bring educationally and economically backward, tribal and rural students in to the main stream of higher education. We continue his vision, and our vision statement is as follows:

Vision:

The Vision of the college is turning the students into enlightened citizen who realize their self and eager to contribute their bit in Nation building.

Mission:

To bring the local, rural students into mainstream to stand on their own feet by providing required need based higher education.

Objective:

- Providing quality higher education to all the students irrespective of social and economical status, caste and creed, region and religion, race and gender to stand on their own feet in the society.
- Making personality development and self realization of the students by extracurricular and extension activities.
- Counseling on gender and social equality, brotherhood, justice and national integration to all students.
- Encouraging undertaking research activities on social, economical and educational problems so as to build up healthy society/nation.
- Collectively conducting various social programs to create awareness among the local people.

The vision, mission and the objectives of the institution are conveyed to students through prospectus, hand bills and flash boards. At the beginning of the session, students gathering, alumni and parents meeting is held and their vision, mission and objectives of the college explained to them. The vision and mission of the college are our inner driving and guiding force, and get reflected in almost all our endeavors and undertakings. The classroom teaching, extracurricular activities, extension and new courses do convey our vision and mission.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

- Top management plays a vital role in design and implementation of

quality policy and plans.

- The top management provides a role of facilitator for implementation of various policies and plans decided by principal, faculty and IQAc.
- Principal plans the academic calendar, co-curricular, extra-curricular and cultural activities in the beginning of the academic year.
- Always tries to create an environment for ethical values of academic and vocational needs of all students.
- The principal Implements effectively the co-curricular activities to develop the student's personality
- Faculty plays a role of design and implementation of annual plan for quality enhancement.
- Faculty provides the plans and the needs of their departments every year to principal through IQAC.
- Faculty regularly interacts with the Principal and Management to resolve the academic and administrative difficulties.

6.1.3 What is the involvement of the leadership in ensuring

The policy statements and action plans for fulfillment of the stated mission

- The institution plans various programmes according to the mission.
- The college arranges various programmes throughout the year by N.S.S department to create social and environmental awareness among the students.
- Dress code is made compulsory for all the students which creates feeling of togetherness among the students.
- National anthem is played on all days which inculcate the sense of patriotism

Formulation of action plans for all operations and incorporation of the same into Institutional strategic plan:

- In our institution we form various committees at the beginning of every academic year.
- All the departments and committees prepare their action plan along with academic calendar which is to be implemented
- The management encourages the participation of the staff in the process of decision making the Principal, teachers and members of non-teaching staff play an important role in the planning and implementation of activities in different spheres of institutional functioning, such as purchase of newly launched educational equipments, and infrastructural development etc.

Interaction with stakeholders:

- Parent meet is held twice a year.
- Students feedback form and self appraisal reports from the teachers help authorities to plan for support of policies.
- The Principal meets faculties frequently and briefs them on student's appraisal. He meets students formally, informally to understand and resolve their problems.

Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders:

The college has planned to start new P.G. courses to increase the research activity in the college.

Reinforcing the culture of excellence:

The present leadership for reinforcing the culture of excellence promotes the faculties to increase the education status the endowment prizes are also given to the meritorious students.

Champion organizational change:

Leadership is always vigilant in observing the changes in the global academic scenario, updating the programmes and facilities accordingly. Commencement of new courses, research activities, use of computer and internet facilities, ICT enabled class room teaching are the some of the examples.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- Governing council is the highest body to frame and implement the policies of the management.
- The direct access of the college is with local management committee. Important policy decisions are taken in management council and the decisions are conveyed to the principal through L.M.C.
- The principal implement & monitor these decisions with the help of H.O.D.s committee members and co-ordinators of various associations time to time.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

- The top management of institution provides autonomy to the principal of

the college. Principal provides autonomy to all H.O.D. & the faculty members for teaching methodologies and innovative practices, to ensure quality education.

- Preparation of Time table as per convenience of students Faculty.
- To arrange educational tours.
- Liberty to attend orientation & refresher training programme.

6.1.6 How does the college groom leadership at various levels?

- To groom leadership among students, in every academic year students are nominated as Class representatives, Cultural representatives, Ladies' representatives (from among the girls), and University representative. They constitute the students forum which is formed as per the rules and regulations of Mahatma Gandhi Kashi Vidyapith, Varanasi.
- The college having N.S.S. and various departmental clubs provide ample opportunities in grooming leadership.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

- The college has a very democratic and liberal policy regarding the above.
- The departments can go ahead with their academic plans and strategies in an independent manner.
- The decisions regarding industrial visits, on-the-job training, study tours, student seminars, association activities, etc. are taken at the departmental level, and then the principal is duly informed.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

- Yes, the college promotes a culture of participative management. For the smooth & effective functioning, the management had framed Local Management Committee including teaching and non-teaching staff as Per the norms & relations of university act. Representatives are elected through the staff.
- The important suggestions regarding institutional development are conveyed through regular staff meetings via principal. To the management for necessary action.
- The local management committee considers the issues forwarded by principal and takes the decisions.
- Principal being the president of student council and represents in local management committee to consider the issue regarding students.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

YES. The plan for the developing activities of the college are initiated by the Governing body of the college and are also driven, deployed and reviewed by the college Governing Body.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

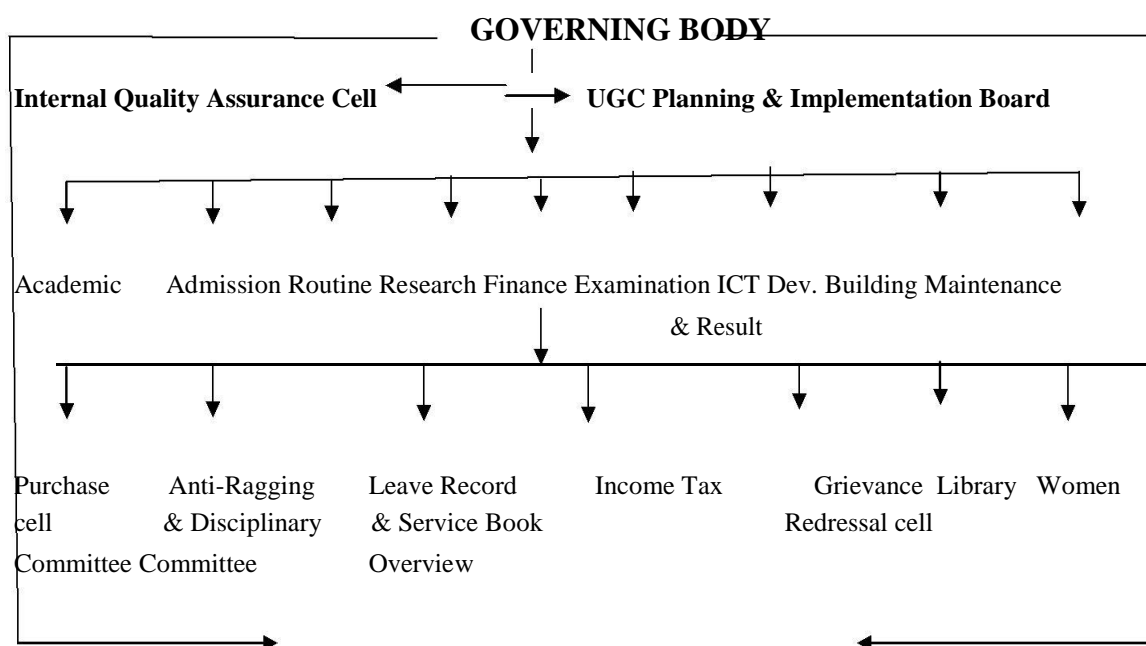
Yes, the institution has prepared a perspective plan for development. It is as

Follows.

- To introduce P.G. courses in all faculties.
- To promote research, well equipped laboratories and infrastructural facilities to be improved.
- Enhancing communication skills specially in English through English spoken classes and general knowledge competitions.
- To enhance the participation of the students in various state level and national level competitions.

6.2.3 Describe the internal organizational structure and decision making processes.

The **GOVERNING BODY** is the highest decision making authority with the **PRINCIPAL** as the **SECRETARY**. There are several Sub-Committee to run the administration formed by the GOVERNING BODY. The Administration has opted a decentralized mode for smooth and effective functioning.



Teachers' Council

Students' Union

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

Teaching & Learning

Research & Development

Community engagement

Human resource management

Industry interaction

Teaching and Learning

- The college provides all the essential facilities to improve the teaching learning process.
- Teachers are encouraged to use audio visual instruments like L.C.D. projector for effective teaching.
- The students are encouraged to participate in seminars, group discussion, science quiz competitions, and wall poster competitions.

Research and Development:

- Various faculty members have completed their Ph.D. and few faculty members have registered for Ph.D.
- Management provides all possible infrastructural and instrumental facilities to the faculty and researchers.
- Institute inspires the faculty for active participation in and organization of regional, state, and national level seminars, workshops and conferences

Human resource management:

- College follows the procedure of assessing the adequate human power requirement.

- The staffs recruiting are being done on the basis of the guidelines Govt. of U.P and Mahatma Gandhi Kashi Vidyapith, Varanasi.
- The institute has a co-operative credit society which has number of welfare schemes for teaching and non-teaching staff.

Community engagement:

- Through N.C.C., our students and management are engaged in diff. community activities like – Blood donation Camp, N.S.S. Camp for the awareness about several social issues, environmental pollution, and superstition eradication.

Indusry interaction:

- The institute organizes study tour at local industries through environmental department and science faculty.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

- The feedback is taken from students and parents.
- Apart from this, hon. Chairman, the secretary and the board of directors frequently visit the college campus and as per the need, they gives suggestions on various issues.
- Principal also meet students in class rooms and in campus personally.
- The whole campus is under the surveillance of CCTV Camera & continuous assessment is carried through control room.

6.2.6 How does the management encourage and support involvement of the

staff in improving the effectiveness and efficiency of the institutional processes?

- The management encourages and supports total involvement of its staff in campus life and activities.
- Staff meetings are conducted with management and valuable ideas are shared with the staff members.
- Active participation of faculty for improving the efficiency of the institution in various programs like Republic Day celebration, Independence Day celebration, sports festival, University foundation day celebration, and programs on birth and death anniversaries

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The Management of the College keeps on working for the betterment of the education in the campus. The management last year, in their meeting passed the following resolutions.

Sr.no.	Resolution made by institution	Implemented
1	Appointments of more teachers	Implemented
2	Installation of CCTV in college Campus	Implemented
3	Beautification of college campus	Implementing
4	Extension of computer Laboratory	Implemented

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

Yes. No efforts made by the institution in obtaining autonomy

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

The College has a mechanism to analyse the nature of grievances. A committee

of Grievance Redressal cell is constituted. Committee looks into the matter and is discussed with the Principal.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No, there has been no instances of court cases against the institution

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

- The college has formed a mechanism for analyzing students and parent feedback.
- Feedbacks taken from students are analyzed every year and it is discussed with management and principal.

Out comes:

- Books are purchased for competitive examinations.
- Lecture series is started for competitive examinations.
- Remedial coaching facility is provided for weaker students.

6.2 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

- Faculty is permitted to attend Orientation and Refresher Courses anywhere in India.
- Teachers are encouraged for attending Seminar, Conferences and Workshops
- Faculties are provided support system like computer, Internet for their professional development.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

- The college motivate faculty to attend the seminars, conference and workshops and sanctions their duty leave for the same.
- The college made compulsory for faculty to attend the orientation and refresher courses.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- The PBAS covers all information about the Teaching evaluation, research, training, co-curricular and extension activities, improvement in qualification and the information about organization & participation in seminars, workshops and conferences.
- Faculty members submit their self appraisal forms to IQAC.
- Evaluation of teacher by students is carried out on the basis of data collected through framed questionnaires. It includes parameters such as Punctuality, Subject Knowledge, and Interaction with students and Presentation Skill.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

- The performance appraisal system has been helpful in the improvement of most of the faculty members.
- Through the appraisals and evaluations, the principal, in his personal meeting, advises the faculty members for further improvement.
- On the basis of analysis of performance appraisal report, appropriate stakeholders are informed and motivated for publishing articles, presenting papers, participating in workshops and conferences and to take up higher studies.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

Welfare schemes available for teaching and non teaching staff

- First Aid Unit and Health Check Up by the college Health Unit Women

Rest Room

- Annual Sports and cultural programmes events are organised for the Staff. Entertainment and rest Room for Non-Teaching Staff
- Separate Canteen Facility for staff .

Percentage of staff have availed the benefit of such schemes in the last four years: 100%

- Staff who have applied for Provident Fund Loan have availed the benefit.

All those who have retired in last four years got their gratuity cheque on the day of retirement.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

- The institution scrupulously follows the University, State and UGC guidelines in the selection of faculty.
- Rosters are updated before recruitment.
- Selection of qualifying candidate is done through interview by regular selection committee as per the Govt. norms.
- Selected candidates are given salary as per Govt. Pay scales. Salary to teachers for self-financing courses is paid by the Management.
- Additional increments are given to faculty with M. Phil. or Ph.D. holders as per Government rules.

6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- The College has internal audit mechanism to monitor the utilization of the budget effectively & efficiently.
- The college has transparent system of accounting.
- Larger payments done through cheques/Demand Drafts
- Every transaction is supported by vouchers; all the collections are deposited in the banks.
- Audit is also done by registered chartered accountant at end of each financial year.
- All the utilizations are monitored by the principal and secretary for effective and efficient use of financial resources.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

- The college has internal and external mechanism for audit.
- Internal audit is done by chartered accountant appointed by the college.
- External audit is done by the senior auditor appointed by the government.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major source of institutional funding is the state government. The large chunk of fee collected by the students is submitted to the University while other

small part is utilized for providing amenities to the students like electricity, classrooms, water, practicals, sports etc.

The audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/ corpus available with the institution.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

No.

6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes the college has established an internal quality assurance cell in the year 2011-12.

Policies:

- IQAC of the college collects feedback from the students and provide suggestion for improvement.
- IQAC is actively involved in academic activities for the overall improvement of quality in teaching, learning and research.
- Students performance are analyzed by conducting Class test, seminar and other

activities

- IQAC encourages faculty members to attend various conferences, seminars, orientation, refresher and workshop.
- IQAC also encourage the faculty members for major and minor research projects.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

- Computer lab with internet facility is provided for the students and teachers
- Remedial classes are arranged for the weaker students.
- Water purifier is installed in the college.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, the IQAC has one retired ex-faculty member and two academicians as external member of the committee. They are invited to attend the meetings and give their valuable suggestions for quality enhancement.

d. How do students and alumni contribute to the effective functioning of the IQAC?

Students and alumni of the college are cooperative in maintaining quality of teaching and infrastructure. The student and alumni members of the committee collect the opinions of all the students and place the suggestions before the

committee for consideration.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

After every meeting of the IQAC, the Principal invites the staff members especially the heads of each committee of the college and explain the grey areas for solution. The resolutions made by the IQAC are complied and carried out effectively.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

- Yes, the college has an integrated framework for quality assurance of the academic & administrative activities.
- Principal calls meetings of Senior administrative officer , H.O.Ds., Librarian, representative from non-teaching staff to enhance the quality and the resolutions of the problems created in administration.
- Principal and IQAC Cell monitors academic activities as per academic calendar.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The institution has not provided any training to its staff for effective

implementation of the Quality assurance procedures yet. However, the IQAC members are deputed to participate in IQAC related work shops, short term trainings and seminars.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The institute undertakes internal academic audit.

- At the beginning of every academic session, faculty submits the teaching plan. It is carefully implemented by displaying the topics to be taught in every month and is strictly followed.
- Records of class tests and preliminary exams is maintained and carefully reviewed by the internal test committee.
- The IQAC monitors regularly the completion of syllabus from each departments.

6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The college follows all university rules, UGC guidelines and and maintains standards in teaching-learning process, conduct of examination & evaluation. It also avails many welfare schemes offered by these agencies, conducts academic and co-academic programmes as per the calendar of the University.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of

operations and outcome?

- To assess the performance of teachers, feedback is collected from students, it is carefully analysed. Through personal meeting, concerned teacher is guided by the Principal for necessary improvements.
- The performance of students is assessed through class tests, prelim exams and seminars as part of their internal assessment guidelines laid by the University as also by the semester exams of the University.
- Field visits, industry visits and study tours are regularly organized for students .
- The Principal reviews frequently the overall teaching learning mechanisms. He gives necessary instructions to the concerned teachers for improvements.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

- Our vision, mission and goals are displayed on the college website.
- Our quality policies are communicated to stakeholders through college brochure and prospectus
- Parent meet, alumni meet and Principal's address to the students are also means of communication.
- Major institutional events are communicated through print media.

CRITERIA VII
INNOVATIONS AND BEST PRACTICES

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 ENVIRONMENT CONSCIOUSNESS

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The institution takes all possible steps to make the campus eco-friendly. The use of plastic bags is avoided in the campus and the authority is planning to declare the entire campus as “No Plastic Zone’ from June 2014. The students and staff has planted more than 100 tree saplings during various tree plantation programmes organized by the institution and all these trees are taken care of and maintained by the institution

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

Energy conservation:

- Care is taken to save electricity by taking proper maintenance of electric wires and equipments.
- The computer screens with the LED backlight so that it requires little energy.
- All the class rooms and laboratories have adequate ventilation of natural light hence during day time minimum requirement of energy is there and hence energy is conserved.

Use of renewable energy:

The college has not yet started using renewable energy.

Water harvesting:

No water harvesting mechanism available yet.

Check dam construction:

No initiatives have been taken so far.

Efforts for Carbon neutrality:

No initiatives have been taken so far.

Plantation:

- With the help of N.S.S. Volunteers College every year undertakes plantation drive.
- The college has also planned to develop a botanical garden in college campus.

Hazardous waste management:

- The waste material is dumped.
- Acids, alkalis & other Chemical are drained with plenty of water so that they get diluted & can't cause harm in the laboratories.
- Acids are stored in the glass bottles which are kept in sand.
- The stoppers of all the bottles are regularly checked.

e-waste management :

No initiatives have been taken so far.

7.1 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

Student welfare fund:

- The college has created student welfare fund.
- Staff of the college gives whole contribution for this fund.
- Meritorious students felicitation programmes are arranged.
- Financial help is given to needy students.

Communicative English Course:

- Communicative English Course has started for college and outsider students.
- Different techniques of communication in English are being taught by experts.
- Course is available free of cost for all .

Competitive exam coaching classes:

- As the college comes under rural region, students from this region do not get proper guidance and coaching, keeping this view in mind the college has started competitive exam classes for all.
- The college organizes classes in every week on various topics.
- The faculty from the college and experts from outside are available for such classes.
- College has purchased books for various competitive exams like U.P.S.C.

M.P.S.C., banking etc.

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format (see page ...) which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

Collaboration with local NGO's and authorities:

- The college arranges various social awareness programmes in collaboration with local NGO's and authorities
- The college participate in various social awareness programmes like blood donation camp, ganpati visarjan etc... organized by NGO's and various authorities
- The college provides seminar hall, infrastructure facility and human resources to NGO's for various programmes

Library facility for outsiders:

- The college provides the library facility to all
- For the preparation of competitive exam the college provides books facility for outside students free of cost.
- Library department organizes book exhibition every year and is open for all.

Parents meet:

- The college organizes parents meet twice in a year.

- Different topics for the development of college and students are discussed and necessary actions are taken

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As per the instructions given in the manual, appendices have not been enclosed with this SSR report. The same will be made available to the Peer Team during the _On-site visit'.