Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**RAM DAYALU SINGH COLLEGE**
Name of the head of the Institution	**DR. AMITA SHARMA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06212272437**
Mobile no.	**9939160829**
Registered Email	**joinwithrdscollege@gmail.com**
Alternate Email	**naacrdscollege@gmail.com**
Address	**Ramdayalu Nagar , PO - Ramana**
City/Town	**Muzaffarpur**
State/UT	**Bihar**
Pincode	**842002**

2. Institutional Status

Affiliated / Constituent	**Constituent**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Ram Kumar**
Phone no/Alternate Phone no.	**06212272437**
Mobile no.	**9430013782**
Registered Email	**ram@brabu.edu.in**
Alternate Email	**naacrdscollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqarFilledData/eyJpdiI6ImE2cFQ4YjF5WW1XdEN3bm40bStxUGc9PSIsInZhbHVlIjoiYkFyUmhKQ0RCbmQ5RlErbmdRbDDgrd jMxYnNVK0JPbTd5R1lrdlBoQWRUMD0iLCJtYWMiOiIzYmEwZGU5NWQ2OGI3OWM3N2I2M2I2Y2U3MzVkNjQy

4. Whether Academic Calendar prepared during the year
No

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B**	**2.57**	**2013**	**05-Jan-2013**	**04-Jan-2018**

6. Date of Establishment of IQAC
31-Mar-2011

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
To advise Concerned incharge members to have tie-ups with external	**01-Apr-2019** **1**	**52**

agencies and professional bodies to get funding for research activities		
Encourage Faculty members to publish books and journals with ISBN number.	01-Apr-2019 1	59
Instruct all the Heads to submit budgetary requirements for Library books/Sports/Lab/Furnitur e for the current academic year for proposed expenditure.	01-Apr-2019 1	47
Instruct placement and Training Officer to provide training for campus interviews and related recruitment procedures.	01-Apr-2019 1	54
Advise Members of Women Cell to have workshops and conduct gender sensitization programmes	06-Aug-2019 1	60
Instruct Sports Director to come out with a plan of action to conduct sports and games for the current academic year and to provide the details of sports and students who are participating in the university/national/inter national level and submit a rep	06-Aug-2019 1	34
To provide study notes to the students who are not getting enough time to participate in the interaction classes, so that they can accomplish in academic as well as in sports.	06-Aug-2019 1	50
lt was recommended to implement ERP Package for the better operation of academics, administration & accounts.	06-Aug-2019 1	52
Request all the HODs to have certificate courses on relevant subjects as per current scenario.	06-Aug-2019 1	55
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

To advise Concerned incharge members to have tieups with external agencies and professional bodies to get funding for research activities. Encourage Faculty members to publish books and journals with ISBN number. Instruct all the Heads to submit budgetary requirements for Library books/Sports/Lab/Furniture for the current academic year for proposed expenditure. Placement and Training Officer to provide training for campus interviews and related recruitments procedures. Advise Members of Women Cell to have workshops and conduct gender sensitization programmes Instructed Sports Director to come out with a plan of action to conduct sports and games for the current academic year and to provide the details of sports and students who are participating in the university/national/international level and submit a report on shortcomings of sportsmen.

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

Plan of Action	Achivements/Outcomes
To advise Concerned incharge members to	Meetings organized with the other

have tieups with external agencies and professional bodies to get funding for research activities.	institution for research activities
Encourage Faculty members to publish books and journals with ISBN number.	Many faculty members published books and journals
Instruct all the Heads to submit budgetary requirements for Library books/Sports/Lab/Furniture for the current academic year for proposed expenditure.	Books, Sports Equipment and Lab Equipment purchased by the college
Instruct placement and Training Officer to provide training for campus interviews and related recruitments procedures.	Meetings organized with the Coordinator of Placement Cell to organized placement
Advise Members of Women Cell to have workshops and conduct gender sensitization programmes	Workshop and Gender sensitization programmes organized by the Women Cell
Instruct Sports Director to come out with a plan of action to conduct sports and games for the current academic year and to provide the details of sports and students who are participating in the university/national/international level and submit a report on shortcomings of sportsmen.	With the efforts of the Sports Diretcor many students won medal in in the university/national/international level
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2021
Date of Submission	19-Jan-2021
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	College Management Information System. Which is currently being operated in the office of College. Which consists total admission online system, filling up exam forms for students and creating data base of each students. Fees Collections are also being done by college.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum is effectively delivered through the Departments. Time table In-charge and library also play a major role in effective delivery of curriculum. Procedures followed The Syllabus of the institution is set by B.R.A.Bihar University. Calendar of events are prepared as per the University Academic schedule and the action plan for the department is planned accordingly. Annual Calendar of events is prepared taking into consideration of listed holidays. Calendar of events also consist of plan for Field projects, Internships and dissertations. Induction and orientation programmes are planned by respective departments in the beginning of the session to familiarize the students with the college environment as well as the course contents for newly inducted students for the concerned programmes. TimeTable & Calendar of Events Committee of the college prepares the Time table, The Committee prepares time table at Department level and class- wise as a grid structure. Work load of respective departments are distributed among the teachers by the Heads of the respective departments with consultation of all faculty members of the departments. The allotted topics are then delivered by the individual teacher by lectures, tutorials, seminars and projects .

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BLibISc	Nill	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Computer Literacy Programme	05/02/2020	37

English Language Lab	06/04/2020	12
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	BBA	39
BCA	BCA	45
Nill	INDUSTRIAL CHEMISTRY	13
Nill	INDUSTRIAL FISH AND FISHERIES	37
MA	MA	356
MCom	MCom	244
MSc	MSc	103
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The progress of any institution very much depends upon a well framed feedback system. In order to ensure constant growth of the institution in house feedback mechanism has been developed in our college. The feedback form has been developed for the students, parents and alumni to improve the performance of the students and the institution as a whole. Feedback is collected at the departmental as well as the college level. The feedback from of all the stakeholders are collected and analyzed to develop a road map for the academics infrastructural and policy making in the college. The analysis of feedback is done at college level but in case of any grievance the appropriate department initiates an enquiry and also proposes suitable action to be taken by the principal. On the basis of the analysis of feedback received by the stakeholders continuous review of infrastructural and learning resources are carried out by respective committees. Timely correction are also taken on the feedback given by the students. Generally students feedback are based on two criteria (1) overall college functioning and (2) teaching learning process. Feedback on overall functioning of the college is based on the learning environment of the college, canteen facility, facilities of library and sports, functioning of anti-ragging cell, grievance -redressed cell, infrastructural facilities and so on. Teaching learning process includes quality of teaching, internal evaluation system, about completion of syllabus, facilities of departmental library, extra-curricular activities. Parents are very important stakeholders of any institution. They give very analytical feedback on different issues related to their wards. They also point out about the facilities related to learning environment in the college and infrastructural

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics	241	143	141
BA	Psychology	230	258	254
BA	Philosophy	230	3	3
BA	History	461	559	558
BA	AIHC	230	0	0
BA	Political Science	461	212	203
BA	English	230	204	196
BA	Geography	230	289	284
BA	Hindi	241	207	198
BA	Urdu	230	13	13
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3299	673	47	47	47

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
47	39	40	29	8	4
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has adopted proper mentoring system. The faculty members are natural mentors of their students. Our faculty members in each department systematically enlist the number of students to be mentored under each teacher. In general the number of students under each teacher varies depending upon the ratio of teachers and students in that department. Mentors conduct meeting with their mentee to discuss their problems and

issues. The mentor tries to understand the problem of the mentee be if related to college structure academic nonacademic or personal as well. Mentoring is a building block in the process of teaching and learning. The mentor tries to find solutions to the issues raised by the students. This strengthens the bond between the two. Special attention is paid to students who are living away from their homes in the city. Staying away from their homes can give rise to many emotional problems also such students need special care, protection and attention. They discuss their problem with the teachers either orally or in written. The entire teachers are easily approachable to their stakeholders. The amicable atmosphere of our institution is the witness of the fact that there exists a healthy mentor mentee relationship. Teachers keep a track of their learners. For this proper documentation is done. After the mentee is identified a detail profile is noted in a register their doubts weaknesses and problems are charted and accordingly worked upon each session the mentor discusses the problems and gives advice. In order to sensitize the stakeholder patience pursuance and kindness is needed on the part of the mentor. Mentor needs tolerance knack of understanding and resolving the problem, counseling and motivation. In order to make the mentee able to speak up their problem a very in formal atmospheres is created. Interactive sessions are held on a fortnightly basis. Although students are free to approach their teachers any time, the system of mentor-mentee builds extra confidence and sense of security among the students. This whole system leads to a better understanding between teachers and students resulting into a friendly and cordial relationship between them. Students get a sense of protection which leads to confidence building and enhances the personality of the students. Apart from this there is also a counseling cell in the college and students are free to visit this cell with their problem as and when required.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3846	47	1:82

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
99	47	52	3	39

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nill	Nill	Nill
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	RG	3rd Year	25/10/2019	25/02/2020
BCom	RG	3rd Year	25/10/2019	25/02/2020
BSc	RG	3rd Year	25/10/2019	25/02/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal evaluation is a process by which one can assess whether the learning outcomes have been achieved or not. The internal evaluation process in

our college starts from the commencement of the new session every year. Initially, students are evaluated on the basis of their classroom interactions and performances and are segregated into slow learners and fast learners to put them in different sections. Special assistance like remedial classes, counseling, tutorial classes and other help as needed is provided to slow learners to bridge the knowledge gap. A written test is organized to evaluate the outcome of these assistance programs and reforms are made in teaching-learning strategies if needed. Fast learners are also marked and they are encouraged by the faculty to take innovative projects and other competitive programs and activities organized by the college. Our college insists on extensive use of ICT so that student can learn and understand the subject better. Many short term courses like spoken English, phonetics and pronunciations, computer literacy, and Amanat Chakbandi are introduced. These courses act as add-on courses and are also used as a mode of assessment for students through a series of tests. Our University (B.R.A.Bihar University) has introduced the modalities of conducting continuous internal evaluation (CIE) at colleges for post-graduate degrees. Several reforms have been made in the credit score in the last five years based on the types of programs. In 2014 credit of internal assessment was increased from 20 to 30 by the University. Later in 2016, the credit score for practical papers was increased to 50. Each department prepares its own details on how to carry out the CIE for each paper as per the University guidelines. Students are evaluated on the basis of their punctuality, discipline, laboratory performance throughout their academic session. They are also evaluated on the basis of presentations made in seminars, for both power point and poster presentation. The assignment is a good way to develop perspectives and research about topics. While writing an assignment, students refer to various books, use scholarly articles and publications on the internet to get a better understanding of the subject. Power point and poster presentations are a robust way to explain and elaborate on various topics. University is also trying to made reforms in evaluation strategies for graduate-level programs. In 2014 they have introduced semester system for Bachelor in Business Administration (BBA) program, and from 2019-20 sessions, they are introducing the semester system in Bachelor in Computer Application (BCA) program as well.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

R.D.S. College is a constituent unit of B.R.A.Bihar University, the academic calendar of the college is mainly based on the academic calendar provided by the University which is prepared as per the guideline of Governor's secretariat and Government of Bihar. On the basis of the University academic calendar, our college formulates its own academic calendar at the commencement of academic session every year. This includes all the planned activities related to college. For time-bound enforcement of academic calendar, different committees including both teaching and nonteaching members are constituted by the principal. These committees ensure the smooth functioning of all such activities. A centralized time table is prepared by the time table committee of the college and distributed to departments for timebound attainment of course outcome. Time schedule for theory and practical classes is based on a number of students, availability of space and infrastructural support, the section is formed for both theory and practical classes accordingly. On the basis of master time- table, head of departments with the help of faculty finalizes a departmental time table in the departmental staff council meeting and the workload is distributed among the faculty. Such meetings are organized on a regular basis and progress of every faculty is reviewed. The examination committee of the college decides the scheduled dated for internal exams, mid exams, preparatory exams, sent up tests and dates for submission of marks of internal assessment in coordination with University exams. The cultural

committee named VIRASAT looks after college annual day cultural program, various literary events like debate, quiz, extempore, speeches, Republic Day function, Independence Day, Mahatma Gandhi sahadat Diwas, Youth week, Saheed Diwas, Ram Dayalu Singh Jayantee, etc. College sports committee conduct indoor and outdoor sports competition on Annual sports day. These events are all as the pre-meditated calendar. Bodies like NSS and NCC are very active in our college and they have their own calendar of events guided by the Ministry of Sports and Youth and the Ministry of Defense.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://rdscollege.ac.in/uploaded/naac/Core%20Values.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA01B	BA	ECONOMICS	117	115	98.29
BA02	BA	Psychology	128	122	95.31
BA03	BA	Philosophy	0	0	0
BA04	BA	History	315	312	99.5
BA05	BA	AIHC	0	0	0
BA06	BA	Political Science	72	69	95.83
BA07	BA	English	157	155	98.73
BA08	BA	Geography	122	120	98.36
BA09	BA	Hindi	309	305	98.71
BA10	BA	Sanskrit	2	2	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://rdscollege.ac.in/uploaded/naac/SSS-Questinnaire_Students.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Behavioral effects of high altitude medicinal plants in rats: Sch.	P.G.Department of Chemistry	27/05/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Gold Medal Bihar state Open atheletics Championship 2020 5KM	Shyam Kumar	Govt. of Bihar	21/05/2020	Sports/Student

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	12000	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Economics	2
Psychology	2
English	2
Geography	1
Hindi	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Chemistry	5	Nill
National	Political Science	2	Nill
International	Mathematics	2	2.8
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	1
Zoology	1
Hindi	1

Political Science	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	18	22	6
Presented papers	4	7	19	11
Resource persons	0	5	5	13
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Falicitation Programme	NCC NSS RDS College	2	41
Cultural Activity	NSS RDS College Tara Foundation NGO	2	45
Literacy Mission	NSSRDS College Tara Foundation NGO	2	47
International Friendship Goodwill Youth Camp	NSS RDS College	1	2
National Integration Youth Camp	jaipur	0	1

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swach Bharat Abhiyaan	Best Volunteer Award	NYK	12

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swach Bharat Abhiyaan	RDS College NSS Student	Cleaning of Surroundings College	5	23
Gender Sensitisation	NSS RDS	Awareness Programme on Gender Issues in the Social Circumstances	4	18
Aids awareness Camp	NSS RDS College District Administration	Aids Awareness camp	2	17

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research Activities	18	Internal Sources	7

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industries	On the Job Training	Ornate Laboratories, Bela, Muzaffarpur	08/04/2019	07/05/2019	14
Institution	Internship	ICAR - Central Institute of Fisheries Education,"Kol	19/05/2019	28/05/2019	13

Institution	Project Work	Nandankanan Forest, Odisha	01/03/2020	07/03/2020	47
Institution	Project Work	Prakrit Jain Sansthaan, Vaishali	23/02/2020	23/02/2020	36

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
National Institute of Rural Development Panchayati Raj North Eastern Regional Centre Khanapara, Guwahati (An Organization of Ministry of Rural Development, Government of India)	04/02/2020	1. Both the Institutions shall work for joint and collaborative research and consultancy on the thrust areas of common interests. 2. Both the Institutions shall work for joint organization or con ference/workshop/se minar/symposia/summ er/ Training	12

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
50000000	53956905

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Campus Area	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments	Newly Added

purchased (Greater than 1-0 lakh) during the current year	
Others	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E Granthalay	Partially	3.0	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	51806	10805350	156	33057	51962	10838407
e-Journals	1	5900	0	0	1	5900
Library Automation	1	0	1	300000	2	300000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Teachers of Departments	Institutional LMS	Website, Google Class Room	Nill
[View File](#)			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	123	1	3	1	1	12	150	250	0
Added	22	0	1	1	0	8	2	0	0
Total	145	1	4	2	1	20	152	250	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

250 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Google Platform	http://rdscollege.ac.in/studymaterial.p

| E-Learning Material on You Tube | http://rdscollege.ac.in/studymaterial.php?ref=studymaterial |
| Lecture Note on College Website | http://rdscollege.ac.in/studymaterial.php?ref=studymaterial |

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
Nill	Nill	13000000	13007537

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

College has adequate numbers of classrooms with some of them equipped with ICT facility and Smart Class. Rooms are allotted as per requirement and is used as per time table. Teachers use teaching aids for teaching. Rooms are taken care properly by Maintenance team appointed by the Principal's Office. College has many Laboratories of various departments. Accordingly Equipments are procured in structured manner and is maintained regularly. Students use the laboratories as per time table. Safety sign boards and first aid box are available. Staff dedicated to laboratories are appointed for proper upkeep of the facility. College has Sufficient ICT facilities with latest configuration. Firewall antivirus updating of hardware and software is done regularly. The College library is managed by qualified Librarian, Library Assistants and supporting staff. Books are selected through recommendations made by faculties and users' requirements. Books are accessioned and arranged. College has defined policy for circulation and distribution of library articles and is effectively implemented. Stock verification is done every year by library staff and verification team. Mutilated, damaged are written off.. Replacement of books is done periodically. Binding is done whenever required. Books are returned and renewed physically in time. Sports facilities :- To strengthen sports and games, college has a well equipped GYM . Indoor and outdoor games and sports facilities with two large play grounds, Badminton synthetic court, chess, carom, table tennis, volley ball court, cricket pitch, athletics tracks etc. A permanent Director Physical Education is appointed who is the in-charge of games and sports activities of college. Separate rooms for sports is provided. Coaches are hired and collaboration with local cricket clubs are done. Quota in admission is given for sports. Fee concession is given to participants. College has Person in-charge who take care for arrangements in auditorium , seminar hall. All the procurements are done either by competitive bidding or by limited quotations/annual purchase agreements. Maintenance work is done by annual maintenance contracts and local vendors.

http://rdscollege.ac.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees

Financial Support from institution	Freeship	24	55000
Financial Support from Other Sources			
a) National	Post Metric Scholarship	379	1568350
b)International	0	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Communication Skill Enhancement	08/08/2019	85	Department of English, R.D.S. College, Muzaffarpur

No file uploaded.

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counseling Cell, R.D.S. College, Muzaffarpur	12	27	12	6

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
HDFC	12	4	04	46	12

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Depratment	Name of	Name of

	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
Nill	809	Nill	Nill	Nill	Nill

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Added	National	17

View File

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Attached	National	1	6	Nill	Attached

View File

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Ram Dayalu Singh College has an active elected student union. The prime objective of the union is to protect the rights of the students and to ensure students representation in Academic and Administrative activities. The students are selected for the union is a predefined manner and an impartial representation is maintained. The union members works closely with the college administration to safe guard the interest of the students. The executive council of the student union meets on the frequent basis to discuss various initiatives and plan the events for student betterment and delegate various roles to the members. The Members of Student Union are part of various committees including IQAC. Students' role in Academic bodies: The students union is instrumental in forming different study groups among the students. The Union takes active part in organizing different competitions to provide a platform to the students to exhibit their talents and to be aware with the competitive environment prevalent in the society. Members of the union give important inputs about development help in improving the efficiency of the operations of the library. Student Union role in administrative bodies: Members take active role in the following areas. NAAC: Members give inputs and suggestions to make the NAAC work effective. Anti-ragging: Members are involved in various committees to educate fellow college mates in handling ragging cases. Women Empowerment: The Members actively cooperate with the Gender Sensitisation and Committee for the Sexual Harassment. Alumni: Members are also part of alumni association, and contribute in making the alumni strong in all its activities. Infrastructure: They provide input, suggestions to make infrastructure more ambient and help in maintaining the campus clean and neat. They also help in keeping a vigil on the security issues of the campus.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

365

5.4.3 – Alumni contribution during the year (in Rupees) :

500000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meet organized twice in year.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

College practices decentralization and participative management in its organization structure. The main functions of institution are classified into Administration, Academics, Examination and Human Resources. The Principal is the head of the Institution and implements Vision, Mission along with University's and Government's regulations through organizational structure. The entire College ensures a system of participative mechanism in which decision making processes involves administration, staff and students. Entire functioning of the college activities is decentralized into various committees comprising coordinator and members from teaching, non teaching staff and students. Decentralization: 1.Principal- Implementation and monitoring of academic and administrative system to cater to vision and mission of the institute. 1.At departmental level-The Heads of the departments are directly responsible for coordinating all departmental academic programmes of the college. 3. Faculty Level: Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tied up with industry experts and appointed as coordinator and convener for organizing seminars/workshops/conferences etc. For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, store etc. have operational autonomy under the guidance of the various committees/cells. Committee/ cell/ Coordinator Roles and responsibilities. 4. Committee level- Committees made for various purposes take decisions based on informed sources and feed back dicusses and recommends on the matter under its pervieew. The recommendation of the committees are implemented by the principal. The IQAC of the college is involved in developing a quality system for conscious, programmed action to improve the academic and administrative performance of the College Case Study : LIBRARY ADVISORY COMMITTEE depicting decentralization and Participative management practiced in the Institution. Committee structure: The committee consists of the following members: 1.Prof. In-charge Library 2.Librarian 3.Assistant Librarian 4.Faculty Representatives 5.Bursar Expenditure 6.Student

Representatives Example for Participative decision: Library Advisory Committee in its meeting dated 10.03.2018, decided to procure INFLIBNET connectivity and develop E Library facility in the Library in the interest of the students. The resolution was placed before the Principal cum Chairperson of the Committee, who agreed to place the proposal before Statutory Sale Purchase Auction Committee, in which one University Representative is also a member. The proposal placed in the meeting of Sale Purchase Auction Committee dated 08.10.2018 and approved, membership of INFLIBNET was obtained. And the Librarian with other members were authorized to proceed further in E Library process.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	Infrastructure In order to provide better facility to the students over head shade has been installed before the administrative windows. Ramp has been built at the entrance of the different blocks of the building which will make the movement of the specially challenged children comfortably The museum of the college has been renovated. A healthy mind needs a healthy body, keeping this in view a gymnasium has been developed on the top floor of the main building. Along with this there is a sports room also on the top floor of the main building. Separate girls and boys washroom has also been.
Industry Interaction / Collaboration	In order to meet the growing need of the market the skill development cell along with career counseling and placement cell work towards preparing our students for employability. For this time to time skill development and placement programs and workshops are organized in the college. Efforts has also been made to improve interaction and collaboration with relevant institution.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	For a conventional course online admission is done. Candidates are required to fill the university form, cut off are displayed on the website and then college is allotted. Each application is processed and verified. The roaster of Government of India for admissions is strictly followed. Girl,

		students are given reservation. The college has a fully computerized admission management system. Admission in vocational courses and PG courses are also done online by filling the university centralized forms. Combined written exams are conducted and results are displayed on the website.
	Examination	To keep the students updated with the examination dates year wise university exam. Schedules are uploaded on the college website.
	Planning and Development	Planning and development plays an important role in enhancing the administrative and academic quality of education. The college has a well planned time table for a year which is displayed on the college notice board and college website. Each department has its own year wise informal whatsapp groups to stay connected with the students. Implementation of SMS systems and website uploads are in practice to circulate information among the students.
	Administration	Admissions are done on online and notices are uploaded on the website for the benefit of its stakeholders. Faculty members also use on-line leave requisition system as and when required. Implementation of SMS system and website uploads are in proactive to circulated information among the students. E-tendering method is also adopted for the purchase of equipment and any development woks. Student admission and accounts related documents are stored in soft copy.
	Finance and Accounts	The department of finance and accounts of the college is computerized with Wi-Fi connection. In order to maintain the financial transaction a reputed software is used in the finance and account department. All the collection from students are made through the bank by voucher being issued. This voucher is being generated through the computers. For all the transaction made by the college soft copies as well as hard copies are preserved through the software. Fully equipped computerized mechanisms are follow to keep the tracks and reorder of the college. Claims for government grants and students scholarship is also received online. The salary payment of

6.3 – Faculty Empowerment Stragegies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	2	Nill	Nill	6500

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Informal dialogue to improve teaching.	Nill	08/08/2019	08/08/2020	19	Nill
2019	Individual and collaborative research.	Nill	07/01/2020	07/01/2020	22	Nill
Nill	Nill	Soft skill Programme	27/09/2019	27/09/2019	Nill	17
Nill	Computer Training Programme	Computer Training Programme	20/02/2020	21/02/2020	Nill	41

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Uploaded	12	Nill	Nill	04

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	16	Nill	4

6.3.5 – Welfare schemes for		
Teaching	Non-teaching	Students
1.Advance against salary 2.Loan facility 3. Health awareness program	1. Financial assistance in case of medical emergency. 2. Loan facility 3. Health awareness program	1. Free counseling facility 2. Departmental seminar library 3. Books are provided to economically weaker students at department level 4. Health awareness program

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Ramdayalu Singh College is following rules, regulations executive instructions of the State Government and B R A Bihar University. It has a good mechanism for conducting internal and external financial audits as per the provision of Section 53 of Bihar State Universities Act. Which envisages 1.The accounts of every College shall be audited and examined annually by a qualified accountant appointed as auditor by the Syndicate. 2.The auditor may, by written notice, require any person responsible for the preparation of accounts either to appear before him in person or to produce any document to enable the auditor to obtain such information as he may consider necessary for the proper conduct of the audit. 3.After completing the audit, the auditor shall submit his report to the Syndicate: Provided that the Auditor may submit an interim report at any time he thinks fit. 1.The cost of the audit of accounts of a College shall be met from the University Fund. Apart from that the College Bursar (Income) Bursa (Expenditure) is also taking care of the inspection audit carefully. The College has its own internal audit mechanism through Registered Charted Accountant, an ongoing continuous process in addition to its external audits by the University and Auditor General Bihar. Qualified internal Auditors from external resources are permanently appointed. A team of staff under them do a thorough check and verifications of all vouchers, supporting documents, records and books, e-statements of the transactions that are carried out in each financial year including budget estimations, utilizations, cash transactions, bank reconciliation statements, test check and verification of the events happened in the area of financial managements. Mechanism of Internal audit and settlement of objections implemented in the institutions is as follows: Internal Audit: The internal audit is being done by M/S S. Chaudhary Associates, Charted Accountant. Who examine the previous financial statements. Noting of provisions applicable. Evaluation of Internal control system. Verifications of student's fee registers. Authorization of fees concessions, controls, policies. Examining the statutory payments to different bodies like PF, TDS, and Income Tax. Examining the Bank Statements. Examining Grants, sponsorships, deposits, payments. At the end crosscheck all procedures and educating to put control for all transactions Interdepartmental stock checking reports. Internal audit is carried out once a year or as per requirement. EXTERNAL AUDIT: External audit is carried out in an elaborate manner on yearly basis by University Auditors and A.G. also. The institution accounts are audited regularly by both Internal and statutory auditors. As of now there are no major findings / objections. Minor errors or omissions and commissions pointed by the audit team are immediately rectified / corrected and precautionary steps are taken to avoid references of such errors in future Mechanism settlement of objections of Audit: Examining the procedures and policies and regulations. Verify the salary statements Payments, TDS, Income Tax, PF, Professional tax from the Vocational Courses, Gratuity, etc. Evaluating fee receipts. Certify the audit report.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)		
Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Vaishali Education Technical Services, 602, Laxmi Arcade, Aghoria Chowk, Muzaffarpur	Nill	Nill
Administrative	Yes	Vaishali Education Technical Services Pvt. Ltd., 602, Laxmi Arcade, Aghoria Bazaar, Muzaffarpur, Bihar-842002	Nill	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

To nourish and promote good relationship among staff, students and guardians of the students To create in its members keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards. Parents are being aware about their child.

6.5.3 – Development programmes for support staff (at least three)

Residential Quarters. Provision of Advance Payment in Emergency. Liveries to Menial Staffs.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Review work upon Peer Team Recommendations. 2. Create academic atmosphere research based. 3. Extra Curricular Activities will be more strengthen.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	. To develop effective feedback system for better performance of teachers and students	Nill	Nill	Nill	Nill
2019	Proposal for increasing the departmental seminar	Nill	Nill	Nill	Nill
2019	To initiate Students support activities.	Nill	Nill	Nill	Nill
2020	To suggest that HODs and faculty members should involve in curriculum revision, syllabus development and to become members of the Board of Studies to contribute more to the academ ia.	Nill	Nill	Nill	Nill
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitisation Programme	18/03/2020	18/03/2020	46	28

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institute is environmental conscious through the following practices and infrastructure. E-waste management: The obsolete computers and other e-waste is auctioned to authorised recyclers. Efforts for carbon neutrality: Entire communication in the campus across all stakeholders is electronic, some of the platforms used for communication are official WhatsApp groups, emails, etc. Rain water harvesting unit: Rain water harvesting facility has been created to collect entire water from the terrace and feed it to a soak pit designed scientifically around a natural underground well. 20 of Power requirement are being fulfilled by Solar Energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	42
Braille Software/facilities	Yes	12

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nill	Nill	01	Nukkad Natak uner Bihar Khadi Gramodyog Sangh	Awareness regarding thought of Gandhi Ji on Khadi Clothes	7
2019	1	Nill	Nill	06	Kanwaria Shivir	Help and Support Kanwarias	22
2019	Nill	1	Nill	02	Literacy Mission	Educated children and illiterate female	36
2020	Nill	1	Nill	02	Swach Bharat Abhiyaan	Cleaning in Campus and one village	27
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)

Code of Conduct	24/03/2020	CODE OF CONDUCT FOR COLLEGE TEACHERS Teaching is a noble profession. It shapes the character, calibre and future of an individual. He/ She can inspire, hope, ignite them and in still a love of learning among the students. Besides, the teachers have to • Uphold the honour and dignity of the teaching profession. • Provide an innovative and quality education to pupils. • Be impartial and non- discriminative against students. • Interact with the students in a friendly manner. • Abide by the rules and regulations of the institution. • Abide by the procedures to ensure student's safety. • Collaborate with fellow teachers. • Be responsible and interact positively with parents and other stakeholders in educating the students. • Be good counselors and facilitators. • Help, guide, encourage and assist students in their learning. A teacher should always follow certain rules and regulations such as: The College teacher should report to the college at least 10 minutes before the commencement of college timing. • The work plan of College teacher should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ College Office. • Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate

arrangements made for class/ lab/ invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested. • Once the subject is allotted the staff should prepare lecture wise lesson plan. • The Teacher should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format. • The Staff should not involve himself/herself in any unethical practice while doing continuous assessment. • The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. • The staff should get the feedback from students and act / adjust the teaching appropriately. • The staff should interact with the coordinators and Head of the departments or student counsellor and inform him/ her about the habitual absentees, slow learner student, objectionable behaviour etc. • Every Faculty Member should maintain academic record book. • Every Faculty Member should maintain academic record file. • The staff should engage the full 50 minutes lecture and should not leave the class early unless it is urgent. • The teacher should use "Information Communication Technology (ICT) for effective

delivery of lectures. • The teacher should encourage students asking doubts / questions. • The faculty should take care of slow learner students and pay special attention to their needs in remedial coaching classes. • The teacher should motivate the students and bring out the creativity/ originality in the students and should make himself/ herself available for doubt clearance. • Every teaching staff demonstrate a high standard in teaching and learning by: engaging students in their learning working to achieve high level outcomes for all students maintaining records to manage, monitor, assess and improve student learning using research and student achievement data to inform professional practice engaging in reflective practice and developing their professional knowledge and teaching skills supporting the personal and professional development of others providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development assisting in developing and mentoring less experienced college teachers accepting responsibility for their own professional learning and development the teacher should involve themselves in the preparation of experimental setup and upgrade the laboratory.

the teacher should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems to be provided to the students a week prior to the actual class. Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar. All the College teachers are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format. Faculty Members are expected to update their knowledge by attending se minars/workshops/conferen ce, after obtaining necessary permission from the Head of the Department and Principal. CODE OF CONDUCT FOR STUDENTS The Ram Dayalu Singh College administration takes step for the better career building of students for which full cooperation from the students and their guardians is expected. The students admitted to this College are directed to abide by the following Rules /Regulations / General Code of Conduct. At the time of admission following code of conduct must be signed by the students: Proper discipline has to be maintained within the College Premises. Students should be regular and punctual in

attending Theory and Practical classes She/he shall be regular and must complete his/her studies in the college. Students should strictly maintain silence in the Main Building Corridor. 75 attendance in both Theory and Practical Classes is compulsory. No student shall be allowed to appear in the University Examinations unless all her dues is cleared and she/he has declared 'SENT-UP' by the departmental committee. Any student found misbehaving or caught adopting unfair practices during examination is liable for immediate expulsion from the examination hall and proper action will be taken against such students as per the rules of BRA Bihar University. It is necessary to switch off all the fans and lights after the class is over. Use of polythine inside the College Premises is prohibited. Throwing empty bottles on the campus is not permitted as the campus is a no plastic zone. Student should keep the College Campus clean

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar/ Workshop conducted for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties.	04/04/2019	04/04/2019	37
Seminar/ Workshop	02/10/2019	02/10/2019	46

conducted for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties.			
NSS Activity	23/08/2019	29/08/2019	127

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Solid Hazardous waste Management. 2. Plantation maintenance of Old rare Trees. 3. rain water harvesting. 4. Ponds water maintains grounded water level in near by areas also. 5. Plastic and Tobacco Free Zone. 6. Coloured Dust Bins are kept everywhere.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: Financial Aid to the deserving students by the college Objectives of the Practice: It has been obtained from the profile students joining various courses of the college that there are many students coming from the rural areas with low economic back ground. Their parents are unable to provide them a sustained financial support because agriculture, being a gamble with rain in the district, is not a source of assured income. So, the noble objectives of the practice are • To extend financial aid to the poor students, especially from the rural, to save them from discontinuation of their studies owing to poverty. • To support financially all the deserving poor students without any discrimination of caste, creed or gender. • To promote the 'equality' among the students • To inculcate the values of 'sense of social responsibility' among the students. The expected outcome is that the students should be able to complete their degrees with good marks. • After comprehensive deliberations with students and teachers, it was decided to extend the benefit to all the poor students, who do not have the advantage of government or endowment scholarships, without any discrimination of caste, creed or gender. • Verification of the financial backwardness of the aspirants was yet another challenge. • The College has insisted on strict adherence to the rules framed about this fund in spite of the undue interference in the implementation of the practice. For people below poverty level sending their children to the town for higher education becomes almost impossibility for the poor parents in the rural areas, in the context of higher education demanding higher amounts of money. Though, sometimes, they do venture to admit their children to colleges in the town, they are unable to give sustained financial support throughout the course of study because agriculture, being a gamble with rain in the district, is not a source of assured income. So, it is evident that without financial support from an external source, the rural youth cannot hope to successfully complete their higher studies. Drawing inspiration from institution's legacy of pro-poor-student attitude and action, wherever possible, they are paying the tuition fee and examination fee of regular and industrious students who are unable to pay the fees owing to poverty. Title of the Practice: Promotion of universal values among students. Objectives of the Practice: In today's world, where majority of the people are pursuing only self interests relentlessly, the institution

recognises the need to inculcate universal values like promotion of truth, selflessness, righteousness etc. The value education cell of our college is working with this goal. Context: The value education cell inculcates among the students. a) harmonious development of body, mind and soul and promotion of universal values. b)Cultivate inner calmness-a way to peace c) to help others d) to preach and practice truthfulness. e) to deal with academic and emotional stress by tapping their inner sources of strength. f) to develop a positive attitude The practice: The cell has organised the following activities. a) A class on moral values held on 04.04.2019 b) On 02.10.2019 special lecture on values as understood by Swami Vivekananda. c) Psychological counselling of girl students in commemoration of International Woman's Day. Evidence of Success: Students are increasingly taking interest in this practice. They are regularly attending these classes despite their packed schedule of usual classes.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://rdscollege.ac.in/uploaded/naac/Best%20Practices_7.2.1_2019-20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The distinctiveness of the college reflects in its capacity to supplement the needs of local community. College play a major role in fulfilling the aspirations of local population. It is back bone for social and physical/recreation activities of the people residing in the vicinity of the college. Their daily activities are heavily dependent upon college. However college has to pay for it in the form of high maintenance cost and damage to its infrastructural facilities. Free Education to women: Imparting free education for all girl students in line with the Bihar Government policy. Sawan mela During Sawan Mela thousands of piligrims kwown as Kanwarias come to the RDS College Campus. They spend Sunday night on this campus before embarking on the final part of their journey from Pahleja Ghat where they take holy water (Ganga Jal) from the holy river Ganges for Jalabhishek at Ghareeb Nath temple of Lord Shiva. Before taking part in the Jalabhishek in the fomous Ghareebnath Temple on Monday Morning the pilgrims spend the Sunday night here on this privileged campus singing bhajans for Devadhidev Shiv. The whole campus turns into a saffron village full of tent houses and saffron clad piligrims.The College provides them with logistic supports. Dozens of Toilets and other facilities are erected for the pilgrims. NSS unit of the college took part in Kanwaria Sewa Shivir. Play ground: Play Ground accessible to local community: The college allow residents of the town to access its large play ground for morning and evening walkers. Local youth and children have access to the sports facilities available in the college. It is worth mentioning here that there is no other play ground or park is available in the vicinity of the college.In the morning hundreds of people especially senior citizens use the ground.The college ground is a boon for the locales.In the evening people ranging from toddlers to octagenerians in the number of hundreds throng the campus for walking and playing. Regular Yoga and Meditation is practicised by the daily visitors. The pond of the college: Most pious festival of Bihar 'Chhat' is celebrated at the banks of the pond of the college. Thousand of devotees gather during two days rituals of Chhat Festival.The banks become the meeting points of the people to their near and dear ones' whocame all across the country and abrod to celebrate the festival with their family

Provide the weblink of the institution

https://rdscollege.ac.in/uploaded/naac/7.3.1_2019-20.pdf

8.Future Plans of Actions for Next Academic Year

1. Introduction of certificate and add on courses. 2. Online feedback mechanism for all stakeholders 3. Signing and strengthening of collaboration/MoU 4. Encouraging Alumni participation 5. To increase research publication in UGC Care List Journals 6. Initiating competitive exam preparation programme. 7. Improvement in the placement opportunity for students 8. Conduct of External Academics Audit and Administrative Audit.