YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**MAHARAJ LAKSMISHWAR SINGH MEMORIAL COLLEGE**
• Name of the Head of the institution	**Professor Manju Chaturvedi**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**06272220550**
• Mobile No:	**9771245005**
• Registered e-mail	**mlsmcollege@gmail.com**
• Alternate e-mail	
• Address	**MAHARAJ LAKSMISHWAR SINGH MEMORIAL COLLEGE,(M.L.S.M.College,) Near Harai Tank,P.O.-Lalbag,Darbhanga, Bihar,846004**
• City/Town	**Darbhanga**
• State/UT	**Bihar**
• Pin Code	**846004**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Urban**

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	L. N. Mithila University, Darbhanga
• Name of the IQAC Coordinator	Dr. Vinod Kumar Mishra
• Phone No.	
• Alternate phone No.	
• Mobile	9430638764
• IQAC e-mail address	iqacmlsm6912@gmail.com
• Alternate e-mail address	vkmishra5160@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.mlsmlnmu.ac.in
4.Whether Academic Calendar prepared during the year?	No
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.75	2017	12/09/2017	11/09/2022

6.Date of Establishment of IQAC	06/09/2012

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	0	0	0	0

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	**01**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)
IQAC has made significant contributions in the following ways: • Organized numerous online Webinars. • IQAC has initiated up-dation of college website with faculty profiles, department profiles, profiles of different sections of the campus etc. • Submission of Information for Academic & Administrative Audit of College to University • PRATIVIMB and PRAGYA Quarterly College News Bulletin 02 issues published and released by the university authorities. • Series of Workshops/Seminars and Awareness Programmes organized. • Cleanliness/Plantation/Environmental Awareness initiatives in adopted village like Srirampur. • Organised the parent teachers meetings in the college.

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

Plan of Action	Achievements/Outcomes
Up-dation of college website	Updated faculty profiles, department profiles, course structure etc.
SSS	Student satisfaction survey was discussed and plan initiated
IQAC Workshops	Seminars and workshops for faculty, non-teaching and students were held
Innovative teaching methods through Computer/Projector/Power Point/Online live lectures,	Such initiatives appreciated by students
Promotion of Extra Curricular activities among students	Enthusiastic responses
Proposal for Construction of Computer Lab, Language Lab & Lecture Recording Studio.	Appreciable outcome

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Research Board	28/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	23/02/2022

Extended Profile

1.Programme

1.1   **24**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	[View File]

2.Student

2.1   **11021**

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2   **0**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File]

2.3   **613**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **88**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **136**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**24**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**11021**

File Description	Documents
Data Template	No File Uploaded

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**0**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**613**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**88**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	136

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1 Total number of Classrooms and Seminar halls	22
4.2 Total expenditure excluding salary during the year (INR in lakhs)	314299.519
4.3 Total number of computers on campus for academic purposes	18

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As being a constituent college, the college follows the Curriculum planned and designed by the University (L.N. Mithila University).

Through Induction Program For the effective delivery of the curriculum, at the beginning of every academic session, the Principal, senior faculty members along with the IQAC Coordinator take initiative through Induction/ orientation Program.

The institution prepares academic/event calendar of the college in conformity with the academic calendar of the affiliating University.

The institution prepares Class Routine and display on the College Notice Board & also on college website.

Students are provided with all information during admission through notifications, displaying on the Notice Board and

circulating in the Class room.

For effective execution of the curriculum, lectures by faculty members are planned to be integrated with reading materials, group discussion, seminars/webinar and workshops.

The year 2021, being a COVID-19 Pandemic Year also and as the time schedule of the events (both Academic and Co-curricular) could not be conducted as the college could not adhere to a fixed academic plan. Moreover, most of the correspondences were done through online mode with a short notice. Therefore, many notifications were not printed out and hence not documented.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	No

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic Calender prepareby the affiliatingUniversity(L.N. Mithila University, Darbhanga) and totally fowlloed by the college.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	No

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<u>View File</u>
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

02

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	<u>View File</u>
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

24

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

24

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The Affiliating University and College Administration have made all efforts to build healthier and harmonious working environment with respect to issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum.

1 Gender: To prevent sexual harassment at workplace and to empower the women employees/girl students, the college has constituted -Anti-Sexual Harassment Committee to effectively curb any unhealthy working condition for the women employees and to increase their morale & empower them. Equal opportunities are extended to all in every aspect of teaching and learning in the college as it believes that gender discrimination is a crime.

2. Environment and Sustainability - The University has made it compulsory to study "Environmental studies" in their regular curriculum to create awareness related to various environmental issues the world is facing. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. World Forest Day, World Environment Dayetc are organized in the college every year.

3. Human Values and Professional Ethics - Programs conducted under N. S. S. and N.C.C. help to inculcate human values among students. National festivals like Independence Day and Republic Day celebrations serve as platforms to enliven patriotic and moral values.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

E. None of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

E. Feedback not collected

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

7006

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

6134

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college has given clear instruction to all departments to organize online classes separately for both advanced learners and slow learners during holidays and vacations. This practice is initiated as a part of blended learning system for the students having different learning capabilities. Moreover, special classes are held by the departments for the slow learners. As a part of our visions we nurture the following objectives:

1. **To augment students' academic performance and attendance.**
2. **To minimize student drop-out rates.**
3. **To render equitable service to students by creating a good environment for studying and developing knowledge of subject for all involved.**
4. **To help students preserve indigenous culture.**

The HoDs have been directed by the Principal to divide students as per the ratio of teachers and provide students, especially slow learners and learners from weaker-sections, mentoring benefits. They have been also asked to arrange tutorial type classes/doubt-clearing sessions for such students, In addition, our teachers have been asked to meet eager students in teachers' room and give opportunities to students for interactions. As such, we have evolved healthy connections with students who happily avail themselves of the tips, we equip with.

File Description	Documents
Link for additional Information	NA
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
11021	**87**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College practices various student-centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning experiences.

All the science departments and many of the social science departments integrate practical courses with adequate experiential practice for the students. They also provide platform for participative learning to the students. Moreover, seminars, NSS, NCC etc. inculcate among the students the practice and habit of participative learning and dissertation that provides adequate opportunity to the students for incorporating and practicing problem solving methodology.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	NA

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

2020-2021 was completely affected by Covid-19 pandemic, and therefore, it was not only the choice but also the compulsion of

the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops and internet became a common practice not only for the teachers but also for the students. The teachers are effectively using ICT enabled tools like laptops, headphones, facebook, WhatsApp, internet, video-lectures, audio-lectures, PPT presentations, virtual labs, YouTube links, e-contents etc.

Faculty members of the college use ICT technology to improve the teaching and learning process. Different software, available online are an addition to teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You- Tube, E- mails, WhatsApp groups, Telegram, Zoom and Google Meet app, College website are used as platforms to teach, communicate, interact and supply material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation. Wi-Fi facility is also available in the campus for the students and staff.Xeroxing facility is also available in the library.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	www.mlsmlnmu.ac.in

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

88

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

80

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

88

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

We organize doubt-clearing sessions in phases during academic year. We also arrange tutorial classes as per requirements and as such we evaluate the outcomes of learning/teaching mechanism. We discuss the pros and cons of outcomes/feedback/levels of interest of our students.

Since we have University guidelines and patterns to follow and implement, we have developed strategies towards periodical tests (both theory and practical) of our enrolled students at college level on departmental basis. We are also particular for the regular attendance of students in classes.

We also remain in constant touch with guardians. We send messages to that guardian whose ward shows slackness in attending classes.

We also motivate students to derive maximum learning benefits from classes and professional expertise of faculty members. We too seek co-operation from Students Union of the college in ensuring students attendance.

In our institutional view and vision, assessment of performance is an integral part of the whole teaching and learning process.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Most of the grievances related to the examination are received after declaration of results by the University. The errors in their results like marks of the practical assessments, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the examination department of the college. Each and every staff members concerned are instructed for accord due care and collaboration for the quick disposal of student grievances at

their respective quarters. Wherever deemed necessary, the relevant documents/testimonials are submitted through the candidate personally or through their parents to principal / Controller of Examination of the college for speedy redressal of the issue. The close and continuous communication is maintained by the college with the university authorities for speedy disposal of queries, explanations and doubts (if any).

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses; Outcomes are available in the respective departments for ready reference to the teachers and students. Copy of curriculum and outcomes of Programs and Courses are also uploaded on the college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has a process of collecting and evaluating data on programme and course outcomes.. It is done by adjoining the marks acquired by the students in their Annual University Examinations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

613

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<u>Na</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

41

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	<u>View File</u>
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

27

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College regularly conduct, the extension activities in the weaker sections of the societies. These programmes aim to connect the Higher Education Institutions with the society. This aims to transform the outlook of the students and inculcate leadership qualities in the youth. They are envisioned to prove good administrators, good humans with good moral behaviour and responsible citizens in future and prepare them help in nation building. The college NSS units could not conduct the activities as where planned, due to pandemic, but some extension activities conducted in the academic year 2020-21 are as under:

1. During the peak pandemic period, District administration of Darbhanga, was facilitated by the College administration by

providing accommodation and food providing centre for Covid victims . The entire campus of the college acquired by the district administration for this purpose. Dr. Kali Das Jha , Programme officer NSS,and Sri Bhola Yadav(Caretaker) took active part in this process.

2. Our college was made the centre for Covid testing and monitoring centre for travelers. Our team sincerely co-ordinated the administration during Covid pandemic 2020 and 2021

3. Our NSS volunteers actively and enthusiastically assisted the College administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, according to its vision and strategic objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. At the beginning of the academic year, assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and the Advisory Committee after reviewing course requirements, computer-student ratio, working condition of the existing equipment. Distinguished features of the College include the following:

1. **The college ensures optimal utilization of the resources by encouraging innovative teaching learning practices like use of power point presentations, LCD projectors, smart boards etc.**
2. **Regular awareness programs are conducted for optimal deployment of infrastructure and utilization of modern technology.**
3. **The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extra curricular activities, parent teacher meetings. The college has upgraded Wi-Fi infrastructure**

(provided by the State Government) in view of the recent developments and change in technology to meet the teaching – learning parameters.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extra-curricular activities. This ensures a holistic development and an all-rounded personality. Systematic encouragement is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained and encouraged to participate in various level of competition including intra college events, inter-university events, and National events. Intra-college events are also organized by the affiliating university/college to encourage students to participate.

Yoga awareness Programme: Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a one day yoga awareness Programme was conducted for the faculty and students by expert yoga trainers and their responses were so enthusiastic.

Cultural activities: The College believes in all-round development of its students. It constantly encourages them to take part in extra-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. A conference hall with a capacity of 150 students is used for conducting different types of cultural programs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

314299.519

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The library automation work is in progress by the university agency. The total numbers of books in library are about 25000 and purchased during the year is of the value of Rs. 0.53 lakhs. The number of visitors per day is about 30 to 40. The library has browsing centre, Xeroz facility, and one reading room for users. The library has also monitoring.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the **E. None of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

.53

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

15

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college is on the path of upgrading IT facilities in the campus. The LCD projector, printers, high configuration PCs were installed in the college. Smart classrooms equipped with interactive board, LCD projector, Digital Podium with inbuilt system, microphone system and speakers were installed. The whole college has been made Wi-Fi enabled. College is also availing the lease line internet facility from internet providing company.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

18

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

Institutional mechanisms for maintenance and up gradation of the physical infrastructure, academic and sport facilities, and equipment's are as under:

Building Infrastructure: Being fully government institution, a constant effort is made to provide safe and secure space for equipment's and tools. There is a college development committee to look after the maintenance, repair and constructional work related to the building sections. All work is done through tender system by the government /university /RUSA agencies as per defined norms.

Laboratory Equipments and machines: Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory.

Computer and IT infrastructure: Maintain stock register and dead stock register are in operation to keep record of the functional and non-functional items.

Furniture related items: There is a college development committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure.

Maintenance of Library/ Library Materials: Accession and withdrawal/ dead stock registers are maintained to keep the record

of updated and dead stock accessions.

Sports Equipments: The sports department regularly maintains the stock register for the equipments and materials related to the sports.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2828

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

C. Any 2 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

84

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

288

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

13

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college encourages students to have student representatives (elected every year). These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) before the principal, who orders the convener of Respective committee to handle that in a nice way. The percentage of completion of syllabus sought by the college before commencement of examination is verified from these students' representatives before passing to university authorities. Most of teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

102

File Description	Documents
Report of the event	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

NO

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is "College developing into an institution of excellence and a lighthouse of genuine, reliable and unbiased knowledge, leading to enlightening of minds and help students to counter economic, social and environmental challenges and to become active participants in shaping the future world. The mission of the college is:

01. To impart quality education for all round development of students.

02. To foster interest in research and inquiry.

03. To develop community sense through extension work.

04. To inculcate moral values and leadership qualities among students.

05. To promote peace and harmony for better work.

All this is being fact fully translated through effective governance. The college management is headed by the Principal and is involved in coordinating the functions of the college to its

logical end. The heads of the departments / subjects are authorised to monitor the routine functions at the departmental level. The administration encourages them and supports them at all levels. The decision taken by them are given due cognizance by the Principal. The leadership qualities and decision making ability are nurtured in heads of Departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The L.N. Mithila University gives sufficient freedom to the Principal, who is the academic head of the institution to function towards the fulfillment of the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are formed for the various academic and cocurricular activities to be conducted in the course of the academic year. The list of committees is displayed at the beginning of the year on the staff notice-board. This ensures the transparency in policy execution. The responsibilities are communicated to the faculty members through regular staff meetings. The Principal of the College holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for deliberations before arriving at a final decision. The Heads of Departments monitor the functioning of their departments. The participative decision policy paves the ways of total participation of all the people concerned.

Participative management: The Administration is always open to discussion with the teaching and non-teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional mechanism.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are;

1. Quality enhancement and improved teaching-learning environment.

2. Enhancement of student support systems.

3. Improved student success rate.

4. To be more innovative, industry-relevant in curriculum design and be more creative in academic delivery; with a strong emphasis on effective integration of technology in the teaching-learning process.

5. The teacher to be more of a facilitator and mentor than just a full time tutor.

6. To establish a research facilities and to nourish and develop research culture among the students.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Our College is a constituent unit of L.N.Mithila University, Darbhanga, which is invested with the responsibility to take care of the colleges. However, the administration of the College is the responsibility of the Principal who is directly accountable to the University. The Principal is involved in supervising the implementation of plans of the College. He/She ensures that regular day to day operations are properly conducted, through feedback from conveners', teaching and non teaching staff. The Heads of Departments make certain that the plans communicated to them by the Principal are implemented systematically. The

committees for co-curricular activities are formed at the beginning of the academic year and are assigned with the tasks according to the institutional plans, for the curricular activities that enhance overall development of students. Administrative Committees [Examinations, Scholarships, Purchase, Discipline, Sports, Admissions, Library, etc.] for the smooth conduct of all administrative activities according to requirements of academic bodies and government rules.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Being a constituent unit of L.N.Mithila University, the college offers such welfare schemes for all its employees as per university rule: Summer and winter vacation to both teaching staff. The order is issued by the university/higher education department of Bihar, which is strictly followed by the college. This helps the staff at the times of need. Maternity (180 days) and paternity (15 days) leave. Provident fund for the employees of

the college. Medical leave facility for the employees of the college. Provision of Casual leave of 15 days for non-teaching staff and 12 days for the teachers in a year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

No

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

01

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal for teaching faculty follows the UGC regulation 2010 and amendments thereof, the institution monitors performance appraisal system through submitting of APR (Annual Progress Report) of the teaching staff. The APR reflects the

details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade.

In the college, the performance of the teaching and non-teaching staff is measured against factors like subject knowledge, quality and quantity of output, initiative, leadership abilities, behaviour, supervision, dependability, co-operation and versatility. The assessment is confined to past as well as potential performance also. These factors are appropriately captured through informal performance test and observation and through CCR. The other method is preparation of a report in the form of Confidential Report (CR) which record ratings with respect to the following items like attendance, self-expression, team work, leadership, initiative, technical and reasoning ability, originality and resourcefulness.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Being a constituent unit of L. N. Mithila University, the college has developed a viable mechanism of internal audit as per university rule. The internal audit is conducted by the auditor appointed by the university time to time who is responsible for the entire internal audit.

In case of UGC grants, an account is prepared in the required format on completion of the sanctioned project/seminar/workshop/conference, etc which is first audited by the CA, and then submitted to the UGC. A No objection certificate is received after settlement of accounts.

Audit objections, if any, in case of all the above audits are complied with promptly by the Accounts Section of the College, and the CA is also consulted whenever required. All the monitoring and assessing process in the college is strictly monitored by the principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NA

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Our college is run by the University so the funds to be utilized are primarily allotted through the Education Department of Bihar. Funds to be allotted for the college proceeds through the exercise of forming annual budget prepared by the university as per requirement. The same is being discussed with Financial Advisor of the University for allotment of funds under different heads. Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by the government. Within the institution, funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "College Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To guarantee the optimum end, use of these funds college development and finance committees are framed.

For effective monitoring and efficient use of grants provided by the RUSA for construction, the Building Committee scrutinizes and sanctions the proposed projects. There is a complete transparency

in the policies of allocation and utilization of funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by the IQAC of the institution are as under:

All the faculty members are encouraged and supported to participate in Orientation programme, refresher courses, Workshops, Seminars and Conferences related to the teacher-learning process, pedagogical aspects and research.

Teachers with Ph.D. are also encouraged and motivated to act as research guides for the research scholars.

Teachers are also supported and encouraged to participate in examination evaluation processes.

The poor and needy students are provided with financial aid out of the college fund and the university provides relaxation in examination fee to the orphan and disabled students. The IQAC also provides guidelines for the students to get the post- matric scholarships. The college also provides platform for the students to participate in Inter –College level debates, competitions, seminars etc.

Meetings of IQAC are conducted under the chairmanship of Principal with the fixed agenda and suggestions are sought from all the members of IQAC for improvement. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

To continuously review the teaching-learning process, regular departmental meetings are held. Reports of the outcomes in such meetings are communicated to the Principal for appraisal.

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC in this regard are:

1. Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The student's feedback is conducted as per the following norms:

a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.

b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. Syllabus Monitoring: The Principal, HoDs of concerned departments and IQAC Co-ordinator keep vigil on the completion of syllabus and ascertain information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Institution shows gender sensitivity in providing facilities such as:

The Institution believes in gender equality and makes effort towards gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole society. The sensitivity towards the girl students is executed as follows:

A. Safety and security: Women Development Cell is led by a senior, confident and caring female teaching member. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student as yet.

B. Counseling: The female teaching faculty members in particular are advised to counsel girl students in class, parks, library, common room (wherever it suits) to educate about sexual harassment either collectively or individually, as suits the situation. T

There is no report of ragging in the campus as it seems that the concept of ragging is completely erased from the minds of students. ms for girls and boys where first aid facilities are provided at hand. The college also provides basic medical aid free of cost to students whenever needed.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College facilitates several methods for the management of degradable and non-degradable waste. The main focus being on the three R's – "Reduce, Recycle, Reuse"and incorporating "No Plastic Zone". For these purposes, different dustbins (green and blue) have been setup for solid and liquid waste disposal on department levels, which is then disposed off at identified place for recycle and manure conversion. For collecting the solid waste from nook and corner of the campus, substantial number of dustbins are installed. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure.

Hazardous chemicals like concentrated acids and bases of

Department of Chemistry, Botany and Zoology are segregated in different containers identified and disposed off collectively at a central place.

All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our college provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college to promote harmony towards each other. The college has always been at the forefront of sensitizing students to the cultural, regional, linguistic, communal and socio-economic diversities of the state and the nation. Our University / College celebrates the cultural and regional festivals like Youth Festival, AMRIT MAHOTSVA with the performances of folk-song/folk-dance, Constitution Day etc. to teach students tolerance and harmony towards cultural, regional, linguistic and social diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our College sensitizes the students and the employee of the institution toward the constitutional obligations about values, rights, duties and responsibilities of citizens which enable them to conduct as responsible citizen. Moreover, these are aimed to familiarize its stakeholders about fundamental duties and rights. Our College celebrates Independence Day, Republic Day, Gandhi

Jayanti, Netaji Jayanti, Constitution Day to make highlight the importance of freedom and to glorify Indian freedom struggle. They aim at focusing the constitutional spirit of liberty, equality, justice and fraternity.

Moreover, the College organizes Blood Donation Camps to ensure that precious lives are to be saved. We celebrate Women Day to mark the achievements of women throughout history.

Our College also celebrates World Environment Day to ensure that environmental concerns must be addressed. In addition we concentrate on Swachh Bharat Abhiyan to promote the awareness and importance of cleanliness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates and organizes various national and international commemorative days, events and festivals to inculcate the spirit and essence of events among the learners. World Tobacco Day on 31 May is an instance. International Day for Biological Diversity on 22nd May by Department of Botany. The College also celebrates World Environment Day on 5th June through Chemistry department and Constitution Day on 26th November under the collaborative efforts of NSS unit of the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

TITLE OF THE BEST PRACTICE:

1. COVID-19 ISOLATION & QUARANTINE CENTRE: - In 2020-21 MLSM College has provided the isolation and quarantine facilitation centers to the District Administration to tackle the situation during Covid-19 pandemic. Persons are usually quarantined in their homes, but they may also be quarantined in community-based facilities.

The purpose of quarantine during the current outbreak is to augment the Health Department to reduce transmission by:

1. Separating contacts of COVID-19 patients from community.

2. Monitoring contacts for development of sign and symptoms of COVID-19, and

3. Segregation of COVID-19 suspects, as early as possible from among other quarantined persons.

2. GREEN CAMPUS/CLEAN CAMPUS :- A green campus is a place where environmental friendly practices and ideals of education combine to promote sustainable and eco-friendly practices in campus covering the areas of power, water, greenery and cleanliness on priority basis. Green campus, in our institutional visions, aims to make environmental awareness and actions an intrinsic part of the life and ethos in campus. We spread the ideologies and practices of slogans like "Live Green" "Eat Green" "Go Green Society" "Go Green in Your Daily Life", "Adopt Green Technologies, "Go Green Social Responsibility", etc.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Maharaja Lakshmishwar Singh Memorial College Darbhanga, established in the name of Late Lakshmishwar Singh the former Maharaja of Darbhanga, who was also a great freedom fighter. According to his vision, this college has made a different identity in providing quality education to the students and making them responsible citizen in the society. Creating a class of intellectually, morally and spiritually sound and committed citizens who will become human resources of high caliber and to have a transformational impact on students through comprehensive education by entailing qualities of competence, confidence and excellence.

We are continuously working towards:

• Creating conducive environment for students to gain insight into their academic pursuits to make them more employable and knowledgeable.

• To develop a wholesome personality of students we strive to provide more infrastructures for sports and extra-curricular facilities.

- Conducting a large number of extension activities to impart health/ hygiene/ education to less privileged in the society.

- Conducting a large number of plantation drives.

  - Protecting, preserve and promote the cultural values/moral values/heritage gems.

- Promoting research and innovation programs for students and teachers.

- Safeguard our youth from the ills of tobacco smoke and substance abuse.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As being a constituent college, the college follows the Curriculum planned and designed by the University (L.N. Mithila University).

Through Induction Program For the effective delivery of the curriculum, at the beginning of every academic session, the Principal, senior faculty members along with the IQAC Coordinator take initiative through Induction/ orientation Program.

The institution prepares academic/event calendar of the college in conformity with the academic calendar of the affiliating University.

The institution prepares Class Routine and display on the College Notice Board & also on college website.

Students are provided with all information during admission through notifications, displaying on the Notice Board and circulating in the Class room.

For effective execution of the curriculum, lectures by faculty members are planned to be integrated with reading materials, group discussion, seminars/webinar and workshops.

The year 2021, being a COVID-19 Pandemic Year also and as the time schedule of the events (both Academic and Co-curricular) could not be conducted as the college could not adhere to a fixed academic plan. Moreover, most of the correspondences were done through online mode with a short notice. Therefore, many notifications were not printed out and hence not documented.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	No

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic Calender prepareby the affiliatingUniversity(L.N. Mithila University, Darbhanga) and totally fowlloed by the college.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	<u>No</u>

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<u>View File</u>
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

02

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	<u>View File</u>
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

24

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

24

File Description	Documents
Any additional information	<u>View File</u>
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The Affiliating University and College Administration have made all efforts to build healthier and harmonious working

environment with respect to issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum.

1 Gender: To prevent sexual harassment at workplace and to empower the women employees/girl students, the college has constituted -Anti-Sexual Harassment Committee to effectively curb any unhealthy working condition for the women employees and to increase their morale & empower them. Equal opportunities are extended to all in every aspect of teaching and learning in the college as it believes that gender discrimination is a crime.

2. Environment and Sustainability - The University has made it compulsory to study "Environmental studies" in their regular curriculum to create awareness related to various environmental issues the world is facing. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. World Forest Day, World Environment Dayetc are organized in the college every year.

3. Human Values and Professional Ethics - Programs conducted under N. S. S. and N.C.C. help to inculcate human values among students. National festivals like Independence Day and Republic Day celebrations serve as platforms to enliven patriotic and moral values.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	E. None of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

7006

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

6134

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college has given clear instruction to all departments to organize online classes separately for both advanced learners and slow learners during holidays and vacations. This practice is initiated as a part of blended learning system for the students having different learning capabilities. Moreover, special classes are held by the departments for the slow learners. As a part of our visions we nurture the following objectives:

1. **To augment students' academic performance and attendance.**
2. **To minimize student drop-out rates.**
3. **To render equitable service to students by creating a good environment for studying and developing knowledge of subject for all involved.**
4. **To help students preserve indigenous culture.**

The HoDs have been directed by the Principal to divide students as per the ratio of teachers and provide students, especially slow learners and learners from weaker-sections, mentoring benefits. They have been also asked to arrange tutorial type classes/doubt- clearing sessions for such students, In addition, our teachers have been asked to meet eager students in teachers' room and give opportunities to students for interactions. As such, we have evolved healthy connections with students who happily avail themselves of the tips, we equip with.

File Description	Documents
Link for additional Information	[NA](#)
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
11021	87

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College practices various student-centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning experiences.

All the science departments and many of the social science departments integrate practical courses with adequate experiential practice for the students. They also provide platform for participative learning to the students. Moreover, seminars, NSS, NCC etc. inculcate among the students the practice and habit of participative learning and dissertation that provides adequate opportunity to the students for incorporating and practicing problem solving methodology.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	[NA](NA)

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

2020-2021 was completely affected by Covid-19 pandemic, and therefore, it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops and internet became a common practice not only for the teachers but also for the students. The teachers are effectively using ICT enabled tools like laptops, headphones, facebook, WhatsApp, internet, video-lectures, audio-lectures, PPT presentations, virtual labs, YouTube links, e-contents etc.

Faculty members of the college use ICT technology to improve the teaching and learning process. Different software, available online are an addition to teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You- Tube, E- mails, WhatsApp groups, Telegram, Zoom and Google Meet app, College website are used as platforms to teach, communicate, interact and supply material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation. Wi-Fi facility is also available in the campus for the students and staff.Xeroxing facility is also available in the library.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	www.mlsmlnmu.ac.in

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

88

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

80

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

88

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

We organize doubt-clearing sessions in phases during academic year. We also arrange tutorial classes as per requirements and as such we evaluate the outcomes of learning/teaching mechanism. We discuss the pros and cons of outcomes/feedback/levels of interest of our students.

Since we have University guidelines and patterns to follow and implement, we have developed strategies towards periodical tests (both theory and practical) of our enrolled students at college level on departmental basis. We are also particular for the regular attendance of students in classes.

We also remain in constant touch with guardians. We send messages to that guardian whose ward shows slackness in attending classes.

We also motivate students to derive maximum learning benefits from classes and professional expertise of faculty members. We too seek co-operation from Students Union of the college in ensuring students attendance.

In our institutional view and vision, assessment of performance is an integral part of the whole teaching and learning process.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Most of the grievances related to the examination are received after declaration of results by the University. The errors in their results like marks of the practical assessments, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the examination department of the college. Each and every staff members concerned are instructed for accord due care and collaboration for the quick disposal of student grievances at their respective quarters. Wherever deemed necessary, the relevant documents/testimonials are submitted through the candidate personally or through their

parents to principal / Controller of Examination of the college for speedy redressal of the issue. The close and continuous communication is maintained by the college with the university authorities for speedy disposal of queries, explanations and doubts (if any).

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses; Outcomes are available in the respective departments for ready reference to the teachers and students. Copy of curriculum and outcomes of Programs and Courses are also uploaded on the college website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has a process of collecting and evaluating data on programme and course outcomes.. It is done by adjoining the marks acquired by the students in their Annual University Examinations.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

613

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

Na

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

41

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

27

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College regularly conduct, the extension activities in the weaker sections of the societies. These programmes aim to connect the Higher Education Institutions with the society. This aims to transform the outlook of the students and inculcate leadership qualities in the youth. They are envisioned to prove good administrators, good humans with good moral behaviour and responsible citizens in future and prepare them help in nation building. The college NSS units could not conduct the activities as where planned, due to pandemic, but some extension activities conducted in the academic year 2020-21 are as under:

1. During the peak pandemic period, District administration of Darbhanga, was facilitated by the College administration by providing accommodation and food providing centre for Covid victims . The entire campus of the college acquired by the district administration for this purpose. Dr. Kali Das Jha , Programme officer NSS,and Sri Bhola Yadav(Caretaker) took active part in this process.

2. Our college was made the centre for Covid testing and monitoring centre for travelers. Our team sincerely co-ordinated the administration during Covid pandemic 2020 and 2021

3. Our NSS volunteers actively and enthusiastically assisted the College administration.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	[View File](#)

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<u>View File</u>

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, according to its vision and strategic objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. At the beginning of the academic year, assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and the Advisory Committee after reviewing course requirements, computer-student ratio, working condition of the existing equipment. Distinguished features of the College include the following:

1. **The college ensures optimal utilization of the resources by encouraging innovative teaching learning practices like use of power point presentations, LCD projectors, smart boards etc.**
2. **Regular awareness programs are conducted for optimal deployment of infrastructure and utilization of modern technology.**

3. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extra curricular activities, parent teacher meetings. The college has upgraded Wi-Fi infrastructure (provided by the State Government) in view of the recent developments and change in technology to meet the teaching – learning parameters.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extra-curricular activities. This ensures a holistic development and an all-rounded personality. Systematic encouragement is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained and encouraged to participate in various level of competition including intra college events, inter-university events, and National events. Intra-college events are also organized by the affiliating university/college to encourage students to participate.

Yoga awareness Programme: Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a one day yoga awareness Programme was conducted for the faculty and students by expert yoga trainers and their responses were so enthusiastic.

Cultural activities: The College believes in all-round development of its students. It constantly encourages them to take part in extra-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. A conference hall with a capacity of 150 students is used for conducting different types of cultural programs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

314299.519

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

The library automation work is in progress by the university agency. The total numbers of books in library are about 25000 and purchased during the year is of the value of Rs. 0.53 lakhs. The number of visitors per day is about 30 to 40. The library has browsing centre, Xeroz facility, and one reading room for users. The library has also monitoring.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

.53

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

15

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college is on the path of upgrading IT facilities in the campus. The LCD projector, printers, high configuration PCs were installed in the college. Smart classrooms equipped with interactive board, LCD projector, Digital Podium with inbuilt system, microphone system and speakers were installed. The whole college has been made Wi-Fi enabled. College is also availing the lease line internet facility from internet providing company.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

18

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

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

Institutional mechanisms for maintenance and up gradation of the physical infrastructure, academic and sport facilities, and equipment's are as under:

Building Infrastructure: Being fully government institution, a constant effort is made to provide safe and secure space for equipment's and tools. There is a college development committee to look after the maintenance, repair and constructional work related to the building sections. All work is done through tender system by the government /university /RUSA agencies as per defined norms.

Laboratory Equipments and machines: Every department maintains stock registers for keeping the list of chemicals, glassware,

equipments and other instruments used in laboratory.

Computer and IT infrastructure: Maintain stock register and dead stock register are in operation to keep record of the functional and non-functional items.

Furniture related items: There is a college development committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure.

Maintenance of Library/ Library Materials: Accession and withdrawal/ dead stock registers are maintained to keep the record of updated and dead stock accessions.

Sports Equipments: The sports department regularly maintains the stock register for the equipments and materials related to the sports.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2828

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	<u>View File</u>

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

84

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

288

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**No File Uploaded**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

13

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college encourages students to have student representatives (elected every year). These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) before the principal, who orders the convener of Respective committee to handle that in a nice way. The percentage of completion of syllabus sought by the college before commencement of examination is verified from these students' representatives before passing to university authorities. Most of teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

102

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

NO

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is "College developing into an institution of excellence and a lighthouse of genuine, reliable and unbiased knowledge, leading to enlightening of minds and help students to counter economic, social and environmental challenges and to become active participants in shaping the future world. The mission of the college is:

01. To impart quality education for all round development of students.

02. To foster interest in research and inquiry.

03. To develop community sense through extension work.

04. To inculcate moral values and leadership qualities among students.

05. To promote peace and harmony for better work.

All this is being fact fully translated through effective governance. The college management is headed by the Principal and is involved in coordinating the functions of the college to its logical end. The heads of the departments / subjects are authorised to monitor the routine functions at the departmental level. The administration encourages them and supports them at all levels. The decision taken by them are given due cognizance by the Principal. The leadership qualities and decision making ability are nurtured in heads of Departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The L.N. Mithila University gives sufficient freedom to the Principal, who is the academic head of the institution to function towards the fulfillment of the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are formed for the various academic and cocurricular activities to be conducted in the course of the academic year. The list of committees is displayed at the beginning of the year on the staff notice-board. This ensures the transparency in policy execution. The responsibilities are communicated to the faculty members through regular staff meetings. The Principal of the College holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for deliberations before arriving at a final decision. The Heads of

Departments monitor the functioning of their departments. The participative decision policy paves the ways of total participation of all the people concerned.

Participative management: The Administration is always open to discussion with the teaching and non-teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional mechanism.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are;

1. Quality enhancement and improved teaching-learning environment.

2. Enhancement of student support systems.

3. Improved student success rate.

4. To be more innovative, industry-relevant in curriculum design and be more creative in academic delivery; with a strong emphasis on effective integration of technology in the teaching-learning process.

5. The teacher to be more of a facilitator and mentor than just a full time tutor.

6. To establish a research facilities and to nourish and develop research culture among the students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Our College is a constituent unit of L.N.Mithila University, Darbhanga, which is invested with the responsibility to take care of the colleges. However, the administration of the College is the responsibility of the Principal who is directly accountable to the University. The Principal is involved in supervising the implementation of plans of the College. He/She ensures that regular day to day operations are properly conducted, through feedback from conveners', teaching and non teaching staff. The Heads of Departments make certain that the plans communicated to them by the Principal are implemented systematically. The committees for co-curricular activities are formed at the beginning of the academic year and are assigned with the tasks according to the institutional plans, for the curricular activities that enhance overall development of students. Administrative Committees [Examinations, Scholarships, Purchase, Discipline, Sports, Admissions, Library, etc.] for the smooth conduct of all administrative activities according to requirements of academic bodies and government rules.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

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

Being a constituent unit of L.N.Mithila University, the college offers such welfare schemes for all its employees as per university rule: Summer and winter vacation to both teaching staff. The order is issued by the university/higher education department of Bihar, which is strictly followed by the college. This helps the staff at the times of need. Maternity (180 days) and paternity (15 days) leave. Provident fund for the employees of the college. Medical leave facility for the employees of the college. Provision of Casual leave of 15 days for non-teaching staff and 12 days for the teachers in a year.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

No

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

01

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal for teaching faculty follows the UGC regulation 2010 and amendments thereof, the institution monitors performance appraisal system through submitting of APR (Annual Progress Report) of the teaching staff. The APR reflects the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade.

In the college, the performance of the teaching and non-teaching staff is measured against factors like subject knowledge, quality and quantity of output, initiative, leadership abilities, behaviour, supervision, dependability, co-operation and versatility. The assessment is confined to past as well as potential performance also. These factors are appropriately captured through informal performance test and observation and through CCR. The other method is preparation of a report in the form of Confidential Report (CR) which record ratings with respect to the following items like attendance, self-expression, team work, leadership, initiative, technical and reasoning ability, originality and resourcefulness.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Being a constituent unit of L. N. Mithila University, the college has developed a viable mechanism of internal audit as per university rule. The internal audit is conducted by the auditor appointed by the university time to time who is responsible for the entire internal audit.

In case of UGC grants, an account is prepared in the required format on completion of the sanctioned project/seminar/workshop/conference, etc which is first audited by the CA, and then submitted to the UGC. A No objection certificate is received after settlement of accounts.

Audit objections, if any, in case of all the above audits are complied with promptly by the Accounts Section of the College, and the CA is also consulted whenever required. All the monitoring and assessing process in the college is strictly monitored by the principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NA

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Our college is run by the University so the funds to be utilized are primarily allotted through the Education Department of Bihar. Funds to be allotted for the college proceeds through the exercise of forming annual budget prepared by the university as per requirement. The same is being discussed with Financial Advisor of the University for allotment of funds under different heads. Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by the government. Within the institution, funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "College Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To guarantee the optimum end, use of these funds college development and finance committees are framed.

For effective monitoring and efficient use of grants provided by the RUSA for construction, the Building Committee scrutinizes and sanctions the proposed projects. There is a complete transparency in the policies of allocation and utilization of funds.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by the IQAC of the institution are as under:

All the faculty members are encouraged and supported to participate in Orientation programme, refresher courses, Workshops, Seminars and Conferences related to the teacher-learning process, pedagogical aspects and research.

Teachers with Ph.D. are also encouraged and motivated to act as research guides for the research scholars.

Teachers are also supported and encouraged to participate in examination evaluation processes.

The poor and needy students are provided with financial aid out of the college fund and the university provides relaxation in examination fee to the orphan and disabled students. The IQAC also provides guidelines for the students to get the post-matric scholarships. The college also provides platform for the students to participate in Inter -College level debates, competitions, seminars etc.

Meetings of IQAC are conducted under the chairmanship of Principal with the fixed agenda and suggestions are sought from all the members of IQAC for improvement. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

To continuously review the teaching-learning process, regular departmental meetings are held. Reports of the outcomes in such meetings are communicated to the Principal for appraisal.

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes

at periodic intervals. Some of activities of IQAC in this regard are:

1. Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The student's feedback is conducted as per the following norms:

a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.

b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. Syllabus Monitoring: The Principal, HoDs of concerned departments and IQAC Co-ordinator keep vigil on the completion of syllabus and ascertain information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Institution shows gender sensitivity in providing facilities such as:

The Institution believes in gender equality and makes effort towards gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole society. The sensitivity towards the girl students is executed as follows:

A. Safety and security: Women Development Cell is led by a senior, confident and caring female teaching member. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student as yet.

B. Counseling: The female teaching faculty members in particular are advised to counsel girl students in class, parks, library, common room (wherever it suits) to educate about sexual harassment either collectively or individually, as suits the situation. T There is no report of ragging in the campus as it seems that the concept of ragging is completely erased from the minds of students. ms for girls and boys where first aid facilities are provided at hand. The college also provides basic medical aid free of cost to students whenever needed.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College facilitates several methods for the management of degradable and non-degradable waste. The main focus being on the three R's – "Reduce, Recycle, Reuse"and incorporating "No Plastic Zone". For these purposes, different dustbins (green and blue) have been setup for solid and liquid waste disposal on department levels, which is then disposed off at identified place for recycle and manure conversion. For collecting the solid waste from nook and corner of the campus, substantial number of dustbins are installed. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure.

Hazardous chemicals like concentrated acids and bases of Department of Chemistry, Botany and Zoology are segregated in different containers identified and disposed off collectively at a central place.

All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the

institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our college provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college to promote harmony towards each other. The college has always been at the forefront of sensitizing students to the cultural, regional, linguistic, communal and socio-economic diversities of the state and the nation. Our University / College celebrates the cultural and regional festivals like Youth Festival, AMRIT MAHOTSVA with the performances of folk-song/folk-dance, Constitution Day etc. to teach students tolerance and harmony towards cultural, regional, linguistic and social diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our College sensitizes the students and the employee of the institution toward the constitutional obligations about values, rights, duties and responsibilities of citizens which enable them to conduct as responsible citizen. Moreover, these are aimed to familiarize its stakeholders about fundamental duties

and rights. Our College celebrates Independence Day, Republic Day, Gandhi Jayanti, Netaji Jayanti, Constitution Day to make highlight the importance of freedom and to glorify Indian freedom struggle. They aim at focusing the constitutional spirit of liberty, equality, justice and fraternity.

Moreover, the College organizes Blood Donation Camps to ensure that precious lives are to be saved. We celebrate Women Day to mark the achievements of women throughout history.

Our College also celebrates World Environment Day to ensure that environmental concerns must be addressed. In addition we concentrate on Swachh Bharat Abhiyan to promote the awareness and importance of cleanliness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates and organizes various national and international commemorative days, events and festivals to inculcate the spirit and essence of events among the learners. World Tobacco Day on 31 May is an instance. International Day for Biological Diversity on 22nd May by Department of Botany. The College also celebrates World Environment Day on 5th June through Chemistry department and Constitution Day on 26th November under the collaborative efforts of NSS unit of the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

TITLE OF THE BEST PRACTICE:

1. COVID-19 ISOLATION & QUARANTINE CENTRE: - In 2020-21 MLSM College has provided the isolation and quarantine facilitation

centers to the District Administration to tackle the situation during Covid-19 pandemic. Persons are usually quarantined in their homes, but they may also be quarantined in community-based facilities.

The purpose of quarantine during the current outbreak is to augment the Health Department to reduce transmission by:

1. Separating contacts of COVID-19 patients from community.

2. Monitoring contacts for development of sign and symptoms of COVID-19, and

3. Segregation of COVID-19 suspects, as early as possible from among other quarantined persons.

2. GREEN CAMPUS/CLEAN CAMPUS :- A green campus is a place where environmental friendly practices and ideals of education combine to promote sustainable and eco-friendly practices in campus covering the areas of power, water, greenery and cleanliness on priority basis. Green campus, in our institutional visions, aims to make environmental awareness and actions an intrinsic part of the life and ethos in campus. We spread the ideologies and practices of slogans like "Live Green" "Eat Green" "Go Green Society" "Go Green in Your Daily Life", "Adopt Green Technologies, "Go Green Social Responsibility", etc.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Maharaja Lakshmishwar Singh Memorial College Darbhanga, established in the name of Late Lakshmishwar Singh the former Maharaja of Darbhanga, who was also a great freedom fighter. According to his vision, this college has made a different identity in providing quality education to the students and making them responsible citizen in the society. Creating a class of intellectually, morally and spiritually sound and

committed citizens who will become human resources of high caliber and to have a transformational impact on students through comprehensive education by entailing qualities of competence, confidence and excellence.

We are continuously working towards:

• Creating conducive environment for students to gain insight into their academic pursuits to make them more employable and knowledgeable.

• To develop a wholesome personality of students we strive to provide more infrastructures for sports and extra-curricular facilities.

• Conducting a large number of extension activities to impart health/ hygiene/ education to less privileged in the society.

• Conducting a large number of plantation drives.

  • Protecting, preserve and promote the cultural values/moral values/heritage gems.

• Promoting research and innovation programs for students and teachers.

• Safeguard our youth from the ills of tobacco smoke and substance abuse.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The college proposes following item-wise future plan for the next academic year.

  • To create an atmosphere for holistic development of students, faculty members and support staff.
  • To ensure physical and intellectual development as well as to promote sports activity among the students.
  • To fulfill its social obligation in terms of formal and informal education, dissemination of knowledge,

organising programmes and activities for the benefits of the community and other stakeholders.

- To create awareness and initiate measures for protecting and promoting environment.
- To promote the regional languages of Maithili.
- To introduce some more job-oriented and skill based courses.
- To strengthen Career & Counseling Cell on campus.
- To give additional thrust to campus placement initiatives.
- To identify talent among students for various sports and cultural activities
- The institution will make attempts to tie up with some important bodies/ the institution aims to organize more relevant workshops/conferences further.
- Putting Feedback Mechanism formally through IQAC
- A formal mechanism of extra help/coaching sessions for meritorious students
- Upgradation of College website
- Organizing ICT enabling workshop for teaching and nonteaching staff.
- Enhancing Alumni Network by making committees/ representatives at college level
- The college is in the process of preparing for the next Accreditation cycle for NAAC