



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

K L S COLLEGE

**SIKANDRA ROAD, NAWADA
805110**

www.klscollegenawada.org

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The K.L.S. College was established in 1957 by renowned educationist, generous and a great social reformer Late Shri Kanhai Lal Sahu. Nawada has produced many bright leaders in the past, but the name of K. L. Sahu always stand apart and taken with deep respect because of his work in establishing institutions of repute. K L S High School and Prajatantra Dwar are other prominent landmarks that first originated from the nimble mind of K. L. Sahu. The first principal of the college Shri Vasudeo Prasad and Secretary Shri Radheshyam has contributed their effort to the all-round development of college during the infant period of the K. L. S. College. Thereafter, talents, impression, hard – work and dedication of several gentlemen have proved a concrete milestone in the development of the college and spreading education among the people of Nawada and neighboring districts of Bihar. The name of few such personalities is Smt. Munni Devi, Shri Shiv Narayan Prasad, Dr. Surya Prakash Narayan Puri, Dr. Vijay Kumar Singh, Shri Mudrika Singh, Shri Sukdeo Prasad. Verma, Shri Shyam Sundar Prasad, Smt. Gayatri Devi, Shri Laxmichand Hitashi, Sri Gauri Shankar Keshri, and Shri Amrit Prasad. The excellent role of Late Devraj Ram (Prof – in – Charge) of this college is unforgettable for his constant and arduous effort to make this college a standard icon of the educational institute.

Vision

- To be a state leader in transforming lives through an innovative, rigorous, compassionate and sustainable approach to education.
- K. L. S. College continually strives to strengthen and improve the positive impact we have on our students and community: transforming their lives, as well as our own, through our work.
- We will become known nationally as an institution that "makes a different educational value ".
- We continually strive to innovate – finding new and more effective ways to educate and serve students.
- We sustain rigor in our work – holding high standards and expectations for both our students and for ourselves.
- We approach our work with compassion – acknowledging the whole person, working with integrity and caring, accepting people where they are and moving them forward without sacrificing standards or expectations; bringing joy, honesty, and understanding to our work.
- To be recognized as a premier educational institution that practices quality pedagogy encourages innovation and research while instilling values and providing a vibrant environment for the holistic development of students into valuable global citizens.
- The vision of the college is “to provide quality education to all, especially to those from the less privileged background.
- To build a community of individuals who are responsible citizens.
- To motivate the students to work towards a harmonious, just and equitable social order.
- To equip them to face challenges with courage and commitment.

Mission

The K. L. S. College inspires, prepares, and empowers students to succeed in the ever-changing world.

- We inspire students to learn and to develop as whole people:
- intellectually, physically, and emotionally.
- We inspire students to continue learning throughout life.
- We prepare and empower students to be successful by helping them develop the knowledge, skills, and abilities needed to enter or progress within the workforce or to transfer to a four-year institution and to adapt and thrive in our increasingly diverse and ever-changing world.
- To impart knowledge which is empowering, value-based and holistic in nature.
- To sensitize the students to the environmental issue thus motivating them to be conscious of the environment.
- To create a vibrant academic atmosphere which focuses on teaching, learning, research and outreach programs.
- By strengthening the teaching-learning process through innovative practices, the institution will stimulate the spirit of scientific inquiry and discovery in academics.
- By providing state-of-the-art institutional infrastructure and excellent human resources the college will foster a better educational environment.
- The institute will also impart training in entrepreneurial and life skills for enhancing employability.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Highly qualified faculty, inclined towards research and innovative teaching.
 - Excellent student-teacher relationship enabling motivation of moderate level students to achieve good results.
 - The college is running three streams, Arts, Science & Commerce successfully.
 - The number of students in the college is on the increase.
 - NSS wings of the college are active in their respective fields and provide community service.
 - The college has a record of maintaining local cultural traditions and regular cultural performance.
 - The college has a separate library building containing rare books and periodicals with internet facilities for users. The library has a subscription of N-LIST and is in the process of automation.

Institutional Weakness

The college has a lack of manpower ratio. We are financially a poor institution. The management of the institution is in no position to invest any further into the continued growth and development of the college. We need additional facilities like conference centres, seminar rooms, a large smart class, a well-equipped automated office and so on. With the outsourcing of non-teaching services, the old sense of loyalty to the institution and a sense of belonging together as an academic family has been diluted. We have a limited number of classrooms with respect to the total number of enrolled students in this college.

Institutional Opportunity

The college has one of the largest campuses as 2.14 acres and another land of 2 Kattha at just main roadside, Nawada. This means that we have land/space enough to add additional educational infrastructure facilities. This is a huge asset to the scope for growth of the college. There is immense scope for starting new courses. The college is well Praised to take advantage of the various schemes on offer from the UGC for development and up-gradation of facilities. It is at the present time doing all it can to emphasize a research culture at the undergraduate level.

Institutional Challenge

Improving Pedagogy using ICT enabled tools.

- To inspire faculty towards Purpose full society orientated research by setting research grants publishing.
- Papers and claiming Patents.
- Defining strategic planning.
- To recruit Ph.D. qualified faculty.
- The challenge of multidisciplinary.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Aspects of K.L.S College, Nawada is affiliated to Magadh University, Bodhgaya, Bihar. Multilevel systems have been evolved in the college for planning and implementation of the curriculum in a transparent and effective manner. The courses, pedagogy, and infrastructure have been regularly upgraded to remain responsive to changing needs of the time. The curriculum has been regularly

upgraded and elective papers to maintain flexibility and responsiveness to changing environments. The curriculum has always incorporated cross-cutting issues of human values, gender, environment, and sustainability in the core courses and stand-alone papers have also been created around these issues in the various UG and Vocational programmes. The college has a history of strong community outreach component which has enabled these issues to be richly transacted in various curricular and co-curricular activities. Students are encouraged to take up internships in various organizations involved in development-related activities, schools, industries, hospitals, etc. The faculty serves on a range of eminent bodies and remains abreast with changing academic scenario, industry and larger socio-economic environment. Their expertise has helped evolve responsive curriculums and teaching pedagogies. As a learning organization, we have always engaged in a continuous process of obtaining feedback from different stakeholders in a formal-informal manner and has enriched the teaching-learning processes. In the coming future, it will be standardized and regularised for all courses.

Teaching-learning and Evaluation

The college caters to students from different backgrounds enriching the geographical, socio-economic and cultural diversity within the institution. Equal Opportunity Cell of the college strives to provide an appropriate learning environment for students with special needs. Students are familiarised with the program outcomes, mode of internal assessment as well as college facilities during the Orientation Program of the college. Teachers plan strategies to reduce the gap in knowledge and skills. Students are encouraged to think critically and be innovative and creative in tackling assignments, projects and other tasks assigned to them. A repertoire of instructional methods and active learning approaches are used to foster constructive participation. Extension activities, internships, and training ensure experiential learning for students. Library at the college is well equipped with books, journals, and e-resources like Inflight necessary for teaching, learning, and research. K.L.S. College houses highly qualified faculty members. The staff continuously strives for innovation and professional development. Appropriate assessment is incorporated into the learning process to achieve the learning goals of the courses. Continuous Internal Evaluation is done periodically and transparency and fairness of the evaluation system are ensured through the Internal Assessment committee. The institution has an effective mechanism for redressal of grievances. Biometric attendance for staff ensures the maintenance of punctuality and regularity in attendance of college staff. The college also plans to introduce the same for students as well. Examination results display exemplary performance of the students who largely occupy the top merit positions in the University Examinations. The biggest benchmark is our distinguished alumnae who are doing outstanding work both nationally and internationally and doing great service to the society at large.

Research, Innovations and Extension

K.L.S. College aspires to be recognized for its research-based innovative outreach activities. Focus on research and extension is an indispensable part of UG and Vocational curriculum. With university announcing to conduct Pre Admission test incoming session the research activities in the college are bound to go on high only. The faculty and students are motivated to garner research achievements in the form of patents. Faculty members have brought accolades to the institution through projects of repute and awards.

Infrastructure and Learning Resources

- Create a conducive environment for the teaching-learning process equipped with ICT facilities.

- Regular assessment of infrastructure needs to keep pace with changing needs due to an increase in the number of students and the introduction of new courses.
- Regular up-gradation and maintenance of college facilities.

Student Support and Progression

The college is committed to excellence in all spheres, therefore, every student who joins the college is extended academic and financial assistance to make her stay in the college an enriching, rewarding and memorable experience. The college provides a symbiotic relationship between students and teachers wherein both act as a catalyst in the growth of each other. This is seen in the planning of all academic, co-curricular and extra-curricular activities. Students with financial constraints are offered a wide variety of support with scholarships and free ships. The college plans to provide access to all kinds of reinforcements that students would need to complete their education such as remedial classes, bridge courses, and development of their soft skills. Career counselling at various levels prepares them for progression to higher studies as well as finding suitable placements and prepare them for their future role in society. Co-curricular activities are given the pride of place and are a vital part of the life of the students in the college thus enabling them to discover their true potential. The college has a democratically elected student council guided by faculty members. The students explore their talents and interests through creative and meaningful opportunities. Various intra and inter-college platforms are provided to the students to showcase their talents through a wide array of extra-curricular activities. It is a matter of immense pride that students of our college have etched their names at national and international level as well. The college also has a strong grievance redressed system and a well-functioning Internal Complaints Committee and Anti Ragging Committee. These committees cater to the problems of students and guide them through their solutions. The college has a registered alumni association and the alumni work closely with the students and the departments specifically and the college at large providing guidance and mentorship as well as financial assistance.

Governance, Leadership and Management

For fulfilment of the college mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making and policy formulation. The staff and administration work zealously to comprehend and articulate rapid changes in the academic structure and functioning of the university. The college promotes a culture of inclusive management. Before the commencement of each academic session staff council committees are formed. Under the guidance of the Principal, staff council committees have the freedom to formulate their plan and decide execution strategies. The decision of the staff council remains final and all the committees have to get their decisions ratified by the council. The college has implemented e-governance in all areas of operation – Planning and Development, Administration, Finance and Accounts, Student Admission and Examination. As per the University of Delhi norms, all effective welfare facilities are available and appraisal system followed for all permanent teaching and non-teaching staff. The college also encourages professional development courses for faculty and non-teaching staff. The college conducts regular internal and external audit and prepares an annual budget estimate in consultation with departments, Principal, and Governing body. This is sent to the concerned UGC through Magadh University Bodh Gaya Bihar and after approval from UGC financial utilization of funds take place. The college realises that time is precious and we believe in proper utilization of

time.

Institutional Values and Best Practices

The Institution has conducted the Green Audit. The Green Audit is basically an assessment of a business in terms of its impact on the environment. Rainwater harvesting system is in place. A number of Eco – Friendly initiative such as “ Tree plantation “, “ Implementation of Carpool System “ among faculties, “ No Plastic Zone “, “ No Printing Unless required “, etc. The Institution regularly conducts Gender Equity Workshops. Special focus has been given to inculcate fundamental rights and Human values by conducting regular workshops. Similarly, workshops are conducted to promote ethics and human values.



2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	K L S COLLEGE
Address	SIKANDRA ROAD, NAWADA
City	NAWADA
State	Bihar
Pin	805110
Website	www.klscollegenawada.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	VINOD KUMAR	06324-9631032003	9631032003	06324-222403	klsciqac@gmail.com
Associate Professor	M. ZIAUDDIN SHAHZADA	06324-7903522602	7903522602	06324-8789512715	drmzshahzadaz@gmail.com

Status of the Institution	
Institution Status	Constituent , Self Financing , Grant-in-aid and Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

Date of establishment of the college	01-06-1957			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Bihar	Magadh University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	16-06-1983		View Document	
12B of UGC	16-06-1983		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SIKANDRA ROAD, NAWADA	Semi-urban	2.14	3600

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Political Science	36	Intermediate	English,Hindi	186	184
UG	BA,Economics	36	Intermediate	English,Hindi	186	156
UG	BA,Philosophy	36	Intermediate	English,Hindi	90	57
UG	BA,History	36	Intermediate	English,Hindi	186	184
UG	BA,Sociology	36	Intermediate	English,Hindi	160	159
UG	BA,Hindi	36	Intermediate	Hindi	130	129
UG	BA,Urdu	36	Intermediate	Urdu	60	31
UG	BA,English	36	Intermediate	English	130	120
UG	BA,Pali	36	Intermediate	Hindi	21	0
UG	BSc,Physics	36	Intermediate	English,Hindi	186	184
UG	BSc,Chemistry	36	Intermediate	English,Hindi	186	186
UG	BSc,Mathematics	36	Intermediate	English,Hindi	186	185
UG	BSc,Botany	36	Intermediate	English,Hindi	186	164
UG	BSc,Zoology	36	Intermediate	English,Hindi	186	185

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UG	BCA, Computer Science	36	Intermediate	English, Hindi	40	30
UG	BSc, Computer Science	36	Intermediate	English, Hindi	60	10
UG	BBA, Management	36	Intermediate	English, Hindi	60	2
UG	BCom, Commerce	36	Intermediate	English, Hindi	560	200

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				6				41			
Recruited	0	0	0	0	5	1	0	6	4	0	0	4
Yet to Recruit	0				0				37			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				40
Recruited	26	0	0	26
Yet to Recruit				14
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	4	0	0	4
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	1	0	2	0	0	8
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	4085	0	0	0	4085
	Female	913	0	0	0	913
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	563	492	478	571
	Female	111	117	98	149
	Others	0	0	0	0
ST	Male	16	21	19	29
	Female	8	12	11	22
	Others	0	0	0	0
OBC	Male	2930	2645	2331	2736
	Female	640	562	533	659
	Others	0	0	0	0
General	Male	577	443	589	612
	Female	153	114	171	162
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		4998	4406	4230	4940

3. Extended Profile

3.1 Program

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

Response: 03	File Description	Document
	Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	03	03	03	03

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4998	4406	4230	4940	4421

File Description	Document
	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
1390	1390	1176	1176	1176

File Description	Document
	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
1431	1089	1167	1121	1096

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
09	09	10	10	10

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
47	47	47	47	47

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 20

Number of computers

Response: 70

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
316	93	197	233	271

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Curricular aspects of courses at K.L.S. College are governed by **Magadh University**, Bodh Gaya, Bihar ordinance and guidelines. For the effective implementation, we have various well-structured processes that enable communication and dialogue among the various stakeholder groups and the university within the larger societal contexts.

Committees for Effective Implementation

The college level committees prepare broad guidelines and frameworks to suit requirements of different courses at the departmental level. The Staff Council in conjunction with the academic, timetable and workload committees of the college and individual departments provide directions and regularly monitor the efficacy of the same throughout the session.

Planning, Teaching and Evaluation

Departmental sub-committees hold meetings at the end of semesters to discuss and plan in advance the execution of courses in the subsequent semester. Teaching focus, class assignments, internal assessments, use of reference materials are extensively discussed.

The college has a practice of inviting external experts for various projects, practical and theory evaluations with the view to ensure quality of education, and objectivity in the teaching-learning processes.

Supportive College Infrastructure

Monitoring and Mentoring Processes

To ensure learning outcomes of each subject, continuous evaluation and internal assessment is carried out through presentations, assignments/projects, class tests and group discussions. Beside that the college has a Mentoring Programme which enables the students to provide also feedback to teachers on curricular issues, college infrastructure and administrative matters. The committee also counsels about the various options .The college has required numbers of laboratories and classrooms and some of the classrooms are also equipped with projection facilities for both faculty and students. The college library is automated and is well stocked with large number of books, the library also provides various web based facilities and access to National and International online databases.

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

Response: 0**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Details of the certificate/Diploma programs

[View Document](#)**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response: 0****1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Details of participation of teachers in various bodies

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response: 0****1.2.1.1 How many new courses are introduced within the last five years****File Description****Document**

Details of the new courses introduced

[View Document](#)**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**

Response: 0

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

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

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response: 0**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

1.3 Curriculum Enrichment

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

The college has always focussed on development of educational profile of the region. Our region has been one of the most backward regions of the country. The residents of this region not only suffer from economic hardships but also are regularly at the receiving end of natural disasters like frequent flood, as well. A wide socio-economic divide and other barriers also exist in the general demographic profile of the region. From the days of establishment of the college we are striving hard for community development by providing value education to the youth of the region since 67 years. We also focus on all round development of personality of student by inculcating values like punctuality, social responsibility, patriotism and awareness about protecting the environment. In this regards we believe in positively interacting with society through various like literacy mission, swachhchata mission, Yoga day celebrations, Plantation programs and national integration programs like Independence Day, Republic Day etc. The

students are made sensitive to issues like Gender inequality and other existing social biases, grievance cell and sexual harassment cell are actively working for Gender justice within the campus. The college has duly constituted Institutional Ethics Committee. The committee not only examines research proposals but also builds capacities of staff and students about its various dimensions. The committee is instrumental in setting up of Code of Conduct for various stakeholders in the college viz. Students, teaching & non-teaching staff. The students and staff members are encouraged to develop values like honesty and integrity and work towards their professional development through ethical means. Students are encouraged to develop healthy competition to inculcate practices of fair play and equity. These issues find a collective space in numerous co-curricular and cultural activities such as Sports, drama, theatre, declamations, street plays, poetics, etc. The College has got rich sports heritage with many of our students representing state and the nation at national and International level respectively. We also have got vibrant NSS units which are committed to various nation building activities. Our cadets have distinguished themselves by participating in Republic Day Parade at state and national level.

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

Response: 0

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

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

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

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 70.55

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

2018-19	2017-18	2016-17	2015-16	2014-15
2133	1615	1679	1696	1751

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

2018-19	2017-18	2016-17	2015-16	2014-15
2728	2728	2380	2380	2380

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
1390	1390	1176	1176	1176

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

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

Response:

The students are admitted according to the merit list provided by the Magadh University. After the admission, they undergo a bridge course before the commencement of regular classes. This is to help the students from different backgrounds to be at par with each other. Once the classes commence, the learners are evaluated by means of both direct (e.g. internal tests) and indirect assessment (e.g. tests on soft skills, group projects, practical knowledge etc.). By dint of the data collected in this process, the teachers can easily identify the good, average, and poor learners according to the proficiency in relevant fields of knowledge. The institute makes sure that they receive adequate support for their development. The slow learners are given additional support by conducting Remedial Classes for them beyond class hours to help them cope with the studies. These classes are taken whenever the teacher concerned decides on its necessity. These learners are constantly encouraged to interact with their teachers to help them clear their doubts. On the other hand, the better learners are given opportunities to work with their teachers in various projects. In addition, since peer-to-peer learning is constantly encouraged the advanced learners get an additional opportunity to reinforce their knowledge. Further, they are given opportunities to deliver presentations in seminars, and participate in group discussions in order that they can improve themselves. Furthermore, the learners are encouraged to participate in extra-curricular activities. As far as study materials are concerned, the library is open on each and every day of the year with fixed timings and is easily accessible to the students. The students also have the access to the course materials uploaded by the teacher concerned on the mobile app, which can be downloaded and accessed anywhere with their phones. Online assignments and MCQs are available on the ERP which helps the faculties in continuous and efficient assessment of the students' learning abilities.

2.2.2 Student - Full time teacher ratio

Response: 555.33

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0.04**2.2.3.1 Number of differently abled students on rolls****Response:** 2**File Description****Document**

Institutional data in prescribed format

[View Document](#)**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

The college focusses on making teaching methodologies more and more approachable with each passing session. Therefore, care and sincerity is employed in updating the teaching- learning process resorting to innovation whenever required. Moreover since classes are student-centric, it is the learners who play the active role in the class, whereas the teachers remain only the facilitators of learning.

With the help of presentations, or videos related to relevant topics, the learners are able to have a much more engaging experiences then before. The teaches also use self-made videos and practical videos and practical videos. These are available to students at any point of time while the college does not discard the traditional methods of teaching such as chalk and talk method, it adds new methods such as chalk and talk method, It adds new methods such as case studies, presentations, group discussions, seminars, debates etc. to encourage the students to participate more closely the process of learning.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**Response:** 55.56**2.3.2.1 Number of teachers using ICT****Response:** 5**File Description****Document**

List of teachers (using ICT for teaching)

[View Document](#)**2.3.3 Ratio of students to mentor for academic and stress related issues**

Response: 2499

2.3.3.1 Number of mentors

Response: 2

2.3.4 Innovation and creativity in teaching-learning

Response:

Response-

A continuous process of feedback is conducted to ensure those areas are highlighted where things can be processed in a better manner. Feedback is not only from the learner but also from their parents. Besides feedback is taken from the members of the faculty too. The management soon addresses the issues based on the data collected from the feedback.

For making the teaching-learning process more efficient the teachers take resort to presentations or video related to the relevant topics. The learners are able to have a much more engaging experiences than before. While the college does not discard the traditional methods of teaching ie chalk and talk method it adds new methods such as case studies, present actions, group discussion, seminars, depilates etc. to encourage the students for eagerly participating the process of learning.

2.4 Teacher Profile and Quality

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

Response: 20.43

File Description

Document

Year wise full time teachers and sanctioned posts for 5 years

[View Document](#)

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	9	10	10	10

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 15.56

2.4.3.1 Total experience of full-time teachers

Response: 140

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 3.83

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	1	1	1

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

2.5 Evaluation Process and Reforms

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

Response:

Response-

The college follow the dates for the internals and the yearly exams according to the university academic time table. The same is conveyed to the students in their induction programme about the academic schedule for the year and the evaluation methods used. Once the classes commence, the learners are evaluated by means of both direct (e.g internal tests) and indirect assessment (eg. Tests on soft skills, group project practical knowledge etc.). With the help of the collected data the teachers can easily identify the good, average and poor learners according to the proficiency in the relates fields to knowledge. The institute ensures that they receive adequate support for their development.

Apart from that the teachers use various methods to evaluate students to give them all a fair chance to show their merit such as debates group discussions, quizzes etc. Open book tests are also conducted as a method of evaluation. The internal tests marks are declared once evaluation .The internal tests marks are declared once evaluated and the answers are discussed with the students. All the answer are discussed with the students. All the previous year question papers are available in the library for the purpose of reference.

Moreover, the internal questions are mapped to course and program objectives in order to assess the level of the learners. The attainment is then calculated and step are taken for better attainment if the achieved attainment is not satisfactory.

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

Response:

Response-

The college informs the students and parents about the schedule of internal and external examinations at the beginning of the academic year. The examination and assessments are carried out in accordance with the set academic time table. The answer scripts are available for the students.

With the help of external and internal question available in the library, the student easily study for the tests. The internal papers are evaluated without a week of the day of exam and the marks are communicated to the students in the classroom. The answers and the distribution of marks of each question are discussed in

the class to avoid all confusions. If any issue regarding marks is still unresolved by the end of the discussion, it is unsolved by the teacher with the approval from the Principal.

Furthermore, the marks, the performance and the behavior of the students are conveyed to the parents in the parents- teacher meet and also via message and emails. Time to time psychometric tests are conducted to assess the stress level of the students and appropriate measures are taken to extend help to them.

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

Response:

Response:-

The college informs the students and parents about the schedule of internal and external examinations at the beginning of the academic year. The examination and assessments are carried out in accordance with the set academic time table. The answer scripts are available for the students.

With the help of external and internal question available in the library, the student easily study for the tests. The internal papers are evaluated within a week of the day of exam and the marks are communicated to the students in the classroom. The answers and the distribution of marks of each question are discussed in the class to avoid all confusions. If any issue regarding marks is still unresolved by the end of the discussion, it is unsolved by the teacher with the approval from the teacher-in-charge.

Furthermore, the marks, the performance and the behavior of the students are conveyed to the parents in the parents- teacher meet and also via message and emails. Time to time psychometric tests are conducted to assess the stress level of the students and appropriate measures are taken to extend help to them.

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

Response:

Response:-

The college strictly follow the curriculum prescribed by Magadh University, Bodhgaya. It adheres to the Academic calendar set by the university . Thus all the internal tests, examinations and extracurricular activities are organized according to the routine prepared by the institute. Each department plans sincerely before every semester the best methods for the implementation of the academic calendar. For this purpose the HOD of each and every department call for meeting to discuss session plans in order to formulate plans for their implementation.

The internals are hold on scheduled time as set by the university without any changes and the results are announced without any changes and the results are announced within the stipulated time. The class routine

for each department is prepared and displayed on the notice boards of each respective department to make in access of all concerned.

2.6 Student Performance and Learning Outcomes

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

Response:

Response:

The Programme outcome, Course outcome and Programme specific outcomes are displayed in the college website.

- The same is also available in the institutional LMS.
- The outcomes are reviewed from time to time.
- The outcomes are communicated to the faculties by IQAC and the departmental heads.
- The faculties take active participation in formulation and review of the outcomes.
- The outcomes are monitored using an online software.
- If the outcome falls below the desired standard at any point of time, IQAC consults the concerned faculties and the department for corrective actions.

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

Response:

Response:-

The college has a null defined mechanism using an online software to track and monitor the attainment levels for program outcome, course outcome and program specific outcome. The faculties define the direct and indirect assessment methodologies and each question of internal assessment are mapped to program outcome and program specific outcome. The result and performance data of every student is uploaded to the software which automatically calculates the attainment level of student.

The IQAC regularly monitors the attainment level of every course. In case the attainment level of any course is below the threshold then extra measures such as remedial classes, tutorial classes and additional assignments etc. are conducted.

2.6.3 Average pass percentage of Students

Response: 87.47

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1431

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

Response: 1636

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 2.69

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

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

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 10

3.2 Innovation Ecosystem

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

Response:

Response:

Although the institute has no incubation centre but it has a knowledge resource center which may be treated as an incubation center. The institute has offered some certificate courses, designed in training the students hand-on certain skills directly related to increasing the employability of the students. Being

centrally located, our institute has restrictions of rooms & space but despite the limitation, the institute has developed the facilitation center for the students who mostly belong to economically weaker classes. The institute has separate seminar hall to conduct the lecture of carrier guidance as well as Job opportunities in various Industries. The institute encourages the development of entrepreneurial skills & ideas across all disciplines & establishes collaborations with industries & entrepreneurs to guide our students and to motivate students to develop an interest in research and also to set up their own start ups. The institute offers a conducive environment to encourage entrepreneurship & innovation and to link with research institutes & industries. Our center is aimed at transforming the students with vibrant ideas into young entrepreneurs. We support the ideas of students & help them to nourish those ideas into effective actions plans. Services offered by the Institute:

1. Guidance from mentors from various fields regarding career development.
2. Connect with successful students turned entrepreneurs.
3. Frequently interactions from industry experts.
4. Infrastructure with discussion room & seminar hall for PPT presentation.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of workshops/seminars during the last 5 years

[View Document](#)

3.3 Research Publications and Awards

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

Response: No

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No**3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.15**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5	0	1	1	0

File Description

List of research papers by title, author, department, name and year of publication

Document[View Document](#)**3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

List books and chapters in edited volumes / books published

Document[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

Response:-

The college has organised various extension activities to include social values and develop a sense of responsibility among the students Swachh Bharat Abhiyan is also conducted which enforces campus cleaning .The institute has organised a street theater in the neighborhood on arenas of the menace of air pollution .cleanliness drive and tree plantation are also office practice. The college has involve the community in its extension activities , societies , seminars ,functionary on projects where different of organizations have been involve. These have on intense impact in . Terms of sensitizing the students to ongoing social insides on help in their holistic growth The college foremothers students involvement in social activities and coordinate their participation.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 0

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response: 0.15

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	7	7	7

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

At present there are 20 classrooms connected to institution wide wifi facilities . Projectors are for BCA Deptt., Smart class, Language Lab, Auditorium. These are Auditorium halls with capacities of more than 150 person. These Auditorium halls are well equipped with sound system, L.C.D. projectors are wifi connected. These are four science laboratories distributes over various academic department. The college Help desk available for students to use. The college has a large central library. K.LS. College has more than 70 computers and laptops. Out of them 55 are used by the students while 15 are for the office and different departments to use. The college has three computer laboratories namely ICT Lab, B.C.A Lab, B.Sc. IT and Language Lab.

We have different ICT equipments like Scanners, Printers, LCD Projector Wi-Fi modems as Speakers, Pro-Sound Amplifiers, Wireless Microphone etc. The college campus for watching and monitoring the day to day activities. 'Biometric' and 'thumb impression' machine are set for maintaining the arrival and departure of different faculties. All the computers in the college are provided with well UPS back-up facility. We also have licensed version of required software programme like Windows, MS Office, Abode Acrobat etc. Internet facility in the campus has been provided through Wi-Fi by Bihar government under Saat Nishchay Yojna. It has moderate speed of 15-20 Mpbs.

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

Response:

Our institute understands that students can never be properly educated or enriched with knowledge by text books only. The actual learning of team work, time management, team management , leadership quality comes from different cultural, sports and outdoor activities. Keeping that thing in mind we have kept adequate facilities for sports , indoor games and other activities. We have separate common rooms for boys and girls where they get to play different indoor games like carom, chess , and table tennis. We have arrangements for different outdoor games too. We have a proper play ground within our college premises where we conduct different sports and games like badminton and volleyball and encourage students to participate in those activities. We deeply appreciate the importance of meditation in a student's life. What we have realized that students actually get benefited from these kind of sessions. Whole heartedly and perform different cultural activities like drama, dance, music. Apart from this cultural festival, we organize a fresher's welcome. Students are welcomed by their seniors and other faculty members and farewell ceremony for final year students. We encourage our students to participate in different prestigious cultural festivals across the state.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**Response:** 35**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 7**File Description****Document**

Number of classrooms and seminar halls with ICT enabled facilities

[View Document](#)**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.****Response:** 100**4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
316	93	197	233	271

File Description**Document**

Details of budget allocation, excluding salary during the last five years

[View Document](#)**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

Library is equipped with 20 seating capacity. Library is fully automated with all its subsystems having Reading Room with E-Library and has Fiber Optic connectivity and Wi-.Fi. It has a separate Research and Computer Lab with provision to access or e-resources and e- databases. The Library is fully automated. The library software is working with bar coded technologies.

Salient Features:

Easy to use

Data entry in available in English

Different sections for Books, References, Periodicals, Journals, Newspapers, e-media etc.

Useful Reports

Accession Register, Purchase Register, Circulation Reports, Member List, Library Usage Library Dues, Stock Verification etc.

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

Response:

Library is equipped with 20 seating capacity. Library is fully automated with all its subsystems having Reading Room with E-Library and has Fiber Optic connectivity and Wi-Fi. It has a separate Research and Computer Lab with provision to access or e-resources and e-databases. The Library is fully automated. The library software is working with bar coded technologies.

Salient Features:

Easy to use

Data entry in available in English

Different sections for Books, References, Periodicals, Journals, Newspapers, e-media etc.

Useful Reports

Accession Register, Purchase Register, Circulation Reports, Member List, Library Usage Library Dues, Stock Verification etc.

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above**Response:** B. Any 3 of the above

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

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes**4.2.6 Percentage per day usage of library by teachers and students****Response:** 0.44

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 22

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The institute has dedicated internet leased lines. The total bandwidth of the leased lines has been upgraded

to 20MBPS. There is a Computer centre in the institute with 55 computers with internet facility spread over an area of 155 sq.m. There is an institute wide wifi network with access points distributed all over the campus. All the faculty rooms are also provided with computers with internet connectivity. The institute extensively uses ICT. In daily academic activities like student attendance, assessment, assignments, lesson plan and event registration. The ERP system is being continuously updated and reconfigured to include more activities.

4.3.2 Student - Computer ratio

Response: 71.4

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response:

Library: The Head of the Department of each department reviews the requirement of books at the beginning of each session based on the discussion with the faculty members and students of their respective department and then sends the requirement list to the Principal for further action. The principal, after receiving the requirements from the departments, sends the lists to the Librarian

for verification of the availability books in the central library. After receiving the verified lists from the Librarian, the Principal sends the list lists to the Purchase committee for final purchase action. There is library committee with the Principal as the chairman and the Librarian as the convener to review the functioning of the central library at regular intervals.

Laboratory and computers: The departmental academic committees review the status of the laboratories or workshops with the input from laboratory. Each of the laboratory is under the supervision of an in-charge selected from the faculty members of the respective academic departments.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 6.53

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	506	272	729	0

File Description

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

Document

[View Document](#)

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response: Yes

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

5.2 Student Progression

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response: 76.87

5.2.2.1 Number of outgoing students progressing to higher education

Response: 1100

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

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

[View Document](#)

5.3 Student Participation and Activities

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

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

[View Document](#)

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

Response:

Response:

There are active student committees in the institution. The students with the help of the college takes proper initiatives to form the student committee comprising of various conveners' who conduct various activities like organizing the college fresher's, annual fest as well as various other activities including seminars, quiz competitions, debate competition as well as sports meets which include inter college football tournament, volleyball tournament and cricket tournament. The committee shoulders the responsibility of forming various bodies like the cultural club, drama club and other non-academic and extra curricular activities of the student community. The committee also actively takes part by providing members to IQAC and Anti-ragging body. The committees ensure that student interests are adequately represented and their grievances voiced and addressed in the college. The student committee members play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members. The student committees were formed with some objectives, which can be summed up as follows :

To provide practical exposure and experience to the willing students, through various activities conducted during their tenure in the college.

To develop various skills in students by involving them in planning and implementation of academic, social and co-curricular activities.

To cultivate learning process through practical experiences which encourage and make students more confident and effective as well as apt in their communication skills and personality grooming. To act as an effective resource (collaboration with the entrepreneurship cell of the college) for students to help them build successful careers and become great business leaders. To provide a chance to interact with all students and faculty. The student committees plays an active role in conducting Days like Independence Day, Teachers Day, and International Mother-language Day etc. Students also play a supportive role in innovative practices.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

5.4 Alumni Engagement

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

Response:

Response:

The college is in the process to set up the alumni association to build up a cordial relationship between the college and its graduated students. The college organizes alumni meets where the students share their experiences with the current students and faculty members. The meet serves as a platform which not only strengthens personal interaction but also provides current students an opportunity to learn about professional avenues. Outstanding alumni are also felicitated. The college has set up an alumni fund for the smooth functioning of the alumni association. The alumni take initiatives to refer the students in the organizations they are working. Alumni also take the responsibility of career counselling workshop at times. They share their perception regarding the infrastructural augmentation in terms of library, laboratories, classrooms etc. as per the latest trends and technologies. Alumni feedback is carried out through an online portal and mobile application to get their valuable feedback on different aspects like curriculum, library and the institute. The alumni are the source of constant encouragement and support, and we, with frequent interaction with the past students of this institution and present staff and students are striving to empower our students with strength and humility. There is an active alumni page in the social networking facility available. Eminent professionals who are the alumni of the college are invited for various interactive sessions to motivate and guide our students. They also give valuable inputs on what significant improvements can be made in terms of employability of the students. The input from all the sources are analysed and corrective actions are planned and implemented after proper discussion with the head of the institution, management and other committee members.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

For fulfillment of the college mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making & policy formulation. A two-way communication channel between the staff and administration is an important feature of KLS College, Nawada. Principal of the college maintains regular and active interaction with all stakeholders during entire academic session. Staff Council is an important platform for formal interaction between the Principal and the faculty. Staff council committees hold regular meeting with the Principal for planning and mandated tasks of their committee. Then department and its committees form the basic/grass root level bodies -the micro level structure for the smooth implementation of the staff council directives and content specific curriculum transactions. Departments-in-charge meet the Principal, who usually participates in departmental meeting and activities when required. The college has a Staff Association and duly elected non-teaching staff members on Grievance Committee and students' association which represent the issues and welfare of their respective bodies to the authorities. They provide informal feedback. Interaction with students is a continuous process, Joint Consultative Committee is a forum where students & teachers meet to discuss issues and seek feedback about various aspects of the college functioning. The leadership of the college supports faculty endeavours in getting funding and sponsorship from different government agencies, private organizations and for organizing seminars, workshops and community initiatives. The management also encourages teachers and students to undertake applied research projects and innovative projects. High-quality teaching-learning through innovative methods is emphasized for high academic achievement that is also linked with successful careers for students. The College uses alumni network and interacts with industries, government and non-government organizations for training students in career planning, internships and placements. The mission and vision of the college are displayed on the college website and are in sync with mission and vision of the university. Our College runs the diversified academic programs upto postgraduate level in various disciplines. It is one of the first centre of higher education catering the needs of all rural & needy students especially to the socio-economically students hailing from the remote hilly region, rural and semi-rural areas .We strive hard to bridge existent socio-economic divide in the demographic profile of the region. Our vision and mission statement assures that none of the physical, social, racial, lingual or economic constraints can obstruct education of the desired student or no one is deprived of education on account of such constraints.

Our mission is the welfare of the community of this area. We are bound to take care of all our stake holders. The college is determined to take in hand the immediate redressal of the problem being faced by all the stake holders.

Our vision is to be a leading college in terms of academic, research and students welfare. We believe in a quality of teaching, research and overall developments of the students.

6.1.2 The institution practices decentralization and participative management

Response:

K.L.S. College encourages a culture of participative management by involving staff members in a number of administrative roles. The college promotes a culture of participative management as all college operations are managed by committees constituted for academic and non-academic activities. Major committees comprise of teachers, and many include non-teaching staff and students as well. The college has created a decentralised structure for decision making where departmental committees interface their decisions with college committees of the staff council. Various committees are constituted by the Staff Council for managing various functions of the college. The Staff Council is responsible for college time table, allocation of co-curricular work, purchases, organizing admission, looking after the welfare of students, preparing working guidelines for effective functioning of the college. Staff Council, led by the Principal chalks out the execution plans. Before the commencement of each academic session Staff Council Committees are formed under the guidance of the Principal, Staff Council Committees have freedom to formulate their plan and decide execution strategies. Activities and decisions of Staff Council Committees are discussed in Staff Council meetings as required. The decision of Staff Council remains final and all the committees have to get their decisions ratified from the council. A report of yearly activities is presented to the Staff council at the end of the session. Department representatives on Staff Council Committees interface at both levels conveying ideas back and forth and hence enabling decentralised, yet participatory management of the college.

Various committees and cells help in smooth administration of the college and result in increase in quality of governance thereby enhancing the quality of education delivered.

6.2 Strategy Development and Deployment

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

Response:

The quality policy of the college is in alignment with the parent University and the UGC. All the strategic plan and deployment documents are sent by M.U. and UGC and many are available on the University website. Many of the academic quality policies are framed by the Staff Council and implemented through various committees of the Staff council which are monitored by the Principal. The college has regularly enhanced infrastructure and developed capacities for teaching and research of staff according to the changing academic and social environment. Following are some of the committees of the college that monitor quality.

Time table committee: The UG departments along with central time table committee decides workload twice a year. Time tables are uploaded on the website before the session begins every year. Development Committee and Building Committee monitors the upkeep and maintenance of the building. The committee facilitates repairs and replacements as and when required in the building as per curricular needs.

Student Advisory Committee and Discipline committee handle student activities and maintain discipline.

To maintain quality in the work environment and to create open and safe environments for individuals to work in the college, the college has duly constituted an Anti-ragging and Antitobacco Cell and a College Complaints Committee (against sexual harassment).

College has an equal opportunity cell to address the issues related to students belonging to Schedule Caste/Schedule Tribe, Other Backward Caste and minorities and the Persons with Disabilities (PWDs) on a continual basis.

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

Response:

Response:

The college functions under the supervision of Magadh University. Principal are the chief executive and administrator of the college who coordinates all the activities of the college. Principal is also the ex-officio chairperson of the Staff Council which functions through various committees to carry out various functions of the college. The decisions related to academics like workload calculation, library purchases, time tables, maintenance of infrastructure, admission etc. are taken by the Staff Council through its committees, subject to provisions and ordinances of the Magadh University. Head of all departments, Bursar, Librarian, Senior Personal Assistant, Facility Provider carry out all the functions of the college. The college has a well defined organisational structure in the administration staff and laboratory staff. Hierarchy of the staff, service rules, procedures, recruitment, promotional policies as well as grievance redressed mechanism is defined as per the rules of the Magadh University and approved staffing pattern of the UGC.

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**

Response: E. Any 1 of the above

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

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

Response:

Response:

As already, the different bodies of the institute function coherently for the improvement of the institute. All the different bodies have their respective Convenors who act as the chief nodal persons. The different problems are expressed in the meetings of the respective bodies, duly noted with justification and are advised in the form of resolutions in the minutes of the meetings. The effective implementation of these resolutions are measured in terms of the Action Taken Reports which are duly documented subjected to their completion. Any deviation from this normal format are dealt with proper reasoning for that provided to the Principal of the institute, who by virtue of his position happens to be the Head of all bodies.

6.3 Faculty Empowerment Strategies

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

Response:

The institute provides the following welfare measures for its Teaching staff:

- Paid study leave for acquiring higher qualification.
- Registration fee and On Duty leave for attending Conference/Seminar.
- Special weekly leave for those registered for PhD.
- Special leave for delivering lectures at institutes of eminence and repute as visiting faculty.
- Special leave under certain exigencies including medical ground.
- The following are the welfare measures for Non-teaching staff.

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

Response: 2.22

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response:

The performance appraisal system of teaching staff is under the guidelines of the university. All teachers fill a comprehensive Self Assessment Performa at the time of their promotion. The teachers maintain records of teaching, examination, college work, research and project to calculate API scores. For non-teaching staff Annual Performance Assessment Report (APAR) is maintained for every employee. Every year individual employee and their reporting officers fill the APAR. At the time of promotion a chart is prepared which is displayed on the notice board depicting the marks scored by the employee annually on APAR which along with examination and interview are counted for promotion.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

The college conducts regular internal and external financial audits as per the requirement of Magadh University. Normally the internal audit is done by the University audit team deputed for the purpose. However, due to low number of auditors at the University Headquarters due to superannuation and increasing work load, college have been allowed to get their Accounts audited by Chartered Accountant. Chartered Accountant has been given the responsibility to prepare the annual audit report of the college. The college internal auditor and submit a detailed annual report to the Principal for planning and monitoring. External audit is done by the team from the Government of Bihar in special cases. An Annual statutory report is prepared by an external auditor. Audited report and utilization of funds allotted are duly sent to the university as per the requirement.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college follows the strategies for mobilisation of funds and optimal utilisation of resources as directed by UGC. The college accounts department prepares an annual budget estimate in consultation with departments, the Principal and Development committee. This estimate is then sent to UGC/university/govt. of Bihar by accounts department of the college. The college then receives budget approval letter from the concerned authority on the basis of which all financial utilisation of funds take place. For major expenses, prior to the approval of funds the recommendation from statutory committee is mandatory.

6.5 Internal Quality Assurance System

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

Response:

IQAC is quite responsible to upgrade life. For example digital classes are arranged to improve the learning process and enhance the knowledge of faculty as well as student. To improve the teaching process in the college IQAC conduct different program, invites the technological experts to share the knowledge with student and faculty. Consequently, student gets advance technology and use their knowledge in daily life.

Surely, the IQAC is relatively new set up in the college. It makes every effort to ensure effective quality improvement and quality monitoring.

IQAC encourage faculties to be involved in research work. As a result of which a number of faculties work on college sponsored research project. Student research project either as a part of the curriculum or otherwise are also encouraged.

In brief IQAC has been constituted with the following goals:-

- Smooth flow of information on the various quality parameters of higher education.
- Development of quality bench marks for the various academic and administrative activities of the constitution.
- Documentation of the various activities in the college which can be analyzed in future thereby leading to quality improvement.
- Analyzing and action taken on feedback responses from students, parents and alumni on quality related institution process preparation of the annual quality assurance report (IAQAR) to be submitted to NAAC based on the quality parameters.
- Regular monitoring and documentation of curriculum skills development programs in order to enhance quality.
- Arrangement of lecture by eminent speakers in different areas of social and academic relevance. Encouraging the staff members to participate in innovation and research funded project in constitution with various government and nongovernment organization.
- Membership of board of studies, university senate and syndicate of eminent national institute extension activities for community development.
- Placement meet initiatives to maintain to heritage structure of the college involvement of alumni.

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

Response:

IQAC has already been constituted as per the NAAC guidelines. However, the institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through its various Staff Council committees like the Academic Committee, Assessment Committee, complaints committee, Grievance redressal cell, etc. Students' Internal assessment and attendance is monitored and evaluated at periodic intervals.

The academic committee reviews the results and plans activities for the academic growth of the institution at large. We are taking regular initiatives for improving the teaching-learning process like Organization of seminars, workshops, faculty enrichment programs and training for faculty as well as students. Value-added courses for students initiated Use of ICT in teaching and learning are being encouraged. E-resources for various courses are regularly shared with students. These have been detailed in different criteria before this. Feedback from students, alumni and parents has formally been taken and the data analyzed and requisite steps being taken to improve overall performance of the college.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

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

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

Response:

Response:

Regular feedbacks were taken in the past from students and shared with teachers to improve the curriculum transaction. Feedback system is being formalized and structured. Students, parents and alumni feedback is collected on curriculum, infrastructure, and staff behaviour. As an outcome of the Students' feedback regarding infrastructure, mapping of college facilities has been initiated and washrooms have been renovated. The provisions for ramps for access to buildings has increased Students' request for a dedicated time slot mid-week to pursue add-on courses and extracurricular activities was acknowledged. Documentation has helped to map lacunae and revisit policies. Placements are being done mostly at a

professional level. Most undergraduate students aspire to go in for higher studies and are absorbed into the postgraduate courses. It is now the endeavour of IQAC to work towards better performance of students during placements.

- Renovation of classroom
- The facility of CCTV Surveillance
- Facility of Air Conditioners in various places
- Refrigerators in various departments
- Printer and scanner
- Upgradation of UPS
- Facility of Computers

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

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

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

Response:

The **internal Complaints Committee (ICC)** has been constituted in the college under “The sexual harassment of women at workplace (prevention, prohibition and redressal act, 2013” referred to as “The Act. 2013”. ICC meets on need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The College has a zero tolerance policy towards any such transgression. The college is committed to provide a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity.

Anti-ragging Committee is formed as per the U.G.C. guidelines. The students at the entry level sign an affidavit and submit to the University about non- involvement in ragging activities. Anti-ragging Committee and volunteers make sure that there are no instances of ragging anywhere in the hostels or anywhere in the premises. Anti-ragging posters are prominently displayed at all prominent places within the campus with women help line numbers prominently displayed and MU ordinance is strictly followed. Anti-ragging film (UGC) is shown to all the students. Main gates are guarded and entry points are screened. College is being monitored 24 x7 for Safety and security of all the students and staff through CCTV cameras installed at various places within the premises.

Counselling: K.L.S. college continues to strive in addressing contemporary issues like gender, women concerns, safety and security, socio-economic divide etc. through its academic content. It helps young women students receive training for life skills. Their experiences at college are designed to facilitate self-development and nurture them so that they become aware, active, confident and energetic members of the community. Regular counselling is being done under tutorial classrooms for individuals by the women faculty members of the college.

Common Room: There are a number of common rooms in college like Girl's common room in college, amphitheatre, students' centre etc. which are monitored through CCTV cameras. There are separate toilets for girls, gents, teaching staff and students.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0.95

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

Response: 180

7.1.3.2 Total annual power requirement (in KWH)

Response: 19000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 25

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

Response: 1500

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 6000

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

7.1.5 Waste Management steps including:

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

Response:

The waste is segregated into dry and wet waste. The dry waste consists of the non-bio-degradable waste like metal cans, glass and plastic bottles, laboratory glass apparatus. The wet waste or biodegradable waste consists of left-over food stuff, vegetable peels from the canteen and used tea leaves from the staffroom pantry. The waste is collected in different disposable bins kept at different locations in the college. IQAC has taken the necessary measures to make the campus plastic-free and clean. Vermi-compost is produced from the bio waste matter as organic nutrients for the plantations with the firm endeavour of promoting recycling of waste and dissemination of the practice of organic farming. The eco-friendly waste management system involves a magnetic flux created with controlled oxygen presence which ensures the complete combustion of waste decomposing municipal solid waste material into ash. During the destruction process there is no odour, flies or leaching of contaminants. The college adheres to a strict protocol of liquid waste disposal in its laboratories. Any glassware used in the laboratory is rinsed with minimum water and placed in the liquid waste container. The liquid waste is segregated into organic and inorganic waste. Inorganic wastes are neutralized before disposal. The organic waste yield is treated with cow dung for decomposition due to the action of micro-organisms. The college has taken steps to optimize its repository of computers through reassembling, modification and upgradation by a team of IT Administrator, faculty members and students of Computer Science.

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

Rain water harvesting is a technique of collection and storage of rainwater into natural reservoirs or tanks. We collect rain water with rooftop harvesting at a certain place and then it is released into the ground through pipes or natural gradient. Large green area of the college campus allows for percolation of water into the soil thereby facilitating recharging of underground water channels. Water table level is high and buildings need to be protected against rising. Most places and buildings of the college are protected from excessive water by plinth protection. Our bore well gets enough water, which we can use for plants and trees in the campus. Especially in winter season the water problem get solved by bore well. However, in near future we seriously thinking to use the technically perfect "Rain Water Harvesting System" and thinking to run a campaign to create awareness of Rain Water Harvesting amongst students.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**

c) Pedestrian friendly roads

- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

The primary area of the college building (constructed in 1960's) skylights for natural light and high roofs for cooling. College construction allows for natural ventilation and lighting throughout its campus which helps conserve the energy demands. Long windows in library, nearly eliminate the need for artificial lighting. Hi speed internet Wi-fi facility is available for paper free practice. The college is located in heart of the town with very good connectivity to all the corners of the city, Nawada Railway station is at a distance of approximately 1.2 K.M from the college gate.

More than fifty percent of the students and staff use public means of transport to commute to the college. Among approximately 15000 students, only about 20% use private motorized vehicles for transport, rest either use public modes or use bicycles as preferred mode of transportation to the college. College campus has been declared as a No-Smoking zone. Waste paper in the college is collected and outsourced for reuse and recycling. The College buildings utilize plenty of daylight and natural ventilation for comfort and efficiency of users. Situated in the heart of the city, being a premier college of higher education, the college finds immense pride in the fact that it has been able to maintain natural beauty in the campus. The campus is studded with a rich biodiversity of flora and fauna which is taken care of by a dedicated team of workers. A continuous monitoring of the biodiversity is carried out by students and teaching & non-teaching staff. There are large numbers of trees and lawns adding to improved quality of indoor air and lesser air pollution. College has about 150 plants, which are adequate based on the acreage of the college campus. The college has a Gardening committee which comprises of faculty members of department of Botany who are engaged in maintaining the eco-friendly environment. Through eco-club and NSS, college has organized activities such as Swachh Bharat Abhiyan, plantation drives etc. Van Mahotsav is celebrated every year to spread the concept of sustainable development and the importance of environment management and conservation. Practice of giving out and planting pots & saplings as souvenirs at various events of national importance is also followed.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response: 0**

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

7.1.13 Display of core values in the institution and on its website

Response: Yes

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

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

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

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

Response: 0

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of activities conducted for promotion of universal values

[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The College celebrates with great zeal the national festivals, birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi, Sardar Vallabhbhai Patel, Pandit Jawahar Lal Nehru, Dr. Bhimrao Ambedkar, Sarvepalli Radhakrishnan, Lal Bahadur Shastri. Various national festivals like Independence Day, Republic Day and Gandhi Jayanti, Ambedkar Jayanti, Vijay Diwas are also celebrated with great enthusiasm. Focusing on the unified diversity of the nation, the government had announced the birth anniversary of Sardar Vallabhbhai Patel on October 31 to be celebrated as Rashtriya Ekta Diwas (National Integration Day) every year. The day starts with the "Walk for Unity", event by the NSS volunteers, followed by the college students to pay tribute to the efforts made by Sardar Patel in national integration.

Cleanliness drive or Swachhta Abhiyan has been organized by KLS College on 2nd October (Birth of Mahatma Gandhi), where all the members of the society along with college staff members march in the entire campus, cleaning the roads of the campus. The college congregates to mark the event and a special assembly is held.

On 5th September, we celebrate Dr. Radhakrishnan's birthday as Teacher's Day. The students organize a cultural programme for the teachers and the Guru-Shishya parampara is celebrated.

NSS Day is celebrated by the NSS unit of the college with great zeal wherein we organise cleanliness drives and other community development programs in the surroundings of the college.

Since its inception the college annually celebrates “International Yoga Day” on 21 June every year. Yoga camp is organized for the college community and importance of remaining fit and healthy is stressed by the participants.

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

Response:

Response:

All the current events and their processes, including admission, examinations, is posted on the college website notice board as well as the college notice board. All the RTIs are replied to by the concerned department. The admission process at the graduate and post graduate levels is transparent and well organized and scheduled by M.U. Bodhgaya. Throughout the admission process, publicity is ensured through Website, Help Desk, assisted by student and faculty volunteers. The process is absolutely transparent and follows all the norms and procedures laid down by the M.U., Bodhgaya.

For public dealing, there is a grievance committee and their contact numbers being displayed on the college website for urgent need. Minimum disclosure information has been duly uploaded on the college website. Dates for the submission of internal marks are notified on the notice board and faculty accordingly announces the assignments. Internal marks are displayed on the notice board for students before sending to the university.

7.2 Best Practices

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

Response:

BEST PRACTICE – 1

1. Title of the Practice: “Integrated Approach to Minimize Social Evils and Up-liftment of Living Standard in Rural Slum Areas”.

2. Goal:

To promote girls education in rural slums.

Literacy in elderly people.

Awareness on alcoholic de-addiction.

Health awareness on water borne diseases.

To promote a healthy living standard.

3. The Context: Slums is one of the major problems in rural and remote areas of Bihar state. Slum communities of rural areas are living extremely underprivileged and deprived life. The conditions of women in these areas are too horrible and painful. Labor – centric life of male members, prevalence of alcohol and drug dependence, illiteracy, unemployment and domestic violence has paralyzed the minimum living standard. In a study conducted in rural community in Bihar prevalence of alcohol/drug use was

found to be 28.8% of the study population. Taking into account of these social problems, the NSS unit of the college organized a seven – days camp in Aanti village of Nawada district from 17th to 24th March – 2015.

4. The Practice: The NSS unit established a seven – day’s full time camp in Govt. Middle School, Aanti, Nawada, with 50, NSS volunteers including girls headed by NSS Coordinator Dr. Gyan Prakash Ratnesh. Our objectives were very clear and for better results, following practices have been adopted during the camp.

Promotion of alcoholic de-addiction, drugs, etc and their highly beneficial impact on standard life.

Awareness campaign on girl’s education and discussion on its advantages with slum community.

Awareness programs on safe drinking water, water borne diseases, cleanliness.

Programs on domestic violence against women and its prevention. Discussion with women on legal rights available against domestic violence.

Literacy program among elderly men and women by the NSS volunteers.

Tried to focus the male members in farming and involvement in small – scale industries instead of only laboring.

Distribution of slate, pencils, books, notebooks, etc.

5. Evidence of Success: We have conducted review of the above camp after fifteen days. We found the following evidences of success:

a) Many families started to send their girls children to school.

b) Twenty five percent of women reported that their spouse has quits and/or minimized alcohol – based drink.

c) Increased cleanliness in these and hence less dominance of diseases.

d) Minimization in domestic violence is also reported by many women.

6. Problem Encountered and Resources Required: We did not encountered any major problems during the camp period accepts some social and illiteracy – based petty problems.

7. Notes (Optional): Success of this camp encouraged us to repeat the same in urban slums. We did it again and followed the same practice in slum areas of Nawada town.

Contact Details:

Name of the Principal : Dr. Vinod Kumar

Name of the Institution : K. L. S. College, Nawada

City : Nawada

Pin Code : 805130

BEST PRACTICE – 2

1. Title of the Practice: “Development of IT Savvy Human Resource”.

2. Goal:

Creation of IT savvy workforce.

Introduction of computing resources in day – to – day academic and administrative activities.

3. The Context: Applications of computing resources and IT tools have become obvious in current educational environment. On the other hands college is entirely dependent on part – time external resource persons to handle the IT based resources and to carry out day – to – day activities. Hence we taken decision to provide training to the teaching and non – teaching staff on computing resources and ICT tools.

4. The Practice: A 60 hours, covering two months of training program is undertaken under the supervision

of Principal of college. Training program is made mandatory for all class of employees in college. Training is provided on basic use and applications of computers, use of Internet resources, handling of ICT – tools, use and applications of computerized library resources, applications of Web – OPAC, and handling of office equipments such as printers and scanners, etc.

5. Evidence of Success:

Immense increase in use of computing resources in day to day academic and administrative activities is observed.

Increase in number of web resource users among employees is recorded.

Teaching faculties started to use ICT learning tools in class – rooms.

6. Problem Encountered and Resources Required:

Need of a large computer center for employee training purpose is realized.

Some elderly staff did not taken interest in learning computing tools.

7. Notes (Optional): We finally succeeded to provide and implement the use of computing resources throughout the campus and also realized the need of such training programmes regularly at a pre - defined period.

8. Contact Details:

Name of the Principal : Dr. Vinod Kumar

Name of the Institution : K. L. S. College, Nawada

City : Nawada

Pin Code : 805130

Accredited Status : Applied for 1st Cycle.

Website : <http://www.klscollegenawada.org>

E-mail : klscollegenawada@gmail.com

Mobile : 91-9631032003

7.3 Institutional Distinctiveness

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

Response:

Response:

K.L.S. College strives to inculcate the spirit of service along with professional development and skills for women empowerment through state of the art education, research and extension by nurturing innovation, leadership and national development. Scientific emphasis on developmental and professional education. K.L.S. college has been a premier educational institute of the region, investing emphasis on education and community development. The college remains committed to building leadership, conscious citizens and active participation of women for furthering national developmental goals. The education in the college aims towards developing creative and critical thinking and excellence. The college has received recognition and awards for its extension, research and sports in several areas.

Mission of empowering women: The college strives hard unabatedly for women empowerment which is necessary for realization of national development goals. As being rightly said educating woman implies educating entire generation the college focuses on women education by not only providing preference to

women in admission procedure but also sensitizing community towards women education through regular events like seminars, workshops etc. The college education aims towards capacity building for entrepreneurship, improved health and quality of life and communication for desirable behaviour change. Women are encouraged to join NSS and other co-curricular activities of the college, this helps them in grooming their overall personality and prepare them for their better tomorrow . Our 'NSS Training Camp' is our institute's remarkable activity and the performance of cadets at various levels sets it apart from its peers.

Vision:The vision and mission of our College is to nurture and develop the underprivileged, rural and talented young generation into a responsible, independent and resource people for the Nation by providing quality and practical based education, guidance and helping them to find the new heights in the life. We aim at enlightening and empowering the youth to become socially responsible citizen and equip them to compete in a multi cultural environment. We have taken meticulous efforts in materializing our vision and mission.

Thrust: The college staff works zealously to nurture curricular as well as co-curricular talents of the students. Since most of the students belong to rural /semi-urban background the level of English comprehension is not satisfactory for some of the students in the beginning. Faculty members devote extra time to such students through one to one interactions, doubt clearing sessions and special classes.

Youth of the country need to be physically fit, keeping this in mind ample space is awarded to sports, yoga and other physical activities in the academic calendar of the college. Sporting talents of the students are nurtured properly and they are encouraged to participate in competitive sporting events at various levels like inter college, inter university, national and inter national levels.

5. CONCLUSION

Additional Information :

The college has got well-qualified faculty members with strong zeal towards teaching and research. We plan to create adequate research facilities in various contemporary research areas like Environmental studies, Renewable Energy studies, Indian & western Philosophy, Socio-Cultural heritage, and its preservation, etc. We also adhere to moral values and impart value education to our students. The college fraternity believes that nation is one big family consequently the College fraternity has provided active moral, physical & financial support for mitigation of various disasters within the region and nationally from time to time. Our students and alumni are our torchbearers, they have held the name of the college aloft by contributing positively in various fields of nation-building.

Concluding Remarks :

The college is one of the prominent places of higher education in this region. It fulfills to the educational needs of Nawada District of Bihar and has aided tremendously in increasing the education profile of the region. The college has a well-furnished library, laboratories, and other required infrastructure. Accreditation by NAAC will help the college in increasing its profile and thereby attract additional funds which may well be used for further development of the college. We also impart education in vocational courses like Bachelor of Computer Applications, Bachelor of Business Administration, B.Sc. (I.T), B.Sc., B.Com, and B.A.

This provides an affordable opportunity for the youth of the region to undertake job oriented programs and to cater and develop their personality and get a job. We also believe in imparting value education to our students and plan to introduce new courses on skill development in the near future. Our performances in extracurricular activities like sports, NSS, etc. symbolizes our desire for all-round personality development of students. We also believe in positive interaction with society and the contribution of the college through various extension programs is evident. We believe we will continue to strive hard towards our aim of providing quality higher education, imparting critical and creative thinking capability, developing innovation skills in the future generation of the region. The College fraternity is duty-bound to serve the people of the region with utmost sincerity.