YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution Ram Charitra Singh College

- Name of the Head of the institution: Dr. Awadhesh Kumar Singh
- Designation: Principal
- Does the institution function from its own campus?: Yes
- Phone no./Alternate phone no.: 06243286975
- Mobile No: 9431861501
- Registered e-mail: principalrcscollege@gmail.com
- Alternate e-mail: iqacrcscollege@gmail.com
- Address: Manjhaul
- City/Town: BEGUSARAI
- State/UT: Bihar
- Pin Code: 851127

2.Institutional status

- Affiliated / Constitution Colleges
- Type of Institution: Co-education
- Location: Rural
- Financial Status: UGC 2f and 12(B)

- Name of the Affiliating University: Lalit Narayan Mithila University, Darbhanga, Bihar
- Name of the IQAC Coordinator: Mr. Ravi Kant Anand
- Phone No.: 06243286975
- Alternate phone No.: 06243286975
- Mobile: 7991183819
- IQAC e-mail address: iqacrcscollege@gmail.com
- Alternate e-mail address: ravikantjnu@gmail.com

3.Website address (Web link of the AQAR (Previous Academic Year) https://rcscollege.ac.in/web/aqar.php

4.Whether Academic Calendar prepared during the year? Yes

- if yes, whether it is uploaded in the Institutional website Web link: https://lnmu.ac.in/lnmuacin.in/studentnotice/2020/Academic%20Calendar_compressed.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	67.50	2004	16/02/2004	15/02/2009

6.Date of Establishment of IQAC 09/01/2014

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

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

8.Whether composition of IQAC as per latest NAAC guidelines Yes

- Upload latest notification of formation of IQAC: View File

9.No. of IQAC meetings held during the year 3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

• For better E-governance admission process is shifted from manual to online mode • Due to Covid-19 online classes have been started for the betterment of students • Online study materials are available in college website • CLC, Admit Card, Bonified Certificate, Admission details, College Notices, Examination Details etc. are available in college website • Official website of R.C.S College upgraded for better information processing and retrieval

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

Plan of Action	Achievements/Outcomes
Online access for admission to be provided to the students	Online access for admission is provided to the students
Due to Covid-19, initiatives have been taken to connect students through online mode	Through Google Meet, Zoom, Skype and other online video-communication mode, teachers have been conducting their classes
To propose the renovation the college building	College authority accepted the proposal of the renovation of college building and work is in progress
To develop the ITC sector of the college for the greater interest of the college	The college administration also accepted the development of the ITC in college
Vaccination camp organized with the assistance of Health Department	Started conducting free vaccination programmes on college campus for all stakeholders and the local people
AQAR preparation 2020- 21	Process initiated
Augmenting library facilities	Well-furnished reading room for college students and faculties
Progress status of girl hostel	First floor construction work has been completed
Institutional development work for girls	Separate toilet room and cycle stand for girls. Toilet room is easily accessible for handicapped girls.
IQAC is keenly interested for the personality development of students	Quiz competition, speech competition, poster competition, cultural competition, sport competition, essay writing competition etc. are organized in a regular basis
Role of NSS	NSS is conducting campaigns and programmes on the Environment Day, World Water Day, Global

	Recycling Day, World Health Day, International Yoga Day, Swachh Bharat Abhiyan and others
Installation of modern teaching support system on the basis of ICT	1. One projector installed in Library Hall 2. One projector installed in Geography Lab 3. Wi-Fi Campus 4. One computer system installed for IQAC work. Apart from these two laptops are also available for IQAC documentation 5. Examination, Finance and General Section have ICT- based cabins 6. Language lab has been updated with new computer systems 7. Library is updated with Inflibnet. Two new cabins are installed for the proper distribution of books 8. College campus has been surveillanced by 12 high-tech CCTV cameras 9. Installation of smart board is in process

13.Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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• Designation	Principal
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• Alternate e-mail	iqacrcscollege@gmail.com
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• City/Town	BEGUSARAI
• State/UT	Bihar
• Pin Code	851127
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• Name of the Affiliating University	Lalit Narayan Mithila University, Darbhanga, Bihar
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• If yes, mention the amount		

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13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	18/01/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**15**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2954**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**2384**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	2430

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	16

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	27

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	10
4.2 Total expenditure excluding salary during the year (INR in lakhs)	3163660
4.3 Total number of computers on campus for academic purposes	19

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As the college is affiliated to Lalit Narayan Mithila University (L.N.M.U), Darbhanga, college follow curriculum prescribed by the university. At the commencement of the Academic Year, the college is following the academic calendar of L.N.M.U. The college has a Master Class Routine which reviewed time to time by the College Routine Incharge Committee. The college teachers follow the teaching plan in the schedule of their working hours. Each department maintains departmental routine and teacher's diary to ensure and record the progression of the syllabus allotted to each teacher. Every year geography department has ensured one Geographical Tour for B.A. Part 3rd students. Unfortunately, due to Covid-19 the Geographical Tour has been cancelled in this 2020-21 session. Besides this, practical work, fields work, assignment and class test are incorporated in each department's activity plan. For effective implementation of curriculum teachers refer to the reference books from college library along with online references. For timely completion of syllabus, the university has given temporary/part time/contractual teachers to the college. Due to Covid-19, teachers are bound to use innovative teaching methods such as audio-visual aids like Google Meet, Zoom etc.; Power Point Presentation; Online Teaching Materials in the form of PPT etc. for effective classes. Teachers are also delivering their lectures on the Centralized Classes conducted by the different P.G. Departments of the University. Centralized Class System is effective because students of different colleges come together in a one roof. This is a good source of teaching skill enhancement. To upgrade the level of teaching skills, teachers attend various teaching programmes organized by the UGC-HRDC and other institutions. The college teachers are also interested to access SWAYAM MOOCs platform which is free E-Learning Platform Portal.As the college is affiliated to Lalit Narayan Mithila University (L.N.M.U), Darbhanga, college follow curriculum prescribed by the university. At the commencement of the Academic Year, the college is following the academic calendar of L.N.M.U. The college has a Master Class Routine which reviewed time to time by the College Routine Incharge Committee. The college teachers follow the teaching plan in the schedule of their working hours. Each department maintains departmental routine and teacher's diary to ensure and record the progression of the syllabus allotted to each teacher. Every year geography department has ensured one Geographical Tour for B.A. Part 3rd students. Unfortunately, due to Covid-19 the Geographical Tour has been cancelled in this 2020-21 session. Besides this, practical work,

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File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://rcscollege.ac.in/web/time_table.php

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

The R.C.S. College adheres to the academic calendar for the conduct of CIE Academic calendar is prepared by the L.N.M.U., Darbhanga. In the beginning of the academic session, the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards and at strategic locations. The institution always believes in effective time management and timeliness. The IQAC prepares the final academic calendar in line with the University Academic Calendar. Due to Covid-19, some of the activities were not done in a proper way. However, the institution is committed for the enhancement of the quality of students and faculties respectively. Due to Covid 19, the institution has been taking modern technology as a tool in a more efficient way to implement all activities based on academic calendar like online admission, online registration, online lecture delivery, online distribution of admit card, online Alumni meeting, online test/quiz/assignment, online remedial class, online availability of college-related announcement and notice via college website. The college has a technical team through which

regular monitoring of academic calendar takes place.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://rcscollege.ac.in/web/a_calender.php

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

00

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

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

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

00

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

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

00

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

00

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

1.3 - Curriculum Enrichment

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

The UG courses in R.C.S. College are based on Lalit Narayan Mithila University, Darbhanga integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. The college has been organizing different programmes and activities based on gender issues aimed to promoting gender equality and focus on women empowerment; environment issues like Rain Water Harvesting, Pollution, Environmental Management, Water Conservation, Environmental Protection, Plantation, Global Warming, Solid Waste Management, Deforestation, Desertification and Energy Conservation; ethics and

human values have been seen in almost all subjects; organizing gender sensitization camps under NSS and managing awareness programme on human health.

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

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

00

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

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

00

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://rcscollege.ac.in/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3538

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

2954

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

2.2 - Catering to Student Diversity

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

All students have to attend a compulsory Orientation Programme on admission. The wide range of continuous assessment components that include, Daily Home Assignments, Class Assignments, Seminars and Group Discussions, Additional Assignments, Quizzes, Class Tests, Projects, Internships, Viva-voce examinations and attendance, enable effective assessment of learning levels of students.

In addition, teacher-student interactions, reports of Class Committees and Proctorial meetings help in identification of different levels of learners. Faculty members and various Committees regularly review the academic progress and counsel students to improve their performance to ensure their academic growth.

Special measures taken to support relatively slow learners are as follows.

- **Organizing Extra Classes**
- **Remedial and Tutorial Classes are held to prepare them for remedial exams**
- **Assistance from classmates and senior students is arranged**
- **Providing tutorial assignments**

- Providing lectures uploaded on web and extra reading material to improve basic understanding of subject
- Encouraging them to study courses on developing soft skills to master understanding of language
- Encouraging them to participate in various activities to develop social skills

Daily Home Assignments and Weekly Class Assignments permit a real-time assessment of levels of understanding.

Seminars and Group Discussions, Embedded Projects and Active Learning focus on the characteristic attributes of Analysis, Critical thinking and Creativity. This also focuses on developing social skills in the form of participatory learning and on developing public speaking skills.

Students are encouraged to help slow learners in their class and in junior classes. Financial support is provided to students for participation in National and International Conferences.

Schemes for slow learners- A unique value system of peer group teaching, learning and assistance from classmates and senior students is arranged as one of the special measures to support relatively slow learners. • Other significant measures include organizing extra classes, special tutorial sessions and remedial teaching. • Extra reading material is provided to improve basic understanding of the subject and efforts are also being made to upload video lectures on the Web for students to review to understand difficult concepts. • Courses in soft skills are offered to improve reading and writing skills in English.

File Description	Documents
Link for additional Information	https://rcscollege.ac.in/web/
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2954	09

File Description	Documents
Any additional information	View File

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

For enhancing learning experiences, the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially in mathematics and economics where they teach mathematics and statistics as numerical solving. Also, some teachers use power point presentations and computer-based materials. For, they use the lectures of you-tube to make learning interesting besides the conventional oral presenting methods.

Some student centric methods are given below:

Interactive methods

The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussions in various topics are done under features. Especially, NSS, Political Science, History and Geography department organize interactive methods many times in a year. ICT Enabled Teaching:

ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class Rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. Especially, the linguistic department, Zoology and Geography department adopts these services.

Experiential Learning:

Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the department of Chemistry, Physics, Botany, Zoology, Geography and Psychology

Department uses this method. Students take interest and learn things via experiential learning.

Internship Program:

The NSS Swachh Bharat Programme, Jal Jivan Hariyali Yojana, Nutrition campaign Internship is organized for NSS students. Only 50 students can participate in this program, where they learn about the importance of cleanliness, plantation, feeding System. They do their job in the selected villages.

Black-board Presentation:

In this method, each student is given a certain question. And student has to solve this problem in the black-board.

Group Learning Method:

Group Learning method is now being adopted through WhatsApp group. Student share their notes and study material through this method. WhatsApp group are made by a student or by the college teacher. They share the information to each other.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://rcscollege.ac.in/web/

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

The use of ICT by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped RCS College create a student centric learning approach. Admission Merits lists, Admission process, Registration, Students related information notice examination section Notice loaded in college website.

Geography departments have LCD projectors which are used for screening educational movies, documentaries and for making PowerPoint Presentations.

Internet and Wi-Fi facility is made available to all the students of RCS College Manjhaul Campus, free of charge. RCS College

website carries a weblink for E-content/study material of different courses and subjects (www.rcscollege.ac.in), so that their learning can be strengthened and made effective.

You- Tube, E- mails, WhatsApp group, Zoom and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information.

The library also provides access to computers and online journals & E- books freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://rcscollege.ac.in/web/

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

2.3.3.1 - Number of mentors

1:329

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

2.4 - Teacher Profile and Quality

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

27

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

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

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

09

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

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

2.4.3.1 - Total experience of full-time teachers

16

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

2.5 - Evaluation Process and Reforms

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

The college has a transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time.

The principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on the notice board.

Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level.

Unit tests are conducted regularly as per the schedule given in the academic calendar. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessment. Students appearing for second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students preparing for a PowerPoint Presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted

Internal Examination Committee

Question Paper Setting

Conduct of Examination

Result Display

Interaction with students regarding their internal assessment.

Remedial Classes

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development.

The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way the mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://rcscollege.ac.in/web/

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

The R.C.S. College, Manjhaul has only graduation courses. The university is planning to start post-graduation courses in R.C.S College, Manjhaul. For graduation courses, the college is bound to follow university guidelines. However, the college has own mechanism to deal with students regarding examination. There is no semester system in graduation. For the completion of graduation, students have to appear in first, second and third-year examination system as per university guideline. There is no internal examination system. Apart from all, the college has own mechanism for graduation students like time-to-time tests, assignments, question-answer practices, face-to-face interaction, remedial classes etc. for efficient preparation of the syllabus.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://rcscollege.ac.in/web/

2.6 - Student Performance and Learning Outcomes

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

Describe Course Outcomes (COs) for all courses and mechanism of communication within a minimum of 200 characters and maximum of 200 words

The R.C.S. College has stated learning outcomes graduate attributes which are integrated into the assessment process in its syllabi that is clearly publicized through its website and other documents. The college faculties are rigorously working on introducing their subjects to the new comer students. The

faculties are bound to do extra efforts for those students who belong to rural and remote areas. Learning outcomes of the programmes and courses are observed and measured periodically. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting. For quality programme and course outcome, laboratories and practical works are organized in such a way that easily communicate to students. Our communication mechanism is based on result-oriented. The college has a big challenge to organize a efficient learning system so that more and more rural students passed with better percentage.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://rcscollege.ac.in/web/
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

Describe the method of measuring the level of attainment of Pos, PSOs and COs in not more than 200 words

The R.C.S. College evaluated the attainment of programme outcomes, programme specific outcomes and course outcomes during the year through assignment, presentation, viva-voce examination, class-tests etc. These are also evaluated by the feedback the college got by the students, the parents, the teachers and the employees.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://rcscollege.ac.in/web/

2.6.3 - Pass percentage of Students during the year

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

846

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://rcscollege.ac.in/web/

2.7 - Student Satisfaction Survey

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

https://rcscollege.ac.in/web/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

00

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

3.2 - Research Publications and Awards

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

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

2

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

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

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

5

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

3.3 - Extension Activities

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

The main essence of extension activities carried out in the neighborhood community aims at enabling students in developing team spirit and sense of social responsibility. These activities are necessary for the holistic development of students, as academic excellence alone can no longer assures success and happiness in life and career.

Our extension activities have NSS as a main dimension. Through various awareness drive like Swachh Bharat Abhiyaan, Poshan Pakhwada, road safety, gender equality, health and hygiene and sanitization etc. students encounter with prevailing social issues. Direct interaction with the people at the grass root level help them to get a first-hand perspective of the problem. This in turn helps them to empathize with the people and encourage them to take steps to alleviate suffering and create awareness about the same. Such field visits develop a deep bond between students and the society. All these learning taken from these experiences applied by students in other facets of their lives and leads to their holistic development in intellectual, physical, emotional and social aspect. These extension activities thus help in formation of upstanding citizens of the society who not only think for himself but contribute to the growth and development of the country. In the present pandemic situation, we have seen NSS volunteers working tirelessly for the sake of humanity.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	No File Uploaded

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

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

00

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

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

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

22

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

00

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

3.4 - Collaboration

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

00

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

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The R.C.S. College is a constitution college which come under L.N.M.U. Darbhanga. This college is come under rural area. To provide better facilities, the college is continuously working on boosting the basic infrastructure on the base of ICT norms. Due to dominancy of rural students the college has a big challenge to provide world class teaching mechanism. In recent years, the college purchased new teaching tools like computers, printers, projectors, smart boards, photocopy machines, software, internet connection, laboratory equipments and others. For boosting the library, the college has taken initiatives like Smart Card with Bar Code System; INFLIBNET; Current Text Books, Magazines and Journals; ICT- based counters; Wi-Fi Based Library; separate Sitting Arrangements for Boys, Girls and Faculties; and Separate Washroom. The administrative block has installed new ICT- based counters for the smooth work. The classrooms especially Geography Department has projectors, audio-visual tools, GIS software and computers. The Science Block has new laboratory equipments. The college campus is fully Wi-Fi campus. Students have their own IDs and Passwords to access proper internet. The college has one Seminar Hall based on ICT- based technologies. Due to Covid-19, the college faculties are using modern teaching tools like Zoom, WhatsApp, Google Meet and others. The Administrative Block has own Internet Connections. For boosting the basic infrastructure, college has constructed separate cycle stands, washrooms, common rooms, first-aid room, help-desk counters etc. For better communication with students, the college is using e-mails, g-mails, WhatsApp and others. The college has own website in which all the information updated time-to-time.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://rcscollege.ac.in/web/

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

The college administration has positive commitment to provide

healthy environment not only in the field of academic but also in the field of extra- curricular activities too. In surrounding areas of our college, boys and girls both are keenly interested to serve a nation. Our many pass out students are serving the nation especially in the field of military and police forces. Every year, our students are actively participating in sports like Volleyball, Kabaddi, Cricket, Chess, Careem, Athletics etc. Some of our students are participated in district and state level tournament. The college has a play-ground where Kabaddi and Basketball organized. The college has also space for indoor games like Careem and Chess. Therefore, the college is rich in the field of sports. The college has an open space for yoga. The greenery around our college provides healthy environment for yoga. Every year, the college has been organizing cultural events which will help students to show their hidden talents. In future, the college is planning to build an indoor stadium. For this, proposal work is in process. For poor and weaker students, the college campus is a good platform where they reveal their talents. The college is committed for those students who want to do better in cultural activities and sports. For the enhancement of their talents, the college has been organizing a function where prizes are distributed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rcscollege.ac.in/web/

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rcscollege.ac.in/web/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

31,63,660

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

4.2 - Library as a Learning Resource

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

- Name of ILMS software- AUTOLIB
- Nature of automation- FULLY
- Version- 1.2.021 (WEB OPAC)
- Year of Automation- 2021
- Additional Information- www.rcsc.autolib.org

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://rcsc.autolib.org/

4.2.2 - The institution has subscription for the B. Any 3 of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

200000

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college ensures that it uses latest version of software on its

computers. We have hired professional services for the annual maintenance of computers installed in the college. To ensure better connectivity and strong internet access, we have installed wireless points to cover our entire college campus for free Wi-Fi services optical fibre lease line as per Government Free Wi-Fi Internet Services in Institution and also installed firewall & server with Access point. Our computers are updated with the latest version of software and anti-viruses to improve the services of system.

There are following IT Facilities installed in Campus:

- Lease line for Wi-Fi Internet up to 50-100 mbps, Firewall and Server.
- Separately installed Cloud Server & Client Server for use of Online Admission & Web OPAC & Automation.
- Antivirus software QH and MacAfee (70 users) were installed
- Smart Class, Language Lab 20+1 Console with LAN Network.
- Fully implemented Office Automation ERP.
- All Departments and Office fully integrated with LAN/VLAN for Remote Access & Shared.
- The campus security beefed-up with more than 30 surveillance cameras
- Library Automated with Barcoded & Web OPAC enabled & circulation of books with smart Card and also registered with INFLIBNET.
- Conference Hall fully Equipped with Projector.

The campus Wi-Fi Project is one of the dream projects of the Honourable CM Bihar under “Viksit Bihar Ke Saat Nischay”. The Backhaul Bandwidth of R.C.S. College, Manjhaul is 20 MBPS provided by M/S Airtel. The total number of hotspots available in the college is 10 consisting of 8 Indoor Access Point & 2 Outdoor Access Point. Operational & Maintenance activity is maintained by M/S L&T Construction- SWC BU. For the mentioned purpose Mr. Anand Kumar has been deployed in the college. Mr. Anand Kumar is working as a Resident Engineer in L&T Construction & looking after for the mentioned task since last 5 years.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rcscollege.ac.in/web/

4.3.2 - Number of Computers

330:19

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

0

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

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

The R.C.S. College has certain systems and procedure for maintaining and utilizing academic, physical and support systems. The maintenance of physical facilities of the college like library, projectors, smart boards, computers, classrooms, internet

connection, software and others are done at the level of college administration and concerned HoDs. There are different committees for the purchase and maintenance of college assets. The principal, bursar and accountant play an active role to maintain the standard of academic and infrastructure. On the recommendation of IQAC, the college administration execute the different developmental works. The college administration is actively working on the ICT- based facilities for the welfare of students and staffs. Sport related events are handled by the Sports In-charge (Dr. Bipin Kumar). Currently, the library is updated by modern facilities under the guidance of the Library In-charge (Dr. Krishna Kumar Paswan). All departments have received teaching and other contingencies through college administration. The Seminar Hall is equipped with ICT-based technologies like projectors, audio-visual aids, podium and LED lights. IT infrastructure is maintained by the head, IT Coordinator along with department coordinator. The housekeeping department has given responsibilities for the maintenance of the cleanliness and hygiene of the college campus. There are four private guards who maintained the security of the campus. The Store Keeper of the college has responsibilities to check and arrange the requirements of the college. The college has committee for organizing the different cultural events. Overall, our college campus is a source of attraction for those students who are keenly interested for gaining the fruitful and effective higher education.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://rcscollege.ac.in/web/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

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

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

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

0

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://rcscollege.ac.in/web/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

In our institution the extracurricular and co-curricular affairs are managed by the student themselves under the guidance of teachers. They enthusiastically participate in competition like singing, dancing, poster making, essay writing, speech etc. organized by the institution on various occasions. In previous years, they also participated in human chain organized by the state government with their self-made posters on alcohol ban, say no to dowry and road safety.

On the other hand, student council embraces management of all the problems which in anyway involve the student and which can anyway be solved by them. All the students are under the general supervision of the elected student council which are further divided into multiple committees is operates in special capacity. Our students, student council and NSS volunteers working in partnership and have been making very valuable contribution towards the society as well as college, besides developing their own personality. The student council has a help desk table. The representatives of student council have been dealing with students in the issues of admission, examination, library facility, hygiene facility, Wi-Fi facility, common room facility and others. Time to time the student council do meeting with the principal on various issues for the welfare of students.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	No File Uploaded

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

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

0

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

5.4 - Alumni Engagement

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

The college is actively working on establishing an active registered Alumni Association. Although, the college is in regular connect with local M.P, M.L.A, Government Officials, University Professors and Heads, V.C., Pro.V.C., Principals of numerous colleges, Bankers, Retired/On Duty Army personals and others. Due to Covid 19, the college is not able to work on this in a systematic way.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college follows its vision and mission to serve better for students. The governance of the college matches vision and the mission of the college. In the last few years, the college marched towards progress in its all dimensions. We succeeded in attracting students not only from this district but also from bordering districts. Number of students increased tremendously. The college has also taken steps for improving teaching-learning and infrastructure of the college. Our vision and the mission are as follows:

MISSION:

- To provide quality education to all students irrespective of any discrimination and socio-economic status to uplift the society as a whole.
- To maintain excellent academic standard through innovation and effective teaching learning method in a joyful environment under Offline and Online Medium.
- To mould the student as a golden citizen.
- To create a learner-friendly environment to make learning a joyful and fruitful experience. To foster scientific skills and academic excellence in this rural area.

VISION:

Empowerment of common rural students through quality education to meet the global challenges at the lowest cost.

GOALS AND OBJECTIVES:

- To achieve academic excellence.
- To compete them at national and international level in all

areas of

life.

- To develop leadership qualities.
- To develop all round personalities of the students.
- To provide orientation to students towards research.
- To promote the faculty towards quality research and examination.

CORE VALUES:

1.Pursuit of Excellence through Education

2.Social Responsibility and Civic Awareness

3.Honest and Moral Uprightness

4.Empowerment through Education

5.Faith in its Own Capabilities

6.Respect for Life and Creation

7.Academic Excellence

8.Continuous Improvement in Education

9.Institutional Awareness and Practicability

10.Value and Outcome Based Education

11.Inspiring Campus Environment

12. Development of Personality fully based on Indigenous Feeling

The governance of the institution is reflective:

The empowered team of the college involves Principal, Academic Staff Committee, Teaching-staff, IQAC committee, NAAC Committee, Development Committee, non-teaching and supporting staff, student’s union, student representative and alumni. The principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college with the help of different running committees within the Campus. There are many committees to support

the vision and mission of the college. For example, these are Examination cell, NSS, carrier and counselling cell, Historical Research Cell, library and sports committee, cultural and literacy committee, internal examination committee, anti-ragging committee, college magazine committee, disciplinary committee, scholarship committee, routine committee, Media and Public Relation Cell, grievance redressal committee, etc. All the committees take its responsibility for the plans and activities, and successfully tackles these responsibilities in every academic session. For academic performance meetings with HoD's and faculty of various departments is done. Also, the teaching-progress is checked monthly by teaching register. Principal continuously monitors each room individually by visiting class time to time for teaching-class, class room activities, movement of students in veranda and outside of the campus. The perspective plans are implemented by principal with finance committee, headed by him/her self. It deals with the finance received for the various grants and amount received from other sources from overall development and maintenance of college. The financial requirements are proposed by various committees and the principal approves it.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	**No File Uploaded**

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

We understand that a leadership has to prove itself through achievements in fronts of the organization. Ours college is one institution imparting higher Education to learners with a purpose to make ready useful and enthusiastic citizens by achieving the set goals. This cannot be possible with a leader. The principal acts as a companion, guide, mentor, associate, helper and leader. These roles are fulfilled by constituting committees that work on behalf of head of the institution. This in fact is the formal arrangement for running the institution smoothly. These committees' co-ordinate and monitor internal management of the college efficiently. A good leader is the one, who set goals and then realize those goals with the help of subordinates around him. All goals should be clear and feasible. All functionaries of the college are given such responsibilities that they have to act as leaders in one or the other programs. The institution has formed a

number of activity committee and one leader from every committee has been given the responsibility of forming a working calendar for that committee and then putting that calendar into action. Sports activities like Badminton also promote leadership qualities. In team games a Coach is nominated who is made responsible for forming strategies to add quality of sports. Being an undergraduate college and four PG Study Centres, we have proper departments, proper division of work is operational towards providing a decentralized and participative system in college. A case study decentralized and participative management. The college has 17 committees initially constituted and it is a indicative of distribution of work among the functionaries. More works are assigned to faculty and non-teaching staff as and when required. Guest faculty members are also assigned works other that teaching. This helps the institution but it helps them also as this creates a sense of belongingness and responsibility among them. Proper working plans are designed for smooth running of institutions. These plans are then given to concerning committees. The implementation of all working plans is regularly monitored by conveners and Principal. Regular meetings of the committees are held and all the points are recorded to be reviewed in the next meeting. Thus, the power is also deployed to staff members by the principal. The principal exercises his powers to run the institution properly and in proper manner. Second case study Participative management is achieved in the college by comprising different committees. Each member of the committee is assigned individual duties towards those committees.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed over the past 55 years (Since 1965) the college has shown tremendous growth. If this is to be sustained, strategies must be formulated, communicated and implemented effectively. Only then is the institution “Built to Last”. Both perspective and strategic plan documents are available in the institution. The following plans are projected after a discussion on the basis of analysis, assessment and estimates. Keeping in mind, the short term, medium

term and long-term development plans, the college always adopts a bottom-up approach with a strategic directive given from the top administration management.

Strategic Plan:

• Planned to introduce Science and Arts course

• Introduce skill development and value-oriented courses

• Extension activities were carried out through NSS

• Staff Development Programmes were conducted to enhance the skill and knowledge of the teaching and non-teaching staff

• More students from the socially deprived society were admitted with nominal fee prescribed by LNMU

• To identify and train the youth from rural areas in sports activities in the second campus

• To Improve the employability skills of the students

• To encourage the students participating in co-curricular/ extracurricular activities

• To encourage the Faculty for Paper publishing & UGC approved national and international journal Publishing

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	**No File Uploaded**

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

ADMINISTRATIVE SETUP:

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical set up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. Ram Charitra Singh College has been established in 1965. It has an effective organizational structure which monitors and improves the institution. The over-all structure of the Institutional Management is categorized as "ACADEMICS" and "ADMINISTRATION". Keeping in view all the stakeholders more on students an effective administrative system is structured.

Functions of Key Administrative Positions:

PRINCIPAL:

Principal looks after the administration, development of education, growth & expansion of the institution.

- **To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.**
- **To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the University.**
- **To conduct internal, end and other examinations.**
- **To initiate all the developmental activities, monitor the progress and report to the University.**
- **To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year.**
- **To ensure the preparation of reports on various activities and also the annual report of college.**
- **To become responsible for the general amenities and arrangements for students and employees of the college.**

UNIVERSITY REPRESENTATIVES (UR):

The Institution has a University Representative appointed by Lalit Narayan Mithila University, Darbhanga. It meets frequently and discusses the agenda prepared by the principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the

current academic year is finalized. All new proposals are discussed and decisions are taken.

BURSAR:

UNIVERSITY ENGINEERS:

COMMITTEES:

Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members. Committee In charge will look after the committees' program and operation. These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college. These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department. Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

HEAD OF THE DEPARTMENT:

Department HOD prepares departmental workload as per the Lalit Narayan Mithila University/Government of Bihar syllabus, Allocation of workload in prescribed formats. Coordinating with library, committee & prepare, update and standardize the student Handbook / Lab manuals. Collect & verify the course material to certify. Coordinate with Library committee, Timetable In-charge, Lab In charge, Internal Examination In-charge for smooth class activities and midterm exams. Preparation of list of weak students in each class and conduct bridge classes, slip tests. Analysis result to conduct Remedial classes for failure students. Ensuring to arrange cultural activities and Guest lectures, workshop & seminars. Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counselling report books, etc.

DEPARTMENT CO- ORDINATOR:

Every department has a Co-ordinator to monitor the Time Table In-charge, Class In-charge (section wise), Lab In-charge, Internal Examination In-charge and Department level Committee In-charges. All In-charges duties & responsibilities are well defined as per standard operating procedures with harmony.

The Institute has IQAC and the functions of IQAC are given below:

IQAC Functions:

IQAC is responsible for fixing quality parameters for various academic and administrative activities. Monitoring the organization of class work and related academic activities. Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters. Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.

IQAC MEMBERS:

1. Dr. Satya Narayan Paswan, Principal, Chairperson

2. Mr. Ravi Kant Anand, Assistant Professor, Co-ordinator

The Department Advisory Board (DAB) Responsibilities:

- **Develop and recommend the Vision & Mission statement of the department & provide guidelines for formulation of Programme Educational Objectives (PEOs) and Programme Outcomes (POs).**

- **Receive the reports of programme assessment committee and monitor the progress of the programme.**
- **Look after the current and future issues related to programme.**
- **Meet at least once in a year to review the programme.**

The Programme Assessment Committee (PAC) Responsibilities:

- **Preparation and submission of periodic reports on program activities, progress and status to management and key stake holders.**
- **Motivate the faculty and students to attend workshops, develop projects, working modules, paper publications and research.**
- **Interact with students, faculty, program coordinators, class in-charges and external agencies in facilitating Program Educational Objectives.**
- **PAC shall meet at least once in 6 months to review the program and submits report to the Department Advisory Board (DAB).**

Various Committees of the Institution:

The Institution has following Committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

Institute Level Committees:

Academic Committee

Admin Committee

Admission Committee

Alumni Activities Committee

Anti-Ragging Committee

Discipline Committee

Electrical Maintenance & Disaster Management Committee

Event Management Committee

Examination Committee

ICT/ E- Learning, NTPEL, MOOCs Committee

Infrastructure, Maintenance and Repair Committee

IQAC Committee

Library Committee

NAAC Committee

NSS Committee

Program Assessment Committee

Project & Internship Committee

Remedial and Bridge Class Committee

Sports& Cultural committee

Student Grievance & Redressal Committee

Training & Placement Committee

Waste Management (a. E- Waste, b. Solid Waste, c. Liquid Waste)

Website Committee

Women Empowerment Committee

Service Rules, Policies and Procedures:

The institution follows UGC/Government of Bihar University Service Rules, policies and procedures for effective functioning of the institution. All these are available at Principal's Office, HOD's Chamber, Library, Examination Cell, Placement Cell etc., and distributed among all the employees. Advertisements are published in the state and national level newspapers for recruitment by Government of Bihar. Interviews are conducted by a panel prescribed by Government of Bihar. Preference is given to relevant qualifications, teaching, research and industrial experience. A demonstration is taken from each person to understand the teaching capabilities and competency. The guidelines of the UGC and Bihar University Act are followed during the recruitment of the faculty. The selected candidates are required to attend the university ratification process. Supporting staffs are recruited by Government of Bihar. Promotional Policies based on the staff performance appraisal/ CAS; they are promoted to higher levels through UGC/ Bihar University Act Rules/ Government of Bihar. Qualification, Eligibility and Salary Structure as per UGC norms.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Link to Organogram of the Institution webpage	https://rcscollege.ac.in/web/
Upload any additional information	**No File Uploaded**

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The Ram Charitra Singh College has effective welfare measures for teaching and non-teaching staff,

The existing welfare measures for teaching and non-teaching staff:

SOCIAL WELFARE:

- **Institute participates in sweet and sour events of the employees' social life.**
- **Institute arranges occasional Get Together.**
- **Institute felicitates all teaching and non-teaching staff on 'Teachers' Day'.**
- **Institute appoints its retired employees in its needs.**
- **Institute allows State Government sanctions on various proposals of reimbursement.**

FINANCIAL WELFARE:

- **Institute helps to find out temporary accommodation to newly appointed Teaching and Non-Teaching Staffs.**
- **Institute offers "Swagat Samman Samaroh" to the employee on the day of joining and retirement.**
- **Institute gives advanced payment in emergency.**
- **Institute encourages for various academic projects.**
- **Institute allows Duty Leave, Study Leave and Medical Leave and Earn Leave, On Duty Leave, etc.**
- **Institute makes avail advanced salary through college fund.**
- **Institute provides workshop/ training to the teaching and non-teaching employees.**

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	No File Uploaded

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

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

00

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

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

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

00

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

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

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

3

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

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

There are two types of performance-based evaluation prescribed by the University. The first is called “PBAS [Performance Based Appraisal System]” and the second is called “Annual Secret-Report”. The PBAS provides feedback of the faculty member. It

helps them in understanding the changing needs of students. All teaching faculty member fill the prescribed format of PBAS for self-appraisal. This system encourages them to make excellent performance in teaching and learning. The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extra-curricular activities. This format [PBAS] is filled by the employee in a given prescribed proforma, which includes all the above set related to points and sub-points. The format contains 4 main parts. Part-A: General Instruction, Part-B: Academic Performance, Part-C: other related information [duly signed by the principal], and Part-D: Comment on the Self-Assessment by the University. The main part, i.e., Part-B consists of 4 categories. Category-I includes "Teaching-Learning and Evaluation related Activities. Category-II includes "Co-curricular, Extra-curricular and Professional Development related activities. Category-III Includes "Research and Academic Contribution". Category-IV includes "Summary of the API" to be filled by the Teaching Faculty. Another type of evaluation is called the Secret-Report of the Employee. It is filled by all the teaching and non-teaching employees. It generally has two parts. The first part is filled by the employee. The last part is the evaluation by the principal. It is then sent to higher authority of the University.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/index.php
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

The college conducts both internal and external financial audits regularly. External Audit- External Audit is conducted by the following Agency: (i) Team of Higher Education of Government of Bihar. This team of auditors comes occasionally to audit. It is constituted by The Higher Education of Government of Bihar. (ii) Finance Department of the University- The institution audits annually all the vouchers and bills of the expenditure. After checking the bills and vouchers, auditing the expenditures, the Chartered Accountant generates a certificate for the college.

Internal Audit- Internal audit is done by checking each bill and voucher by accountant and bursar of the college. The accountant maintains the cashbooks, receipts, bills and vouchers. It is checked by the principal and bursar.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/index.php
Upload any additional information	No File Uploaded

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

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

00

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

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

FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION:

- **The college gets financial aid from government in the form of the salary grant. The salary grant is exclusively used by the college for the salary of the granted staff member. The salary is now online by the Lalit Narayan Mithila University treasury office. It is credited in the bank account of the staff members. For other expenditures the permission from the University is obtained and after that the expenditure by following due process is carried out. The college prepares the budget in the begging of the year which is sent to the University for their approval. After the approval is obtained the college carries out the expenditure by following the due process.**
- **The college has a provision of statutory audit. The auditor**

is appointed by the University. At the end of the financial year, the audit is conducted by the statutory auditor. The audited statement is submitted to the University office in time. There are no major objections in the audit report. The audited income and expenditure statement is uploaded on college website.

- The college is not in receipt of any other financial assistance other than mentioned in 6.4.3 above. The college has received the fund for the purpose of development of college.
- The received fund is allotted from the same purpose these funds are utilized: 1. Construction of Toilet Blocks in Library 2. Purchase and Installation of Wi-Fi. 3. Purchase of Computer for Laboratories, Departments, Language Lab, Library and Administrative Block. 4. Construction of Cycle Stand (for boys and girls). 5. Purchase of Water Coolers for potable drinking water. 6. Dustbins. 7. Projectors. 8. Smart Boards etc.
- Funds are received from the Higher Education Department, (Government of Bihar) and the L.N.M.U, Darbhanga. College funds are also used for the college developmental and academic works.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/index.php
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC is one of the major policies making and implementing unit in our college. It strives hard for upgrading the college infrastructure and all support facilities to meet the standards of higher education and growing need of students. It assesses and suggests the parameters of quality education. However, following may be two examples of best practices institutionalized: Academic Audit through IQAC: The college takes academic audit of each department and various committees every year through IQAC to increase and maintain the quality of education. Academic Audit Committee is set up for this purpose. At the beginning of academic session, the committee collects academic plan including publication, extension activity, collaboration, innovative and

best practices, assignment, ICT based activity, students' competition, seminar and workshop supposed to organize for better performance. The Committee Evaluated Plan submitted by the departments and committees, twice in an academic session as per the academic plan and reviewed their academic progress. The report of the committee was submitted to the IQAC and the same is put in the College Development Committee for discussion, suggestion and approval. Due to implementation of such academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra co-curricular performances. Implementation of green practices in the campus: The IQAC proposed to initiate various green practices to maintain eco-friendly college campus through the activities i.e., Tree Plantation, Paperless Work, Plastic Eradication, Clean and Beautiful Campus, No Vehicle Day, Save Power, Paper Bag Workshop, Awareness Programme on Renewable Energy and e-Waste Management. For the better implementation of green practices, IQAC distributed these activities among various departments. IQAC constantly takes the feedback about the proper result-oriented implementation of these activities through academic audit every year. Because of these practices, eco-friendly and pollution free college campus and social awareness about renewable energy and e-waste management is developed in the community. Use and enrichment of ICT infrastructure. The use of ICT tools has become an integral part in teaching-learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each department. The IQAC has advised the administration to enrich ICT Infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshop i.e., Google Apps, Video Conference, use of e-mail, handling ICT instrument etc. during COVID-19. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/index.php
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Since the establishment of IQAC then its focus on improvement of quality is being done by various methods. For this the institution reviews its teaching- learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. Here are some examples of it: Academic review in beginning of the Session- There are 6 main meeting of academics is organized in a session. First- at the beginning of the session, second before annual examination and third, at last of the session. In this meeting the Internal Examination Committee, HoDs of the departments, and College's permanent and guest faculty meets. At the beginning of the new session, a new time-table is prepared, the academic calendar of the university and college is discussed, and other committees for the college activities are constituted. Also, a discussion by HoD's on result analysis is done in front of the principal. Before annual examination, the instructions to invigilators, superintendent, workers and examination committee members are given by the examination centre superintendent. In the formal meeting of IQAC, the review of examinations result is done. This is also called the academic audit. Here the result analysis is prepared and tabulated. The availability of teacher is done by Higher Education Department, Government of Bihar. The workload is more than the post sanctioned by the government. Use of ICT in teaching and learning: The IQAC motivates the HoD's to use the ICT. The HoDs give the messages, notices and online study materials to students. For this purpose, many HoDs has created WhatsApp group to provide handouts during COVID-19 pandemic. For students, the educational use of social-media has also been utilized to establish communication with the students and peers. Some classrooms have smart-boards. Here, Smart Class Room Projector is used. Teacher occasionally take, but not regularly their classes through smart-board, PPT. presentation etc. Motivational Lectures and guest lectures are also organized with the help of Smartboard/ Projector/ PPT presentation.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/index.php
Upload any additional information	**No File Uploaded**

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rcscollege.ac.in/web/iqacell.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is interested to booming up the educational and other professional skills of enrolled boys and girls for the active progression of the nation.

To maintain a healthy academic environment some steps have been taken:

1. Well-furnished girls’ common room

2. Anti-ragging cell

3. Under construction women’s’ hostel

4. Girl students’ enrolment as a priority

5. Hygiene and cleanliness drive and other counselling

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

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

B. Any 3 of the above

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

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

The college facilitates several methods for the management of degradable and non-degradable waste. The college believes in “Reduce, Recycle and Reuse” method. The college has different dustbins based on degradable and non-degradable wastes. The college has moto of “No Plastic Zone”. For the implementation of this, the college has been taking initiatives like Awareness Programme, Seminars and Abhiyaans. The college has a solid waste management, liquid waste management and waste recycling management. Rest of the management systems which mentioned in above bullet points will be installed in near future.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://rcscollege.ac.in/web/iqacell.php
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

D. Any 1 of the above

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

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

Ram Charitra Singh College, Manjhaul is the only institution catering to the needs of the students of two subdivisions.

Students from other areas also flock to the college to earn their degrees. This college has played an important role in establishing unity in diversity. Students of different castes, religions and cultural backgrounds come to this college. All the students join this college as members of an extended family. Students coming from different parts of this state feel safe and secure here. Students here speak different languages such as Angika, Maithili, Urdu, Hindi and English. We prepare them for the global village by imparting computer education to enable them to survive in this competitive market. Students from scheduled caste and backward communities form the majority. Girl students find atmosphere of this college congenial to their proper growth. This college is the breeding ground of the makers of the modern India.

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

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

Education inculcates human values and good manners in students. Equality, liberty, fraternity and social justice are the pillars of a successful democracy. It is necessary that every citizen of the state should possess democratic values. India is a federation of states and Indians follow the rules of democracy. Our institution follows the rules of an ideal democracy both in administrative and academic affairs. The first word of the Preamble to the Indian Constitution “We” includes all the citizens of this vast country.

Similarly, the students of this college come from different backgrounds but lose their differences once they join this college. They come from different villages, they profess different religious but still they are first and foremost members of this extended family that is R.C.S. College, Manjhaul. Last year on the Constitutional Day children took oath to uphold human values and expressed their faith in the unity and development of India. As the Preamble to the Constitution encapsulates the main objectives of Indian Constitution so the students come to know about their constitution and country well. Different programmes are organized all the year round to make students aware of their rights and

duties enshrined the Indian Constitution. We help students grow into responsible and ideal citizens of this republic. India represents unity in diversity. Our students are encouraged to sink their differences to create a bright and vibrant India. Students learn service, cooperation, compassion and tolerance in the company of their classmates and teachers. We make our students conscious of their environmental responsibilities and protection of wildlife. Through NSS programmes they learn how to follow traffic rules to save precious human lives.

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

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

E. None of the above

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

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

Independence Day is celebrated annually on 15 August in R.C.S College, Manjhaul, Begusarai commemorating the nation's independence from the United Kingdom on 15 August 1947. On the eve of Independence Day, the Principal of the college delivers the address. The college conducts flag hoisting ceremonies and various cultural events. The students decorate their premises with paper, balloon decorations with hangings of freedom fighter portraits on their walls.

26th January which marks the transition of India from an autonomous Commonwealth realm with British Monarch as nominal head of the Indian Dominion, to a fully sovereign republic in the Commonwealth of Nations with the President of India as the nominal head of the Indian Union is celebrated annually with fanfare. The Constitution was adopted by the Indian Constituent Assembly.

World Environment Day (WED) is celebrated annually on 5 June in the college. The theme for 2017 was Connecting People to Nature. The theme for 2018 was "Beat Plastic Pollution". The theme for 2019 was "Beat Air Pollution". The theme for 2020 was "Time for Nature". The theme for 2021 was "Ecosystem Restoration".

Gandhi Jayanti is celebrated annually in the college to mark the birthday of Mahatma Gandhi. Popular activities include prayer meetings, commemorative ceremonies take place in the college. Painting and essay competitions are conducted and best awards are granted for projects in the college. Gandhi's favourite bhajan Raghu Pati Raghav Raja Ram, is usually sung in his memory. Portraits of Mahatma Gandhi are decorated with flowers and garlands.

Ambedkar Jayanti or Bhim Jayanti is an annual festival observed on 14 April to commemorate the memory of B. R. Ambedkar. The students of the college pay homage to the portrait of B.R Ambedkar.

R.C.S College is a constituent unit of Lalit Narayan Mithila University. The college celebrates Lalit Narayan Jayanti every year on 2nd February.

Establishment Day of the college is celebrated every year. Different competitions are organised on this auspicious day. Students visit different places of historical, religious, geographical and environmental value so that students may understand their importance. Different programmes are organised by NSS. Following the instructions of the State Government human

chain is formed and programme for prohibition are conducted. Students Union election is held regularly. Different sports competitions are held. Light and sound programme is useful to students. Hindi Divas is a regular feature of this college. Poster competition, essay competition and speech and debate help students improve their personality. Different cultural programmes are organised annually.

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

7.2 - Best Practices

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

FIRST

1. **Title of the Practice: Infrastructure and Academic Development**
2. **Objective of the Practice: To nurture the inherent talent and to develop the future of such students who belongs to weaker sections. Another one was to expose such students to college environment and other modern technology-based resources so as to inspire them to achieve good academic grades.**
3. **The Context: The challenging issue for college administration was to enhance the quality living and to improve the learning technique of students belonging to rural areas. Further the availability of well-qualified teachers and basic technical requirements was also the challenge as college was running its normal routine classes for its own students.**
4. **The Practice and Evidence of Success: The college administration was established a College Development Committee for concreting the basic infrastructural development. The college was purchased- Smart Boards, Projectors, Computers, Potable Water Cooler, Lab Instruments and Equipments, Software, Invertors, Wi-Fi Adaptors,**

Printers and other basic necessities which will provide suitable environment to rural students for high-tech education. For proper academic development, the college has been organizing seminars, workshops, competitions and other initiatives to enhance the learning skills of students. R.C.S. College, Manjhaul is a single constitution college in this area where more than 50% of students come from rural and remote areas. Our college was providing an academic platform for rural girls who came from surrounding villages and towns. Student admission and passing details are the concrete evidence for our college.

5. Problems Encountered and Resources Required: The major problems faced by our institution- Teaching Environment, Connectivity, Lack of College Boundary, Social Obstruction, Lack of Awareness about Higher Education especially in Rural Areas, Lack of Faculties and Technicians, Local Level Influences etc. However, our college established a specific identity about higher education in surrounding towns and villages. The college strategies about higher education were highly successful. The college was admitted healthier admission of boys and girls especially rural and remote areas.
6.

1. Title of the Practice: Gender Sensitization
2. Objectives: A) To establish good gender balance in decision-making processes in all areas of the college. B) To suggest measures for bridging the gender gap. C) To inculcate the awareness among the students about the equality of the gender
3. The Practice and Evidence of Success: The college was provided Girls Common Room, Boys Common Room, Special Study Room (in Library), Separate Circulation Counters for Boys and Girls, Washrooms for Divvying, Separate Cycle Stands for Boys and Girls, Formulation of Different Committees for the welfare of Boys and Girls, Sanitary Napkin Vending Machine. Under the NSS, different awareness programmes have been organized for the gender sensitization like Beti Bachav Beti Padhao, Yoga Camp, Self Defence Camp etc. Gender sensitization programme brought the change in behavior and instilling understanding the thoughts and the views that we hold about our own and the other genders. NSS Volunteers (both Boys and Girls Wing) have been actively participating in the field of gender sensitization awareness programmes.
4. Problems Encountered and Resources Required: Due to rural area and reserved thinking, students were not fully aware

about the term gender sensitization. Students came from rural areas had limited resources to learn about the importance of gender sensitization.

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

7.3 - Institutional Distinctiveness

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

Ram Charitra Singh College, Manjhaul is situated in backward rural area. Agriculture is the means of livelihood of the majority of the population. Boys flee to towns to complete their higher education but girls have no option. This college caters to the need of girl students who form the majority. They gain academic and financial independence here. Girls form the majority both in regular and distance mode of education. This college is the only hope for the girls who dream of a better future. Girls are provided with civic amenities and girls’ common room. Girls are encouraged to attend classes regularly. The construction of women’s hostel is an important step in this direction. Different programmes launched by state government such as providing them with bicycles and uniform are intended to encourage girl students to study in a friendly and convenient atmosphere. Scholarships are provided to them. From time-to-time different programmes are organized by NSS to bring them in the main stream.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As the college is affiliated to Lalit Narayan Mithila University (L.N.M.U), Darbhanga, college follow curriculum prescribed by the university. At the commencement of the Academic Year, the college is following the academic calendar of L.N.M.U. The college has a Master Class Routine which reviewed time to time by the College Routine Incharge Committee. The college teachers follow the teaching plan in the schedule of their working hours. Each department maintains departmental routine and teacher's diary to ensure and record the progression of the syllabus allotted to each teacher. Every year geography department has ensured one Geographical Tour for B.A. Part 3rd students. Unfortunately, due to Covid-19 the Geographical Tour has been cancelled in this 2020-21 session. Besides this, practical work, fields work, assignment and class test are incorporated in each department's activity plan. For effective implementation of curriculum teachers refer to the reference books from college library along with online references. For timely completion of syllabus, the university has given temporary/part time/contractual teachers to the college. Due to Covid-19, teachers are bound to use innovative teaching methods such as audio-visual aids like Google Meet, Zoom etc.; Power Point Presentation; Online Teaching Materials in the form of PPT etc. for effective classes. Teachers are also delivering their lectures on the Centralized Classes conducted by the different P.G. Departments of the University. Centralized Class System is effective because students of different colleges come together in a one roof. This is a good source of teaching skill enhancement. To upgrade the level of teaching skills, teachers attend various teaching programmes organized by the UGC-HRDC and other institutions. The college teachers are also interested to access SWAYAM MOOCs platform which is free E- Learning Platform Portal.As the college is affiliated to Lalit Narayan Mithila University (L.N.M.U), Darbhanga, college follow curriculum prescribed by the university. At the commencement of the Academic Year, the college is following the academic calendar of L.N.M.U. The college has a Master Class Routine which reviewed time to time by the College Routine Incharge Committee. The college teachers

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File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://rcscollege.ac.in/web/time_table.php

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

The R.C.S. College adheres to the academic calendar for the conduct of CIE Academic calendar is prepared by the L.N.M.U., Darbhanga. In the beginning of the academic session, the

students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards and at strategic locations. The institution always believes in effective time management and timeliness. The IQAC prepares the final academic calendar in line with the University Academic Calendar. Due to Covid-19, some of the activities were not done in a proper way. However, the institution is committed for the enhancement of the quality of students and faculties respectively. Due to Covid 19, the institution has been taking modern technology as a tool in a more efficient way to implement all activities based on academic calendar like online admission, online registration, online lecture delivery, online distribution of admit card, online Alumni meeting, online test/quiz/assignment, online remedial class, online availability of college-related announcement and notice via college website. The college has a technical team through which regular monitoring of academic calendar takes place.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://rcscollege.ac.in/web/a_calender.php

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

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

1.2 - Academic Flexibility

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

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

00

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

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

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

00

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

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

00

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

00

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

1.3 - Curriculum Enrichment

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

The UG courses in R.C.S. College are based on Lalit Narayan Mithila University, Darbhanga integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. The college has been organizing different programmes and activities based on gender issues aimed to promoting gender equality and focus on women empowerment; environment issues like Rain Water Harvesting, Pollution, Environmental Management, Water Conservation, Environmental Protection, Plantation, Global Warming, Solid Waste Management, Deforestation, Desertification and Energy Conservation; ethics and human values have been seen in almost all subjects; organizing gender sensitization camps under NSS and managing awareness programme on human health.

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

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

00

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

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

00

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://rcscollege.ac.in/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3538

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

2954

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

2.2 - Catering to Student Diversity

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

All students have to attend a compulsory Orientation Programme on admission. The wide range of continuous assessment components that include, Daily Home Assignments, Class Assignments, Seminars and Group Discussions, Additional Assignments, Quizzes, Class Tests, Projects, Internships, Viva-voce examinations and attendance, enable effective assessment of learning levels of students.

In addition, teacher-student interactions, reports of Class Committees and Proctorial meetings help in identification of different levels of learners. Faculty members and various Committees regularly review the academic progress and counsel students to improve their performance to ensure their academic growth.

Special measures taken to support relatively slow learners are as follows.

- Organizing Extra Classes
- Remedial and Tutorial Classes are held to prepare them for remedial exams
- Assistance from classmates and senior students is arranged
- Providing tutorial assignments
- Providing lectures uploaded on web and extra reading material to improve basic understanding of subject
- Encouraging them to study courses on developing soft skills to master understanding of language
- Encouraging them to participate in various activities to develop social skills

Daily Home Assignments and Weekly Class Assignments permit a real-time assessment of levels of understanding.

Seminars and Group Discussions, Embedded Projects and Active

Learning focus on the characteristic attributes of Analysis, Critical thinking and Creativity. This also focuses on developing social skills in the form of participatory learning and on developing public speaking skills.

Students are encouraged to help slow learners in their class and in junior classes. Financial support is provided to students for participation in National and International Conferences.

Schemes for slow learners- A unique value system of peer group teaching, learning and assistance from classmates and senior students is arranged as one of the special measures to support relatively slow learners. • Other significant measures include organizing extra classes, special tutorial sessions and remedial teaching. • Extra reading material is provided to improve basic understanding of the subject and efforts are also being made to upload video lectures on the Web for students to review to understand difficult concepts. • Courses in soft skills are offered to improve reading and writing skills in English.

File Description	Documents
Link for additional Information	https://rcscollege.ac.in/web/
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
2954	**09**

File Description	Documents
Any additional information	View File

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

For enhancing learning experiences, the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method,

experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially in mathematics and economics where they teach mathematics and statistics as numerical solving. Also, some teachers use power point presentations and computer-based materials. For, they use the lectures of you-tube to make learning interesting besides the conventional oral presenting methods.

Some student centric methods are given below:

Interactive methods

The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussions in various topics are done under features. Especially, NSS, Political Science, History and Geography department organize interactive methods many times in a year. ICT Enabled Teaching:

ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class Rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. Especially, the linguistic department, Zoology and Geography department adopts these services.

Experiential Learning:

Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the department of Chemistry, Physics, Botany, Zoology, Geography and Psychology Department uses this method. Students take interest and learn things via experiential learning.

Internship Program:

The NSS Swachh Bharat Programme, Jal Jivan Hariyali Yojana, Nutrition campaign Internship is organized for NSS students. Only 50 students can participate in this program, where they learn about the importance of cleanliness, plantation, feeding

System. They do their job in the selected villages.

Black-board Presentation:

In this method, each student is given a certain question. And student has to solve this problem in the black-board.

Group Learning Method:

Group Learning method is now being adopted through WhatsApp group. Student share their notes and study material through this method. WhatsApp group are made by a student or by the college teacher. They share the information to each other.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://rcscollege.ac.in/web/

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

The use of ICT by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped RCS College create a student centric learning approach. Admission Merits lists, Admission process, Registration, Students related information notice examination section Notice loaded in college website.

Geography departments have LCD projectors which are used for screening educational movies, documentaries and for making PowerPoint Presentations.

Internet and Wi-Fi facility is made available to all the students of RCS College Manjhaul Campus, free of charge. RCS College website carries a weblink for E-content/study material of different courses and subjects (www.rcscollege.ac.in), so that their learning can be strengthened and made effective.

You- Tube, E- mails, WhatsApp group, Zoom and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information.

The library also provides access to computers and online journals & E- books freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://rcscollege.ac.in/web/

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

2.3.3.1 - Number of mentors

1:329

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

2.4 - Teacher Profile and Quality

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

27

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

D.Sc. / D.Litt. during the year (consider only highest degree for count)

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

09

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

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

2.4.3.1 - Total experience of full-time teachers

16

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

2.5 - Evaluation Process and Reforms

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

The college has a transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time.

The principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on the notice board.

Students who are admitted for the concerned course are assessed

continuously through various evaluation processes at college and University level.

Unit tests are conducted regularly as per the schedule given in the academic calendar. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessment. Students appearing for second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students preparing for a PowerPoint Presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted

Internal Examination Committee

Question Paper Setting

Conduct of Examination

Result Display

Interaction with students regarding their internal assessment.

Remedial Classes

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way the mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://rcscollege.ac.in/web/

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

The R.C.S. College, Manjhaul has only graduation courses. The university is planning to start post-graduation courses in R.C.S College, Manjhaul. For graduation courses, the college is bound to follow university guidelines. However, the college has own mechanism to deal with students regarding examination. There is no semester system in graduation. For the completion of graduation, students have to appear in first, second and third-year examination system as per university guideline. There is no internal examination system. Apart from all, the college has own mechanism for graduation students like time-to-time tests, assignments, question-answer practices, face-to-face interaction, remedial classes etc. for efficient preparation of the syllabus.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://rcscollege.ac.in/web/

2.6 - Student Performance and Learning Outcomes

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

Describe Course Outcomes (COs) for all courses and mechanism of communication within a minimum of 200 characters and maximum of 200 words

The R.C.S. College has stated learning outcomes graduate attributes which are integrated into the assessment process in its syllabi that is clearly publicized through its website and other documents. The college faculties are rigorously working on introducing their subjects to the new comer students. The faculties are bound to do extra efforts for those students who belong to rural and remote areas. Learning outcomes of the programmes and courses are observed and measured periodically. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting. For quality programme and course outcome, laboratories and practical works are organized in such a way that easily communicate to students. Our communication mechanism is based on result-oriented. The college has a big challenge to organize a efficient learning system so that more and more rural students passed with better

percentage.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://rcscollege.ac.in/web/
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

Describe the method of measuring the level of attainment of Pos, PSOs and COs in not more than 200 words

The R.C.S. College evaluated the attainment of programme outcomes, programme specific outcomes and course outcomes during the year through assignment, presentation, viva-voce examination, class-tests etc. These are also evaluated by the feedback the college got by the students, the parents, the teachers and the employees.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://rcscollege.ac.in/web/

2.6.3 - Pass percentage of Students during the year

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

846

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://rcscollege.ac.in/web/

2.7 - Student Satisfaction Survey

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

https://rcscollege.ac.in/web/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

00

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

3.2 - Research Publications and Awards

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

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

2

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

5

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

3.3 - Extension Activities

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

The main essence of extension activities carried out in the neighborhood community aims at enabling students in developing team spirit and sense of social responsibility. These activities are necessary for the holistic development of students, as academic excellence alone can no longer assures success and happiness in life and career.

Our extension activities have NSS as a main dimension. Through various awareness drive like Swachh Bharat Abhiyaan, Poshan Pakhwada, road safety, gender equality, health and hygiene and sanitization etc. students encounter with prevailing social issues. Direct interaction with the people at the grass root level help them to get a first-hand perspective of the problem. This in turn helps them to empathize with the people and encourage them to take steps to alleviate suffering and create awareness about the same. Such field visits develop a deep bond between students and the society. All these learning taken from these experiences applied by students in other facets of their lives and leads to their holistic development in intellectual, physical, emotional and social aspect. These extension activities thus help in formation of upstanding citizens of the society who not only think for himself but contribute to the growth and development of the country. In the present pandemic situation, we have seen NSS volunteers working tirelessly for the sake of humanity.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	No File Uploaded

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

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

00

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

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

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

22

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

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

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

00

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

3.4 - Collaboration

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

00

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

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The R.C.S. College is a constitution college which come under L.N.M.U. Darbhanga. This college is come under rural area. To provide better facilities, the college is continuously working on boosting the basic infrastructure on the base of ICT norms. Due to dominancy of rural students the college has a big challenge to provide world class teaching mechanism. In recent years, the college purchased new teaching tools like computers, printers, projectors, smart boards, photocopy machines, software, internet connection, laboratory equipments and others. For boosting the library, the college has taken initiatives like Smart Card with Bar Code System; INFLIBNET; Current Text Books, Magazines and Journals; ICT- based counters; Wi-Fi Based Library; separate Sitting Arrangements for Boys, Girls and Faculties; and Separate Washroom. The administrative block has installed new ICT- based counters for the smooth work. The classrooms especially Geography Department has projectors, audio-visual tools, GIS software and computers. The Science Block has new laboratory equipments. The college campus is fully Wi-Fi campus. Students have their own IDs and Passwords to access proper internet. The college has one Seminar Hall based on ICT- based technologies. Due to Covid-19, the college faculties are using modern teaching tools like Zoom, WhatsApp, Google Meet and others. The Administrative Block has own Internet Connections. For boosting the basic infrastructure, college has constructed separate cycle stands, washrooms, common rooms, first-aid room, help-desk counters etc. For better communication with students, the college is using e-mails, g-mails, WhatsApp and others. The college has own website in which all the information updated time-to-time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rcscollege.ac.in/web/

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

The college administration has positive commitment to provide healthy environment not only in the field of academic but also in the field of extra- curricular activities too. In surrounding areas of our college, boys and girls both are keenly interested to serve a nation. Our many pass out students are serving the nation especially in the field of military and police forces. Every year, our students are actively participating in sports like Volleyball, Kabaddi, Cricket, Chess, Careem, Athletics etc. Some of our students are participated in district and state level tournament. The college has a play-ground where Kabaddi and Basketball organized. The college has also space for indoor games like Careem and Chess. Therefore, the college is rich in the field of sports. The college has an open space for yoga. The greenery around our college provides healthy environment for yoga. Every year, the college has been organizing cultural events which will help students to show their hidden talents. In future, the college is planning to build an indoor stadium. For this, proposal work is in process. For poor and weaker students, the college campus is a good platform where they reveal their talents. The college is committed for those students who want to do better in cultural activities and sports. For the enhancement of their talents, the college has been organizing a function where prizes are distributed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rcscollege.ac.in/web/

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://rcscollege.ac.in/web/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

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

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

31,63,660

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

4.2 - Library as a Learning Resource

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

- **Name of ILMS software- AUTOLIB**
- **Nature of automation- FULLY**
- **Version- 1.2.021 (WEB OPAC)**
- **Year of Automation- 2021**
- **Additional Information- www.rcsc.autolib.org**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://rcsc.autolib.org/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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

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

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

200000

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The college ensures that it uses latest version of software on its computers. We have hired professional services for the annual maintenance of computers installed in the college. To ensure better connectivity and strong internet access, we have installed wireless points to cover our entire college campus for free Wi-Fi services optical fibre lease line as per Government Free Wi-Fi Internet Services in Institution and also installed firewall & server with Access point. Our computers are updated with the latest version of software and anti-viruses to improve the services of system.

There are following IT Facilities installed in Campus:

- Lease line for Wi-Fi Internet up to 50-100 mbps, Firewall and Server.
- Separately installed Cloud Server & Client Server for use of Online Admission & Web OPAC & Automation.
- Antivirus software QH and MacAfee (70 users) were installed
- Smart Class, Language Lab 20+1 Console with LAN Network.
- Fully implemented Office Automation ERP.
- All Departments and Office fully integrated with LAN/VLAN for Remote Access & Shared.
- The campus security beefed-up with more than 30 surveillance cameras
- Library Automated with Barcoded & Web OPAC enabled & circulation of books with smart Card and also registered with INFLIBNET.
- Conference Hall fully Equipped with Projector.

The campus Wi-Fi Project is one of the dream projects of the Honourable CM Bihar under “Viksit Bihar Ke Saat Nischay”. The Backhaul Bandwidth of R.C.S. College, Manjhaul is 20 MBPS provided by M/S Airtel. The total number of hotspots available in the college is 10 consisting of 8 Indoor Access Point & 2 Outdoor Access Point. Operational & Maintenance activity is

maintained by M/S L&T Construction- SWC BU. For the mentioned purpose Mr. Anand Kumar has been deployed in the college. Mr. Anand Kumar is working as a Resident Engineer in L&T Construction & looking after for the mentioned task since last 5 years.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rcscollege.ac.in/web/

4.3.2 - Number of Computers

330:19

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

4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

0

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

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

The R.C.S. College has certain systems and procedure for maintaining and utilizing academic, physical and support systems. The maintenance of physical facilities of the college like library, projectors, smart boards, computers, classrooms, internet connection, software and others are done at the level of college administration and concerned HoDs. There are different committees for the purchase and maintenance of college assets. The principal, bursar and accountant play an active role to maintain the standard of academic and infrastructure. On the recommendation of IQAC, the college administration execute the different developmental works. The college administration is actively working on the ICT- based facilities for the welfare of students and staffs. Sport related events are handled by the Sports In-charge (Dr. Bipin Kumar). Currently, the library is updated by modern facilities under the guidance of the Library In-charge (Dr. Krishna Kumar Paswan). All departments have received teaching and other contingencies through college administration. The Seminar Hall is equipped with ICT-based technologies like projectors, audio-visual aids, podium and LED lights. IT infrastructure is maintained by the head, IT Coordinator along with department coordinator. The housekeeping department has given responsibilities for the maintenance of the cleanliness and hygiene of the college campus. There are four private guards who maintained the security of the campus. The Store Keeper of the college has responsibilities to check and arrange the requirements of the college. The college has committee for organizing the different cultural events. Overall, our college campus is a source of attraction for those students who are keenly interested for gaining the fruitful and effective higher education.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rcscollege.ac.in/web/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

File Description	Documents
Link to institutional website	https://rcscollege.ac.in/web/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

In our institution the extracurricular and co-curricular affairs are managed by the student themselves under the guidance of teachers. They enthusiastically participate in competition like singing, dancing, poster making, essay writing, speech etc. organized by the institution on various occasions. In previous years, they also participated in human chain organized by the state government with their self-made posters on alcohol ban, say no to dowry and road safety.

On the other hand, student council embraces management of all the problems which in anyway involve the student and which can anyway be solved by them. All the students are under the general supervision of the elected student council which are further divided into multiple committees is operates in special capacity. Our students, student council and NSS volunteers working in partnership and have been making very valuable contribution towards the society as well as college, besides developing their own personality. The student council has a help desk table. The representatives of student council have been dealing with students in the issues of admission, examination, library facility, hygiene facility, Wi-Fi facility, common room facility and others. Time to time the student council do meeting with the principal on various issues for the welfare of students.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	**No File Uploaded**

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

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

0

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

5.4 - Alumni Engagement

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

The college is actively working on establishing an active registered Alumni Association. Although, the college is in regular connect with local M.P, M.L.A, Government Officials, University Professors and Heads, V.C., Pro.V.C., Principals of numerous colleges, Bankers, Retired/On Duty Army personals and others. Due to Covid 19, the college is not able to work on this in a systematic way.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college follows its vision and mission to serve better for students. The governance of the college matches vision and the mission of the college. In the last few years, the college marched towards progress in its all dimensions. We succeeded in attracting students not only from this district but also from bordering districts. Number of students increased tremendously. The college has also taken steps for improving teaching-learning and infrastructure of the college. Our vision and the mission are as follows:

MISSION:

- To provide quality education to all students irrespective of any discrimination and socio-economic status to uplift the society as a whole.
- To maintain excellent academic standard through innovation and effective teaching learning method in a joyful environment under Offline and Online Medium.
- To mould the student as a golden citizen.
- To create a learner-friendly environment to make learning a joyful and fruitful experience. To foster scientific skills and academic excellence in this rural area.

VISION:

Empowerment of common rural students through quality education to meet the global challenges at the lowest cost.

GOALS AND OBJECTIVES:

- To achieve academic excellence.
- To compete them at national and international level in all areas of

life.

- To develop leadership qualities.
- To develop all round personalities of the students.
- To provide orientation to students towards research.
- To promote the faculty towards quality research and examination.

CORE VALUES:

1.Pursuit of Excellence through Education

2.Social Responsibility and Civic Awareness

3.Honest and Moral Uprightness

4.Empowerment through Education

5.Faith in its Own Capabilities

6.Respect for Life and Creation

7.Academic Excellence

8.Continuous Improvement in Education

9.Institutional Awareness and Practicability

10.Value and Outcome Based Education

11.Inspiring Campus Environment

12. Development of Personality fully based on Indigenous Feeling

The governance of the institution is reflective:

The empowered team of the college involves Principal, Academic Staff Committee, Teaching-staff, IQAC committee, NAAC Committee, Development Committee, non-teaching and supporting staff, student’s union, student representative and alumni. The principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college with the help of different running committees within the Campus. There are many committees to support the vision and mission of the college. For example, these are Examination cell, NSS, carrier and counselling cell, Historical Research Cell, library and sports committee, cultural and literacy committee, internal examination committee, anti-ragging committee, college magazine committee, disciplinary committee, scholarship committee, routine committee, Media and Public Relation Cell, grievance redressal committee, etc. All the committees take its responsibility for the plans and activities, and successfully tackles these responsibilities in every academic session. For academic performance meetings with HoD’s and faculty of various departments is done. Also, the teaching-progress is checked monthly by teaching register. Principal continuously monitors

each room individually by visiting class time to time for teaching-class, class room activities, movement of students in veranda and outside of the campus. The perspective plans are implemented by principal with finance committee, headed by him/her self. It deals with the finance received for the various grants and amount received from other sources from overall development and maintenance of college. The financial requirements are proposed by various committees and the principal approves it.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	**No File Uploaded**

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

We understand that a leadership has to prove itself through achievements in fronts of the organization. Ours college is one institution imparting higher Education to learners with a purpose to make ready useful and enthusiastic citizens by achieving the set goals. This cannot be possible with a leader. The principal acts as a companion, guide, mentor, associate, helper and leader. These roles are fulfilled by constituting committees that work on behalf of head of the institution. This in fact is the formal arrangement for running the institution smoothly. These committees' co-ordinate and monitor internal management of the college efficiently. A good leader is the one, who set goals and then realize those goals with the help of subordinates around him. All goals should be clear and feasible. All functionaries of the college are given such responsibilities that they have to act as leaders in one or the other programs. The institution has formed a number of activity committee and one leader from every committee has been given the responsibility of forming a working calendar for that committee and then putting that calendar into action. Sports activities like Badminton also promote leadership qualities. In team games a Coach is nominated who is made responsible for forming strategies to add quality of sports. Being an undergraduate college and four PG Study Centres, we have proper departments, proper division of work is operational towards providing a decentralized and participative system in college. A case study decentralized and participative management. The

college has 17 committees initially constituted and it is a indicative of distribution of work among the functionaries. More works are assigned to faculty and non-teaching staff as and when required. Guest faculty members are also assigned works other that teaching. This helps the institution but it helps them also as this creates a sense of belongingness and responsibility among them. Proper working plans are designed for smooth running of institutions. These plans are then given to concerning committees. The implementation of all working plans is regularly monitored by conveners and Principal. Regular meetings of the committees are held and all the points are recorded to be reviewed in the next meeting. Thus, the power is also deployed to staff members by the principal. The principal exercises his powers to run the institution properly and in proper manner. Second case study Participative management is achieved in the college by comprising different committees. Each member of the committee is assigned individual duties towards those committees.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed over the past 55 years (Since 1965) the college has shown tremendous growth. If this is to be sustained, strategies must be formulated, communicated and implemented effectively. Only then is the institution “Built to Last”. Both perspective and strategic plan documents are available in the institution. The following plans are projected after a discussion on the basis of analysis, assessment and estimates. Keeping in mind, the short term, medium term and long-term development plans, the college always adopts a bottom-up approach with a strategic directive given from the top administration management.

Strategic Plan:

- Planned to introduce Science and Arts course

- Introduce skill development and value-oriented courses

• Extension activities were carried out through NSS

• Staff Development Programmes were conducted to enhance the skill

and knowledge of the teaching and non-teaching staff

• More students from the socially deprived society were admitted

with nominal fee prescribed by LNMU

• To identify and train the youth from rural areas in sports

activities in the second campus

• To Improve the employability skills of the students

• To encourage the students participating in co-curricular/

extracurricular activities

• To encourage the Faculty for Paper publishing & UGC approved

national and international journal Publishing

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	**No File Uploaded**

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

ADMINISTRATIVE SETUP:

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical set up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. Ram Charitra

Singh College has been established in 1965. It has an effective organizational structure which monitors and improves the institution. The over-all structure of the Institutional Management is categorized as “ACADEMICS” and “ADMINISTRATION”. Keeping in view all the stakeholders more on students an effective administrative system is structured.

Functions of Key Administrative Positions:

PRINCIPAL:

Principal looks after the administration, development of education, growth & expansion of the institution.

- To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.
- To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the University.
- To conduct internal, end and other examinations.
- To initiate all the developmental activities, monitor the progress and report to the University.
- To ensure and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year.
- To ensure the preparation of reports on various activities and also the annual report of college.
- To become responsible for the general amenities and arrangements for students and employees of the college.

UNIVERSITY REPRESENTATIVES (UR):

The Institution has a University Representative appointed by Lalit Narayan Mithila University, Darbhanga. It meets frequently and discusses the agenda prepared by the principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions are taken.

BURSAR:

UNIVERSITY ENGINEERS:

COMMITTEES:

Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members. Committee In charge will look after the committees' program and operation. These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college. These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department. Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

HEAD OF THE DEPARTMENT:

Department HOD prepares departmental workload as per the Lalit Narayan Mithila University/Government of Bihar syllabus, Allocation of workload in prescribed formats. Coordinating with library, committee & prepare, update and standardize the student Handbook / Lab manuals. Collect & verify the course material to certify. Coordinate with Library committee, Timetable In-charge, Lab In charge, Internal Examination In-charge for smooth class activities and midterm exams. Preparation of list of weak students in each class and conduct bridge classes, slip tests. Analysis result to conduct Remedial classes for failure students. Ensuring to arrange cultural activities and Guest lectures, workshop & seminars. Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counselling report books, etc.

DEPARTMENT CO- ORDINATOR:

Every department has a Co-ordinator to monitor the Time Table In-charge, Class In-charge (section wise), Lab In-charge, Internal Examination In-charge and Department level Committee In-charges. All In-charges duties & responsibilities are well defined as per standard operating procedures with harmony.

The Institute has IQAC and the functions of IQAC are given below:

IQAC Functions:

IQAC is responsible for fixing quality parameters for various

academic and administrative activities. Monitoring the organization of class work and related academic activities. Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters. Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.

IQAC MEMBERS:

1. Dr. Satya Narayan Paswan, Principal, Chairperson

2. Mr. Ravi Kant Anand, Assistant Professor, Co-ordinator

The Department Advisory Board (DAB) Responsibilities:

- Develop and recommend the Vision & Mission statement of the department & provide guidelines for formulation of Programme Educational Objectives (PEOs) and Programme Outcomes (POs).

- Receive the reports of programme assessment committee and monitor the progress of the programme.
- Look after the current and future issues related to programme.
- Meet at least once in a year to review the programme.

The Programme Assessment Committee (PAC) Responsibilities:

- Preparation and submission of periodic reports on program activities, progress and status to management and key stake holders.
- Motivate the faculty and students to attend workshops, develop projects, working modules, paper publications and research.
- Interact with students, faculty, program coordinators, class in-charges and external agencies in facilitating Program Educational Objectives.
- PAC shall meet at least once in 6 months to review the program and submits report to the Department Advisory Board (DAB).

Various Committees of the Institution:

The Institution has following Committees for the effective functioning of the organization. The objectives and functions

of the committees are organized as per the guidelines of the head of the institution.

Institute Level Committees:

Academic Committee

Admin Committee

Admission Committee

Alumni Activities Committee

Anti-Ragging Committee

Discipline Committee

Electrical Maintenance & Disaster Management Committee

Event Management Committee

Examination Committee

ICT/ E- Learning, NTPEL, MOOCs Committee

Infrastructure, Maintenance and Repair Committee

IQAC Committee

Library Committee

NAAC Committee

NSS Committee

Program Assessment Committee

Project & Internship Committee

Remedial and Bridge Class Committee

Sports& Cultural committee

Student Grievance & Redressal Committee

Training & Placement Committee

Waste Management (a. E- Waste, b. Solid Waste, c. Liquid Waste)

Website Committee

Women Empowerment Committee

Service Rules, Policies and Procedures:

The institution follows UGC/Government of Bihar University Service Rules, policies and procedures for effective functioning of the institution. All these are available at Principal's Office, HOD's Chamber, Library, Examination Cell, Placement Cell etc., and distributed among all the employees. Advertisements are published in the state and national level newspapers for recruitment by Government of Bihar. Interviews are conducted by a panel prescribed by Government of Bihar. Preference is given to relevant qualifications, teaching, research and industrial experience. A demonstration is taken from each person to understand the teaching capabilities and competency. The guidelines of the UGC and Bihar University Act are followed during the recruitment of the faculty. The selected candidates are required to attend the university ratification process. Supporting staffs are recruited by Government of Bihar. Promotional Policies based on the staff performance appraisal/ CAS; they are promoted to higher levels through UGC/ Bihar University Act Rules/ Government of Bihar. Qualification, Eligibility and Salary Structure as per UGC norms.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Link to Organogram of the Institution webpage	https://rcscollege.ac.in/web/
Upload any additional information	No File Uploaded

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

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

6.3 - Faculty Empowerment Strategies

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

The Ram Charitra Singh College has effective welfare measures for teaching and non-teaching staff,

The existing welfare measures for teaching and non-teaching staff:

SOCIAL WELFARE:

- **Institute participates in sweet and sour events of the employees' social life.**
- **Institute arranges occasional Get Together.**
- **Institute felicitates all teaching and non-teaching staff on 'Teachers' Day'.**
- **Institute appoints its retired employees in its needs.**
- **Institute allows State Government sanctions on various proposals of reimbursement.**

FINANCIAL WELFARE:

- **Institute helps to find out temporary accommodation to newly appointed Teaching and Non-Teaching Staffs.**
- **Institute offers "Swagat Samman Samaroh" to the employee on the day of joining and retirement.**
- **Institute gives advanced payment in emergency.**
- **Institute encourages for various academic projects.**
- **Institute allows Duty Leave, Study Leave and Medical Leave and Earn Leave, On Duty Leave, etc.**
- **Institute makes avail advanced salary through college fund.**
- **Institute provides workshop/ training to the teaching and**

non-teaching employees.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/
Upload any additional information	No File Uploaded

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

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

00

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

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

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

00

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

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

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

3

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

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

There are two types of performance-based evaluation prescribed by the University. The first is called “PBAS [Performance Based Appraisal System]” and the second is called “Annual Secret-

Report". The PBAS provides feedback of the faculty member. It helps them in understanding the changing needs of students. All teaching faculty member fill the prescribed format of PBAS for self-appraisal. This system encourages them to make excellent performance in teaching and learning. The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extra-curricular activities. This format [PBAS] is filled by the employee in a given prescribed proforma, which includes all the above set related to points and sub-points. The format contains 4 main parts. Part-A: General Instruction, Part-B: Academic Performance, Part-C: other related information [duly signed by the principal], and Part-D: Comment on the Self-Assessment by the University. The main part, i.e., Part-B consists of 4 categories. Category-I includes "Teaching-Learning and Evaluation related Activities. Category-II includes "Co-curricular, Extra-curricular and Professional Development related activities. Category-III Includes "Research and Academic Contribution". Category-IV includes "Summary of the API" to be filled by the Teaching Faculty. Another type of evaluation is called the Secret-Report of the Employee. It is filled by all the teaching and non-teaching employees. It generally has two parts. The first part is filled by the employee. The last part is the evaluation by the principal. It is then sent to higher authority of the University.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/index.php
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

The college conducts both internal and external financial audits regularly. External Audit- External Audit is conducted by the following Agency: (i) Team of Higher Education of Government of Bihar. This team of auditors comes occasionally to audit. It is constituted by The Higher Education of Government of Bihar. (ii) Finance Department of the University- The institution audits annually all the vouchers and bills of

the expenditure. After checking the bills and vouchers, auditing the expenditures, the Chartered Accountant generates a certificate for the college. Internal Audit- Internal audit is done by checking each bill and voucher by accountant and bursar of the college. The accountant maintains the cashbooks, receipts, bills and vouchers. It is checked by the principal and bursar.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/index.php
Upload any additional information	No File Uploaded

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

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

00

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

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

FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION:

- The college gets financial aid from government in the form of the salary grant. The salary grant is exclusively used by the college for the salary of the granted staff member. The salary is now online by the Lalit Narayan Mithila University treasury office. It is credited in the bank account of the staff members. For other expenditures the permission from the University is obtained and after that the expenditure by following due process is carried out. The college prepares the budget in the begging of

the year which is sent to the University for their approval. After the approval is obtained the college carries out the expenditure by following the due process.

- The college has a provision of statutory audit. The auditor is appointed by the University. At the end of the financial year, the audit is conducted by the statutory auditor. The audited statement is submitted to the University office in time. There are no major objections in the audit report. The audited income and expenditure statement is uploaded on college website.
- The college is not in receipt of any other financial assistance other than mentioned in 6.4.3 above. The college has received the fund for the purpose of development of college.
- The received fund is allotted from the same purpose these funds are utilized: 1. Construction of Toilet Blocks in Library 2. Purchase and Installation of Wi-Fi. 3. Purchase of Computer for Laboratories, Departments, Language Lab, Library and Administrative Block. 4. Construction of Cycle Stand (for boys and girls). 5. Purchase of Water Coolers for potable drinking water. 6. Dustbins. 7. Projectors. 8. Smart Boards etc.
- Funds are received from the Higher Education Department, (Government of Bihar) and the L.N.M.U, Darbhanga. College funds are also used for the college developmental and academic works.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/index.php
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC is one of the major policies making and implementing unit in our college. It strives hard for upgrading the college infrastructure and all support facilities to meet the standards of higher education and growing need of students. It assesses and suggests the parameters of quality education. However, following may be two examples of best practices institutionalized: Academic Audit through IQAC: The college takes academic audit of each department and various committees

every year through IQAC to increase and maintain the quality of education. Academic Audit Committee is set up for this purpose. At the beginning of academic session, the committee collects academic plan including publication, extension activity, collaboration, innovative and best practices, assignment, ICT based activity, students' competition, seminar and workshop supposed to organize for better performance. The Committee Evaluated Plan submitted by the departments and committees, twice in an academic session as per the academic plan and reviewed their academic progress. The report of the committee was submitted to the IQAC and the same is put in the College Development Committee for discussion, suggestion and approval. Due to implementation of such academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra co-curricular performances. Implementation of green practices in the campus: The IQAC proposed to initiate various green practices to maintain eco-friendly college campus through the activities i.e., Tree Plantation, Paperless Work, Plastic Eradication, Clean and Beautiful Campus, No Vehicle Day, Save Power, Paper Bag Workshop, Awareness Programme on Renewable Energy and e-Waste Management. For the better implementation of green practices, IQAC distributed these activities among various departments. IQAC constantly takes the feedback about the proper result-oriented implementation of these activities through academic audit every year. Because of these practices, eco-friendly and pollution free college campus and social awareness about renewable energy and e-waste management is developed in the community. Use and enrichment of ICT infrastructure. The use of ICT tools has become an integral part in teaching-learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each department. The IQAC has advised the administration to enrich ICT Infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshop i.e., Google Apps, Video Conference, use of e-mail, handling ICT instrument etc. during COVID-19. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/index.php
Upload any additional information	No File Uploaded

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

Since the establishment of IQAC then its focus on improvement of quality is being done by various methods. For this the institution reviews its teaching- learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. Here are some examples of it: Academic review in beginning of the Session- There are 6 main meeting of academics is organized in a session. First- at the beginning of the session, second before annual examination and third, at last of the session. In this meeting the Internal Examination Committee, HoDs of the departments, and College's permanent and guest faculty meets. At the beginning of the new session, a new time-table is prepared, the academic calendar of the university and college is discussed, and other committees for the college activities are constituted. Also, a discussion by HoD's on result analysis is done in front of the principal. Before annual examination, the instructions to invigilators, superintendent, workers and examination committee members are given by the examination centre superintendent. In the formal meeting of IQAC, the review of examinations result is done. This is also called the academic audit. Here the result analysis is prepared and tabulated. The availability of teacher is done by Higher Education Department, Government of Bihar. The workload is more than the post sanctioned by the government. Use of ICT in teaching and learning: The IQAC motivates the HoD's to use the ICT. The HoDs give the messages, notices and online study materials to students. For this purpose, many HoDs has created WhatsApp group to provide handouts during COVID-19 pandemic. For students, the educational use of social-media has also been utilized to establish communication with the students and peers. Some classrooms have smart-boards. Here, Smart Class Room Projector is used. Teacher occasionally take, but not regularly their classes through smart-board, PPT. presentation etc. Motivational Lectures and guest lectures are also

organized with the help of Smartboard/ Projector/ PPT presentation.

File Description	Documents
Paste link for additional information	https://rcscollege.ac.in/web/index.php
Upload any additional information	No File Uploaded

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

File Description	Documents
Paste web link of Annual reports of Institution	https://rcscollege.ac.in/web/iqacell.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is interested to booming up the educational and other professional skills of enrolled boys and girls for the active progression of the nation.

To maintain a healthy academic environment some steps have been taken:

1. Well-furnished girls' common room

2. Anti-ragging cell

3. Under construction women's' hostel

4. Girl students' enrolment as a priority

5. Hygiene and cleanliness drive and other counselling

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

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

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

The college facilitates several methods for the management of degradable and non-degradable waste. The college believes in "Reduce, Recycle and Reuse" method. The college has different dustbins based on degradable and non-degradable wastes. The college has moto of "No Plastic Zone". For the implementation of this, the college has been taking initiatives like Awareness Programme, Seminars and Abhiyaans. The college has a solid

waste management, liquid waste management and waste recycling management. Rest of the management systems which mentioned in above bullet points will be installed in near future.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://rcscollege.ac.in/web/iqacell.php
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **1. Restricted entry of automobiles** **2. Use of Bicycles/ Battery powered vehicles** **3. Pedestrian Friendly pathways** **4. Ban on use of Plastic** **5. landscaping with trees and plants**	A. Any 4 or All of the above

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

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

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

Ram Charitra Singh College, Manjhaul is the only institution catering to the needs of the students of two subdivisions. Students from other areas also flock to the college to earn their degrees. This college has played an important role in establishing unity in diversity. Students of different castes, religions and cultural backgrounds come to this college. All the students join this college as members of an extended family. Students coming from different parts of this state feel safe and secure here. Students here speak different languages such as Angika, Maithili, Urdu, Hindi and English. We prepare them for the global village by imparting computer education to enable them to survive in this competitive market. Students from scheduled caste and backward communities form the majority. Girl students find atmosphere of this college congenial to their proper growth. This college is the breeding ground of the makers of the modern India.

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

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

Education inculcates human values and good manners in students.

Equality, liberty, fraternity and social justice are the pillars of a successful democracy. It is necessary that every citizen of the state should possess democratic values. India is a federation of states and Indians follow the rules of democracy. Our institution follows the rules of an ideal democracy both in administrative and academic affairs. The first word of the Preamble to the Indian Constitution “We” includes all the citizens of this vast country.

Similarly, the students of this college come from different backgrounds but lose their differences once they join this college. They come from different villages, they profess different religious but still they are first and foremost members of this extended family that is R.C.S. College, Manjhaul. Last year on the Constitutional Day children took oath to uphold human values and expressed their faith in the unity and development of India. As the Preamble to the Constitution encapsulates the main objectives of Indian Constitution so the students come to know about their constitution and country well. Different programmes are organized all the year round to make students aware of their rights and duties enshrined the Indian Constitution. We help students grow into responsible and ideal citizens of this republic. India represents unity in diversity. Our students are encouraged to sink their differences to create a bright and vibrant India. Students learn service, cooperation, compassion and tolerance in the company of their classmates and teachers. We make our students conscious of their environmental responsibilities and protection of wildlife. Through NSS programmes they learn how to follow traffic rules to save precious human lives.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to	E. None of the above

monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

Independence Day is celebrated annually on 15 August in R.C.S College, Manjhaul, Begusarai commemorating the nation's independence from the United Kingdom on 15 August 1947. On the eve of Independence Day, the Principal of the college delivers the address. The college conducts flag hoisting ceremonies and various cultural events. The students decorate their premises with paper, balloon decorations with hangings of freedom fighter portraits on their walls.

26th January which marks the transition of India from an autonomous Commonwealth realm with British Monarch as nominal head of the Indian Dominion, to a fully sovereign republic in the Commonwealth of Nations with the President of India as the nominal head of the Indian Union is celebrated annually with fanfare. The Constitution was adopted by the Indian Constituent Assembly.

World Environment Day (WED) is celebrated annually on 5 June in the college. The theme for 2017 was Connecting People to Nature. The theme for 2018 was "Beat Plastic Pollution". The theme for 2019 was "Beat Air Pollution". The theme for 2020 was "Time for Nature". The theme for 2021 was "Ecosystem Restoration".

Gandhi Jayanti is celebrated annually in the college to mark the birthday of Mahatma Gandhi. Popular activities include prayer meetings, commemorative ceremonies take place in the college. Painting and essay competitions are conducted and best awards are granted for projects in the college. Gandhi's favourite bhajan Raghu Pati Raghav Raja Ram, is usually sung in his memory. Portraits of Mahatma Gandhi are decorated with flowers and garlands.

Ambedkar Jayanti or Bhim Jayanti is an annual festival observed on 14 April to commemorate the memory of B. R. Ambedkar. The students of the college pay homage to the portrait of B.R Ambedkar.

R.C.S College is a constituent unit of Lalit Narayan Mithila University. The college celebrates Lalit Narayan Jayanti every year on 2nd February.

Establishment Day of the college is celebrated every year. Different competitions are organised on this auspicious day. Students visit different places of historical, religious, geographical and environmental value so that students may understand their importance. Different programmes are organised by NSS. Following the instructions of the State Government human chain is formed and programme for prohibition are conducted. Students Union election is held regularly. Different sports competitions are held. Light and sound programme is useful to students. Hindi Divas is a regular feature of this college. Poster competition, essay competition and speech and debate help students improve their personality. Different cultural programmes are organised annually.

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

7.2 - Best Practices

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

FIRST

1. Title of the Practice: Infrastructure and Academic Development
2. Objective of the Practice: To nurture the inherent talent and to develop the future of such students who belongs to weaker sections. Another one was to expose such students to college environment and other modern technology-based resources so as to inspire them to achieve good academic grades.
3. The Context: The challenging issue for college administration was to enhance the quality living and to improve the learning technique of students belonging to rural areas. Further the availability of well-qualified teachers and basic technical requirements was also the challenge as college was running its normal routine classes for its own students.
4. The Practice and Evidence of Success: The college administration was established a College Development Committee for concreting the basic infrastructural development. The college was purchased- Smart Boards, Projectors, Computers, Potable Water Cooler, Lab Instruments and Equipments, Software, Invertors, Wi-Fi Adaptors, Printers and other basic necessities which will provide suitable environment to rural students for high-tech education. For proper academic development, the college has been organizing seminars, workshops, competitions and other initiatives to enhance the learning skills of students. R.C.S. College, Manjhaul is a single constitution college in this area where more than 50% of students come from rural and remote areas. Our college was providing an academic platform for rural girls who came from surrounding villages and towns. Student admission and passing details are the concrete evidence for our college.
5. Problems Encountered and Resources Required: The major problems faced by our institution- Teaching Environment, Connectivity, Lack of College Boundary, Social Obstruction, Lack of Awareness about Higher Education especially in Rural Areas, Lack of Faculties and Technicians, Local Level Influences etc. However, our college established a specific identity about higher education in surrounding towns and villages. The college strategies about higher education were highly successful. The college was admitted healthier admission of boys and

girls especially rural and remote areas.

6.

1. Title of the Practice: Gender Sensitization
2. Objectives: A) To establish good gender balance in decision-making processes in all areas of the college. B) To suggest measures for bridging the gender gap. C) To inculcate the awareness among the students about the equality of the gender
3. The Practice and Evidence of Success: The college was provided Girls Common Room, Boys Common Room, Special Study Room (in Library), Separate Circulation Counters for Boys and Girls, Washrooms for Divvying, Separate Cycle Stands for Boys and Girls, Formulation of Different Committees for the welfare of Boys and Girls, Sanitary Napkin Vending Machine. Under the NSS, different awareness programmes have been organized for the gender sensitization like Beti Bachav Beti Padhao, Yoga Camp, Self Defence Camp etc. Gender sensitization programme brought the change in behavior and instilling understanding the thoughts and the views that we hold about our own and the other genders. NSS Volunteers (both Boys and Girls Wing) have been actively participating in the field of gender sensitization awareness programmes.
4. Problems Encountered and Resources Required: Due to rural area and reserved thinking, students were not fully aware about the term gender sensitization. Students came from rural areas had limited resources to learn about the importance of gender sensitization.

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

7.3 - Institutional Distinctiveness

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

Ram Charitra Singh College, Manjhaul is situated in backward rural area. Agriculture is the means of livelihood of the majority of the population. Boys flee to towns to complete their higher education but girls have no option. This college caters to the need of girl students who form the majority. They gain academic and financial independence here. Girls form the

majority both in regular and distance mode of education. This college is the only hope for the girls who dream of a better future. Girls are provided with civic amenities and girls' common room. Girls are encouraged to attend classes regularly. The construction of women's hostel is an important step in this direction. Different programmes launched by state government such as providing them with bicycles and uniform are intended to encourage girl students to study in a friendly and convenient atmosphere. Scholarships are provided to them. From time-to-time different programmes are organized by NSS to bring them in the main stream.

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

7.3.2 - Plan of action for the next academic year

1. NCC: R.C.S College will have its own unit of National Cadet Corps.

2. Postgraduate education: Girls from this area have to move to different places to complete their postgraduate education. From the next education session, they may avail this facility in R.C.S College, Manjhaul. At present distance education of Lalit Narayan Mithila University and Nalanda Open University offer postgraduate courses to the needy students.

3. Technical education: From next session R.C.S College, Manjhaul may launch different technical courses that will help implement new education policy.

4. Infrastructure development: Under the dynamic leadership of the principal the college will develop state of the art infrastructure to usher the college into 21st century. Different buildings are under construction. Library and laboratory will be enriched with books and equipments. We need a boundary wall to protect the college. Connecting road, safe drinking water and other civic amenities will be available to students.

5. Human resource development: The main objective of this college is human resource development to help the society and environment.

6. Green sources of energy: R.C.S College, Manjhaul has ample capacity for solar energy and biogas plant. Rain harvesting may be explored.