



Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	R. D. AND D. J. COLLEGE
Name of the head of the Institution	Dr. Gopal Prasad Yadav
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	06344222556
Mobile no.	9431481289
Registered Email	r.dandd.j.collegemunger@gmail.com
Alternate Email	rdndjcollege@yahoo.com
Address	At :- Shastri Nagar Munger
City/Town	Munger
State/UT	Bihar

Pincode	811201														
2. Institutional Status															
Affiliated / Constituent	Constituent														
Type of Institution	Co-education														
Location	Semi-urban														
Financial Status	state														
Name of the IQAC co-ordinator/Director	Dr. Suraj Konar														
Phone no/Alternate Phone no.	06344222455														
Mobile no.	6201312969														
Registered Email	suraj.konar@gmail.com														
Alternate Email	iqac27@gmail.com														
3. Website Address															
Web-link of the AQAR: (Previous Academic Year)	https://www.rdanddjcollege.org/aqar														
4. Whether Academic Calendar prepared during the year	Yes														
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.rdanddjcollege.org/acadmic-calender														
5. Accrediation Details															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To						
Cycle	Grade					CGPA	Year of Accrediation	Validity							
		Period From	Period To												

1	B	2.36	2017	11-Dec-2017	12-Dec-2022
6. Date of Establishment of IQAC			15-Dec-2016		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
IQAC Meetings		14-Dec-2019 1		10	
View File					
8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.					
Institution/Department/Faculty		Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!					
No Files Uploaded !!!					
9. Whether composition of IQAC as per latest NAAC guidelines:			Yes		
Upload latest notification of formation of IQAC			View File		
10. Number of IQAC meetings held during the year :			4		
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website			Yes		
Upload the minutes of meeting and action taken report			View File		
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?			No		

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

1. Three National Seminar were held during the year. 2. One Work Shop Was held 3. Conducted Academic Audit By team of external Expert 4. Conducted Various Awareness Program 5. Organised personality development Program

[View File](#)

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

Plan of Action	Achivements/Outcomes
Repairing And Painting Whole Science Block	Completed

[View File](#)

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	11-Sep-2017
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	31-Dec-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I - CURRICULAR ASPECTS**1.1 - Curriculum Planning and Implementation**

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

The head of the departments conducts academic planning meeting to plan and organize the schedule of lectures and distributes the syllabus among the faculty members of their departments. The faculty members are instructed by the head of departments to complete the syllabus within stipulated time. If, for any reason, a faculty fails to finish his/her syllabus within the stipulated time, he/she is being asked to arrange extra classes for his/her subject. As per the requirement new books are ordered with the concern of subject teachers and students. For implementation of curriculum, teachers have included teaching methods such as presentation, assignments, and seminars for effective teaching. The college receives regular updates of circulars through letters and emails from the university, regarding the changes or modifications in the curriculum. The Principal informs the concerned teacher about changes in curriculum and gives them a copy of the same. The faculties receive all sorts of support from the university and college to understand the curriculum. Timely meetings are conducted and instructions are given for submission of Assignments and conducting Unit test and internal test are well planned and executed before final examination.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCA	Computer Science	21/10/2019

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes	Programme Specialization	Date of implementation of
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adopting CBCS		CBCS/Elective Course System
MSc	Physics, Chemistry, Botany, Zoology and Maths	19/08/2019
MA	History, Economics, Geography, Political Science, Philosophy, Hindi, English, Sanskrit,	20/08/2018

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

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

1.3 - Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The college maintains an IQAC as a quality consistence and quality enhancement measure. IQAC collects the feedback physically from stockholders viz. Students, Parents and Teachers on Curriculum. Student's feedback is filled by both UG and PG Students. Feedback is received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organized by each and every department of the college. Suggestions and comments given by the guardians are also taken into account for future development. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in Governing Body of the college for necessary action. .

CRITERION II - TEACHING- LEARNING AND EVALUATION**2.1 - Student Enrolment and Profile**

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCA	Computer Application	80	30	16

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2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1875	279	37	37	37

2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

No Data Entered/Not Applicable !!!

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2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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No Data Entered/Not Applicable !!!

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
67	37	30	16	32

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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No Data Entered/Not Applicable !!!

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2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
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No Data Entered/Not Applicable !!!

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Institution conducts examination as per the university rules and regulations. Evolution work is done as per directive of university ,usually it is centralised. In U.G. we conduct test exam and evaluation process is perform in the respective faculties. In PG there are two academic session (one year each) and four semesters (Six months each). There is a provision of continuous internal assessment of 30 marks it includes theory exam ,assignment, seminar and attendance etc. We always maintain transparency in the exam and evolution

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

Academic Calendar July August 201819 Summer Holiday 1st June 2018 to 30th June 2019 Celebration of Independence Day 15th August 2019 Celebration of Teachers Day 5th September 2019 Holiday of Durga Puja:29th October and from 5th October to 12 October 2019 Holiday of Diwali and chath: 27 November to 5th November 2019 Republic Day : 26 th January 2019 Yoga Day 21st June 2018 Environment Day (Van Mahotasav by Forest division, Munger at R.D. D.J. College Munger) 2 days of National Seminar under Indian National Congress prepared in October (Topic: Science and technology future India for the year 201819.) U.G. Course : Part 1 Hons 14/07/2017 to 25/09/2017 Part 2 Hons 14/12/2017 to 29/01/2018 Part3 Hons 14/07/2019 to 11/12/2019 PG Semester Semester I 10/07/2018 13/07/2018 Semester II 6/03/2018 10/03/2018 Semester III 4/12/2019 -

2.6 - Student Performance and Learning Outcomes

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

<https://www.rdanddjcollege.org/course-offered>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					

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2.7 - Student Satisfaction Survey

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

www.rdanddjcollege.org

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
National Science Seminar on Future India Science and technology	Science	03/04/2019
National Seminar on Yoga Science and innovation	Science	22/07/2019
One day Work shop on Application of computer on commerce	Commerce	16/09/2019
National Conference on Innovation in Business	Commerce	16/12/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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

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

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Botany	2
Zoology	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	2	5.12
International	Botany	2	2.52
International	BCA	2	5.12

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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

No file uploaded.

3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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No Data Entered/Not Applicable !!!

No file uploaded.

3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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No Data Entered/Not Applicable !!!

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3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swakshta Pakhwara	NCC	3	65
Gazar Ghash	NCC	3	65
AIDS Awareness	NSS	3	50
Swachh Bharat	NSS	3	50

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

No file uploaded.

3.5 - Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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No Data Entered/Not Applicable !!!

No file uploaded.

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

No file uploaded.

4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 - Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			

No file uploaded.

4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

No file uploaded.

4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	2	2	1	1	10	1	30	0
Added	0	0	0	0	0	0	0	0	0
Total	50	2	2	1	1	10	1	30	0

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

30 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility

Provide the link of the videos and media centre and recording facility

No Data Entered/Not Applicable !!!

4.4 - Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities

Expenditure incurred on maintenance of academic facilities

Assigned budget on physical facilities

Expenditure incurred on maintenance of physical facilities

No Data Entered/Not Applicable !!!

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

Nill

<https://www.rdandjcollege.org/>**CRITERION V - STUDENT SUPPORT AND PROGRESSION**

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

Name/Title of the scheme

Number of students

Amount in Rupees

No Data Entered/Not Applicable !!!

No file uploaded.

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			

No file uploaded.

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					

No file uploaded.

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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No Data Entered/Not Applicable !!!

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

Items

Number of students selected/ qualifying

No Data Entered/Not Applicable !!!

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

Activity	Level	Number of Participants
Criket	University	22
Badminton	University	5
Chess	University	4

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5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 - Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

Two Best Practices

1. Title of the practice Weekly Departmental Seminars.
2. Goal Hundred and eighteen years old R. D. D. College has witnessed several academic and coacademic milestones. The academic practice of weekly departmental seminar is a unique feature of our century old institution. The exact genesis of this academic practice is not fully explored, On the basis of available college records this practice of weekly departmental seminar is at least, a half century old academic tradition. It aims at providing a platform to the students of each department to discuss their strength and weaknesses on weekly basis. It also acts as feedback mechanism for teachers and administrators of the college. The Context In the last fifty years this practice of weekly departmental seminar has undergone several layers of makeover and changes. In its present form this practice supplements the traditional method of classroom teaching through lecture method. As we know, the traditional class room teaching is still a predominantly teacher centric phenomena where information and knowledge flow unidirectional from teacher to students. Six days in a week, we follow this traditional teaching method. But for two hours in every week, we try our level best to turn the table in favour of students. The Practice On every Friday from 12:15 to 2:15 PM, every department of the college meets for an informal academic get together. All undergraduate and post graduate students of the college along with their teachers sit for an academic chit chat. The topic for discussion ranges from the taught subjects of the previous week to any topic closely or remotely concerned with the subjects they are pursuing. Students are encouraged to ask questions, raise doubts and make observation. Impact This practice of weekly seminar in each department has strengthened the academic aura of our college. Both students and teachers find this

practice very useful. In their feedback the students rate this academic practice very high. Besides, improving the academic acumen of students in their respective discipline, it also acts as a booster for their overall personality development. As mentioned earlier, most of our students came from rural background. Despite being academically good, they lack certain attributes of personality development, such as communication skills, stage fearlessness, boldness and presentation skills. When they join college, they are usually shy, soft spoken and often panic in pressing situations. This practice of departmental seminar proves a boon for these rural students.

Problems Encountered and Resources Required: The biggest problem that we face in implementing the practice of weekly departmental seminar is an irregular academic session. Due to scattered examination scheduled throughout the year, we often have to postpone these seminars to accommodate examinations. This not only hampers smooth academic progression but also denies our students an opportunity to develop their overall personality. We also desire to have a smart class system installed in every department to make this weekly experience more effective and interactive. Notes (Optional) - Why the practice of weekly Departmental seminar is

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

No

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	Broadly, the quality management strategies are developed by the IQAC of the college that comprises of several members. Teaching and learning is the most significant area which is under our strict vigil. All the classes (theory and practical) are conducted as per time table There are two basic levels at which teaching and learning is monitored- (i) The Heads of department strictly implement the time table The classes of teachers who are absent/on duty leave are arranged in such a way that students do not suffer academically,. (ii) Our teachers regularly attend refresher/orientation /seminar/workshop/conference to improve and enrich their knowledge and experience. They come back with new zeal and contribute their best to teaching and research.
Examination and Evaluation	Examination and Evaluation As Per the University rules and regulation s University examination evaluation work is done. Examination committee conduct the internal examination, test exam, assignment etc as well as university examination smoothly. The practical examination conducted with internal external examination appointed either by the university exam controller or by the centre superintendent

	<p>of the examination .Question paper is set by the setter appointed by the university while question paper for internal exam is set by the HOD of the respective department . Evolution process is centralised decided by University. In UG examination is conducted for part 1,part 2,and part 3 separately and final score card is declared after the completion all the three parts. In PG we conduct examination for Semester 1,2,3 and 4 and result is declared after completion of all the four semester. In PG 30 wattage is given to the internal evaluation and 70 wattage given to external evolution.</p>
Curriculum Development	<p>R.D D.J. College is a constituent unit of Munger University, Munger. This college is run by the provision of the university Acts and statutes which are prepared by the Govt. of Bihar and approved by the Honourable Chancellor. That is why the college cannot do its own, restructure the courses for any of the subjects and cannot implement without the approval of the apex body of the university .University involves several faculty members in course restructuring and revision committees . University examination committee appoints several faculty members to frame questions paper and evaluate answer books. Dean of different faculty looks into overall academic growth and quality improvement.</p>
Research and Development	<p>Institute encourage teachers and students for active participation in college sensation duty leave to the researchers , if necessary .</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>We have a well equipped library. There are two separate halls in the library used for reading room , one for teacher and other for students where at least hundred students can seat at a time. Library have full fledged wifi connectivity . We have one separate hall for E learning. In E learning hall there are 17 computer system and two Xerox machine is available. All computers are connected in LAN(local Area Network) .Students can use wifi facility to search reading materials on the computer installed in the library . Students can read books according to his choice as there are large number of books of the library uploaded in the computer. Water Purifier is available for drinking water.</p>
Human Resource Management	<p>In our institution there are three major categories of human resources (HR) - (i) Teaching, (ii) NonTeaching, and (iii) Students human resources. These three categories of HRs are managed in the following ways - (i) Teaching staffs - They are working in different committees of the college for disposing teaching and extra curricular activities. (ii) Nonteaching staff - They have been allotted different official works for their disposal under the supervision of Section Officer. (iii) Students - Students are used in performing social activities through NSS, NCC and by making committees whenever needed.</p>

Admission of Students	<p>Admission of Students Admission of student in UG and PG course is conducted by the admission committee in minimum marks required for conducting in admission in various courses in UG is 45 and in PG . The merit list is created on the basis of marks Keeping in view reservation fixed by the state government .The admission forms obtained from the interested students are screened and shortlisted and transmitted through the respective departments. After verification of document they allowed to take the admission. From this year admission has been taken by the BSEB on OFFS website . This website available for the representative department. After verification of the document.HOD allows to take admission.</p>
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6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	All Examination form are fill up through the internet. Result will also published on the internet.

6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						

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6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term

Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
86th orientation course	1	11/09/2018	08/10/2019	27
83rd Orientation Program	1	07/11/2019	27/11/2019	20

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
37	37	37	64

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
4800	4800	6315081.47

6.4 - Financial Management and Resource Mobilization

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

Yes Institution conducts internal external Audits Regularly.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		

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6.4.3 - Total corpus fund generated

17592571.51

6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	G. Mandal Co.	Yes	Principal
Administrative	Yes	G. Mandal Co.	Yes	Principal

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

N/A

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

N/A

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

N/A

6.5.5 - Internal Quality Assurance System Details

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

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources

No Data Entered/Not Applicable !!!

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

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

No Data Entered/Not Applicable !!!

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Two Best Practices

1. Title of the practice Weekly Departmental Seminars.
2. Goal Hundred and eighteen years old R. D. D. College has witnessed several academic and coacademic milestones. The academic practice of weekly departmental seminar is a unique feature of our century old institution. The exact genesis of this academic practice is not fully explored, On the basis of available college records this practice of weekly departmental seminar is at least, a half century old academic tradition. It aims at providing a platform to the students of each department to discuss their strength and weaknesses on weekly basis. It also acts as feedback mechanism for teachers and administrators of the college. The Context In the last fifty years this practice of weekly departmental seminar has undergone several layers of makeover and changes. In its present form this practice supplements the traditional method of classroom teaching through lecture method. As we know, the traditional class room teaching is still a predominantly teacher centric phenomena where information and knowledge flow unidirectional from teacher to students. Six days in a week, we follow this traditional teaching method. But for two hours in every week, we try our level best to turn the table in favour of students. The Practice On every Friday from 12:15 to 2:15 PM, every department of the college meets for an informal academic get together. All under graduate and post graduate students of the college along with their teachers sit for an academic chit chat. The topic for discussion ranges from the taught subjects of the previous week to any topic closely or remotely concerned with the subjects they are pursuing. Students are encouraged to ask questions, rise doubts and make observation. Impact This practice of weekly seminar in each department has strengthen the academic aura of our college. Both students and teachers find this practice very useful. In their feedback the students rate this academic practice very high. Besides, improving the academic acumen of students in their respective discipline, it also acts as a booster for their overall personality development. As mentioned earlier, most of our students came from rural background. Despite being academically good, they lack certain attributes of personality development, such as communication skills, stage fearlessness, boldness and presentation skills. When they join college, they are usually shy, soft spoken and often panic in pressing situations. This practice of departmental seminar proves a boon for these rural students. Problems Encountered and Resources Required: The biggest problem that we face in implementing the practice of weekly departmental seminar is an irregular academic session. Due to scattered examination scheduled throughout the year, we often have to postpone these seminars to accommodate examinations. This not only hampers smooth academic progression but also denies our students an opportunity to develop their overall personality. We also desire to have a smart class system installed in every department to make this weekly experience more effective and interactive. Notes (Optional) - Why the practice of weekly Departmental seminar is relevant to other Institutions?

This practice of weekly seminar has a potential to democratize the learning process of an institution, cutting across the barriers of resources and economic background of the students. This practice is very relevant to those academic institutions which cater to the academic needs of

the students, predominantly from rural background. Contact Details Name of the Principal : Dr. Gopal Prasad Yadav Name of the Institution : R.D. D.J. College, Munger City : Munger Pin Code : 811201 Accredited Status : NA Work Phone : 06344222596 Website : www.rndnjcollege.org Fax : 06344222596 Mobile : 9431481289 Email : rndnjcollege@gmail.com Best Practices 2 1. Title of the practice: "Calendar of Extra - curricular Activities". 2. Goal: Nearly two years back the sports council of our college decided under the dynamic leadership of our Principal Dr. G.P. Yadav to increase our efforts to make maximum number of students skilled in different sports and games. Our college had a tradition and we were performing better in University sports and games in the past, particularly in conventional and popular games and sports. We fixed our goal to make maximum number of students (both boys girls) participate and acquire skill in several games and sports, so that, they become a complete person. Our aim is to make them physically and mentally fit to cope with the complex modern world. 3 . The Context: Our College has a large enclosed campus with enough breathing space and many playgrounds. But our College is not having a physical training department even the University has not a physical training department. More so, we do not have modern playground for imparting modern training to our students. We are also facing financial problems. We have to depend on students contribution and some financial help managed by our Principal in anticipation of help from the University. Each year we plan to keep our expenses within our resources but for all practical purposes and for the benefit of enthusiastic students and to achieve this innovative practice, we encourage students participation in all events. The Practice: In our endeavor to make maximum number of students involved in useful activities both academic and extraacademic activities, we initiated additional steps to ensure maximum participation. Apart from the activities like NSS, NCC, Cultural activities, we initiated steps to increase interest in games and sports to achieve our goal. It was decided to lay emphasis on games and sports because it was here that we can maximize students participation. Our college being a premier and prestigious college of this region, the onus was on our college to do something special to improve students coming to our college. These students, we expect, will spread positive results to the area they belong To Large numbers of students come from the lower middle class of our society. We have witnessed phenomenal rise in the number of girl students coming to join our college in recent years. This made us more concerned regarding discipline in and around our campus. We wanted the usual kind of friendly and disciplined atmosphere to continue on our campus. For their allround improvement both mental and physical, we have planned to keep them involved in something useful all the time. Apart from academic, we have increased our efforts to channelize their energy in different games and sports. Every year our university organize nearly two dozen Inter college tournaments in different games and sports. We call for students interested in events of their choice and we screen them by making them perform as per their ability. We select participants strictly on merit. After that, we train the selected students by inviting NIS trained coaches from outside. They impart technical and physical training to our players vigorously for

more than twenty days. After these exercises, we make them participate in Inter College level tournaments and on the basis of their performance, they are selected to represent our university in Zone and National level Inter University tournaments. We also take care of their diet during training days to the best of our available resources. 6. Problems Encountered Resources required: As stated earlier we do not have a physical training department and for that we lack trainers to train our students regularly. We employ NIS coaches for a limited period that is not enough. If we have experts employed on regular basis we are sure to give them better results. The college has enough space and has many playgrounds. But we don't have modern playgrounds to impart improved training to our players. 7. Notes (Optional): Despite resource problem, we are committed to deliver better results in coming future. 8. Contact Details Name of the Principal : Dr. Gopal Prasad Yadav Name of the Institution : R.D. D.J. College, Munger City : Munger Pin Code : 811201 Accredited Status : NA Work Phone : 06344222596 Website : www.rdndjcollege.org Fax : 06344222596 Mobile : 9431481289 Email : rdndjcollege@gmail.com

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

<https://www.rdanddjcollege.org/best-practices>

7.3 - Institutional Distinctiveness

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

The Vision of our college is As the motto of the institution is "Satya Mewa Jayte", we have the following vision to attain To ensure values like truth, character, sacrifice in the person of every student. To provide quality education to all by means of continuous hard work, dedication and devotion. To instill social and human virtue in the students through the programs of N.C.C., N.S.S., Sports, cultural activities, etc. Education to promote scientific temperament and potential research. Prepare future generations of skill professional to compete in diverse world market. A high quality of academic excellence can provide valueadded experience for the students. The positive outcomes are achieved by designing the curriculum to meet the global requirements and through teachinglearning methods. It outlines the commitment to academic performance for all students and teachers. The structured induction of the student into the curriculum enables to visualize the career opportunities. In this day of increased competition for students, the features that distinguish colleges from each other can be their strongest marketing points. While the results of a search for institutional distinctiveness can serve as the basis for marketing strategies, the process of discovering an institutions unique characteristics itself uncovers new possibilities. As a leaders we choose to develop and build up what we have learned, we can create

an institution with an identity distinct from other colleges . The search we can open up new opportunities for educators to learn about our colleges strengths and weaknesses, and discover or develop its niche in the higher education system. The process can also have the effect of increasing the morale of the institutions members, while at the same time improving its image .In todays changing world, it is essential to know what makes ones institution exceptional, and investigating current programs and policies is a star

Provide the weblink of the institution

<https://www.rdanddjcollege.org/institutionaldistinctiveness>

8.Future Plans of Actions for Next Academic Year

Repairing and painting of whole Science Block Electric wiring of all buildings of colleges
Repairing and painting of old buildings of college including cycle stand Canteen within the campus
constructed Generator 75 kv for the colleges Repairing of roof of boys common room Facing of barbed
wires on the boundary walls of the college Requisition for equipments ,apparatus, books, journals
,of P.G. classes of all department to be demanded Installed cctv camera in all classrooms and lab.
45 more computer will be installed in BCA department. Bio metric Attendance System will be
installed for teachers and students.