



# **YEARLY STATUS REPORT - 2021-2022**

## **Part A**

### **Data of the Institution**

<b>1. Name of the Institution</b>	<b>College of Commerce, Arts &amp; Science, Patna</b>
• Name of the Head of the institution	<b>Professor Indrajit Prasad Roy</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>0612 2350136</b>
• Mobile no	<b>8083860424</b>
• Registered e-mail	<b>principalcocaspatna@gmail.com</b>
• Alternate e-mail	<b>santosh.phy@cocaspatna.ac.in</b>
• Address	<b>Opposite Rajendra Nagar Railway Terminal, Kankarbagh</b>
• City/Town	<b>Patna</b>
• State/UT	<b>Bihar</b>
• Pin Code	<b>800020</b>
<b>2. Institutional status</b>	
• Affiliated /Constituent	<b>Constituent</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

• Financial Status	UGC 2f and 12 (B)
• Name of the Affiliating University	Patliputra University
• Name of the IQAC Coordinator	Dr. Santosh Kumar
• Phone No.	8340549450
• Alternate phone No.	9431023686
• Mobile	9470032269
• IQAC e-mail address	iqac@cocaspatna.ac.in
• Alternate Email address	skr@cocaspatna.ac.in
3. Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://www.cocaspatna.ac.in">www.cocaspatna.ac.in</a>
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://cocaspatna.ac.in/academic-calender/">https://cocaspatna.ac.in/academic-calender/</a>

#### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.10	2016	19/02/2016	18/02/2021

6. Date of Establishment of IQAC      **15/07/2010**

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
College of Commerce, Arts & Science Patna	Salary Grant	Bihar Government	01/04/2021 to 31/03/2022	129785235
College of Commerce, Arts & Science, Patna	ACP Grant	Patliputra University, Patna	01/04/2021 to 31/03/2022	1102372

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

02

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
* A Research Proposal was submitted to DST- SERB by Dr. Ayan Mukherjee for financial support under CRG scheme	
* A Research Proposal has been submitted to DST- SERB by Dr. Dimple Kumari of Chemistry Department for financial support under DST-SERB Power scheme	
* Two Patent Applications have been filed one by Dr. Santosh Kumar and the other by Dr. Ayan Mukherjee both of Physics Department	
* Five Departments of College have applied to DBT for financial support under Star College Scheme	
* Some new add-on certificate courses have been started	
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
New construction above the first floor of A P J Abdul Kalam Technical Bhawan has to done in view of requirement of space for BCA & B.Sc. (IT)	Construction work has started
After the construction over the first floor of Dr. A P J Abdul Kalam Technical Bhawan MBA department has to be shifted in that building	Construction work is still going on
In view of the space constraint of geography department new construction has to be done and the extension of geography department has to be done above canteen	Construction work is going on
Proposal has to be submitted to Bihar Government for the construction of multistoried building in front of chemistry department besides canteen	Proposal submitted
DST FIST Proposal has to be submitted to DST next year	To be submitted after the call
An employability skills enhancement course has to be started from next year.	Will be done
A new MOU has to be signed with BV- AIC for establishing incubation centre	MOU has been signed
13.Whether the AQAR was placed before statutory body?	No
• Name of the statutory body	

Name	Date of meeting(s)
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#### 14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	15/02/2023

#### 15.Multidisciplinary / interdisciplinary

Multidisciplinary/Interdisciplinary learning was the core value of the ancient education system of India. There was emphasis on the human values, ethics and the rich cultural heritage of the country. When Lord Macaulay initiated educational reforms in our country under the British colonial rule, the education system of the country shifted from the ancient method of learning to the commercial pattern of learning and during last many decades, we started following the educational pattern of many other developed countries and our educational infrastructure lost its core identity and turned into an amalgamated system. It didn't fit to the learning behaviour, culture and mindset of India.

After the Government of India has adopted NEP 2020' a paradigm shift has taken place in the conviction, design and the fabric of the educational infrastructure of our country.

However, NEP 2020 has not yet been adopted by the Bihar Government and the state universities of Bihar, but our college has a vision to adopt the multidisciplinary/interdisciplinary approach of imparting education. We have a curriculum delivery and enrichment committee which ponders and decides to include elements of multidisciplinary/interdisciplinary education in our pedagogy and discovers scope to do so within the prescribed curricular structure of Patliputra University.

For example, the History department of our college co-ordinates with Physics department to analyse the ancient historical structures with viewpoint of science. The iron pillar of Kutubminar has not yet been rusted. The Physics department of our college studied to know about what kind of iron could it be?

Department of Physics takes an extra course of VLSI and Electronic Communication. Departmentnt of Political Science takes an extra course of public legal education and Department of Economics takes an extra course of global business environment.

Hence our college already keeps a high motivation towards multidisciplinary/interdisciplinary education.

#### 16.Academic bank of credits (ABC):

The Academic Bank of Credits is yet to be adopted by the State Universities of Bihar but the department of higher education of state is in discussion with the state universities to come up with a formula to adopt the credit transfer system by in the universities of state for the benefit of the students. Once a decision about ABC is taken by the government and our affiliating university, our college will be a frontrunner to adopt it.

#### 17.Skill development:

Our college has a UGC sponsored skill development centre where a training of certain specific skill is given to students. Industry oriented and

entrepreneurial skill training like GST, TALLY and Basic Computer Course are imparted to students. We have started a few skill oriented certificate courses like courses on Madhubani Painting, Disaster Management, Public Health and Epidemiology, Environmental and Gender Economics etc to cultivate specific skills amongst the students to make them employable in the job market.

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

Our college was established in 1949 by Pandit Indushekhar Jha on the advice of the first President of independent India Dr. Rajendra Prasad with a motive to make quality education accessible specially to the downtrodden strata of society without having any discrimination on the basis of caste, creed, religion or financial background. Hence, the integration of Indian knowledge system and imparting higher education in Indian languages have always been the thrust of our institution right from its establishment. Incorporating the elements of the cultural richness and heritage in the pedagogy and the course structure has been a priority of our institution as far as practicable. Right from the inception of the college in 1949, our institution emphasizes value system enriched with diverse cultures to promote the emergence of an ethical, value based, nationalist and spiritual society. We are happy to see that the paras 4.27 and 22.2 of NEP 2020 mention these aspects which our esteemed institution happens to be practicing for last 74 years. We are committed to encourage multiculturalism and the entire academic ambience of the institution is tuned in such a manner that all our stakeholders respect the cultural diversity. Our college teaches different languages like Urdu, Maithili, Hindi, English etc. The college has a vibrant cultural cell. The NCC, NSS and Cultural cell of our college organise a number of programmes and events which are intended to promote respect for one another, integrity, inclusiveness and benevolence.

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

The college has a curriculum delivery and enrichment committee at departmental level as well as at Central level. This committee does a gap analysis for the content of the course being delivered as per the prescribed curricular structure of Patliputra University and the actual requirement of students to compete and catch up in the job market. If some deficiency is identified during this evaluation, the curriculum delivery and enrichment committee ponders over it to come up with some remedial and reinforcement classes to fill up this gap. Apart from this the students are given training of some specific skills. We collaborate with a few industries too to impart a short term course to our students on employability skills and personality development. Special lecturers are arranged to make students aware of different opportunities after the completion of their respective courses. Some extra elements of fascination are included in the prescribed curricular structure of University at departmental and interdepartmental levels to make the PoS, PSOs and COs align with the contemporary global job market and the requirements of the core and primary sectors.

## **20.Distance education/online education:**

Keeping in view the integration of the educational resources and the ease of accessibility of students to these resources, our college is planning to design an integrative, synchronised and interactive educational portal which will enable students to access the educational resources digitally, revisit the lectures as and when they may wish, easy digital submission of assignments, internal examinations etc. We have developed a studio in

Journalism and Mass Communication department and have installed some digital interactive panels in classrooms to record live lectures. We hope to provide an effective Distance/Online education solution to our students soon.

## Extended Profile

### 1. Programme

1.1

**171**

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

#### File Description

#### Documents

Data Template

[View File](#)

### 2. Student

2.1

**5222**

Number of students during the year

#### File Description

#### Documents

Institutional Data in Prescribed Format

[View File](#)

2.2

**3133**

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

#### File Description

#### Documents

Data Template

[View File](#)

2.3

**4167**

Number of outgoing/ final year students during the year

#### File Description

#### Documents

Data Template

[View File](#)

### 3. Academic

3.1

**101**

Number of full time teachers during the year

#### File Description

#### Documents

Data Template

[View File](#)

3.2

**147**

Number of sanctioned posts during the year

#### File Description

#### Documents

Data Template

No File Uploaded

### 4. Institution

4.1	75
Total number of Classrooms and Seminar halls	
4.2	218.551935
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	215
Total number of computers on campus for academic purposes	

## 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

**Being a constituent college of Patliputra University, Patna, the college is abided to follow the academic calendar and syllabus of the affiliating University for curricula delivery. To ensure the effective delivery of curriculum and include the elements of fascination and innovation within the specified curricular structure of Patliputra University, our institution has evolved a distinct mechanism. The college has a curriculum implementation and enrichment committee which ponders to include elements of fascination and innovation in the pedagogy of the institution. This committee is also responsible to ensure timely completion of the courses. Different departments of college in consultation with the curriculum implementation and enrichment committee tries to incorporate cross cutting issues like gender sensitivity, environmental sustainability, human values and professional ethics in the curricular delivery of the prescribed course structure as far as practicable. Apart from delivering the course content prescribed by the affiliating University, different departments discover ways to spread consciousness in students to revive the distinct local cultural diversity and the art & craft forms which are on the verge of extinction.**

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

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

**The IQAC of college is responsible for the preparedness of the institution for the implementation of the academic calendar for curriculum delivery and organising different activities. The principal of college calls periodical meeting of the head of the departments and discusses about the course completion and difficulty if any in abiding to the academic calendar. If some problem is diagnosed, then a tangible solution is worked out in consultation with the curriculum implementation and enrichment committee. The continuous internal evaluation is conducted at departmental level. The respective H.O.Ds. are responsible and answerable for timely conduction of CIE and submitting it to the examination department of College for being sent to University.**

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil
<p><b>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.</b></p> <p>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</p>	A. All of the above
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
13	
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
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
0	
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
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
130	
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

**College of Commerce, Arts & Science, Patna integrates the crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability in the course content of educational delivery.** The NSS wing of college is quite vibrant. The H.O.Ds of all the departments co-ordinate with the NSS unit of college and ensure that all the students of department participate in at least one extension activity related to professional ethics, human value, gender sensitizationand environmental sustainability. The college organises multiple programmes, workshop/invited lectures/seminar/symposia related to these issues on regular basis. The colelege has its own environmental policy . An Environmental and Ethical Committee is there which works throughout the year to spread conciousness related to these crosscutting issues.

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

29

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
Institutional Data in Prescribed Format	No File Uploaded

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

540

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
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#### 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	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

###### 2.1.1.1 - Number of students admitted during the year

5222

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	No File Uploaded

##### 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

3133

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	No File Uploaded

#### 2.2 - Catering to Student Diversity

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

The students admitted in different programmes come from diverse backgrounds and have different learning abilities. Different departments of our college design a concept inventory customized to the learning requirement of the concerned department. After the admission teachers engage few classes in the form of orientation course. The students are asked to answer the concept inventories through which the teachers try to understand the psychological built of each student, their conceptual clarity, social background and dynamics of education. This practice enables teachers in discrete and effective evaluation of each student. During the course several internal tests are conducted at regular basis through which a gap analysis is done and remedial steps are taken as per the requirement of the students. Certain teachers/counsellors are designated in each department to counsel students and motivate slow learners to catch up with the others. Special classes/tutorials are arranged for the slow learners. We have initiated a very unique practice to celebrate a POSS (proud of our special students) day once in a week. On POSS day our teachers resolve learning related problems of each student individually.

File Description	Documents
Paste link for additional information	Nil
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
9250	147

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

The College of Commerce, Arts & Science, Patna focusses on experiential and participative learning. Our institution stresses on heuristic and cognitive learning. The classroom teaching is interactive promoting participative learning and two way dialogue. Participative learning is ensured through diverse practices like students seminar, presentations and discussions, quizzes, educational games, short projects, field survey based assignments and internships. Team based project and assignment are given to encourage the spirit of collaborative work. Invited lectures by the experts of different fields and industry professionals, symposia, workshops and seminar/conferences are routinely held to augment students' knowledge and keep them aware about the global academic and research advancements. In the courses of science discipline, we emphasize practical training for hands-on experience. Some low-cost No cost demonstration experiments have been developed by our science faculties which they show during classroom interaction to bring conceptual clarity in students.

File Description	Documents
Upload any additional information	No File Uploaded

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

Almost all departments of college has ICT enabled classrooms. Teachers use power point presentations along with the conventional chalk and board system as per the requirement of the topic to be taught. LCD/LED Projectors, Interactive panels, Wi-Fi access etc are available in almost all departments. A studio is there in the department of journalism and mass communication where lectures can be recorded. Students are encouraged to use massive online open courses (MOOCs) developed by MHRD, NPTEL, SWAYAM etc. The students are also encouraged to use MIT open courseware, IGNOU e-content, e-pathshala, inflibnet and other platforms to access additional resources along with the suggested textbooks and reference materials.

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

**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**

65

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**

147

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

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

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

100

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)	No File Uploaded

## 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

2537

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

## 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's internal assessment system is based on transparent and continuous process. In undergraduate courses internal examinations are conducted on monthly basis to assess the learning outcome of students. however, it has no weightage in university exam. the practical examination and project evaluation is done at departmental level but externals are appointed to conduct examination and award grade/marks. In postgraduate courses, CBCS has been implemented by the university. 30% weightage is there for internal assessment which is done at departmental level and marks/grade is sent to university for its inclusion in final result. The rest 70% is allocated to academic performance of the students in semester examination. The entire assessment system is quite robust and transparent. In case a student is not satisfied with his/her marks, the case is referred to internal grievance redressal committee . The committee examines the matter and solves it tangibly. At university level, the student can apply for re-totalling and if the student is still unsatisfied he/she can request for re-evaluation.

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

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

In case of any grievance where the student is not satisfied with the marks/grade allotted to him/her, the case is referred to internal grievance redressal committee. the matter is either resolved at this stage or if the student's grievance still continues then it is referred to university. the student can apply for re-totalling of marks or even for re-evaluation. However, the decision of the examination board is final.

The method of grievance redressal is transparent, time-bound and efficient.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Different programmes and courses are meticulously designed to create human resources with high competence by inculcating human values, self esteem and true nationalist pride to serve the society. The academic ambience and the pedagogy adopted by the college ensures quality education to students by inculcating in them self motivation. The college offers traditional undergraduate and postgraduate graduate courses, Vocational and Professional Courses, Diploma, advance diploma and Certificate courses including the add-on ones.

yes, programmes and course outcomes for all programmes offered by the institution are stated and displayed on college website and are communicated to teachers and students as well.

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

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

Yes, the attainment of the programme and the course outcomes are evaluated by the institution on following parameters

- 1) Whether the course offered by the institution enables students for the advanced level of thinking in the concerned discipline ? 2) Whether the course offered by the institution enhances the cognitive skills, logical paradigm and professional skill of students?
- 3) Whether the course offered caters to the need of the local society, industry and contemporary global needs?
- 4) Whether the course offered enhances the independent thinking of students, their decision making and develops leadership in them ?
- 5) Whether the course offered prepares students for collaborative working?
- 6) Whether the course offered enhances the interpersonal and communication skills of students?
- 7) Whether the course offered develops in students a growth mindset, agility and adaptability?
- 8) Whether the course offered engages students to various curricular activities like students' seminars, presentations, quizzes etc.

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

## 2.6.3 - Pass percentage of Students during the year

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

4137

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

## 2.7 - Student Satisfaction Survey

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

<https://cocaspatna.ac.in/student-satisfaction-survey/>

## 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)

2.22918

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 teachers recognized as research guides (latest completed academic year)

##### 3.1.2.1 - Number of teachers recognized as research guides

98

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

#### 3.1.3 - Number of departments having Research projects funded by government and non

government agencies during the year

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

01

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

## 3.2 - Innovation Ecosystem

### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created an ecosystem for innovation and takes initiatives for creation and transfer of knowledge. Our college has signed an MOU with Bihar Vidyapeeth Atal Incubation Centre and a place has been designated in the campus for this incubation centre where students can come with their new and innovative ideas and do hands on to realize them. The institution extends support to these students in the form of seed money and linkages with industries and other centres of excellence. The idea behind it is to encourage, inspire and nurture young students by supporting them to work with new ideas during their formative years. The ultimate vision is to establish our institution as a HUB for startups and entrepreneurship.

The institution organises talks of technology experts, Scientists having different kinds of expertise and Policy Makers. The institution organises workshops, seminars and conferences on regular basis with an intention to provide students an exposure of the different kinds of innovations and innovative ideas being practised globally and develop an interface for the transfer of knowledge.

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

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

03

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

## 3.3 - Research Publications and Awards

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

1.5

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

57

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

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

25

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

**3.4 - Extension Activities****3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

Yes, extension activities are carried out in the neighbourhood community and sensitization of students is done regarding social issues for the holistic development of students. Our vibrant NSS and NCC wings have held sensitization programmes on issues like Swachh Bharat, Electoral Awareness, Awareness about fundamental rights and duties, Nukkad on cyber security, Educating children from slum under the abhiyan padhe chalo-badhe chalo,etc. The NCC and the NSS wing of college regularly organise cleanliness drive in the locality of college. The NSS and the NCC wings of college organises Blood Donation Camps and Health Check up Camps on regular basis and trains community in disaster management and preparedness in case of natural calamities. Our Gender Sensitization cell organises sensitization drives and lecture series on Gender Discrimination, Women Empowerment, Marital Rape, AIDS Stigma and Lesbian, Gay, Bisexual, Transgender and Queer or Questioning (LGBTQ) rights etc.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

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

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

**0**

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

**3.4.3 - 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**

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

**14**

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

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDS awareness, Gender issue etc. year wise during year**

**230**

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

**3.5 - Collaboration**

### **3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/internship during the year**

#### **3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

**02**

File Description	Documents
e-copies of related Document	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of Collaborative activities with institutions/industries for research, Faculty	<b>No File Uploaded</b>

### **3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

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

**03**

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

## **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.**

**Yes, the institution has adequate infrastructure and physical facilities for teaching-learning. Our institution has one administrative building, one building dedicated as Cash Section , one building is dedicated for Bank, Post-Office and ATM, One building for canteen, Separate small buildings for Students' Union and Teachers' Association, and 11 multistoried buildings are dedicated for academics. Basket Ball Court, Volley Ball Court, Badminton Court, Gymnasium, and facilities for indoor games are available. One Sehat Kendra is there and an Incubation Centre also is working. Sufficient number of classrooms, Laboratories, Computing Equipments, Power Point Projectors, Smart Boards, A dedicated Studio for recording, Solar Panel for Solar Power Generation, Two well equipped auditoriums one of capacity 200 and the other of capacity 75 are also available. A rich Library is there. Moderately good research facility is also available in our institution.**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

Paste link for additional information	<b>Nil</b>
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**4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.**

**Yes, our institution has adequate facilities for cultural activities, sports, games (indoor and outdoor), gymnasium , Yoga etc. Our college has a cultural cell which performs kinds of activities throughout the year and the cultural cell of college has a dedicated office for the planning and execution of its diverse activities. All the facilities for indoor games are available in our campus but since the campus is situated in the heart of the city so we have some space constraint. Our campus is flanked over an area of about 8 acres. So, for the outdoor games like Football and Cricket, we have an MOU with a nearby school and the Patliputra Stadium for using their playgrounds. However, our students have consistently performed excellent in all the intra university, interuniversity and intra and interstate games and sports.**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

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

**22**

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

**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)**

**60.64701**

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

**4.2 - Library as a Learning Resource**

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

**Yes, Library is automated using integrated library management system with Eduwin software. We have subscription of Inflibnet also through which the**

students and teachers can get access of large number of e-books, e-journals and databases.

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

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

A. Any 4 or more 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)

6.56325

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

45

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

Yes, the institution frequently updates its IT facilities including Wi-Fi. A nodal officer has been appointed to look after the IT facilities of college whether they are working properly or not. In case of any problem, the nodal officer is responsible and answerable to get it corrected at earliest possible. The softwares are updated on regular basis. When any issue is reported regarding the speed of internet (Wi-Fi) inside the

campus, the nodal officer reports the problem to the appropriate government official and get it corrected at earliest possible.

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

#### 4.3.2 - Number of Computers

210

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A.  $\geq$  50MBPS

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

### 4.4 - Maintenance of Campus Infrastructure

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

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

95.85202

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.

Our institution follows an established norm and system for the utilization and maintenance of physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms etc. In our college, there is a sanctioned post of college engineer who is responsible to look after and take care of the physical and support facilities and bring it to the notice of the Principal of college if requirement of fund is there for the maintenance or renovation of these facilities. The college engineer is supposed to place a budget for the same. The matter is then placed before the planning and development committee of college for discussion and approval. After the approval of the planning and development committee, budget allocation is done and the work is done under the supervision of the college engineer. Being the head of the institution, the Principal of college and the IQAC can

supervise the overall work at any point of time. The Principal of the college and the IQAC co-ordinator keeps on visiting different departments and takes note of the physical facilities.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

2939

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

13

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded

Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
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**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

453

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

453

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**

435

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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**

2430

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**

14

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.**

05

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 )**

Our institution facilitates students' representation and engagement in various administrative, co-curricular and extra curricular activities. In IQAC one student representative is there. In anti ragging cell, Gender sensitization cell, Grievance redressal cell, NSS, NCC, Curriculum enrichment and implementation committee, Sports committee etc students' representatives are the members of the committee. An elected students' union is there which is the advocate of students' grievances and acts as a watchdog for the college administration on students' behalf. The

students' union raises issues in the larger interest of students of college and bring the issues to the notice of the college administration. The college administration refers the issue to the appropriate forum/committee for the immediate redressal of the grievances. Hence, the students' representation and engagement is ensured by our institution in various ways.

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

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

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

12YES,

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

Yes, there is a registered alumni association that contributes significantly to the development of the institution in various ways. Meeting of the alumni of institution is held on yearly basis. The alumni of the institution who are working at different places in different capacities give their valuable suggestions for the development of the institution. Rigorous pondering and discussion is done among the alumnis over the strength, weaknesses, opportunities and challenges of the institution and a plan is worked out for adding glories to the achievements of the institution and making the system dynamic to compete at global level. No matter whether it is a matter of infrastructure or academics or research facility, the alumnis give their valuable inputs and the college administration then works out over those suggestion to achieve them. Hence, our institution ensures the active participation of alumnis in the development of the college.

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

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
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## 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 was established in 1949 with a vision of making quality education accessible for aspiring youths without any discrimination based on socio-cultural and economic grounds to make the college a centre of excellence in all disciplines of academics with excellent infrastructure and excellent faculty with an international outlook and an active interaction and connect with the society. The mission of the institution was to enable the country in general and the state of Bihar in particular in developing high calibre trained accomplished academicians.

Our College is well known in Bihar for its high academic standards. About 70% admitted students belong to the economically challenged section of society. Our institution endeavours to nurture high moral and spiritual values in its students. We impart education up to postgraduate standard in multiple disciplines-Science, Arts, Commerce, Humanities, Law and a large number of Vocational/Professional courses. Our institution emphasises fostering creativity and entrepreneurship in its students. The institution meticulously strategises to inculcate positive human values having a respect for the environment and issues of societal concern.

Hence the entire governance of the institution is reflective of and in tune with the vision and mission of the institution.

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

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

The institutional leadership believes in decentralization of responsibilities and participative management. Different committees and Cells are delegated with different authorities and responsibilities and the operational autonomy of different committees and cells is honoured. In decision making and governance of college the role and participation of different stakeholders is ensured. The representatives of the Teachers' Association, Non Teachers' Association and Students' Union are the members of the planning and development committee as well as the purchase committee of college. The representatives of the Teachers' and Non Teachers' Associations are the members of the Building Committee and the Curriculum Enrichment and Implementation Committee of college. Students' representatives are present in Anti Ragging Cell, Grievance Redressal Committee and the Gender Sensitization Cell of college. Hence the working and administration of college is completely decentralized and the participation of different stakeholders is reflected in institutional leadership.

File Description	Documents
Paste link for additional information	Nil

## 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 through the mechanism of decentralization of responsibilities and participative management of plans. The Principal of the college convenes a meeting with the IQAC of college in the beginning of each academic/financial year and makes short term and long term plans for execution during that financial year with respect to the academics and infrastructure augmentation of the institution. Once the plans are chalked out at policy level, a budget is prepared with the accounts section includind the income and expenditure Bursars of college and the college engineer. Again a serious pondering is done with IQAC and accounts section for resource generation and discovering the possibilities of fundings from government/ non government agencies, NGOs etc. Then different responsibilities are delegated to different committees and cells under the supervision of the principal of college for the effective implementation of the plans. The Principal of the college being the head of the institution is ex officio chairman of all the committees and cells of college.

Hence the institutional strategic/perspective plans are effectively deployed to different stakeholders of the institution.

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

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

Our College is a government college and a constituent unit of Patliputra University, Patna. The college functions within the purview of the Bihar State Universities Act 1976 (As Amended Up To Date). The Hon'ble Chancellor of the universities of Bihar promulgates Statutes as per the mandate of Bihar State Universities Act and the latest UGC regulations for the maintenance of minimum academic standard in the institutions of higher education. The statute defines the appointment process, service rules and norms and procedures of promotion. No University/College can overrule the mandate of the University Act and the statute. The University Act and the subsequent Statute promulgated by the Hon'ble Chancellor defines the norms and conditions for the formation and working of different institutional bodies which are responsible for the policies, administrative setup, and the service rules and procedure.

Hence, the functioning of institutional bodies is effective and efficient which is visible from the policies, administrative setup, appointment and the service rules and procedures followed by the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil

Upload any additional information	No File Uploaded
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**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	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

**6.3 - Faculty Empowerment Strategies**

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

The institution has effective welfare measures for teaching and non-teaching staffs of college. There is a provision for the employees general provident fund for all teaching and non teaching employees of college. There is a provision for group medical insurance as well for all the teaching and non teaching employees of college. There is a unique system at our college that the teachers and non teaching employees contribute their one day salary in case of the sad demise of any employee during service period which is given to the dependent of the departed employee.

These are a few welfare measures for the teaching and non teaching employees of our college.

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

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

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

0

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**

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

12

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

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

Our institution has evolved an unique system of performance appraisal for the teaching and non-teaching staffs of college. Every teacher of college is required to submit a self appraisal report to the Principal at the end of each academic session which is analysed in a meeting convened by the Principal. Some retired teachers of college are the members of that committee. If the performance of some teacher does not commensurate to the ability of the teacher, the committee delves into the reason and discusses with the teacher concerned. The institution comes forward if some institutional support is needed to be rendered.

Similarly, the committee does a performance appraisal of the non teaching employees of college. If the committee discovers that some kind of skill training is needed to be given to them or some orientation session is required, then the college administration manages for the same in consultation with the IQAC of the college.

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

#### 6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal audit on regular basis but external audit is done by the team of auditors appointed by the University/Government as and when required. External financial audit of college was done few years back. The internal financial audit is complete up to financial year 2021-2022.

The objective of the internal financial audit is to know whether the financial discipline has been respected or not and whether the Bihar Financial Rules have been complied to or not in the financial decisions of the college. If some audit objection is being brought to notice by the auditor, then the Principal of the college constitutes a committee to look into the matter and recommend the remedial steps to be taken. In case of serious irregularities, the university ropes in and takes appropriate disciplinary steps within the purview of the law.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**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)**

**0**

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

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

The institution approaches RUSA and the Education Department of the state government for the mobilization of fund for different infrastructural development . Apart from this, the college administration approaches industrialists to procure funds for different developmental schemes under CSR scheme. The college administration approaches individuals, philanthropists, peoples' representatives also to procure funds for different developmental schemes of college.

If some fund is procured then the matter is placed before the planning and development committee of the college for the fund to be appropriately and judiciously used. The IQAC coordinator is an invited member of the committee. After a detailed plan is chalked out, the funds procured is utilized under the supervision of the principal of the college as per the financial rules of the university and the government.

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

## 6.5 - Internal Quality Assurance System

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

Having its members from Industry, Administration, Local Self Government, Students and Alumni apart from the teachers and the principal of the college, the IQAC of college is a versed and dextrous body. The IQAC of college consistently works for institutionalizing the quality assurance strategies and processes throughout the year. The IQAC co-ordinator of college is an invited member of all the important decision making bodies and Committees/Cells of college. Hence the IQAC effectively intercepts and plays role in all important policy decisions and standardising the quality assurance strategies and processes. The IQAC adopts a participatory approach for ensuring academic excellence, maintaining financial discipline and administrative transparency. The IQAC acts as a hub for all other activities functioning as the spokes around the hub. The IQAC is actively involved in various awareness activities too among students, employees and faculties. The IQAC discovers opportunities for the sustainable growth of the institution and its stakeholders.

Hence, the IQAC of college contributes significantly for institutionalizing the quality assurance strategies and processes.

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

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

Yes, the institution reviews the teaching learning process, structures & methodologies of operations and learning outcomes at regular intervals through IQAC and records the incremental improvement in various activities. Our college has a curriculum enrichment and implementation committee which discovers possibilities to include elements of fascination and innovation within the prescribed curricular structure of University and keeps vigil for the effective and time bound implementation of curriculum. The committee tries to rediscover pedagogy for improving the teaching methodology to make it more effective, interesting and topical. If some lapses are detected , it takes remedial measures. At the end of the academic session , the committee makes a comprehensive review to examine whether any change is required to be adopted in the teaching learning process of the institution. A review is done to know whether the present system of delivering the academic content appropriate for achieving the desired course and programme outcomes.

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

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

A. All of the above

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Our institution has an explicit policy and mandate for treating women at par with men. The institution ensures equal participation and representation of both men and women at all levels of academic and administrative pursuits. Our college has a vibrant gender equity and sensitization cell. Any issue related to gender equity and gender based bias is referred to the gender equity and sensitization cell. After a proper hearing, this cell recommends appropriate action to the Principal of the college. In constituting any committee or cell, an effective and proportionate representation of both the genders is guaranteed. No matter whether it is Teachers body or students body the equal participation of men and women is ensured. During this year ,our institution celebrated international womens' day and organised lectures on women empowerment. During annual sports, a special Kabaddi team for girls was formed. Our institution takes every possible step for promoting gender equity.

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	No File Uploaded

Any other relevant information	No File Uploaded
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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 workers of the agency who have been given the responsibility of cleaning the campus collect the solid wastes of the campus, segregate them and disposes them into the designated landfills. The college has composite pits situated in botanical garden to make Vermi Compost which is used as manure for the plantation in the campus. The liquid wastes generated by the laboratories and canteen effluents. The method of dewatering is used for liquid waste treatment. The wastes are put into a large bag . The water is then removed and the solid waste is left behind which is emptied in a designated landfill for this purpose. For water recycling, provision of rain water harvesting is there. For E-Waste management memory chips, motherboard, compact discs, cartridges etc generated by electronic equipments are recycled properly as far as possible. We have an MOU with KARO SAMBHAV for e waste management and disposal.

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded

Any other relevant documents	No File Uploaded
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#### 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

C. Any 2 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

B. Any 3 of the above

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

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

Cultural diversity is essential for humanity just like biodiversity is necessary for nature. Diverse cultures not only make societies more robust and creative but also help humans to cope better in transitional phases of societal changes. College of Commerce, Arts and Science promotes inclusivity and diversity, which involves accommodating students, faculty, and staff from different linguistic, religious, and cultural backgrounds. Our college strives to counteract social exclusion and marginalization by treating everyone equally and providing access to facilities for all. Additionally, the college encourages the wearing of traditional attire and offers a space for prayer within the campus to promote tolerance and respect.

File Description	Documents
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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	
<p>Our Institution consistently works to raise awareness among its students and employees about their constitutional obligations, including their values, rights, duties, and responsibilities as citizens. Through collaboration with the Legal Aid Clinic of the Law Faculty of our college, the Institution has organized many legal literacy programs in schools and colleges, as well as legal aid camps in rural and suburban areas of Patna District to educate people about their constitutional rights and duties. The Legal Aid Centre at the Law Faculty, located in our campus is open for counselling and advice every working day between 2:00-4:00 pm. The Faculty of Law's Legal Aid Centre / clinic is also providing assistance to those who cannot afford legal representation or access to the court system. Additionally, the college celebrates Constitution Day on 26th November and National Legal Day on 9th November each year by inviting a prominent speaker and organizing cultural programs, as well as displaying institutional themes to educate everyone about their rights and duties.</p>	
File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil
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	<p>A. All of the above</p>
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	

The University observes significant dates and occasions by hosting events to commemorate them. International Women's Day is celebrated to recognize and promote the accomplishments of women and advocate for gender equality. Teachers' Day, which coincides with Dr. Sarvepalli Radhakrishnan's birth anniversary, is marked by student-led competitions, cultural events, and institutional festivals organized through the Cultural Cell Sanskritiki both on and off-campus. The University also upholds a tradition of recognizing its retired teachers on Teachers' Day with a grand ceremony arranged annually by the Lucknow University Teacher's Association (LUTA) in conjunction with Sanskritiki to honor those who retired during the previous academic year. The University also acknowledges its National and State-level Award-winning teachers by hosting special events in their honor. Lastly, the festival of Basant Panchami

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

## 7.2 - Best Practices

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

Our institution observes significant dates and occasions by hosting events to commemorate them. International Women's Day is celebrated to recognize and promote the accomplishments of women and advocate for gender equality. Teachers' Day, which coincides with Dr. Sarvepalli Radhakrishnan's birth anniversary, is celebrated and is featured by student-led competitions, cultural events and institutional festivals organized through the Cultural Cell of the College. The College also upholds a tradition of recognizing its retired teachers on Teachers' Day with a grand ceremony arranged annually by the College of Commerce, Arts and Science Teachers' Association (COCASTA) to honour those who retired during the previous academic year. The College also acknowledges its National and State-level Award-winning teachers by hosting special events in their honour. The College celebrates Independence Day and Republic Day with grandeur to commemorate the contribution of our great freedom fighters, feel the nationalist pride and celebrate our republic status and the rights and dignity provided to every citizen of India through our sacred constitution.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

## 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

After being established in 1949 with a pious motive to make quality education accessible to aspiring youths in multiple disciplines without

any discrimination based on socio, cultural and economic grounds, our institution has achieved several landmarks in this direction during the last 74 years of its journey. The thrust of the Institution was to empower downtrodden students with a specific skill and knowledge, so that they can live their lives with dignity and can meaningfully contribute in nation building. More than 70% admitted students of our college belong to economically challenged category. The annual tuition fee of our institution is still less than Rs. 2000 but the quality of education has never been compromised. Quality and competence wise the teachers of our college are the best in state. Our College runs a Career Guidance Centre under " MUKHYAMANTRY BYAVSAIK PATHYAKRAM MARGDARSHAN EVAM UTPRERAN KENDRA YOJNA" of Bihar Government. Under this scheme, free training is imparted to the SC/ST/OBC category students for different skill courses. A coaching also is given to these students for preparation of competitive examinations like UPSC, State Public Service Commission, NET, GATE etc. This is a remarkable performance of college in one distinctive area of thrust.

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

Following is the future plans of actions for next academic year -

1. To prepare our institution for incorporation of NEP 2020.
2. To go for and ensure NIRF Ranking.
3. To garner more funds from alumni, politicians, industries under CSR and Philanthropists for the infrastructural development of college.
4. To procure financial support from appropriate agencies for establishing a central instrumentation facility for given pace to high ended research.
5. To strengthen intra and interdisciplinary research.
6. To submit more and more research proposals to different funding agencies.
7. To intensify the extensions and outreach activities.
8. To promote sports and cultural activities.
9. To accelerate the trial and handson on new innovations and to make the Atal Incubation Centre more performing.