



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

College of Commerce, Arts and Science, Patna

- Name of the Head of the institution **Professor Tapan Kumar Shandilya**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **0612 2350136**
- Mobile no **9431049871**
- Registered e-mail **principalcocaspatna@gmail.com**
- Alternate e-mail **santoshkumar.coc@gmail.com**
- Address **In front of Rajendra Nagar Railway Station, Main Road Kankarbagh**
- City/Town **Patna**
- State/UT **Bihar**
- Pin Code **800020**

2.Institutional status

- Affiliated /Constituent **Constituent**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Patliputra University (Formerly Magadh University)**
- Name of the IQAC Coordinator **Dr. Santosh Kumar**
- Phone No. **9470032269**
- Alternate phone No. **9431023686**
- Mobile **8340549450**
- IQAC e-mail address **iqaccocaspatna@gmail.com**
- Alternate Email address **principalcocaspatna@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

<https://cocaspatna.ac.in/aqar-2019-20/>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

[YES](#)

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
Institutional 1	Renovation and Building Construction	RUSA	2020	2,00,00000
Physics Department	Major Research Project	UGC DAE CSR Indore	2018	7,19,640

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

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

- If yes, mention the amount

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

• Complete Digitalization of college has been done. No matter whether it is, admissions, issuance of students' I-Card, Faculty I-Card, Certificates, Hall Ticket, Store Management, Accounts, Fee deposit, Leave Management or Library, everything is digitalized and managed online. • Academic Audit, Administrative Audit and Environmental/Green Audit have been done and actions have been taken to improve the things as per the advice in the audit report. • An MOU has been signed with Atal Incubation Centre and an Incubation Centre has been established in the college for the innovative ideas of students to be practiced there. • An online training of the non-teaching employees of college was arranged through a customized LMS Platform from 16 July to 18 July, 2021 • A Saturday in-house Faculty Seminar series has been initiated and is being practiced on regular basis.

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
<p>A one-week interdisciplinary intra college interdepartmental FDP has to be organized exclusively for all the teachers of college on the topic, "Teachers, Teaching and Taught: Rediscovering the purpose and pedagogy."</p>	<p>The FDP was organized from 14/02/2021 to 21/02/2021. It was attended by 92 faculties. The issue of pedagogy in different disciplines being broadly followed in India was deliberated and pondered in much detail and the idea of constructivist learning was almost reinvented. The apparent lapses of the instruments and mechanism of delivery were discussed in detail and the scope of incorporating the element of fascination, exploration, spirit of discovery and questioning, and cognitive learning were explored. Meaningful ideas came out of this FDP and that way it was a great success.</p>
<p>To provide incentive to the teachers for continuing their researches and publishing their research outcomes in Scopus/Sci/Web of science indexed journals</p>	<p>To maintain the pace of quality research continued and keep the academic ambiance of college reinstated amidst the blow of COVID-19 pandemic and to ensure minimal academic loss to students, it was decided in the meeting of IQAC held on 31/05/2020 that incentive in some form will be given to the teachers who will publish their research findings in Scopus/Sci/Web of Science indexed journals. Even the teachers and departments will be incentivized who will honestly been delivering to the students during online classes and innovating ways to optimize benefits to students. Few teachers recorded their lectures which they delivered during</p>

	<p>their online classes and uploaded them on YouTube, these lectures could invite a huge viewership including an appreciable viewership from other countries. Some departments of college did wonderful job through many activities during the lockdown period of COVID-19 pandemic. These teachers and departments have been given letters of appreciation by the college administration. Some teachers published their research outcomes/findings in Scopus/Sci/Web of Science indexed journals published from reputed international publications like Elsevier's, Springer, IOP etc. These teachers have been given incentives in the form of cash to appreciate their contribution to enhance the prestige of the institution.</p>
<p>Initiatives are to be taken to start some new Diploma/Certificate/Skill based Courses and Workshops/Seminars in large numbers as far as practicable should be organized for students</p>	<p>Some new certificate courses like TIKULI ART, MADHUBANI PAINTING etc. have been started and proposal for granting permission for some other courses has been sent to University. More than 50 workshops/Seminars/Symposia could be organized in online mode during Covid-19 lockdown period by the IQAC of college in collaboration with different departments.</p>
<p>Continuous Counselling has to be done for students during COVID-19 pandemic period to save them from distress and gloom.</p>	<p>The counselling cell of college and the psychology department did a praiseworthy and wonderful job. They were available to students round the clock for any</p>

	kind of their queries and counselling as and when required.
To start and expedite the construction of second floor in science building above physics department for the expansion of MCA department	The said work is in the stage of completion.
To emphasize on the use of ICT based, Student Centric teaching pedagogies by the teachers of college for being prepared for sudden insurgencies like Corona pandemic in future.	The faculty members of college participated in numerous workshops, FDPs, RCs, OCs and Induction programs to update and upgrade their teaching skills. The focus was to enrich the pedagogy and to make the teachers digitally savvy. Some teachers took state of the art training to develop e- contents.
To sign MOUs for national and international collaborations to augment quality research and consultancy services.	Some MOUs have been signed but satisfactory progress has not been made in this respect.
To shift BCA, B.Sc. (IT) and BBM departments in the newly built A P J Abdul Kalam Technical Bhawan.	This work has been completed and all the proposed departments have been shifted in Technical Bhawan.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	College of Commerce, Arts and Science, Patna
• Name of the Head of the institution	Professor Tapan Kumar Shandilya
• Designation	Principal
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• Pin Code	800020
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13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	25/03/2022

15.Multidisciplinary / interdisciplinary	
Our college imparts multidisciplinary education. Teaching up to postgraduate level as well as Ph.D. Courses are available in faculties of Arts, Science, Commerce, Humanities and Law. Altogether we impart education in 17 conventional and 12 vocational/professional courses. In Ph.D. Courses interdisciplinary research is encouraged as far as practicable.	
16.Academic bank of credits (ABC):	
The system of academic bank of credits is still not being practiced in our institution.	
17.Skill development:	
A UGC sponsored skill development centre is there where skill training is given to students in a number of time appropriate, industry oriented and entrepreneurial training like GST, Tally and basic computer courses.	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
Our institution focuses on strengthening the Indian knowledge system and rediscovers the pedagogy to include Indian language and culture. The cultural cell of our college works for reviving the gradually diminishing cultures and traditions of the state of Bihar in particular and India in general.	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
Our institution focuses on outcome based education. Some add-on, Diploma and certificate courses like nutrition and dietetics, Medical Lab Technology, Journalism and Mass communication etc are being run which enables students to get jobs as well as to contribute the country meaningfully.	
20.Distance education/online education:	
Distance Education courses are not available but online classes of our admitted students are conducted in certain proportions and in different subjects/courses the proportion of online classes are customised as per need	
Extended Profile	
1.Programme	
1.1	209

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	View File	
2.Student		
2.1		11219
Number of students during the year		
File Description	Documents	
Institutional Data in Prescribed Format	No File Uploaded	
2.2		3506
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	No File Uploaded	
2.3		3164
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	No File Uploaded	
3.Academic		
3.1		147
Number of full time teachers during the year		
File Description	Documents	
Data Template	No File Uploaded	
3.2		147
Number of sanctioned posts during the year		

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1 Total number of Classrooms and Seminar halls	71
4.2 Total expenditure excluding salary during the year (INR in lakhs)	89,15,968
4.3 Total number of computers on campus for academic purposes	212
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	
<p>Yes, the institution ensures effective curriculum delivery through a well planned and documented process. Every department of college has a curriculum enrichment and implementation committee which is responsible and answerable for effective and timely delivery of the curriculum prescribed by the affiliating university and discovering possibilities for providing students avenues and opportunities for out of the box thinking and make students capable to compete with the contemporary global academic standard and professional requirements. In case of any problem in the effective implementation and delivery of curriculum, this committee brings the matter to the notice of the H.O.D. and comes out with a tangible and pragmatic solution.</p> <p>There is a central committee at college level under the chairmanship of the Principal of the college which keeps on taking note of any problem related to curricular delivery throughout the year. Any such problem which doesn't seem to be solvable at departmental level is referred to this central committee which finds a solution in consultation with university authorities and other stakeholders. The departmental committee and the central committee together convene a meeting every year before the commencement of the new academic session and decides possibilities</p>	

within given constraints to include extracurricular activities, innovative experiments and elements of fascination as far as practicable. The committee is empowered to convince and force faculties to use teaching aids at optimum level as per the practicability of each subject.

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 institution tries its level best to adhere to the academic calendar including the conduction of CIE. During the academic year 2020-21, the pandemic and consequent lockdowns induced many constraints which disarrayed the entire strategies. The university examinations were either postponed or an alternative system of assesment was discovered for promoting students to upper classes. But, due to several judicial pronouncements, university was compelled to take examination of final year students. College campus was taken by district administration for quite longer a time to make it a quorantine and rehabilitation centre. Thus the entire academic calendar was disorganised and disarrayed. However, now by the end of the year things are becoming smooth and with a small lag the academic calendar is being followed.

After the introduction of CBCS since 2018 in our affiliating university at postgraduate level by the order of Hon'ble Chancellor the evaluation process consists of a two tier system

1. Continuous internal evaluation/assesment (CIE/CIA) by the concerned department and
2. University examination and evaluation by external examiners

The marks obtained in CIE/CIA based on internal exams, Regularity/Punctuality, Seminars/Quiz and conduct of students are sent to the university and marks obtained in CIE/CIA and university examination form the basis of the final result of student.

At undergraduate level the university exam and evaluation by

external examiners form the basis of the final result of students.

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

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

17

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**03**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**91**

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**

Our institution visions to develop an educational setup to bring out a transformative change in the society by nurturing high level moral and spiritual values in students, giving quality education in multiple disciplines, empowering the society through knowledge, quality research, fostering creativity and entrepreneurship in students. We workhard with commitment, with a mission to develop and maintain a human repository of knowledge, disseminating it among the students, creating new and relevant insights in diverse disciplines through state of the art research.

Our esteemed institution aims to inculcate positive human values in students, and making them compassionate towards human and environmental issues. The college conciously addresses the crosscutting issues likegender, climate change, environmental education, human rights, ICT, etc. The college facilitates eco friendly behaviour and respect for environmental issues in its

stake holders.

The NSS and NCC wings of the college have done commendable jobs during floods in and around Patna by acting in tune with the administration and Disaster Management Teams for relief programs.

The college has organised many workshops and seminars on issues like gender sensitivity, human rights, women empowerment, social justice, Jal Jeevan Hariyali etc.

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

16

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

267

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

1.4 - Feedback System

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

B. Any 3 of the above

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

B. Feedback collected, analyzed and action has been taken

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

4884

File Description	Documents
Any additional information	No File Uploaded
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

3729

File Description	Documents
Any additional information	No File Uploaded
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 institution assesses and identifies advanced learners on the basis of different parameters like the performance of students in the previous examination, the interaction of students with teachers in the classrooms, the questioning ability of students, the participation of students in different activities of department and college, their logical thinking and approach towards problem solving etc. These students who are identified as advanced learners are involved in out of the box thinking activities towards a contemporary problem. They are asked to do some higher order thinking problems. Students of science stream are allowed more time in laboratories and are asked to design some low cost innovative experiments at their own. They are supported in doing small projects and are encouraged to publish in research journals. The college arranges to send few such students in summer workshops organised by the state of the art institutions of country.

To diagnose slow learners, some innovative concept inventories have been developed by the teachers of college. Once the weak areas of such slow learners are diagnosed, a customized student centric academic planning is done. Extra classes are arranged for such students and the pedagogy is re invented to make them

understand the concepts with clarity. Our institution believes that no student is dull or a slow learner rather there are specific reasons for low grasping of concepts by certain students, If the correct diagnosis is done, they can be made to cope up with advanced learners.

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
3607	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

College of Commerce, Arts & Science, Patna endeavours to impart heuristic and cognitive learning in its students, and believes in application based experiential learning. Students from Science discipline are more and more exposed to experiments prescribed in the course as well as to some specially designed innovative experiments to augment their logical thinking and analytical abilities. The students from Arts discipline and from Humanities are encouraged to do case studies and projects. The college organises different programs to enhance the knowledge, life skills and situational management of students apart from doing the courses prescribed in their curriculum. Experts from industries, distinguished Professors from various institutions and NGOs are invited to interact with our students for enriching their knowledge base and exposing them to the recent developments in their respective fields. The teachers of the college motivate students and facilitate conditions to stimulate the inquisitiveness of students in the areas of their interest.

Collaborative learning is emphasised. The college tries to develop an academic ambience where the students can recognise their abilities and strengths. Debate competitions among the students are organised on a regular basis on, issues of social and environmental concerns.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Yes, the teachers of the college use ICT enabled tools for effective teaching-learning process. Our teachers use smart interactive boards, power points, and other teaching aids for a better learning experience of students.

Teachers of Science stream often use demo experiments in classrooms and involve students in hands-on activities as far as practicable. LCD projectors are available in classrooms. Students are often advised to watch lectures on online platforms such as NPTEL, Swayam, etc. The campus is wifi enabled and students have access to it. Our college has been appreciated by the Education Dept., Government of Bihar, for maximum usage of the free wifi provided under the "7 Nishchay Program" of Government of Bihar.

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

51

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	View File

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

98

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

3095

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 follows a robust and transparent mechanism of internal assessment.

The students have liberty to see their answer sheets. If they report any discrepancy then the matter is referred to the concerned teacher and the head of the department. The grievance of the student is redressed immediately at the level of the department itself.

The internal assessment gives weightage to the regularity i.e. the attendance and behavioural aspect of students also apart from the weightage on assignment.

Frequent quizzes and class tests are periodically conducted at regular basis.

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

There is an organised mechanism for the redressal of the grievances related to evaluation. This comprises -

A student can apply for the re-totalling of marks if he or she feels that undermarking has been done. The college forwards the application of the student to university where the answer sheet of the student is re checked for any totalling mistake.

In case of any grievance in internal assessment, redressal is done at the departmental level itself.

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.

The learning outcomes of the programmes and courses are explicitly outlined by the college. The institution uses the following technique to convey learning results to teachers and students.

- Every IQAC and College Committee meeting has stressed the importance of the learning outcomes to the instructors.
- Workshops have also been held at the college level to define the Program Educational Objectives and Learning Outcomes.
- Syllabi and Learning Outcomes are available in hard copy in the departments for instructors and students to review.

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.

- Traditional Undergraduate program, offers students academic and professional education through intensive coursework. It includes core subjects in their area of study as well as various broad courses that touch upon other disciplines.
- Students enrolled in degree program study and acquire complete knowledge of disciplinary as well as allied subjects in form of subsidiary papers. At the end of graduation, they possess expertise which provide them

competitive advantage in pursuing higher studies from India or abroad; and seek jobs in academia, research or industries.

- "Learning by Doing" is the core of Vocational Education Training. Practical learning more than theoretical learning is the priority. Students in vocational courses spend significantly more time practicing tangible skills that they will need and can apply to the workplace. The focus of their studies is on acquiring knowledge and competencies that they need to work proficiently in their chosen field. With this style of learning, work experience becomes an actual part of the course itself, rather than something to be pursued outside of course time through internships or low-level jobs.
- The CBCS curriculum at PG level is designed such that it enhances collaborative learning and communication skills through practical sessions, teamwork, group discussions, assignments and projects.

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

3679

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)

7,19,640

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

99

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

We have established an Incubation centre at our college to create an ecosystem for the innovative ideas of students to be practiced and get an expression. The collaborative entrepreneurship and support from college administration for testing ideas of students create an environment for 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

02

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**

01

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**

105

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**22**

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

The NCC cadets and NSS volunteers of our college worked hand in hand with the district administration and played a crucial role in making relief materials accessible to the needy during all the three waves of covid-19 pandemic, specially during the dreadly second wave. They were proactive and helped people in making oxygen cylinders available for them and ensuring beds in hospitals. Our college campus was acquired by the district administration to use it as a quarantine centre, community kitchen and later on a rehabilitation centre. The community kitchen worked very efficiently only due to the active participation of the NCC cadets and NSS volunteers of college. They periodically organise blood donation camp in our college premises.

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

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

04

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

3.4.3 - 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

12

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

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

255

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

3.5 - 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**

04

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

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**

04

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

Yes. Our institution has adequate infrastructure and physical facilities for teaching- learning. We have 15 two storied well constructed, fully furnished and Wi- Fi enabled big buildings in

our campus. 73 well furnished Wi-Fi enabled class rooms are there. There are 21 well equipped laboratories. Four seminar halls (all Wi-Fi enabled) are there. Apart from one central library 22 departmental libraries are there. One sehat kendra runs inside our campus. More than 200 desktops and 10 laptops are available for academic purposes. 13 LCD Projectors and 09 Interactive smart boards also are there which are used invariably for academic purposes. For sporting activities and physical well being of students Basket Ball Court, Badminton Court and Gymnasium etc also are available in our premises. A studio is there in Journalism and Mass Communication department where teachers can record their lectures.

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

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

Yes. Our institution has a Cultural Cell which looks after the cultural activities of college. All required facilities for the cultural activities are available with the cell. We have a Basket Ball Court and Badminton Court inside our campus. Our students have always performed well in Chess and Kabbadi competitions, College of commerce, Arts & Science, Patna has been a Kabbadi champion of Patliputra inter college Kabbadi championship consecutively for last 3 years. Since our campus is situated in the heart of the city, so we have a space constraint inside our campus for outdoor games. We have a collaboration with Moinul Haque Stadium and a school situated at Rajendra Nagar, Patna who provide us facilities and allow their grounds for outdoor games like cricket , Football etc. Our institution has a well equipped Yoga Centre also.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

12

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

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

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

93,19,179

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

4.2 - Library as a Learning Resource

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

Library is automated with Eduwin MIS software. No matter whether it is classifying or indexing of books, tracking of books, overdue notice, reminder notice, information about member and member types, books issue and return details to students and faculties, everything is automated through Eduwin MIS software. It is a multi-user interface. Through the said automation software, book purchase management, stock verification, stock reports, generation of purchase bills/invoice, transaction history, etc. can also be managed.

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	B. Any 3 of the above
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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)
2,25,000

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
125

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

4.3 - IT Infrastructure

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

The entire campus is Wi-Fi enabled and high speed internet facility is available in all departments, laboratories and library. The administrative office, Accounts Section, Cash Section and General Office etc are equipped with computers, printers and internet facilities. These offices have online UPS facilities to provide uninterrupted power back up. The college keeps on updating and upgrading the IT infrastructure and associated facilities. Some old computers of BCA/BBM departments have been replaced by high speed core i5 computers and the old computers have been transferred to the places where high end uses are not required. All classrooms have Wi-Fi facilities to enable ICT teaching-learning process with the help of LCD Projectors.

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

4.3.2 - Number of Computers

212

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

B. 30 - 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)

64,31,795

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.

All activities of college, be it class/course management, academic management, library management, fee management, accountmanagement, store management, alumni management, leave management, time table management, certificate management, SMS/email integration, admission management, or placement module, everything is digitalized. Library is automated with Eduwin MIS software. Indexing of books, tracking , overdue notice, reminder, books issue and return details to students and faculties, everything is automated through Eduwin MIS software. Through our automation software, book purchase management, stock verification, stock reports, generation of purchase bills/invoice, transaction history, etc. can also be managed. Even purchases and orders can be generated through our store management system. We track full record of admissions, report generation, data security, and online record of admitted students through our software.

We ensure effective implementation of curriculum via quality teaching and learning process. All the Science departments and Psychology and Geography departments have their own laboratories and computer labs. These facilities are optimally utilised for the benefit of the students. Access to the sports facilities, common rooms for boys and girls, canteen, etc. are optimally ensured.

There are different committees to ensure an established system and procedure for maintaining and utilising physical, academic, support facilities like laboratory, library, sports, computers, classrooms, etc.

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

5000

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

1942

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

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

365

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

365

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****72**

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****1400**

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

22

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.

04

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 ensures students' representation and engagement in various administrative, co-curricular and extracurricular activities by nominating performer students and students from the students' union of college in different committees and cells of college. There is a practice of nominating one student in the IQAC, The planning and development committee of college, Placement Cell, Gender sensitization cell, Anti Ragging Cell, Sports Committee, NCC and NSS. The student union is the most important body representing all the students of college which works for the general interest and welfare of students. It brings the grievances and the problems of students into the notice of the appropriate authorities and organises various activities including Freshers Party, Farewell, Educational Trips, Student Welfare Programmes and Cultural Activities.

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

06

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

5.4 - Alumni Engagement

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

The Alumni Association of college is registered under societies registration act 1860 and is quite vibrant and active. Since the past few years, we have been collecting detailed Contact information of our students who later on become alumni members. We undertake periodic surveys to know about their current Job profile, higher education status and information for any other engagement. We also contact them and share invitations and information for important college events and programs. The bond that our students forge with their batch -mates students of Senior Junior batches, teaching and non teaching staffs and the institution as a whole is exemplary. To sustain this spirit almost all departments of College organise alumni get together. College as a whole also organises an alumni get together once in a year.

Our alumni make significant contributions in the development of the institution in different ways. They contribute to us by putting forward their invaluable suggestions for improvement by rendering support of their contacts and sometimes through minor financial support too in terms of scholarship to some meritorious Students.

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

5.4.2 - Alumni contribution during the year

E. <1Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The college was established in 1949 with motive 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 with the society . The mission was to enable the country in general and the state of Bihar in particular in developing high Calibre trained accomplished academicians. The governance of the institution is reflective of and in tune with the vision and the mission of the institution. Our College is acclaimed throughout the state for its high academic standard. More than 70% of our students are from the deprived section of society and subalterns. Our institution endeavours for nurturing high moral and spiritual value in its students. We are imparting education in multiple disciplines- Science, Arts Humanities, Commerce, Law etc. Our institution emphasises fostering creativity and entrepreneurship in students. Our institution meticulously makes efforts to inculcate positive human values in its students having a respect for the environment. The governance of the institution is focussed towards developing an academic ecosystem which fosters a congenial ambience for naturally achieving these qualities.</p>	
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.	
Effective leadership is manifested in various institutional	

practices. The college administration believes in decentralisation of responsibilities and participative management. The administrative responsibilities have been segregated among the teachers and the non teaching employees of college. Existence of various Committees and cells and delegating powers/responsibilities to these Committees / Cells is reflective of the decentralised functioning of the College. Existence of a proctorial board with one chief proctor and 4 Deputy proctors for maintaining law and order inside the campus is a testimony of participative management. In policy decisions, democratic process is followed. Any matter is first put before the appropriate committee for a pondering and Suggestion. Based on the suggestions of the committee, a final decision is taken by the Principal. Committees like Planning and development Committee, Purchase Committee, Routine Committee, Discipline Committee, Gender sensitization Cell, Placement Committee, Anti Ragging Committee, proctorial Board etc share different responsibilities and are answerable for the same. These committees in collaboration with the vibrant Teachers' Association and students' union of college assist the principal in running the institutional practices in an effective, productive and decentralised manner and ensures a participative management for the institution. The Teachers' Association and the students' union act like the Watchdogs.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Principal with the IOAC, different Committees and the stakeholders works out a strategic plan to be implemented during the forthcoming academic year. With developmental plans in mind, the Principal interacts with various stakeholders, alumni, Parents, Corporate leaders, NGOs etc and discovers possibilities for obtaining their support in terms of finances and ideas. Last year, one MLC Sh Premchand Mishra gave funds for the elevation of the roof above the idol of the founder of the College Pandit Indushekhar Jha and the beautification of the park around it. One another MLC Prof. Rajendra Prasad Gupta, provided funds for Construction of the 2nd floor above the auditorium. The construction work is in the stage of completion. The Principal

approaches state Government and SHEC authorities also for procuring funds for the developmental work of the college. Alumni are also requested for their support. Hence the institutional strategies are effectively implemented with the support of the various stakeholders, alumni, parents, community, corporate leaders & NGOs and Social activists. The principal takes periodic meetings with the H.O.Ds and teachers of college for effective implementation and execution of academic planning. The college administration endeavours hard for reinforcing the Culture of excellence with rejuvenated exuberance.

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.

Different institutional bodies of colleges mostly function through an e-management system. The finance department of college efficiently deploys Tally for keeping accounts. GEM portal is invariably used for making entire purchases. The admission process is highly structured. The selection for admission is done through the university admission portal and then the students selected for admission at our college make payment through the payment portal of our college Website. Complete transparency, decentralisation of responsibilities and democratic practices are adhered to in the functioning of the institutional bodies of college. Appointment of non non-teaching employees is done by University as per the rules and procedures stated in statute and Bihar state universities act 1976 (As Amended upto date). The appointment of Teachers is done by Bihar State University Service Commission. The service conditions of employees are guided by the rules of statute and periodic executive orders of University and Government promulgated from time to time. Any policy matter which is of utmost Importance for College is placed before the general body of College for opinion and suggestion.

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

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	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

Some effective welfare measures are available for teaching and non teaching employees of college. Some of Such measures are: 1. There is a provision for an employees general provident fund for all teaching and non teaching employees of college. 2. There is a provision for a Group medical insurance for all teaching and non teaching employees of College. 3. There is a unique system at our college that the teachers and non teaching employees contribute their one day salary in case of premature death of any employee during service period which is given to the dependent of the departed employee.

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

05

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

04

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

14

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

From last year itself the college administration asks every teaching and non teaching employee of college to submit a self performance appraisal report and honestly assess himself/ herself whether the teachers and employees are proving their worth for the

institution? If some weaknesses or lapses are discovered, measures are immediately taken.

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

Yes ,the institution conducts internal audits on a regular / yearly basis. But since The external audit is monitored by the university and conducted by the auditors of the Bihar Government on the request of the University, It takes place at Certain intervals. The last external audit was conducted in 2017.However the internal audit is up to date and has been conducted till 2020.-21. Few minor objections were raised by the auditors in the external audit conducted in 2017.

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

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

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

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

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

As mentioned in 6.2.1, The institution strategies for the mobilisation of funds at the level of Principal, IQAC and the Planning and development committee of college and then follows up for the same for getting the funds disbursed. The college administration approaches the state government, state higher education Council (SHEC), Politicians, Industrialists and NGOs for mobilising funds for the development of the college in different forms. Usually the State Government funding is presently done by RUSA through SHEC. During the last financial year, we had got a fund of Rs 2 crore from RUSA.. The college furnishes the detail of the develop -ment proposal to the funding agencies and once the fund is released its optimal use is ensured by monitoring the work being done at different stages.

In our college, there is a sanctioned post of a junior engineer who keeps a watch on the civil works and others and is answerable for ensuring that the quality of work is of the highest standard.

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

6.5 - Internal Quality Assurance System

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

The IQAC has taken initiative for installing a 30 KVA Solar energy panel on the roof of the Botany Department of college. The IQAC of College got into an agreement with AIC for establishing an Incubation Centre in our college Premises where the students can

work out their innovative ideas. The IQAC has made it a tradition that a lecture will be delivered by any noted scientist of India on the glorious tradition of Indian Science on 28 February to commemorate the contributions of C. V. Raman. On 5th September i.e. on the establishment day of the college, the IQAC organises Indushekhar Jha memorial lecture to commemorate the founder of the College. The IQAC endeavoured for effective online classes during lockdown period and we delivered the best in the state of Bihar. The IQAC has formulated a plan for initiating activities to revive the dying out traditions and cultures of Bihar. Curriculum enrichment and implementation committee of each department formulates plan for effective and timely completion of Syllabus and incorporating outside classroom situations in the course structure. The IQAC organises a "Samvad" with students and teachers of College every year to know the genuine problems which inhibit the holistic development of the institution.

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 its teaching learning process, structure, and methodologies of operation and learning outcomes at periodic intervals through IQAC.

The IQAC, Teachers and College administration remain in constant touch and communication with one another. A Curriculum enrichment and implementation committee is there in each department which keeps on interacting with students and get their feedback related to different issues. Teachers are also advised to have a self appraisal and discover whether the teachers are satisfied with their own output and the learning outcome of students. Once any gap is diagnosed, a solution is immediately worked out. We have provision for the representation of students in various Committees/Cells / bodies of College. These students representatives and students' Union of college brings any student related problem to the information of the college administration which immediately comes out with a viable solution. The non teaching employees also are asked for a self appraisal to be

submitted to the principal.

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

There is a gender sensitization cell in the college which looks after the issues related to gender equity. In most of the Committees/ Cells, women members are given appropriate representation, so that they get involved in major policy decisions of the institution. Girl students are given leadership positions in the majority of the college events. We periodically organise in-house seminars/dialogues on girls' access to STEM (Science, Technology, Engineering and Mathematics) education and Women's role in technology. The institution is very particular

about educating students against child marriage and sexual harassment. We have tried to develop the campus ambiance to be gender sensitive. To promote girls' education and bring more and more girls into the system of higher education, the institution takes a fee of Rs. 10 only from the girl students.

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

A. 4 or All of the above

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

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

Our institution is very sensitive to the issues related to the environment and we are very careful and particular about the management of degradable and non-degradable wastes. We have a vermicomposting unit and a phytoremediation unit for degradable waste management. We have signed an MoU with Delhi Public School, Patna for the recycling of waste papers. They have their own plant for recycling waste papers. We have an agreement with Karo Sambhav for e-waste management. We have installed 30 solar panel of 30 KVA in our Campus. The Campus street lights have been replaced by solar vapour lamps and LED bulbs. We have a rain water harvesting unit in our campus. We consistently try to increase the green cover of the Campus.

We are trying to develop a facility for the disposal of Hazardous chemicals and Radioactive wastes.

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All 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

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

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

B. Any 3 of the above

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

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

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).

Our pedagogy emphasises on Value system, Discipline and Social Harmony. The academic ambience of college has been meticulously designed to create social values in students which creates an environment for the personality of students to develop with social values having an element of tolerance and harmony towards Cultural, Regional, Linguistic, Communal, Socioharmonic and other diversities. The composition of students as well as the teachers and the non teaching employees has an inherent diversity. We organise Savan Mahotsav, Holi Milan, Chuda - Dahi samaroh, Eid Milan in which teachers, Non teaching employees and students of all religions, community and socio cultural backgrounds participate together.

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

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

We organise legal awareness camps and Police Public Samvad kind of events which educate and sensitise the students and the employees of the institution for their constitutional obligations / values/rights/ duties and responsibilities of citizens.

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

B. Any 3 of the above

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

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

Our College celebrates different commemorative days of National and International importance like Independence Day, Republic Day, Earth Day, World Environment Day, World wild-life Day, Bihar Prithvi Diwas, Bihar Diwas, International Womens' Day, National Science Day etc.

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.

There is a fish pond attached with the Zoology department which is used for studying fish culture and freshwater Zooplankton. The

pond water is used for various ecological experiments and rain water harvesting. The Botanical garden has a Vermicompost unit which is used for vermicasting and solid waste management. The organic waste inside the campus is used as raw material for vermicomposting and the vermicast thus produced is used as manure for the plants of Botany garden and others in the campus. This vermicompost unit is being used to educate and train our students in vermicasting which may enable them to even run small scale industries in future. We plan to expand our vermicompost unit to a comparatively larger scale so that the running cost can be met by marketing the surplus produce. Keeping in mind the cost cutting on electricity bills and promoting environment friendly practices, we have installed our own 30 KVA solar power panel in collaboration with BREDA. We have an MOU with DPS, Patna for waste paper recycling. Having concerned for mother nature and to encourage environment friendly practices, we recycle and reuse waste papers thrice and use such recycled papers for circulars and notices of college.

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

The college was established in 1949 with a pious motive to make quality education accessible for Aspiring youths without any discrimination based on socio cultural and economic Grounds. One of the biggest thrusts of the Institution since its Inception was to empower students especially those who are downtrodden with a specific skill and knowledge, so that they can live their lives with dignity and can meaningfully contribute in nation building. To strengthen the mission of skilled India and start up India, our institution in collaboration with Bihar Skill Development Mission of Bihar government organised different skill courses for SC/ST students to empower them by providing requisite skills for entrepreneurship development and initiating start ups. The students who took training under the said program were linked with

the industry department of Bihar Government for a financial support (start up fund) in the form of an interest free loan to establish some start up industry. More than 200 students were imparted Such training who got a start up fund of Rs. 10 lakhs each in the form of interest free loan from Bihar Government and could start a skill based business.

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

Having learnt from the calamities of Pandemic, our institution has outlined the following plan of actions for the next academic year.

1. To strengthen and augment digital infrastructure and to expedite the process of automation.
2. To develop more lecture recording studios.
- 3.To get Sanction form the Bihar Government and ensure the release of fund for the proposed Construction of examination Hall cum auditorium
4. To develop a CIC (Centralised instrumentation Centre)
5. To make Incubation Centre more performing
6. To install more Solar panels on the roofs of different buildings of college
- 7 To encourage students to register for MOOC, NPTEL, SWAYAM courses and other Certificate courses like Coursera, Spoken Tutorials etc in more numbers.
8. To organise more FDPs and SDPs on cutting edge technologies and Contemporary issues.
9. To organise workshops/ Seminars/conferences/ Symposia in as large numbers as possible.
10. To encourage teachers for writing more and more research projects and publish research papers in as large numbers as

practicable.

11. To intensify The extension and outreach activities.

12. To promote Sports and Cultural activities

13. To start some new certificate / Add-on Courses

NAAC