Yearly Status Report - 2019-2020

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	**Prof. Tapan Kumar Shandilya**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06122350136**
Mobile no.	**9431049871**
Registered Email	**principalcocaspatna@gmail.com**
Alternate Email	**cocaspatnahelp@gmail.com**
Address	**Opposite Rajendra Nagar Terminal, Kankarbagh Main Road, Patna, Bihar 800020**
City/Town	**Patna**
State/UT	**Bihar**

Pincode	**800020**

2. Institutional Status

Affiliated / Constituent	**Constituent**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Santosh Kumar**
Phone no/Alternate Phone no.	**06122350136**
Mobile no.	**9470032269**
Registered Email	**santoshkumar.coc@gmail.com**
Alternate Email	**skphysics@yahoo.co.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://cocaspatna.ac.in/aqar-2018-19/
4. Whether Academic Calendar prepared during the year	**No**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**A**	**3.10**	**2016**	**19-Feb-2016**	**18-Feb-2021**

6. Date of Establishment of IQAC	**15-Jul-2010**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
FDP on Libra office in collaboration with remote learning spoken	**15-Jun-2020** **07**	**184**

tutorials, IIT Mumbai		
Quiz Contest on Analogue and Digital Electronics	25-Jun-2020 06	65
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Physics	CRS Project	UGC DAE CSR Indore	2020 360	256000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. The IQAC has taken several initiatives for quality enhancement in academics and infrastructure development of college 2.The IQAC has introduced the system of evaluation of teachers by students for all the academic courses. Teachers performance are individually evaluated by the students for all the papers taught by them in every semester. The paper wise evaluation scores are communicated to the teachers individually by the Principal of the college. 3. IQAC has taken initiatives for prevention of plagiarism and maintaining good academic performance. 4.IQAC has taken steps for the automation of most of the activities of college. 5. IQAC has taken initiatives for the internal auditing of academic activities.

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

Plan of Action	Achivements/Outcomes
To organise a FDP to make faculties technically savvy	Organised a one week FDP on Libra Office in June
To organise seminars/workshops on relevant topics for the benefit of students/Teachers	Organised several seminars in online/offline mode
To ask teachers to do their self evaluation/appraisal in the beginning/end of each academic session	Executed this practice
To add facilities of experimentation in different laboratories to strengthen science education	In process
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	29-May-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	User Management and Admin Control panel, Academic Management, Fee Management, Account and Fee Management, Inventory/Store Management, Alumni Management, Pre Admission/Admission Management

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Yes, the institution ensures a very effective curriculum delivery. We constantly endeavor to impart high quality teaching and research with objective to produce competent professional, generate and disseminate knowledge and evidence. We promotes the culture of collaboration and exchange of ideas with other institution. Curriculum of each programme focuses on various aspect of

development including environment & sustainability, gender sensitization, health and environment & human values research methodology with an eye on global, national and local agendas. The timely delivery of the curriculum prescribed by the University. The syllabi of the courses enable students to think and capable to compete with global academic requirements. Here it is very important to mention that the HOD's of every Department plays a very important role. As they easily deal with any problem faced by the students. Apart from it there is a central committee at the college headed by Principal which always keeps on track to the problems related to curriculum delivery throughout the year. The problems which are not sought at departmental level are directed towards central committee. The central and departmental committee work together for the proper development and growth of the institute. This committee is well empowered to direct the faculties to deliver effective classes while using suitable means of teachings aids, models or technology.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Tally Course	Nil	07/02/2020	45	Entreprene urship	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Computer Accounting,GST, Audit and Account Executive	17/07/2020
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MCom	Masters Degree in Commerce and Accounts	31/03/2018
MA	Masters Degree in Eight Different Subjects	31/03/2018
MSc	Masters Degree in Physics, Zoology, Mathematics, Chemistry, Botany	31/03/2018

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

	Certificate	Diploma Course
Number of Students	162	212

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
PGDCR	08/02/2019	60
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBM	Sales and Marketing	335
BOT	Industrial Training	31
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained

The feedback obtained is discussed in the meeting of Principal with all H.O.DS. and Course Co-ordinators. The issues raised by the stakeholders are given serious consideration and remedial measures are taken to address all those issues. The weaknesses and lapses pointed out by the students are taken in positive vibrance and necessary steps are taken by the college administration to improve the things and find tenable solution of the grievances. our institution adheres to student centric approach.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours in eleven conventional subjects in the faculty of Arts and Humanities	1689	7150	1539
BSc	Honours Course in five conventional subjects	1285	4775	1166
BCom	Honours course in Commerce and Accounts	1141	9200	1137
MA	Master Degree in Seven conventional subjects in the faculties of	887	1223	745

	Arts and Humanities			
MSc	Master Degree in five conventional science subjects	382	891	347
MCom	Master Degree in Commerce	300	2112	292
BLibSc	Honours Degree in Library Science	90	193	87
BCA	Honours Degree in Computer Application	120	788	120
BBM	Honours Degree in Business Management	150	763	149
MCA	Masters Degree in Computer Applications	60	263	59

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3193	628	147	108	255

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
147	136	14	14	14	5

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

Every faculty members act as mentor for those students who has been allotted to them. Mentors are there to support students as well as to ensure professional standards that should be maintained and evidenced by the students. Mentors and students are expected to be treated with courtesy and mutual respect. Mentors are compassionate, tactful, approachable and consistent in their dealings with students. Mentors assist students in

seeking guidance from the appropriate source(s) on a range of pastoral matters like homesickness, loneliness, relationship issues, bullying, bereavement, health issues, concerns relating to academic ability, and financial issues. Mentors organise and coordinate students day to day learning opportunities and activities in practice. They supervise students in learning situations and provide them with constructive feedback on their achievements. They engage with students to apply and monitor the learning outcomes provided to the particular practice setting. Mentors assess a students total performance - including skills, knowledge applied to practice, values, attitudes and behaviours relevant to the stage of the programmes. Mentors facilitate students learning in practice by facilitating the selection of appropriate learning strategies to integrate learning from practice and academic experiences and also supporting students in critically reflecting upon their learning experiences in order to enhance future learning. Mentors undertake assessment of students practice and be accountable for the decisions made by demonstrating a breadth of understanding of assessment strategies and the ability to contribute to the total assessment process as part of the learning and teaching team. Mentors provide constructive feedback to students and assist them in identifying future learning needs and actions. They also manage failing students according to due process (which may include the production of co-operative action planning with other team members) so that they may enhance their performance and capabilities for safe and effective practice or be able to understand their failure and the implications of this for their future practice.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3821	147	1:26

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
144	112	32	8	108

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Professor Tapan Kumar Shandilya	Principal	Best Principal Award
2019	Dr. Santosh Kumar	Associate Professor	Teacher of the Year (ROTARY Club)
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nill	2019-20	30/09/2020	31/12/2020
BSc	Nill	2019-20	30/09/2020	31/12/2020
BCom	Nill	2019-20	30/09/2020	31/12/2020
MA	Nill	2019-20	31/07/2020	21/09/2020
MSc	Nill	2019-20	31/07/2020	21/09/2020
MCom	Nill	2019-20	31/07/2020	21/09/2020

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

As envisaged by the Patliputra University, Patna under the CBCS scheme in postgraduate courses and yearly assessment in undergraduate courses, the academic progress of students is monitored through continuous evaluation. Faculty members undertake continuous assessment of learners through different methods like assignments, projects and class presentations depending on the course requirement. The students are also consulted on the mode of assessment by individual teachers so that they can give their input concerning the best method for their self-assessment which will help them to prepare for the end-of-semester examinations. Teachers go out of their way to give slow learners multiple opportunities to improve their performance so that no student is left with the feeling of not having been given a fair chance. Students involved in outreach and cultural activities, NCC cadets and active members of Societies involved in extracurricular work are given special opportunities to catch up with the rest of the class. This allows for all-round development of gifted students without detracting from their academic performance. In the science laboratories, students are awarded marks in each class for attendance, a viva voce examination, regularity in submitting laboratory record books and successful completion of the day?s work. This makes the students conscious of the importance of regularity and thoroughness in the lab. External examiners from various colleges who are appointed to examine College of Commerce, Arts and Science students are appreciative of the systematic continuous evaluation procedure adopted in the labs in College of Commerce, Arts and Science.

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

As a constituent college of the Patliputra University, Patna, College of Commerce, Arts and Science adheres to the academic calendar and examination schedule announced by the University regarding teaching-learning, examinations and vacations including Summer and Winter vacations.

2.6 – Student Performance and Learning Outcomes

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

https://cocaspatna.ac.in/program-course-outcomes/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG3AH	BA	Arts and Humanities	1192	1145	96
UG3SC	BSc	Science	644	608	94.4
UG3COM	BCom	Commerce	937	926	98.8

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2.7 – Student Satisfaction Survey

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1080	UGC DAE CSR Indore	792000	256000
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Right in perspective of Higher Education	IQAC of College	22/11/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	NA	Nill	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
BV AIC	Bihar Vidyapeeth Atal Incubation Centre	AIC- BV Foundation (AIC BVF)	Nill	Nill	08/05/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	00	00

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

Name of the Department	Number of PhD's Awarded
All the 17 conventional departments running in College	13

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Science, Arts, Humanities	35	1.5
International	Science, Arts, Humanities	12	2

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

Department	Number of Publication
Physics	3
History	2
English	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Attached	Attached	Attached	Nill	Nill	Attached	Nill
View File						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Defect induced room-temperature ferromagnetism and enhanced photocatalytic activity in Ni-doped ZnO synthesized by electrodeposition	Santosh Kumar	Chinese Physics B	2020	5	77	College of Commerce, Arts and Science, Patna
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	15	27	35
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/	Number of teachers	Number of students

collaborating agency		participated in such activities	participated in such activities
RDC and TSC	NCC	1	4
Plantation Drive	NSS	2	112
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 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Covid Releif	Corona Karamveer Samman	Rashtra Srijan Abhiyan, Real Life Home, New Delhi	72
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 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat Abhiyan	NSS	Street Play	14	35
Aids Awarness	NSS in collaboration with Rotary Club	Awareness Program	14	35
Blood Donation Camp	NSS in collaboration with Rotary	Blood Donation Camp	35	72
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Collaborative Research	Santosh Kumar	CRS Project	21
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 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	VLSI	martway Electronics Pvt. Ltd	01/06/2020	14/06/2021	17
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
CSIR-IICT, HYDERABAD	27/03/2019	Research Collaboration	19

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10000000	10759672

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
EDUWIN	Partially	4	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	52000	Nill	3000	Nill	55000	Nill
Reference Books	700	Nill	Nill	Nill	700	Nill

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content

Santosh Kumar (Co-Instructor)	Learning Physics through Simple Experiments	MOOKIT, IIT-Kanpur	20/09/2016

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	168	4	168	2	1	8	28	100	0
Added	25	0	0	0	0	0	0	0	0
Total	193	4	168	2	1	8	28	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video Lectures	www.youtube.com/distinctphysics

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4000000	3596911	7000000	7162761

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

Our college follows the guidelines of Patliputra University for general policies and procedures regarding utilization and maintenance of infrastructure and facilities. The Staff Council constitutes a number of committees and subcommittees like the Planning and Development Committee, Library Committee, Sports Committee, Building Maintenance Committee and the Purchase and stock verification Committee that oversee and supervise the utilization and maintenance of the support facilities of the college. The schedule of the utilization of the laboratories and classrooms are notified through the official time table which is put up on the college notice board and passed on to individual teachers. Notices regarding the procedures and policies for utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms are issued time to time from the office of the Principal. The Staff Council of the College nominates a Convener of the Library Committee, along with a few more faculties and teacher in-charges of all departments as members. The Library Committee in consultation with HODs allocates funds for purchase of new books and other requirements of the library. The library acquires the reading resources on the recommendations of the teachers, countersigned by the teacher in-charges of the Departments and

Convener of the Library Committee. Some of the general and reference resources, needed by the library, are purchased by the Librarian in consultation with the Convener of the Library Committee. The various rules and regulations for the usage of Library and its resources is displayed at various places of the Library. The Institution constantly upgrades its IT infrastructure as per the requirements, from time to time. The Institution also ensures that all the students are provided with adequate IT infrastructure. The review of IT infrastructure and knowledge dissipation is carried out annually. The rules and regulations for the usage of Labs by the students is clearly displayed in the labs. The College provides facilities for the following sports: Kabaddi, Cricket, Football, Volleyball, Table- Tennis, Boxing, Yoga, etc. It also organizes Self-defense (Tae-Kwondo) classes. The Sports Committee make their calendar annually which includes various inter departmental tournaments, Summer and Winter Camps and the Annual Athletics Meet. Maintenance and utilizing of physical, academic and support facilities is an important aspect of the internal and external audits. Review of audit assessments and its follow up is initiated.

https://cocaspatna.ac.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Credit Card	1300	2500000
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga and Meditation	22/07/2020	173	Bramhakumaris
Personal Counselling and Mentoring	30/07/2019	300	College Experts
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counselling	275	600	35	22

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
8	8	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
B.Brains Development Society	70	12	SCKO India PVT LTD.	20	4
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	2200	B.A, B.SC, B.COM, M.A, M.SC, M.COM, VOCATIONAL COURSES	Science, Arts, Commerce, Humanities and Vocational	College of Commerce, Arts and Science, Patna and other colleges/universities	Post Graduation and Ph.D Programmes
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	12
Civil Services	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kabaddi	Inter College/Intra University	20
Chess	Inter College/Intra University	15
Volleyball	Inter College/Intra	22

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	President Award for NSS Activities	National	Nill	1	Nill	Niraj Kumar

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

The Students Union is the most important body representing the students of the College. Student representatives serve as officers and members of the Student Union, which works for the general interest and welfare of all the students of college, bring to the notice of appropriate authorities about the complaints of students and different issues related to them. They organize various activities such as freshman parties, farewell parties, educational trips, student welfare programs, and cultural activities. The College has a Student Union affiliated with its parent body, the Patliputra University Students Union. Student Council elections are held each year to elect the office bearers of students union like: a) President b) Vice President c) Secretary d) Joint-Secretary e) Executive Members. The Patliputra University sets the rules by which the Students Union is run. There is representation of the members of students union in different committees/bodies of college to ensure participative management.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of College registered under Societies Registration Act 1860 is very active. Especially 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 their current job profile, higher education status, and information for any other engagement. We maintain proper record of the same. We also contact them and share invitations and information for important college events and programs. The bond that our students forge with their batchmates, students of senior-junior batches, teaching and non-teaching staff, and the institution as a whole is memorable. To sustain this spirit, almost all departments of the college regularly organise alumni get together. College as a whole also organises Alumni meet. However, due to the Covid-19 Pandemic, the college could organize one Alumni Meet last year at very low scale. The Alumni Association provides few scholarships to the students on need cum merit basis. These scholarships are awarded during the Annual Day of the college.

5.4.2 – No. of enrolled Alumni:

183

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The administration responsibilities have been well segregated among the faculty members and non-teaching staff. At the core of this decentralized process, is the statutory Staff Council in which the entire teaching faculty, are the members. The constitution of various committees and the delegation of authority and responsibilities to the members and Conveners of the various committees ensure a decentralized method of functioning. There are nearly 16 committees which undertake various college activities. Some of the important committees of the Staff Council are: the Admission Committee, the Examination Committee, the routine Committee, the Discipline Committee, the Sports Committee, the Cultural Committee, the Planning and Development Committee, the Maintenance and Supervision Committee, the Placement Cell, the Purchase, Stock Disposal and Stock Verification Committee, etc. Apart from these committees, various other committees are also formed by the Principal of the College for carrying out any specific tasks. Also, the staff association is consulted for making important decisions pertaining to the college. The college also has many cells and societies that are actively involved in several programs. It is ensured that there is all round participation of students and leadership and organizational activities is encouraged in the societies by giving them formal responsibilities. Faculty members are responsible for supervising and managing the routine activities of these bodies. The college has a student union that is proactive in bringing the student issues to the concerned authorities and assists in bridging the gap between the administration and the students.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	The College has a curriculum enrichment and monitoring committee at the level of each department and one at college level which acts as a watchdog to look after the teaching learning process of the institution.
Examination and Evaluation	A proactive examination department is there which manages the internal evaluation as well as the external examinations in college premises.
Research and Development	A research development committee is there which looks after and works for promoting the research culture in college premises and enhance the number of standard research publications.

Admission of Students	Separate Admission Committees for Science, Arts and Commerce respectively is responsible and answerable for admission management in college.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	Student admission is completely online
Administration	Many of the administrative activities are E-governed.
Finance and Accounts	All kinds of financial transactions in college are in online mode.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nil	Nil	Nil	0

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Nill	Basic Computer training to Non-Teaching Staff	20/05/2020	24/05/2020	Nill	27

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Oreintation/ Refresher Course	8	01/06/2020	24/06/2020	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
There is a Cooperative Thrift and Credit Society for the teaching and nonteaching staff of the college which provides the loan at a reasonable rate. The college has an in-house fully equipped Medical Room for the staff. The rotary club manages to provide a doctor and a nurse to visit our centre at periodical basis. The college has a quota for admissions of eligible wards of employees. As per the university and central government rules, all the allowances are given to all the employees as per their entitlement without any delay. For attending workshops/ conferences/ seminars, the teachers are provided academic leaves with the financial support as far as practicable. The IQAC has devised awards for teaching staff of the college to provide incentive for their commendable research work/ publications/ innovative teaching/ paper presentations.	There is a Cooperative Thrift and Credit Society for the teaching and nonteaching staff of the college which provides the loan at a reasonable rate. The college has an in-house fully equipped Medical Room for the staff. The rotary club manages to provide a doctor and a nurse to visit our centre at periodical basis. One of the teachers of the college is a good psychologist. GIS/ NPS is available to all members. The college has a quota for admissions of eligible wards of employees. As per the university and central government rules, all the allowances are given to all the employees as per their entitlement without any delay. The IQAC has devised Achievement Awards for non-teaching staff of the college to provide incentive for their innovative administrative reforms and good practices.	The college has an inhouse fully equipped Medical Room for the staff and students of the college. The Rotary Club helps in managing Nurse/Doctor in medical room on periodical basis. One of our college teachers from the department of Psychology is a professional Clinical Psychologist who visits different departments once a week. We have a Counselling Cell run by selected teachers and students of the Department of Psychology and PGDCR of our college. The college has a Fee Concession Committee, an Internal Complaint Committee, an Anti-Ragging Committee, and a Student Grievance Redressal Cell to cater to the needs of the students. Our college believes in acknowledging and appreciating the achievements of its students. The college honours its outstanding students for their hard work and sincerity through various categories of awards and scholarships. The College has been offering coaching facilities for students to appear in various competitive examinations. Each department follows the Mentor-Mentee program in which a group of students are assigned to a teacher who mentors them. Students meet their

mentor on a frequent basis to iron out any problem they are facing. This helps in identifying and mentoring personal and academic issues. The reserved category students are getting scholarship from various sources including state and central governments. The societies and cells of the college like NSS, Women development Cell, Entrepreneurship Cell, sensitize the students towards environment, gender equality, women empowerment, health, management and social responsibility. The IQAC of our college has organized Personality Development classes for the final year students of the college on weekly basis by the expert.

6.4 – Financial Management and Resource Mobilization

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

College conducts internal institutional audit regularly but external audit is conducted by university/government at intervals of certain years.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Lions Club	Nill	Conducts Free Eye Surgery of Low Income Group Non-Teaching Employees
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nill	Nill	Yes	A committee of College
Administrative	Nill	Nill	Yes	A committee of College

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

Parents are welcome to participate in College-sponsored activities. At the beginning of the academic year, it is essential that parents of first-year students attend an orientation about all academic programs and student support services offered on campus.Departments organize one-on-one dialogue with parents whose children need additional support, advice and services to enrich performance.

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

The staffs are encouraged to take up regular training programs provided by the government. The development of ICT skills and career promotion for support staff are also encouraged. A four days FDP on IT Applications in Library and Information Science was organized by College in collaboration with Eduwin Technologies to introduce participants to the skills of Emerging ICTs and knowledge which are critical for ensuring improved library services to users. It was attended by all the Library staffs of college, which helped them to become familiar with and apply ICT skills and knowledge in the library, develop a strategy and structure for implementing new technologies, and adopt best practices in the library with emerging IT skills and ability to use open source software such as Libreoffice and Koha.

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

1. Construction of some New Buildings and beautification of Old Buildings. 2. Installation of a solar panel of 30Kva. 3. Recording of some lectures of teachers of college.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	A workshop for students was organized on the topic budget preparation	05/07/2019	05/07/2019	05/07/2019	130
2019	Initiation of one student one tree programme	10/08/2019	10/08/2019	10/08/2019	30
2019	Workshop on how to produce quality research	09/09/2019	09/09/2019	09/09/2019	200
2019	Workshop	22/09/2019	22/09/2019	22/09/2019	200

	for Preparation of Mathematics Olympiad				
2020	FDP on Libra Office Impress	15/06/2020	15/06/2020	22/06/2020	23

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Role of women for crime free society: Relevance of the knowledge of the relevant laws	09/07/2019	09/07/2019	140	60
Community Policing for Ensuring Gender Equity	29/07/2019	29/07/2019	130	70

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

Percentage of power requirement of the University met by the renewable energy sources
30Kva Solar Panel has been installed in collaboration with Bihar Government over the roof of the botany department.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	20
Ramp/Rails	Yes	20
Scribes for examination	Yes	5
Rest Rooms	Yes	20

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	09/09/2019	1	Plagiarism Test	Ethical Issues	200

2019	1	1	22/09/2019	1	Improving the Mathematical Abilities of Students	Enhancement of Mathematical Logic	200

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

Title	Date of publication	Follow up(max 100 words)
Professional Ethics	18/03/2020	Several inhouse symposia and workshops have been organized to address these issues.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
An invited talk by the former DGP of Bihar Shri. D.N Gautam on the topic Stimulating Internal Consciousness and Thought Process for making our life meaningful .	26/08/2019	26/08/2019	200

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

1. A one day symposia on the topic plantation of tree is must for conservation of environment on 06/08/2019. 2. A programme one student-One Tree was launched on 10/08/2019. 3. A invited talk was delivered on the topic scarcity of water is a serious global concern: need for conservation and recharging of water by Dr. Ashutosh Upadhyay, A scientist in ICAR on 16/09/2019. 4. An invited talk was delivered on 15/11/2019 by Prof. Vijay A Singh, Retd. Professor of Physics, IIT-Kanpour and Homi Bhabha Center for Science Education on the topic There are indications of life here. 5. A programme on Save Soil was organized on 26/12/2019.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Exhibition and Demonstration of Low Cost/No Cost Experiments for school students as a part of community responsibility Creation of a Donar Bank for Blood Recycling of waste paper Use of solar energy and using LED bulbs inside college premises

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.cocaspatna.ac.in

7.3 – Institutional Distinctiveness

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

The college was established in 1949 with the pious motive of making quality education accessible to all aspiring young people regardless of sociocultural or economic status. Since its inception, one of the Institutions main thrusts has been to provide students, particularly those who are downtrodden, with a specific skill and knowledge, so that they can live with dignity and contribute effectively to nation building. To support the governments skill India and start-up India missions, our institution, in collaboration with the Bihar Skill Development Mission of Bihar Government organised various skill courses for SC/ST students to empower them by providing the necessary skills for entrepreneurship development and start-ups. The students who took training under the said program were linked with the industry department of Bihar Government for a financial assistance (start-up money) in the form of an interest-free loan to establish some start up industry. More than 200 students received such training and received a start-up fund of Rs. 10 lakhs each from the Bihar government in the form of an interest-free loan to start a skill-based firm.

Provide the weblink of the institution
https://www.cocaspatna.ac.in

8.Future Plans of Actions for Next Academic Year

Taking the note from the calamities of Pandemic our institution has devised the following action plan for the coming academic year. 1. To improve and expand digital infrastructure while also speeding up the automation process. 2. Establishing additional lecture recording studios. 3.To obtain Bihar Government approval and ensure the flow of funds for the proposed examination hall/auditorium construction. 4. To develop a CIC (Centralised instrumentation Centre). 5. Improve the performance of the Incubation Centre even better. 6. Installing more solar panels on the roofs of several campus buildings. 7. To encourage more students to sign up for MOOCs, NPTELs, SWAYAMs, and other certificate programmes such as Coursera and Spoken Tutorials. 8. More FDPs and SDPs on cutting-edge technologies and contemporary topics should be organised. 9. To organise as many workshops, seminars, conferences, and symposia as possible. 10. To encourage the teachers to write more and more research projects and to publish as many research articles as possible. 11. To increase extension and outreach activities. 12. Encourage participation in sports and cultural activities. 13. Begin some new certificate/additional course work.