



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**COLLEGE OF COMMERCE, ARTS AND SCIENCE,  
PATNA**

OPPOSITE RAJENDRA NAGAR RAILWAY TERMINAL, KANKARBAGH, PATNA  
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**BANGALORE**

**December 2023**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Established in 1949 and recognized under Sections 2(f) and 12(B) of the UGC Act, the College of Commerce, Arts & Science stands as a premier constituent college of Patliputra University in Patna. Founded by the visionary Late Pt. Indu Shekhar Jha on the advice of Dr. Rajendra Prasad, the first President of India, the institution holds a significant place as one of the oldest academic establishments in Bihar's capital. Initially, College of Commerce was a constituent unit of Magadh University and was renamed as College of Commerce, Arts & Science in 2016. Later, it became a constituent unit of Patliputra University in 2018 subsequent to the formation of this new University after being bifurcated from Magadh University, Bodh Gaya. Conveniently situated in front of Rajendra Nagar Railway Station and 7 KM from Jai Prakash Narayan International Airport, the college spans a 5.89-acre plot with 19,196 square meters of built-up area. The lush green landscaped lawns contribute to the college's ambiance as an educational paradise, housing 16 multi-storeyed buildings with 85 well-furnished classrooms, 35 laboratories, conference halls, computer room, library, bank, post office, and administrative offices.

As a co-educational multi-disciplinary institution, the College of Commerce, Arts & Science has evolved over 75 years, offering a diverse range of programs at the postgraduate and undergraduate levels in 15 vocational/professional/self-financed and 17 conventional subjects. With a commitment to student learning and having emphasis on personal development of students, the college emphasizes effective teaching, participative learning, and involvement in various activities to nurture creativity and complement academic goals.

The institution fosters a well-structured mentoring system, guiding students in career choices and instilling confidence and emotional security. Upholding professional ethics, integrity, accountability, inclusiveness, commitment, and sustainability, all stakeholders align their efforts with the college's vision and mission.

Actively engaged in pioneering research with funding support from agencies like SERB-DST Government of India, UGC-DAE-CSR, and ICHR, the college boasts green cover, gardens, and various eco-friendly initiatives, such as solar energy installation, groundwater recharge, rainwater harvesting, and a vermicomposting unit. These efforts exemplify the college's commitment to environmental protection and sustainable growth.

### Vision

The motto of the college is “*Vidya Vinayam Cha*” which means “acquiring knowledge and upholding a polite and composed behaviour”. Our Institution believes in contributing to society through our quest for teaching and learning at the highest level of excellence and providing the utmost educational experience to the students while cultivating and transforming them intellectually, personally and socially.

Inspired by the motto of the college, our institution’s vision is:

- To provide quality education and equal opportunities to all irrespective of socio, cultural, religious and economic backgrounds

- To create and nourish the academic environment for the students in their unparalleled educational voyage
- To maintain virtues, integrity and intellectual culture to impart quality education and professional skills and fostering our cultural heritage as well
- To facilitate congenial conditions to inculcate a harmonious fusion of modernity and our country's traditional culture in the stakeholders' thought process.

## **Mission**

Creating a learning environment where students can critically analyze, conserve, and transmit knowledge, wisdom, skills and develop in them a huge respect for values. The institution aims to assist students in reaching their fullest potential in terms of intellectual, physical, and human growth by fostering an understanding and appreciation for the intricate cultural and physical environments in which they live and to prepare future leaders and citizens for our society.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- The college is centrally located and has excellent connectivity to various parts of the city and the rural areas around with bus and train links. Rajendra Nagar railway station and a proposed Metro station is right in front of the college.
- The college is the preferred choice of meritorious students, drawing learners from neighboring areas and distant regions of state.
- Well known for its high academic standards, well-equipped laboratories, and commendable research.
- Diverse courses, including Core options, Elective options, Vocational, Add-on and Self-financed courses at both UG and PG levels provides avenue for learners having varied range of interests.
- Having committed and dedicated faculty and staff, the college ensures a supportive learning environment.
- The IQAC plays a pivotal role in monitoring and enhancing overall institutional quality.
- The Placement Cell provides a platform for employability needs, internships, fellowships, and summer training.
- With over 100 permanent faculty members, mostly Ph.D. holders, and a focus on transparent admission policy, the college emphasizes inclusivity
- Rich central and departmental libraries and amenities like separate washrooms, water purifiers, canteen etc enhance the overall experience.
- The college has effective NSS & NCC wings, a theatre group, sports and cultural cells, incubation centre and a gymnasium.
- Meticulous pedagogy lays a solid foundation for advanced thinking, fostering cognitive skills, logical paradigms, and professional expertise.
- The syllabus aligns with national and global standards, incorporating real-world problems, case studies, projects, and industrial training.
- The college actively organizes national/international conferences, seminars, workshops, and events for holistic development.
- The college encourages a culture of innovation and entrepreneurship through an Incubation Centre.
- Environmentally conscious, the college collaborates with DPS, Patna for paper recycling and integrates

- solar panels, rainwater harvesting, and waste disposal units on campus.
- During the lockdown, the college organized numerous virtual workshops, seminars, and symposia.
- Interactions with eminent figures and an active Alumni Association further contribute to the college's enriching environment.
- Committed to supporting financially and socially backward students, the teachers provide assistance with books and study materials.
- The college embodies a holistic approach, focusing on academic excellence, environmental responsibility, and inclusive education.

### **Institutional Weakness**

- The campus placements are somehow below to the expectation and we are working to accelerate it. However, it is much better as compared to the other institutions of state
- We are aiming to generate Corporate Social Responsibility funds from different industries. Takshila Educational Society has sanctioned a seed money of Rs. 50 lakhs for establishing Centralised Instrumentation Centre (CIC) and Rs. 10 Lakhs for augmenting the existing research facilities
- We need to develop a powerful global network to build better career opportunities for our students
- The institution needs to create more interactive and collaborative linkages with business corporations and industries to provide industrial exposure to faculty members and students. It has a lot of potential which needs to be exploited.
- The alumni association of the college is much functional but somehow, we only have a very limited contribution and support in terms of funding by them which needs to be taken care of
- Generally, the academic background of most of the students is below the global standards however we are trying to uplift them by taking care of their all round development
- The college has a very small number of international and interstate students enrolled
- Less demand ratio for some traditional courses due to students increasing interests in professional courses
- The participation of girl students' needs to be fortified in co/extra curricular activities
- Many buildings in the college premises do not have appropriate facilities for the differently-abled persons
- As per growing students' enrolment ratio the infrastructure resources are needed to be enhanced (i.e., laboratory, classrooms, common room and toilet)

### **Institutional Opportunity**

- For improving and expanding digital infrastructure while also speeding up the automation process and enabling all the classrooms to be ICT equipped
- Establishing additional lecture recording studios and developing more online learning resources and uploading them on the college website for the use by students
- To obtain Bihar Government approval and ensure the flow of funds for the proposed examination hall/auditorium construction
- To develop a CIC (Centralized Instrumentation Centre)
- Improve the performance of the Incubation Centre even better.
- Installing more solar panels on the roofs of several campus buildings
- To encourage more students to sign up for MOOCs, NPTELs, SWAYAMs, and other certificate programmes such as Coursera and Spoken Tutorials
- Conducting more FDPs and SDPs on cutting-edge technologies and contemporary topics and invited lectures by distinguished experts on core values, current research advancements etc. Further to organize as many workshops, seminars, conferences, and symposia as possible
- Founding an independent research centre to endorse research activities and to encourage the teachers to write more and more research projects and to publish as many research articles as possible. Further pursue for attaining financial support for major/minor research projects from agencies like UGC/DST/RUSA/SERB/ICHR etc
- To increase extension and outreach activities
- Enhance participation in sports and cultural activities
- Introducing more Add-on/certificate, personality development, soft skills and value-added courses and signing MOUs with several industries for better employability
- To explore opportunities for research collaboration and student teacher exchange programs with eminent institutions
- Focusing to provide better infrastructure and academic environment to attract more students towards our institute to stop relocation of students to different cities
- Organize more programs to reinforce the leadership skills of academic and non- academic staff for the corporate life of the college

### **Institutional Challenge**

- There is a challenge to include more students of marginalized communities and deprived groups for an

inclusive education policy and uplifting them to global standards

- We have to face competition from autonomous colleges. They are able to offer new programs to attract better students, qualitatively as well as quantitatively.
- We are witnessing the decreasing enrollment in traditional courses which are facing challenges by professional courses
- The faculty observes the need to revise the curriculum on a regular basis to keep it updated, however we have to adhere to the guidelines of the university
- There is a challenge to the college to bring more multinational companies for campus placements
- College offers a low fee structure to the students while having huge expenditures and maintenance costs which creates difficulty to infrastructure development initiatives
- There is insufficient infrastructure in a few departments which needs to be augmented
- We are facing challenges in building association with world class institutions

### **1.3 CRITERIA WISE SUMMARY**

#### **Curricular Aspects**

- The College of Commerce, Arts & Science, a constituent college of Patliputra University, adheres to the prescribed curricular framework established by the university. Despite this, the college actively incorporates heuristic learning, cognition, and experiential learning to enhance the academic experience. Striving for a holistic development approach, the institution explores avenues to reinvent pedagogy, fostering participative, intradisciplinary, interdisciplinary, and transdisciplinary learning for its students.
- Academic processes are meticulously organized with timetables, workloads, and administrative tasks planned well in advance, ensuring strict adherence to set norms.
- The adept teaching staff is supported by relevant ICT facilities, making learning more comprehensive and intuitive. The college boasts technologically advanced and inclusive infrastructure, featuring smart classrooms, well-maintained laboratories, and a rich library, fostering a modern teaching-learning environment.
- The faculty members continually update their disciplinary knowledge through participation in refreshers courses, faculty development programs, curriculum reviews, evaluations, and engagement in decision-making bodies of the university. The college places a strong emphasis on experiential learning, facilitating internships, projects, and field trips. Various departmental programs such as conferences, seminars, debates, symposia, quizzes, and talks address cross-cutting issues like gender, climate change, environmental sustainability, human rights, and ethics.
- Incorporating an empathetic approach, the college educates students on the impact of gender-based

inequalities, environmental neglect, and ethical lapses on individual and societal growth. COCAS stands out for offering dedicated add on certificate courses in Medical Lab Technology, Nutrition & Dietetics, Journalism and Mass Communication, contributing to students' skill development for the professional realm.

- The college supports its academic endeavours with a robust tutorial and mentor-ward system, fostering individualized academic and other discussions within smaller student groups. Interdisciplinarity and sensitivity are integral to the institution's vision of providing transformative education.
- A transparent feedback system involving students, stakeholders, and parents contributes to accountability. Regular feedback is compiled, analyzed, and shared with respective departments for prompt action. Annual internal audits by the IQAC, coupled with departmental self-assessments, aim to critically analyze practices and address shortcomings. The College of Commerce, Arts & Science is committed to delivering transformative education and maintaining high academic standards

### **Teaching-learning and Evaluation**

- The college places emphasis on holistic education, prioritizing the social, intellectual, emotional, and aesthetic development of its students. To achieve this, the institution diligently reviews and enhances its pedagogical methods. The academic programs within the college are meticulously structured for Outcome-Based Education (OBE), encompassing Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs). This framework incorporates interdisciplinary, multidisciplinary, and transdisciplinary approaches to cultivate well-rounded individuals.
- As part of the learning process, the IQAC, in collaboration with the Training and Placement Cell, organizes training programs to enhance students' skills and employability. Departmental heads and faculty members hold pre-academic session meetings to finalize teaching plans, including syllabus distribution, topic allocation, project topics and assignments.
- Outcome assessment is a continuous and systematic process aimed at evaluating learning experiences aligned with the original goals and objectives. The college implements a Choice-Based Credit System (CBCS) with two assessments: Continuous Internal Assessment (CIA) and End Semester Examination (ESE). CIA components like assignments, seminars, and quizzes contribute to achieving course learning outcomes, while ESE assesses overall performance at the end of the instructional term.
- Well-equipped and efficiently managed examination department of the college oversees the examination, evaluation, and certification processes. A transparent and well-administered procedure, along with readily available information on the website from admission onward, ensures clarity.
- Addressing student concerns, the college has a Grievance Redressal Cell. At the departmental level, student-centered pedagogies, employing case studies, group discussions etc foster critical and innovative thinking. Elaborate tutorial sessions and remedial classes support learners in small groups, with special attention to those with special needs and from economically weaker sections.
- The mentor-mentee system provides additional guidance, allowing students to discuss professional and career-related concerns. Internal assessment, featuring continuous evaluations through tests, discussions,

assignments, practicals, and projects, encourages improvement and provides support tailored to individual abilities.

- Participation in inter-college competitions is encouraged to optimize students' potential and enhance their skills. Beyond the robust evaluation process, an online feedback system critically analyzes and addresses issues, ensuring ongoing quality enhancement in the teaching-learning process. The college's commitment to comprehensive education is evident in its multifaceted approach to student development.

### **Research, Innovations and Extension**

The College of Commerce, Arts, and Science stands out for its robust research culture, with a dedicated focus on fostering interdisciplinary research and education in Commerce, Arts & Science. Offering doctoral programs across 14 departments, the college boasts 153 research scholars working under the guidance of 85 supervisors. Encouraging interdisciplinary collaborations, faculty members and students are motivated to publish their research works in esteemed national and international journals. During the assessment period, faculty contributions reached 125 publications, including research papers in UGC approved journals, books, book chapters and conference proceedings.

Having a commitment to open dissemination, the college publishes the peer-reviewed multidisciplinary journal "Vimarsh" without imposing any article processing charges. The English department contributes to research with its in-house journal, "Inward Eye: Patliputra Journal of English Studies," holding the ISSN Number 2278-9162.

Facilitating a strong bridge between academics and industry, the college has established 10 MoUs and 3 research collaborations. To address evolving student needs, the institution offers add-on certificate, diploma, and advanced diploma courses in areas like Medical Lab Technology, Nutrition and Dietetics, Journalism, and Mass Communication. Additionally, 17 value-added certificate courses are provided. The Incubation Centre, in collaboration with Bihar Vidyapeeth Atal Incubation Centre (BV-AIC), supports student innovation, incubating approximately 24 innovative ideas till date.

The college hosts impactful events such as the International Conference on Materials Processing and Applications (ICOMPA)-2023 and the 3-day National Convention of the Indian Association of Physics Teachers (IAPT) on the theme "Explore Aryabhata." Beyond these, numerous national seminars, conferences, symposiums, workshops, and webinars engage students with eminent scholars.

Social outreach remains a priority, with extension and outreach programs organized by the college. Internship opportunities and field trips refine students' soft and analytical skills, enhancing experiential learning. The NSS, NCC, Placement Cell, and other college wings collaborate on programs fostering the development of socially committed individuals for a better civil society. The College of Commerce, Arts & Science thus exemplifies a holistic educational approach, integrating research, industry engagement, and social responsibility.

### **Infrastructure and Learning Resources**

The role of infrastructure and learning resources is pivotal in shaping the learning outcomes of any educational institution. The design of educational infrastructure significantly influences the accessibility and effectiveness



of the education delivered, directly impacting the mental and physical well-being of learners. The engagement of the mind, body, and soul of learners in the entire teaching-learning process is intricately tied to the quality of educational infrastructure.

The College of Commerce, Arts & Science has consistently prioritized and addressed concerns related to enhancing the infrastructure and learning resources within the institution. The college boasts a comprehensive range of infrastructural facilities catering to curricular, co-curricular, and extracurricular activities. These include 19196 square metres of built up area, 85 well-furnished and airy classrooms, offices, common rooms for both boys and girls, sanitary vending machines, clean washrooms, provisions for wheelchairs and ramps, a canteen, botanical garden, fish pond, smart classrooms, 27 state-of-the-art laboratories with modern amenities, instruments, and software including moderately equipped research laboratories, indoor and outdoor gaming facilities, gymnasium, a Sehat Kendra with medical professionals, language laboratory, auditorium, meeting rooms, incubation center, designated spaces for art, culture, and theatre activities, a rich library, and a completely digitized system for admission, administration, examination, and library operations. The institution also houses vibrant NCC and NSS units.

The library, a cornerstone of the learning environment, holds an impressive collection of over 75000 books, along with magazines, newspapers, journals, computers, and reprographic units. It operates with a separate website and provides online learning resources. The library is well-equipped with ICT infrastructure and has its own internet facility. Additionally, subscriptions to N-List and J-Gate further enhance the wealth of resources available to students and faculty. The library is supported by an advisory committee, ensuring its relevance and effectiveness in meeting the educational needs of the institution. The College of Commerce, Arts & Science has thus created a conducive environment for holistic learning through its robust infrastructure and diverse learning resources.

### **Student Support and Progression**

The College of Commerce, Arts & Science, Patna stands as a premier educational institution in Bihar with a distinct student-centric approach. From admission to course completion, students receive mentorship at various levels. The annual prospectus outlines the college facilities, and the Information Desk provides essential details. The institution offers a 24x7 online grievance redressal facility for students.

Various cells cater to the welfare of students, with special attention to the physically challenged or from socially and economically weaker sections. Special classes, supported by the state government, prepare students for competitive exams. Awareness programs highlight government scholarship and free ship schemes. An active Counselling Cell guides students on career opportunities and organize programs to help them discover their potential and encourage student progression for higher studies and research.

The Training and Placement Cell facilitates campus recruitment from MNCs and organize seminars and workshops to enhance students' personality, soft skills, and communication abilities. The Gender Committee Against Sexual Harassment (GCASH) supports female students and an anti-ragging cell ensures a healthy campus environment.

The college houses a rich Central Library and Departmental Libraries with well-maintained study halls. The library subscribes to N-List and J-Gate. The college publishes the multilingual annual journal "Vimarsh-Journal of College of Commerce, Arts & Science, Patna" and the annual peer-reviewed research journal "The Inward Eye: Patliputra Journal of English Studies.". A monthly newsletter showcases students' activities.

The Debating Society organizes various contests, promoting overall student growth. Extension activities, supported by NCC, NSS, Cultural Council, and Sports Council, see students excel at various levels. A large number of students participate in numerous University/State/National/International level sports competition and cultural events and secure high rank / position. The College of Commerce, Arts & Science is committed to nurturing holistic student development through its diverse support systems and engaging activities.

First aid medical treatment in the college is free for students.

Students are supported by freeships, scholarships and students' credit cards through different schemes of government.

### **Governance, Leadership and Management**

College of Commerce, Arts and Science believes in decentralized governance and participative management of academic, administrative and financial affairs. Transparency, inclusivity and accountability are the signatures of the leadership and the governance of the college.

The college conducts internal and external financial and academic audits on a regular basis. The IQAC conducts academic audit to ensure the maintenance of quality and standards in the teaching learning process of the institution. Green and Energy audits also are conducted on a regular basis.

The principal collaborates with faculty members to enhance institutional processes, involving various committees like the discipline committee, purchase committee, anti-ragging committee, sports committee, cultural committee, grievance redressal committee, gender cell against sexual harassment (GCASH), routine committee, planning and development committee, internal complaint committee, and IQAC.

These committees, operating under the leadership of the principal and in collaboration with the IQAC, contribute to the decentralized management of academic, administrative, and financial processes, ensuring streamlined governance.

As a government institution, employees benefit from pension plans, gratuity, leave entitlements, pay revisions, insurance, study leave, and maternity/paternity leave. The college receives budgetary allocations from the UGC and the state government, disbursed by the principal to different departments/committees for book purchases, equipment, and other necessary expenditures. Additionally, funds are generated through self-financed courses, donations from faculty members, and contributions from stakeholders.

The college has well-defined policies with clear goals for enhancing academic quality and infrastructure. It actively engages with students through feedback mechanisms, involving them as members in various administrative committees. Society responses are gathered through teacher-parent meetings and interactions with the civil society and alumni association.

The well-organized IQAC, supervised by the principal, plays a crucial role in making developmental decisions

regarding infrastructure, academics, and research. Monthly assessments and scheduled meetings with departments ensure continuous monitoring of academic progress, attendance records, syllabus coverage, assignments, and student seminars. The College of Commerce, Arts & Science is committed to providing a holistic educational experience with a focus on excellence and continuous improvement through effective governance, able leadership and optimal management of resources.

### **Institutional Values and Best Practices**

The college, as outlined in its mission statement, is committed to fostering a learning environment that encourages students to critically analyze, preserve, and transmit knowledge, wisdom, and skills while instilling a profound respect for values. Ensuring equal participation and representation of both men and women in all academic and administrative endeavors, the college houses a dynamic Gender Equity and Sensitization Cell, along with a Gender Cell against Sexual Harassment (GCASH) to address gender-based bias. The institution actively promotes gender equity through diverse programs, workshops, and student engagement activities.

Conscious of environmental sustainability, the college implements plans for alternative energy sources and waste management. Featuring a vermicompost unit, designated landfills for solid waste disposal, phytoid tanks for rainwater harvesting, and groundwater recharging provisions, the college actively contributes to environmental conservation. A herbal conservatory within the botanical garden, a 30 KW solar power unit on the botany department's rooftop in collaboration with Bihar Renewable Energy Distribution Agency (BREDA), and partnerships for waste paper recycling with DPS, Patna, and electronic waste disposal with Karo-Sambhav showcase the institution's commitment to eco-friendly practices.

Prioritizing inclusivity and diversity, the college makes genuine efforts to accommodate individuals from diverse linguistic, religious, and cultural backgrounds. By treating everyone equally and providing universal access to institutional facilities, the college works against social exclusion and marginalization. Traditional attires are encouraged, and a designated prayer space within the campus promotes tolerance and respect.

In essence, the college's multifaceted initiatives encompass environmental stewardship, gender equity, and inclusivity, reflecting its dedication to creating a holistic and progressive educational environment.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	COLLEGE OF COMMERCE, ARTS AND SCIENCE, PATNA
Address	Opposite Rajendra Nagar Railway Terminal, Kankarbagh, Patna
City	Patna
State	Bihar
Pin	800020
Website	<a href="http://www.cocaspatna.ac.in">www.cocaspatna.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Indrajit Prasad Roy	0612-2350136	8083860424	-	principalcocaspatna@gmail.com
IQAC / CIQA coordinator	Santosh Kumar	-	8340549450	-	santosh.phy@cocaspatna.ac.in

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document		
Bihar	Patliputra University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
Under Section	Date	View Document		
2f of UGC	05-09-1955	<a href="#">View Document</a>		
12B of UGC	05-09-1955	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	<a href="#">View Document</a>	29-07-2022	24	For MCA approval accorded on and for MBA on both for one session
BCI	<a href="#">View Document</a>	01-08-2023	24	Approval accorded for one session

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Opposite Rajendra Nagar Railway Terminal, Kankarbagh, Patna	Urban	5.89	19196

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Physics	36	Intermediate	English + Hindi	209	194
UG	BSc,Chemistry	36	Intermediate	English + Hindi	90	3
UG	BSc,Chemistry	36	Intermediate	English + Hindi	205	190
UG	BA,Mathematics	36	Intermediate	English + Hindi	4	0
UG	BSc,Mathematics	36	Intermediate	English + Hindi	209	187
UG	BSc,Botany	36	Intermediate	English + Hindi	209	208
UG	BSc,Zoology	36	Intermediate	English + Hindi	209	209
UG	BA,Urdu	36	Intermediate	English + Hindi	14	13
UG	BA,Philosophy	36	Intermediate	English + Hindi	10	10
UG	BA,Maithili	36	Intermediate	English + Hindi	5	4
UG	BA,Economics	36	Intermediate	English + Hindi	205	205
UG	BA,Psychology	36	Intermediate	English + Hindi	120	120
UG	BA,Sociology	36	Intermediate	English + Hindi	165	165
UG	BA,Political Science	36	Intermediate	English + Hindi	190	190
UG	BA,Geography	36	Intermediate	English + Hindi	185	184
UG	BA,Hindi	36	Intermediate	English + Hindi	130	130

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UG	BA,History	36	Intermediate	English + Hindi	195	195
UG	BA,English	36	Intermediate	English + Hindi	175	175
UG	BCom,Com merce	36	Intermediate	English + Hindi	90	61
UG	BCom,Com merce	36	Intermediate	English + Hindi	929	929
UG	LLB,Law	36	Graduation	English + Hindi	50	0
UG	BSc,Comput er Science	36	Intermediate	English + Hindi	90	87
UG	BCA,Compu ter Science	36	Intermediate	English + Hindi	120	120
UG	BBM,Manag ement	36	Intermediate	English + Hindi	150	150
UG	BLibSc,Libra ry Science	12	Graduation	English + Hindi	90	90
UG	BSc,Biotech nology	36	Intermediate	English + Hindi	90	51
PG	MSc,Physics	24	Graduation	English + Hindi	71	61
PG	MSc,Chemist ry	24	Graduation	English + Hindi	68	64
PG	MSc,Mathem atics	24	Graduation	English + Hindi	132	127
PG	MSc,Botany	24	Graduation	English + Hindi	66	61
PG	MSc,Zoolog y	24	Graduation	English + Hindi	68	68
PG	MA,Economi cs	24	Graduation	English + Hindi	128	126
PG	MA,Psychol ogy	24	Graduation	English + Hindi	64	64
PG	MA,Sociolog y	24	Graduation	English + Hindi	127	122

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PG	MA,Political Science	24	Graduation	English + Hindi	129	127
PG	MA,Geography	24	Graduation	English + Hindi	71	62
PG	MA,Hindi	24	Graduation	English + Hindi	127	114
PG	MA,History	24	Graduation	English + Hindi	128	124
PG	MA,English	24	Graduation	English + Hindi	128	121
PG	MCom,Commerce	24	Graduation	English + Hindi	344	330
PG	MCA,Computer Science	24	Graduation	English + Hindi	60	60
PG	MBA,Management	24	Graduation	English + Hindi	60	60
PG	MLibSc,Library Science	12	BLS	English + Hindi	90	90
PG	MSc,Biotechnology	24	Graduation	English + Hindi	21	20
PG Diploma recognised by statutory authority including university	PG Diploma, Psychology	12	Graduation	English + Hindi	70	66
Doctoral (Ph.D)	PhD or DPhil,Physics	36	Post Graduation	English + Hindi	46	13
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	Post Graduation	English + Hindi	48	1
Doctoral (Ph.D)	PhD or DPhil,Mathematics	36	Post Graduation	English + Hindi	32	4
Doctoral (Ph.D)	PhD or DPhil,Botany	36	Post Graduation	English + Hindi	40	12
Doctoral (Ph.D)	PhD or DPhil,Zoology	36	Post Graduation	English + Hindi	16	3



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Doctoral (Ph.D)	PhD or DPhil ,Economics	36	Post Graduation	English + Hindi	54	23
Doctoral (Ph.D)	PhD or DPhil ,Psychology	36	Post Graduation	English + Hindi	54	14
Doctoral (Ph.D)	PhD or DPhil ,Sociology	36	Post Graduation	English + Hindi	16	1
Doctoral (Ph.D)	PhD or DPhil,Political Science	36	Post Graduation	English + Hindi	52	0
Doctoral (Ph.D)	PhD or DPhil ,Geography	36	Post Graduation	English + Hindi	12	4
Doctoral (Ph.D)	PhD or DPhil,Hindi	36	Post Graduation	English + Hindi	46	14
Doctoral (Ph.D)	PhD or DPhil,History	36	Post Graduation	English + Hindi	22	14
Doctoral (Ph.D)	PhD or DPhil,English	36	Post Graduation	English + Hindi	56	43
Doctoral (Ph.D)	PhD or DPhil ,Commerce	36	Post Graduation	English + Hindi	46	8

**Position Details of Faculty & Staff in the College**

Self Study Report of COLLEGE OF COMMERCE, ARTS AND SCIENCE, PATNA

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	33				36				73			
Recruited	19	14	0	33	29	7	0	36	18	16	0	34
Yet to Recruit	0				0				39			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				75
Recruited	66	5	0	71
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Self Study Report of COLLEGE OF COMMERCE, ARTS AND SCIENCE, PATNA

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	9	3	0	12
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	19	14	0	27	7	0	17	14	0	98
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	2	0	0	1	2	0	5
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Self Study Report of COLLEGE OF COMMERCE, ARTS AND SCIENCE, PATNA

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	2047	0	0	0	2047
	Female	1797	0	0	0	1797
	Others	0	0	0	0	0
PG	Male	725	0	0	0	725
	Female	1076	0	0	0	1076
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	56	0	0	0	56
	Female	10	0	0	0	10
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	114	0	0	0	114
	Female	40	0	0	0	40
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	353	405	482	481
	Female	335	374	246	227
	Others	0	0	0	0
ST	Male	40	58	50	65
	Female	8	27	19	29
	Others	0	0	0	0
OBC	Male	1238	1581	1902	1773
	Female	1078	1721	1292	1221
	Others	0	0	0	0
General	Male	1098	775	716	603
	Female	1367	623	497	460
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>5517</b>	<b>5564</b>	<b>5204</b>	<b>4859</b>

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>Multidisciplinary/Interdisciplinary learning was the core value of the ancient education system of India. There was emphasis on the human values, ethics and the rich cultural heritage of the country. When Lord Macaulay initiated educational reforms in our country under the British colonial rule, the education system of the country shifted from the ancient method of learning to the commercial pattern of learning and during last many decades, we started following the educational pattern of many other developed countries and our educational infrastructure lost its core identity and turned into an amalgamated system. It didn't fit to the learning behaviour, culture and mindset of India. After the Government of India has</p>
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	<p>adopted NEP 2020 a paradigm shift has taken place in the conviction, design and the fabric of the educational infrastructure of our country. However, NEP 2020 has been adopted in the universities of Bihar since the 2023-24 session. The College of Commerce, Arts and Science has been practicing many of the elements of NEP 2020 since its inception. The motto of the college is “????? ???? ?” which means “acquiring knowledge and upholding a polite and composed behaviour”. Our Institution believes in contributing to society through our quest for teaching and learning at the highest level of excellence and providing the utmost educational experience to the students while cultivating and transforming them intellectually, personally and socially. The mission statement of the college explicitly resolves for creating a learning environment where students can critically analyze, conserve, and transmit knowledge, wisdom, skills and develop in them a huge respect for values. The college accentuates the multidisciplinary/interdisciplinary approach of imparting education. We have a curriculum delivery and enrichment committee which ponders and decides to include elements of multidisciplinary/interdisciplinary education in our pedagogy and discovers scope to do so within the prescribed curricular structure of Patliputra University. For example, the History department of our college coordinates with the Physics department to analyse the ancient historical structures with a viewpoint of science. The iron pillar of Kutubminar has not yet been rusted. The Physics department of our college studied to know about what kind of iron could it be? The Department of Physics takes an extra course in VLSI and Electronic Communication. The Department of Political Science takes an extra course of public legal education and the Department of Economics takes an extra course on the global business environment. Hence our college already keeps a high motivation towards multidisciplinary/interdisciplinary education.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>The Academic Bank of Credits is yet to be adopted by the State Universities of Bihar but the department of higher education of state is in discussion with the state universities to come up with a formula to adopt the credit transfer system in the universities of state</p>

	<p>for the benefit of the students. The NEP 2020 has been adopted in the universities of Bihar since the session 2023-24 and the first two semesters of the undergraduate CBCS course will be completed in 2024 where students can opt exit options and so, we hope that the government of Bihar and subsequently the universities of Bihar will get registered to Academic Bank of Credit by 2024. Once a decision about ABC is taken by the government and our affiliating university, our college will be a frontrunner to adopt it.</p>
<p>3. Skill development:</p>	<p>Our college has a UGC sponsored skill development centre where a training of certain specific skill is given to students. Industry oriented and entrepreneurial skill training like GST, TALLY and Basic Computer Course are imparted to students. We have started a few skill oriented value added certificate courses like courses on Madhubani Painting, Disaster Management, Stress Management, Geographical Information System (GIS), Advanced Research Methodologies, Basic Photography, Video Editing, Web Designing, Vedic Mathematics, Gender Studies, Environmental Economics, Financial Literacy and Banking, Personality Development, Renewable Energy, Nanotechnology, Energy and Sustainability, German Language, Communicative English, Yog etc to cultivate specific skills amongst the students to make them employable in the job market. Our Institution arranges Employability Skill Enhancement Workshops in collaboration with industries like TCS, BAJAJ-FINSERV etc.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Our college, founded in 1949 by Pandit Indushekhari Jha at the advice of the first President of independent India, Dr. Rajendra Prasad, is dedicated to providing quality education to all segments of society, especially the underprivileged, without discrimination based on caste, creed, religion, or financial background. Since its inception, our institution has focused on integrating the Indian knowledge system and offering higher education in Indian languages. Cultural richness and heritage are woven into our pedagogy and course structure, emphasizing a value system that embraces diverse cultures and aims to foster an ethical, value-based, nationalist, and spiritual society. For the past 74 years, our institution has practiced these principles, as acknowledged in paragraphs 4.27 and 22.2 of the</p>



National Education Policy (NEP) 2020. We are committed to promoting multiculturalism, evident in our teaching of languages such as Urdu, Maithili, Hindi, and English. The college's vibrant cultural cell, along with the NCC and NSS, organizes numerous programs to instill respect, integrity, inclusiveness, and benevolence among stakeholders. Recognizing the importance of teaching in local languages, our institute conducts all NSS activities in several local languages, promoting local language, art, and culture. The college magazine features content in English, Maithili, Hindi, Urdu, and Sanskrit, gaining recognition at the state level. Efforts have been made to introduce foreign languages, and the annual Youth Festival showcases student participation in various cultural events. Under the college cultural wing, events are organized to foster Indian cultural values and knowledge, including theatre, dramatics, dance, music, and other art forms. The institution actively promotes cultural diversity, viewing it as essential for societal robustness and creativity, paralleling biodiversity's importance in nature. Inclusivity and diversity are central to our values, ensuring equal treatment and access to facilities for students, faculty, and staff from different backgrounds. Traditional attire is encouraged, and prayer spaces within the campus promote tolerance and respect. The institution regularly raises awareness about constitutional obligations, values, rights, duties, and responsibilities. Commemorative events mark significant dates, such as International Women's Day and Teachers' Day, which coincides with the college's foundation day. The college organizes the Pandit Indushekhar Jha memorial lecture annually to honor his legacy. Looking ahead, the institution aligns with the objectives of NEP 2020 to develop holistic education and aims to integrate Indian Knowledge Systems (IKS) into the curriculum. A dedicated course on IKS is planned, covering aspects like Bharatavarsha, foundational literature, Vedangas, Indian language sciences, mathematics, astronomy, health sciences, classical literature, education, purpose of knowledge, methodology, architecture, town planning, fine arts, textiles, metallurgy, polity, economy, and the outreach of the Indian knowledge system. Contemporary applications of IKS will be highlighted, and students may opt for internships in

	<p>relevant disciplines. In conclusion, the institution strives to go beyond the classroom, shaping culturally aware and ethically reliable individuals to drive India's progress as a knowledge-driven society, in line with the vision of UGC Chairman Prof. Mamidala Jagadesh Kumar.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The college has a curriculum delivery and enrichment committee at departmental level as well as at Central level. This committee does a gap analysis for the content of the course being delivered as per the prescribed curricular structure of Patliputra University and the actual requirement of students to compete and catch up in the job market. If some deficiency is identified during this evaluation, the curriculum delivery and enrichment committee ponders over it to come up with some remedial and reinforcement classes to fill up this gap. Apart from this the students are given training of some specific skills. We collaborate with a few industries too to impart a short term course to our students on employability skills and personality development. Special lecturers are arranged to make students aware of different opportunities after the completion of their respective courses. Some extra elements of fascination are included in the prescribed curricular structure of University at departmental and interdepartmental levels to make, the POs, PSOs and COs align with the contemporary global job market and the requirements of the core and primary sectors.</p>
<p>6. Distance education/online education:</p>	<p>Keeping in view the integration of the educational resources and the ease of accessibility of students to these resources, our college is planning to design an integrative, synchronised and interactive educational portal which will enable students to access the educational resources digitally, revisit the lectures as and when they may wish, easy digital submission of assignments, internal examinations etc. We have developed a studio in Journalism and Mass Communication department and have installed some digital interactive panels in classrooms to record live lectures. We hope to provide an effective Distance/Online education solution.</p>

**Institutional Initiatives for Electoral Literacy**

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>Yes, an electoral awareness club has been set up in the college. This club was constituted on 17/11/2018. Professor Rachana Suchinmayee and Professor Arvind Aditya Raj both from the department of Political Science and Sri Sanjay Kumar Pandey from the department of Economics are the teacher coordinators of the said club. These teacher coordinators nominate 10 to 15 student coordinators every year who altogether make plans and work for educating the students and neighboring citizens about the universal adult franchise and the importance of using our voting rights in strengthening the democratic structure of the country.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>The Coordinating faculty members are appointed by the college administration and the Student coordinators are nominated by the coordinating faculty members. Usually 10 to 15 students are nominated each year by the coordinating faculty members from different departments of college and having proportionate representation of male and female students.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>The electoral awareness club of the college under the leadership of the teacher coordinators of the club works to disseminate electoral literacy in slums near college. They organize awareness campaigns in groups of 15-20 people and do small meetings as well. They encourage people above the age of 18 years to get their names added to the voter list. The Theatre group of our college organize some Nukkad-Natak before elections to spread consciousness and awareness among voters. Two polling booths are situated inside our college premises. The electoral awareness club of the college assists the district administration as local volunteers in smoothly conducting the election. The student coordinators actively support district administration in ensuring old age and disabled voters to reach the polling station in as large a number as possible and cast their vote.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>A survey of the electoral process, issues and probable outcome was done by Sri Sanjay Kumar Pandey, Associate Professor of economics of our college who happens to be a teacher coordinator also of our electoral awareness club. As stated the theatre group of our college and the teachers and students related to electoral awareness club participate in spreading</p>

	<p>electoral awareness on a regular basis. The teachers and the non teaching employees of college are assigned election duties by the government in parliamentary elections, assembly elections as well as the local body elections and so the stakeholders of the institution contribute in conduct of elections, promotion of ethical voting, advancing democratic values and participation of underprivileged sections of society in electoral practices.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Majority of students are enrolled as voters in the electoral roll. However, when the elections are round the corner, the electoral awareness club of the college sets up stalls inside college premises to help students above 18 years of age who are yet not enrolled as voters in the electoral roll to register them as voters. For this the college makes an institutionalized effort to coordinate with district administration to get such eligible students enrolled in electoral roll.</p>

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
13767	13878	12533	10916	9429
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 132

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
107	106	108	103	112

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
535.24	382.67	252.20	300.56	587.04
File Description		Document		
Upload Supporting Document		<a href="#">View Document</a>		



## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

As a constituent college of Patliputra University, Patna, our institution is bound to adhere to the curricular structure, academic calendar and syllabus provided by the affiliating University for curriculum delivery. The college prepares its own academic calendar concurring to the academic calendar of University. The college accordingly prepares a central master routine as well as the departmental routines. The curriculum is put into practice through lectures, assignments, projects, field trips, internships, seminars, workshops etc. Before the commencement of classes, different departments organize induction programmes to introduce the students with the systemic structure, amenities and the academic framework of college.

In order to enhance the delivery of the curriculum and incorporate elements of fascination and innovation within the prescribed curricular structure of Patliputra University, we have established a dedicated committee for curriculum implementation and enrichment. This committee is responsible for infusing creativity and interest into the pedagogy of the institution, including timely course completion.

The college's curriculum implementation and enrichment committee, in collaboration with various departments, strives to integrate cross-cutting issues such as gender sensitivity, environmental sustainability, human values, and professional ethics into the delivery of the prescribed courses whenever feasible. Beyond delivering the University-prescribed course content, different departments actively engage in raising awareness among students about the revival of distinct local cultural diversity and endangered art and craft forms.

Our institution strictly follows the academic calendar, including the conduct of Continuous Internal Evaluation (CIE). The Internal Quality Assurance Cell (IQAC) is tasked with ensuring the institution's readiness for implementing the academic calendar and organizing various activities. The college principal holds periodic meetings with department heads to discuss course completion and address any difficulties in adhering to the academic calendar. If issues are identified, viable solutions are collaboratively developed with the curriculum implementation and enrichment committee.

Continuous internal evaluation is carried out at the departmental level, with respective Heads of Departments (H.O.Ds.) being accountable for its timely conduction and submission of the marks foil to the college's examination department, which then forwards it to the University.

Our college was a front runner in imparting an effective online education during covid-19 pandemic by ensuring interactive online classes and interacting with students through various digital media platforms like Google Classrooms, Edmodo, Zoom, Google Meet, WhatsApp, Telegram etc. Our Institution has

established a dedicated studio in the department of Journalism and Mass Communication for recording lectures. We have developed sufficient ICT facilities for simultaneously conducting multiple online lectures.

The teachers include innovation in their teaching to make the overall teaching-learning experiential, effective and fascinating which is able to enhance the questioning ability of students and infuse inquisitiveness in them. Our teachers, specially in science departments have developed so many low cost-no cost experiments and concept inventories to bring conceptual clarity, invite cognition and make the teaching- learning comprehensive, heuristic and a lifetime experience.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response:** 45

File Description	Document
List of students and the attendance sheet for the above mentioned programs	<a href="#">View Document</a>
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc. Apart from the above:	<a href="#">View Document</a>

### 1.2.2

***Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years***

**Response:** 20.98

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online



courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2450	3407	2000	2780	2060

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1

*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

#### Response:

The Patliputra University has meticulously and diligently designed the curricular structure to incorporate the elements of professional ethics, gender, human values, environment and sustainability in curricular delivery. In different semesters of postgraduate classes, there is a comprehensive paper dealing with cross cutting issues such as Professional Ethics, Gender, Human Values, Environmental Sustainability, Graphic Designing, Inclusive Policies, Human Rights, Family Management, Computers & ICT, Web Designing, Derivatives and Risk Management, Solid Waste Management, Mushroom Technology, Biofertilizer Technology, Environmental Law and Policy, Tourism and Hospital Management, Life and Communication Skill Development, Yogic Sciences and Gender Sensitization. The syllabus of first semester entails Ability Enhancing Compulsory Course-1 (AECC-1), which focuses on Environmental Sustainability and Swachh Bharat Abhiyan. It covers topics like Environmental Ethics, impact of development on the environment, Biodiversity, and Swachh Bharat Abhiyan. Semester-2 syllabus comprises of Ability Enhancing Course (AEC) which explores Solid Waste Management, encompassing health and environmental issues, mechanisms to mitigate health hazards arising out of solid wastes and other environmental threats as well as the disposal techniques of different kinds of wastes.

Semester-3 introduces AECC-2, delving into Human Values, Professional Ethics, and Gender Sensitization. It addresses Moral Issues, Ethics, Corporate and Professional Ethics, Gender Justice, and Human Rights in contemporary perspectives. In semester-4, there is a course on Generic Elective (GE) which centers on Inclusive Policy, emphasising Human Rights and Individual Rights redressal.

Even at the undergraduate level in disciplines like History, Sociology, Philosophy, Political Science, Geography, etc., there are chapters on these cross cutting issues. Aligned with its vision and mission, the college playing a vital role in human development, is committed to equipping students with knowledge and skills for substantial societal contributions. Conscious of its social responsibilities, the college fosters

a value system among students to address issues like gender, climate change, environmental education, and human rights. Regular seminars, webinars, workshops, and awareness programs are conducted to tackle these concerns. The college actively contributes to environmental preservation with eco-friendly initiatives like reducing carbon emissions, ground water recharging of rain water, vermicomposting unit, phytoid tanks for organic waste management and water conservation and using solar panels for power production. The college follows its own environment policy. The college engages undergraduate students in different projects related to these cross cutting issues to instill a concern for these issues in the thought process of the students. Our institution lays special emphasis on value system since its inception. Our institution believes that the boundary of subject specific knowledge has become slender and porous with the growth of interdisciplinary and cross cutting scholarships and so, the teachers of our college discover scopes to include these cross cutting issues in their educational delivery and empower students to think out of the box for meaningfully contributing to the nation building. We believe that the today's society has become complex and the workplace requires employees with multitasking skills, our Institution emphasizes to develop a multidisciplinary and interdisciplinary educational ecosystem integrating these cross cutting issues as an intrinsic and constitutive ingredient.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 1.3.2

**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 35.31

#### 1.3.2.1 Number of students undertaking project work/field work / internships

Response: 4861

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1

*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

**Response:** A. Feedback collected, analysed, action taken & communicated to the relevant bodies and feedback hosted on the institutional website

Self Study Report of COLLEGE OF COMMERCE, ARTS AND SCIENCE, PATNA

<b>File Description</b>	<b>Document</b>
Feedback analysis report submitted to appropriate bodies	<a href="#">View Document</a>
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 87.24

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
5517	5564	5204	4859	4514

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
6002	5912	5842	5828	5828

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

#### 2.1.2

*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:** 83.88

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
2619	2706	2568	2415	2027

### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3001	2956	2921	2914	2914

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1

**Student – Full time Teacher Ratio**  
(Data for the latest completed academic year)

**Response:** 128.66

## 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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

The College of Commerce, Arts & Science is dedicated to crafting a pedagogy that prioritizes student-centric approaches, fostering experiential and participative learning. This approach aims to enhance students' comprehensive abilities, cognition, decision-making, leadership, and problem-solving skills. The institution places a strong emphasis on heuristic learning.

At the undergraduate level, final-year Arts stream students are assigned the task of creating a field survey report on a topic determined by departmental heads. This process exposes them to working in groups, conducting fieldwork, collecting and analyzing data, and drawing important conclusions. Similarly, at the Master's level, students across all streams prepare dissertations on topics assigned by their supervisors. They must defend their work through seminars and practical examinations, engaging with external questions. The institution also provides opportunities for field trips, study tours, and interactions with organizations to impart grassroots-level working knowledge. Internships with research organizations and industries are encouraged, and debate competitions on social and environmental issues are routinely organized.

The college prioritizes active and interactive learning, employing methods such as discussions, debates, laboratory experiments, mini-projects, and case studies. The teaching-learning process incorporates practical knowledge, with students gaining exposure to various laboratories from their first year. Personal attention is ensured through small group divisions, and teachers manage online classrooms, assignments, study materials, and notifications. Group projects, student seminars, participation in festivals, and annual exhibitions facilitate self-paced learning. E-resources, connected classrooms (e-learning), and library access enhance interactive learning. The central library, departmental libraries, and resources like N-List and J-Gate broaden students' creative thinking.

The institution's co-curricular and extra-curricular activities cultivate organizational and leadership skills, preparing students for a multicultural and global environment. Critical thinking, creativity, and scientific temperament are nurtured through planned activities inside and outside the classroom. Innovative student-centric initiatives, such as college and departmental magazines, journals, and various events, bring out students' creativity and originality. Scientific temperament and critical thinking are further developed through participation in research meets and exhibitions.

In summary, the College of Commerce, Arts & Science, Patna prioritizes experiential and participative learning, emphasizing heuristic and cognitive approaches. Classroom teaching is interactive, promoting participative learning and two-way dialogue. Various practices, including seminars, presentations, discussions, quizzes, educational games, short projects, field surveys, and internships, contribute to participative learning and collaborative work. Invited lectures, symposia, workshops, and conferences keep students informed about global academic and research advancements. Science courses focus on practical training and hands-on experience, with faculty members conducting low-cost or no-cost demonstration experiments to enhance conceptual clarity during classroom interactions. The institution aims to create a culture that fosters lifelong learning and innovation among its students. A flagship event of our Institution "STRIDE" is organised annually where the students of the college showcase their innovation and experiential learning. The incubation centre provides a platform to practice innovations and provides opportunity for turning the innovative ideas into expression. During recent academic year, our students have worked on 24 innovative ideas in our incubation centre. The teachers invariably use of ICT tools and teaching aids for easier conceptualization of the abstract ideas.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1

**Percentage of full-time teachers against sanctioned posts during the last five years**

**Response:** 75.49

#### 2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
142	142	142	142	142

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>

### 2.4.2

***Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)***

**Response:** 100

#### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
107	106	108	103	112

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

#### **Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

#### **Response:**

The assessment procedures are made transparent through comprehensive orientation sessions for students and other stakeholders. The affiliating university's rules are explicitly outlined on the college website, and an orientation is conducted at the start of each academic session to acquaint students with the examination pattern, evaluation methods, and passing standards. Faculty members further conduct short sessions in classrooms to clarify doubts and elaborate on finer points. Evaluation grids for semester-end exams, presentations, and assignments during continuous internal assessment are displayed and explained. Timely communication of deadlines is ensured through class announcements, SMS/email alerts, notice boards, and Class Representative (CR) involvement.

The internal assessment encompasses behavioral aspects, independent learning, and communication skills, with a weightage assigned to each. It comprises two mid-term appraisals covering class participation, overall conduct, tests, assignments, and project submissions as per the syllabus. Various formats such as report writing, essays, critiques, demonstrations, exhibits, viva-voce, class presentations, paper readings, problem-solving, and case studies are used for assessment. Independent learning is emphasized through individual assignments evaluated through written and oral modes of communication.

To address examination-related grievances, student mentors handle issues in a time-bound and transparent manner. Semester examination answer scripts are distributed for total checking, and the marks awarded are displayed on departmental notice boards. Students can approach mentors for clarification on internal marks, and the mentor, in turn, addresses the issue within a specified time frame. The mentor verifies the matter with the department and exam section, forwarding recommendations to the department internal committee. The entire process is overseen by the head of the department and the examination controller, and the final details are submitted to the university. Grievances related to external examinations are directed to the Examination Controller at Patliputra University, Patna.

Regarding the syllabus and schedule, both are announced well in advance, allowing students sufficient time for thorough preparation. Centrally held examinations are coordinated by the Examination cell to



minimize malpractices, and CCTV surveillance is employed in examination halls for transparency.

Alternatively, the college employs a transparent internal assessment mechanism to regularly gauge students' learning levels. This includes assignments, projects, quizzes, tests, class participation, portfolios, performance assessments, peer assessment, and self-assessment. Various committees organize competitions in arts, music, drama, debate, and sports.

To address internal and external examination grievances, the institution has a grievance redressal committee, student representatives, RTI utilization, and an online grievance system. The combination of administrative processes and open communication channels ensures an effective mechanism for handling examination-related issues.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

*Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

**Response:**

The evaluation of student performance and learning outcomes is an integral aspect of departmental activities. Respective Heads of Departments (HODs) convene meetings where student performance is discussed, addressing relevant portions of syllabi, suggesting innovative strategies, and recommending books and learning materials. This information is then communicated to students in theory and practical classes. Internal exam results are meticulously reviewed, and students who need improvement are notified of their performance.

The institution conducts orientation programs at the beginning of each academic year, organized by individual departments. These sessions communicate the syllabus, the desired Program Outcomes (POs), Course Outcomes (COs), and the scope of the program or course to the students.

A comprehensive college prospectus is prepared and uploaded on the website, containing details such as faculty members' personal and academic information, contact details, program outlines, college rules and regulations, fee structures, and information about various college committees.

Detailed department meetings are held at the start of the academic year to allocate subjects and communicate POs, Program Specific Outcomes (PSOs), and COs to faculty members. Faculty members then convey this information to students, addressing any queries they may have.

The institution offers a variety of traditional and vocational courses at the graduate and postgraduate levels across multiple disciplines. The Science faculty covers Physics, Mathematics, Chemistry, Botany,

Zoology, and various vocational courses. Social Science includes Economics, Geography, Political Science, Psychology, History, and Sociology. Humanities encompasses Hindi, English, Urdu, Maithili, and Philosophy. The Commerce Faculty covers fundamental concepts in accounting, finance, and economics. The Law program equips graduates with legal research and writing skills, ethical values, and professionalism.

The institution also offers professional/vocational courses such as MBA, MCA, BBA, BCA, M.Sc. Biotechnology, B.Sc. Biotechnology, B.Sc. IT, Medical Lab Technology, Nutrition and Dietetics, Journalism and Mass Communication, and Counselling and Rehabilitation.

For each program, specific outcomes are defined, detailing the knowledge, skills, and applications students are expected to acquire. Graduates and postgraduates are equipped with advanced knowledge and practical skills, fostering critical thinking, problem-solving, communication, and adaptability.

For example, Biotechnology graduates gain a comprehensive understanding of fundamental concepts and practical skills, while MCA and BCA graduates master advanced principles of programming, software development, and system administration. Students in the PG Diploma in Counselling and Rehabilitation develop proficiency in conducting counseling sessions and cultural competency, and those in Medical Lab Technology gain knowledge of laboratory operations and testing procedures. Journalism and Mass Communication students acquire a critical understanding of media and communication theories, demonstrating proficiency in reporting, writing, and editing.

The institution's evaluation mechanism includes the continuous monitoring of Program Outcomes (POs) and Course Outcomes (COs), ensuring that these are communicated to students at various stages. The emphasis on practical skills, ethical considerations, and real-world applications equips graduates to contribute meaningfully in their respective fields.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.6.2

*Attainment of POs and COs are evaluated.*

**Explain with evidence in a maximum of 500 words**

**Response:**

The evaluation of program outcomes and program-specific outcomes relies on the assessment of relevant course outcomes using both direct and indirect methods. Direct methods involve examinations or observations that directly measure students' knowledge or skills against specific and measurable course outcomes. In indirect methods, the faculty members record the performance of each student on the basis of certain pre-decided parameters on the course outcomes, keep on mapping the knowledge and skills of students throughout the semester. The internal exams, home assignments, projects, classroom presentations etc are the other ingredients of indirect internal assessment by the faculty members.

Various methods are employed to gauge the attainment level of students in different courses and programmes, including assessment tests (written or practical exams, multiple-choice tests), student feedback through surveys and questionnaires, and performance-based assessments such as practical exams and participation in the Social Outreach Programme STRIDE which is a unique and a flagship program of College of Commerce, Arts and Science, Patna. Retention rates of students are tracked over the entire duration of the programme to instill insights in students, gauge the goal achievement and assess whether the students are successfully attaining the program outcomes or not.

Indirect assessment strategies integrate students' surveys/feedback and alumni surveys also. Ultimately, program outcomes are evaluated using the data obtained, and the feedback committee draws conclusions about the attainment level of program objectives. Regular programs conducted by the college are assessed based on pass percentage, student progression, and divisions obtained. The analysis of these results is conducted by obtaining data from University Cross lists/TR. Students receive various awards and incentives for their achievements in sports and academic activities.

On the basis of the evaluative reports of the programme and course outcomes of different programs, the college does a gap analysis and ponders over the lapses at institutional level in the attainment of the proposed POs and COs, if any and correspondingly takes remedial steps for the forthcoming batches of students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 2.6.3

#### Pass percentage of Students during last five years (excluding backlog students)

**Response:** 95.57

##### 2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4035	4322	3767	2468	2083

##### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4296	4501	3862	2588	2201

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1

**Online student satisfaction survey regarding teaching learning process**

**Response:**

<b>File Description</b>	<b>Document</b>
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)*

**Response:** 55.21

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

2022-23	2021-22	2020-21	2019-20	2018-19
50.6	0.00	1.03	1.18	2.40

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

**Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

In its pursuit of excellence, the institution has successfully cultivated a thriving ecosystem for innovation, known as Indian Knowledge System (IKS). This encompasses a comprehensive strategy involving the promotion of Intellectual Property Rights (IPR) awareness, establishment of an IPR cell, establishment of an Atal Incubation Centre in collaboration with Bihar Vidyapeeth, and various other initiatives. The tangible outcomes of these endeavours are apparent.

Within the campus, an allocated space hosts the Atal Incubation Centre, where students are encouraged to bring forth their novel and inventive concepts. The current academic year has witnessed remarkable achievements, with students automating the entire physics department and actively engaging in diverse projects related to robotics and AI. This collaborative environment is further facilitated by financial support in the form of seed money and strategic connections with industries, fostering an atmosphere that nurtures creativity during the students' formative years. During the recent academic session our students

have worked on 24 innovative ideas in our incubation centre.

The institution aspires to position itself as a hub for startups and entrepreneurship, organising talks by technology experts, scientists, and policymakers. Furthermore, workshops on IPR and skill-training initiatives, supported by the Bihar government, contribute to a holistic educational experience.

Recognizing India's profound heritage spanning philosophy, arts, sciences, and more, the institution actively promotes the Indian Knowledge System (IKS). The integration of IKS into the curriculum aligns with the National Education Policy 2020 (NEP 2020), fostering a more comprehensive understanding of human knowledge, civilization, and cultural heritage.

Since its establishment in 1949, the institution has championed the infusion of cultural richness and heritage into its pedagogy. Emphasising a value system enriched with diverse cultures, the institution aligns with the principles outlined in NEP 2020, acknowledging its steadfast commitment to multiculturalism over the past 74 years.

The vibrant cultural cell, and participation in events such as NCC, NSS, and the Youth Festival underscore its dedication to fostering cultural diversity. The integration of local languages, art, and culture into activities like NSS and the publication of a multilingual college magazine highlight the institution's commitment to linguistic inclusivity.

The institution actively cultivates an inclusive environment that celebrates diversity. Recognizing the importance of cultural diversity, the college's cultural wing fosters values through theatre, dance, music, and other forms of art. This commitment extends to promoting traditional attire, providing a space for prayer, and encouraging tolerance and respect.

The institution's efforts extend beyond academics to instil constitutional values, rights, duties, and responsibilities among students and staff. Various events like commemorating important days, organising competitions, cultural events, and lectures makes the outlook of the Institution multifaceted. The observance of significant dates is complemented by the active involvement of the alumni association, contributing to the institution's noble cause.

In conclusion, the institution's multifaceted initiatives align with the objectives of NEP 2020, fostering a holistic education that positions Bharat as a Vishwaguru once again. Through its unwavering commitment to innovation, cultural diversity, and constitutional values, the institution paves the way for a dynamic and inclusive educational landscape.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.2.2

***Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:** 124

**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
22	21	15	33	33

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1

**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response:** 1.27

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
14	25	28	31	69

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 3.3.2

**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 0.48**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
08	26	08	10	12

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1****Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.****Response:**

College of Commerce, Arts and Science acknowledges its responsibility to foster holistic development of the students by the extension activities carried out by them. The NSS, NCC and Cultural Cell of the college instil a sense of responsibility towards community and sensitise students towards important social issues. Several extension activities carried out by our students under the umbrella of different cells have lead to positive outcomes during the academic session 2018-2023 such as, health awareness programmes carried by NSS like, awareness rally on population control, Yuvakalp program organized by Bihar State Aids Control Society for awareness of HIV/ AIDS, fit India campaign, Workshop on cancer and organ donation, Covid Vaccination Camp, addiction of tobacco, importance of helmet, Breast Cancer awareness, International Yoga day, blood donation, family planning and population control. For example, essay and poster making competition on blood donation and role of youth was organized. The college also provides free health check-ups for the underprivileged in the community in addition to distribution of clothes, books, stationaries, food packets, etc to underprivileged students. For example, On World Literacy Day, NSS volunteers in the leadership of program officer visited Anganwadi Centre, Bhootnath road where the volunteers educated the children about nutrition. Drawing books, pencils books and biscuits were distributed among them at the centre.

The college also came forward for relief work for victims of natural calamities like flood in Patna in 2019 and corona pandemic as NSS volunteers distributed food packets and water. Also, after the Covid pandemic, more than two hundred fifty persons, students, faculties staffs and others were vaccinated in the camp. Environmental awareness programmes like plantation of trees, cleanliness drives are a regular



practice in the college. Awareness programmes on water conservation and waste management are also held through participative programmes like poster competition. The students of the college also participated in Traffic Awareness Rally and Swachh Pakhwada by NCC Cadets. Participation of students in Swachh Bharat scheme and painting competition have also been organised by NCC. NSS Volunteers Cleaned the PPU Campus and Chandrashekhar Park under cleanliness drive on 13.8.2022. The Statue in the park was also cleaned by them. NSS Volunteers Cleaned Gandhi ghat on the river ganga under Swachhta Pakhwada and motivated the persons on the ghat to keep it clean. A number of awareness programmes on child sexual abuse, child marriage, dowry by Women's Cell in collaboration with NGOs have been held. The students have also participated in dance therapy, street shows, shadow plays, poster making to create awareness on violence against women. Our student, Vishal Kumar received Certificate of Excellence from Governor of Bihar for his outstanding contribution in Line Area Preparations and PM rally during Republic Day camp 2020 at New Delhi as part of the NCC Directorate, Bihar and Jharkhand contingent. In the similar manner, Sneha Kumari also received Certificate of Excellence for the same event by Governor of Bihar.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.4.2

#### **Awards and recognitions received for extension activities from government / government recognised bodies**

##### **Response:**

College of Commerce, Arts and Science, Patna has always been recognised for the in and off campus extension activities performed by its students as an institutional responsibility. Our students have been appreciated and awarded at many occasions by government and the government recognised bodies for the outstanding extension activities performed by them. The NCC cadets of our college have invariably participated in Republic Day Camps, PM Rally, Indian Military Academy Camps, Thal Sainik Camps, Inter Directorate Sports Shooting Camps, EBSB, SNIC and GVM. Apart from this our students invariably participate in Adult Education Activities, Plantation, Blood Donation, Anti Dowry Rally, Disaster Management and Relief Work, Aids Awareness Rally, Anti Female Infanticide Pledge, Cleanliness Drive in Slums etc. Our Institution celebrates National Youth Day, World No Tobacco Day, World Population Day, Van Mahotsav, International Youth Day, World Environment Day, Fit India Campaign etc on regular basis. Anisha represented RDC in 2018. Vivek Kumar and Nipoo Kumari represented RDC in 2019. Sneha Kumari, Laxmi Rani, Soni Kumari, Vishal Kumar, Anshu Anand, Sumit Kumar and Nitin Kumar represented RDC in 2020. Sonam Kumari, Nisha Kumari and Nitish Kumar represented RDC in 2021. Manish Mishra, Bhola Kumar and Ajay Kumar represented RDC in 2022. NSS Volunteer Niraj Kumar received President Award for extraordinary work as NSS Volunteer in 2022. Professor Kirti, the then NSS coordinator of college was felicitated by the Vice-chancellor of Chankya Law University for her exemplary and praiseworthy contribution in extension activities as NSS coordinator of college. The Sehat Kendra of college has been recognised for its outstanding work for Aids Control programme.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**3.4.3**

*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**Response:** 94

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

2022-23	2021-22	2020-21	2019-20	2018-19
23	25	10	08	28

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**3.5 Collaboration****3.5.1**

*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

**Response:** 17

File Description	Document
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

**The Institution has adequate infrastructure and other facilities for,**

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

**Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)**

**Response:**

A College or University serves as a second home for students, a place where they spend a significant portion of their day. Recognizing the importance of creating a conducive and comforting environment for students, our institution places a high priority on providing top-notch infrastructural facilities. This commitment stems from the understanding that a well-designed infrastructure not only caters to the basic needs of students but also plays a pivotal role in fostering holistic development and enhancing overall well-being.

Our college boasts a sprawling campus with a total built-up area of 19196 square meters, featuring an impressive 59% of open space. The infrastructure comprises 16 multi-storey buildings that house 85 well-furnished and airy classrooms, creating an ideal environment for focused academic pursuits. Additionally, the institution is equipped with 27 state-of-the-art laboratories, including five dedicated to departmental research, ensuring students have access to cutting-edge facilities for practical learning.

To facilitate various activities and events, the college provides essential spaces such as a 200-seat auditorium, a seminar hall accommodating 100 individuals, and a meeting room with a capacity for 70 participants. The campus includes amenities like a fish pond, quality washrooms, an Incubation Centre, a bank, post office, Wi-Fi connectivity, a creche, canteen, and 15 smart classrooms. Recognizing the importance of physical fitness, the institution has a gymnasium, common rooms for both boys and girls, and facilities for indoor games. For outdoor sports, we secure permission from the Youth and Sports ministry to utilize the Patliputra Stadium.

Health and well-being are further addressed through the provision of a Sehat Kendra (Health Center) within the institution. The campus also ensures ample drinking water facilities, a Yog Kendra, and vending machines. Recognizing the diverse needs of stakeholders, the institution has taken measures to be inclusive, offering facilities such as ramps, wheelchairs, and specially designed washrooms for differently-abled individuals.

Our automated library is a treasure trove of knowledge, boasting over 75,000 books and providing access to online resources through N-List and J-Gate. The institution is committed to sustainable practices with a Phytoid technology-based water treatment plant, capacity of 5000 liters, and provisions for organic, chemical, and E-waste disposals. Environmental consciousness is further evident through a Ground Water Recharge facility, Vermicompost unit, Botanical Garden, and Medicinal Garden.

The technological infrastructure of the institution is robust, with approximately 300 computers available for student use. Each office is equipped with laptops, printers, and powerpoint projectors. Moreover, there are dedicated offices for different committees, including NCC, NSS, and the Cultural Cell.

Embracing renewable energy, our institution has installed a solar power unit with a capacity of 30 KVA on the roof of the Botany Department. This initiative reflects our commitment to sustainability and environmental responsibility.

In essence, the meticulous planning and provision of these infrastructural facilities underscore our institution's dedication to creating an environment that goes beyond mere academics, fostering a comprehensive learning experience and ensuring the well-rounded development of every student.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 4.1.2

*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

**Response:** 36.27

**4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
265.07398	335.98673	32.56753	83.51900	29.20188

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1

*Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

**Response:**

A library is not merely a repository of books; it is a reflection of an academic institution's purpose, focus, and vision. It serves as a mirror that mirrors the institution's commitment to fostering a culture of learning and knowledge dissemination. Understanding that learning is an ongoing process, our library plays a pivotal role in providing the foundational resources necessary for a comprehensive educational experience.

Our library stands as a potent facilitator, especially in the initial phase of the learning process. It is a dynamic hub where students can delve into a vast collection of over 92,000 books, including a rich assortment of journals, magazines, and reference materials. The significance of these resources lies in their ability to complement and fortify the knowledge acquired in classrooms. In essence, the library ensures that theoretical knowledge finds practical application, thus contributing to a well-rounded and complete learning journey for our students.

To further enhance accessibility and streamline operations, our library has embraced technological advancements. It is fully automated, employing the Web OPAC Library Automation software system. This sophisticated system integrates Online Public Access Catalog (OPAC) to facilitate efficient and user-friendly navigation of the library's vast collection. The library's automation includes an online barcoded system, with a barcoded scanner ensuring seamless tracking and management of the extensive book inventory.

The automated library management/Enterprise Resource Planning (ERP) software modules are designed to cater to various facets of library administration. These modules encompass features such as real-time book status inquiries, online book check-in and check-out, book assignment and return reminders, user panels tailored for both librarians and students, and an online dedicated secure server. The integration of a barcode scanner system further enhances the efficiency of book transactions, allowing for quick and accurate processing.

Beyond these fundamental functions, our automated library offers a comprehensive suite of services. It includes the classification and indexing of books, a sophisticated tracking system, a multi-user interface accommodating simultaneous users, effective management of book purchases, meticulous register management, and streamlined stock verification procedures. These features collectively contribute to the smooth functioning of the library, ensuring that it remains a dynamic and responsive resource center for the academic community.

In addition to the physical collection, our library recognizes the importance of staying current in the digital age. We subscribe to prominent online E-resources through N-List and J-Gate, providing our students with access to a wealth of electronic information, further enriching their academic pursuits.

In essence, our library is not just a physical space with shelves of books; it is a vibrant and evolving entity that aligns with the institution's commitment to providing a holistic learning experience. Through automation, digitization, and a robust collection, our library continues to be a cornerstone of academic excellence, supporting students on their educational journey and embodying the institution's dedication to

fostering a culture of continuous learning and knowledge dissemination.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1

#### **Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

*Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

#### **Response:**

The institution frequently updates its IT facilities including Wi-Fi. A nodal officer has been appointed to look after the IT facilities of the college whether they are working properly or not.

In case of any problem, the nodal officer is responsible and answerable to get it corrected at earliest possible. The softwares are updated on a regular basis. When any issue is reported regarding the speed of internet (Wi-Fi) inside the campus, the nodal officer reports the problem to the appropriate government official and gets it corrected at earliest possible.

Our college is committed to being at the forefront of technological advancements. Having a commitment for not compromising the evolving needs of our academic community, the college regularly updates its IT facilities. As of the latest update the IT infrastructure has been updated in January 2023 including widespread Wi-Fi availability across the campus.

The institution has recently undergone a comprehensive IT upgrade to enhance connectivity and provide a seamless online experience for students, faculty, and staff. This update involved the installation of the latest networking equipment and the expansion of Wi-Fi coverage throughout the campus. The entire campus is a Wi-Fi-enabled zone, ensuring that individuals can connect to the internet effortlessly from various locations, including classrooms, libraries, common areas, and outdoor spaces.

In terms of internet bandwidth, our institution recognizes the increasing demand for high-speed connectivity to support various online activities, including research and virtual classrooms. In the ICT section, IQAC and Account section, we have taken the high speed internet facility of Jio fibre. In the BBM department we have taken subscriptions of high speed internet of Rail Wire to provide a substantial bandwidth capacity. At the other locations in the campus of our institution, the internet facility of Bihar Government 7 Nischay program is available. The available bandwidth is regularly monitored and adjusted to meet the growing demands of our academic community.

This commitment to maintaining cutting-edge IT facilities and providing ample internet bandwidth

underscores our dedication to fostering a technologically advanced learning environment. By staying proactive in our approach to IT updates, we aim to empower our students and faculty with the tools and resources necessary for a seamless and productive academic experience.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

#### 4.3.2

**Student – Computer ratio (Data for the latest completed academic year)**

**Response:** 48.14

**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

**Response:** 286

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student’s usage.	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1

*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

**Response:** 66.67

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
477.16572	187.55601	226.66245	187.67175	292.76936

Self Study Report of COLLEGE OF COMMERCE, ARTS AND SCIENCE, PATNA

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**Response:** 61.25

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
9795	6220	6614	7640	6803

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

#### 5.1.2

*Following capacity development and skills enhancement activities are organised for improving students' capability*

- 1.Soft skills*
- 2.Language and communication skills*
- 3.Life skills (Yoga, physical fitness, health and hygiene)*
- 4.ICT/computing skills*

**Response:** A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Report with photographs on ICT/computing skills enhancement programs	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.1.3**

**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 14.06

**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2417	1710	859	676	2850

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.1.4**

*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	<a href="#">View Document</a>
Proof related to Mechanisms for submission of online/offline students' grievances	<a href="#">View Document</a>
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 13.19

**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
902	717	528	57	98

**5.2.1.2 Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
4296	4501	3862	2588	2201

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.2.2

*Percentage of students qualifying in state/national/ international level examinations during the last five years*

**Response:** 0.33

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
20	12	06	05	07

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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 last five years**

**Response:** 142

**5.3.1.1 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 wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
62	36	29	10	05

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.3.2**

**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 60.6

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
245	42	01	15	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**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**

**Response:**

The symbiotic relationship between an institution and its alumni is a critical determinant of its progress and success. The alumni serve as a living legacy, embodying the institution's impact and contributing significantly to its ongoing development. This connection establishes a network that bridges the present students with those who have already traversed similar academic landscapes, providing a valuable source of guidance, direction, and support.

The presence of a robust alumni base becomes a cornerstone for the current students, offering them tangible examples of success and mentorship. These alumni, dispersed across various prestigious positions, become beacons of inspiration, demonstrating the real-world achievements that can be attained through the institution's educational foundation. The existence of accomplished alumni not only motivates the present students but also serves as a testament to the institution's effectiveness in fulfilling its educational mission.

The alumni association of our college, a registered entity dedicated to fostering this connection, plays a pivotal role in the institution's development. Annual meetings of the alumni serve as a platform for collective reflection and strategic planning. These gatherings provide an opportunity for the alumni, dispersed in diverse fields and roles, to share their experiences, insights, and recommendations for the institution's enhancement.

During these meetings, alumni engage in rigorous discussions about the strengths, weaknesses, opportunities, and challenges faced by the institution. The collective wisdom of these alumni, each contributing a unique perspective shaped by their professional journeys, serves as a comprehensive resource for evaluating the institution's current standing and envisioning its future trajectory. A collaborative plan is devised, focusing on adding luster to the institution's achievements and ensuring its adaptability to global educational standards.

The alumni's involvement extends beyond theoretical discussions; it encompasses tangible contributions to various facets of institutional growth. Whether addressing infrastructure needs, refining academic programs, or enhancing research facilities, the alumni offer valuable insights and suggestions. Their inputs are carefully considered by the college administration, forming the basis for strategic decisions and initiatives.

This active participation of alumni in the institution's development underscores the enduring bond between past and present members of the academic community. It exemplifies a commitment to continuous improvement and a shared vision for excellence. The institution, by fostering such collaboration, not only benefits from the wealth of experience and expertise within its alumni network but also ensures that its evolving landscape remains responsive to the dynamic challenges of the contemporary educational landscape. In essence, the institution's reliance on the wisdom and contributions of its alumni underscores its commitment to excellence, innovation, and a perpetually evolving educational ecosystem.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

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### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

#### **Response:**

Institutional governance and leadership play a pivotal role in shaping the identity and trajectory of an educational institution. The effectiveness of governance and leadership is often measured by the extent to which it aligns with the institution's vision and mission. This alignment is not merely symbolic; rather, it is reflected in various institutional practices, including the implementation of the National Education Policy (NEP), sustained institutional growth, decentralization, and active participation in institutional governance.

By aligning with the NEP, institutions demonstrate a commitment to staying abreast of national educational priorities and contributing to the larger goals of educational reform.

Decentralization is a key aspect of effective institutional governance. Decentralization fosters a sense of ownership and responsibility among stakeholders, leading to more efficient and proving governance. Our institution believes in decentralization of responsibilities and participative management for an effective governance. Different committees and cells are delegated with different authorities and responsibilities and operational autonomy in the working and decision making of different cells and committees is ensured and honored. All the stakeholders of the institution are involved in one way or the other in the governance process of the college. The representatives of the Teachers' Association, Non Teachers' union and Students' union are the members of the planning and development committee as well as the purchase committee of the college. The representative of the Teachers' Association and Non Teachers' Association are the members of the building committee and the curriculum enrichment and implementation committee of college. Student's representatives are present in the anti ragging cell, grievance redressal cell and gender sensitization cell of the college. Hence the administration and the overall governance of college is completely decentralized and the participation of different stakeholders is reflected in institutional leadership.

Our institution has adopted and implemented NEP-2020 at undergraduate level since the academic session 2023-24.

In conclusion, institutional governance and leadership of the college are in accordance with the vision and mission of the institution which are evident in various institutional practices. The successful implementation of the NEP, sustained institutional growth, decentralization, active participation in governance, and the development of prospective plans collectively contribute to an institutional environment that is dynamic, responsive, and aligned with its overarching goals. Effective leadership in educational institutions goes beyond rhetoric, leaving a tangible impact on the institution's present and future.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

#### Response:

The effective deployment of an institutional perspective plan is a critical aspect of steering an educational institution toward its envisioned future. The functioning of the institutional bodies, including policies, administrative setup, appointments, service rules, and procedures, are indicative of the institution's commitment to realizing its long-term goals. This deployment reflects the institution's foresight, adaptability to changing circumstances, and dedication to efficient and effective governance.

College of Commerce, Arts and Science, Patna follows a dynamic policy, responding to evolving educational landscapes and societal needs, no matter whether it is ethical compliance or diversity and inclusion initiative .

The administrative setup of an institution is a key determinant of its functionality and efficiency. A well-structured administrative setup enhances coordination, minimizes bureaucratic hurdles, and fosters a conducive environment for achieving institutional objectives. The administrative hierarchy and the organogram of the College of Commerce, Arts and Science, Patna is quite diversified and inclusive which is expressive of a decentralized governance and participative management of the institutional affairs.

Appointments within an institution play a pivotal role in shaping its academic and administrative landscape. However, the college being a government college, the appointments of teachers and the non teaching employees are done by the government and the university, the college appoints some need based grade 3 employees and part time faculties in vocational courses on adhoc basis as per the norms of the Bihar Government. These appointments involve transparent and merit-based selection procedures that prioritize competence, diversity, and alignment with the institution's values.

Service rules and procedures form the backbone of institutional operations, encompassing aspects such as faculty and staff conduct, performance evaluations, and grievance redressal mechanisms. The effective deployment of the perspective plan is reflected in service rules that incentivize excellence, foster professional development, and maintain a fair and transparent work environment. Our college strictly adheres to the service rules, procedures and code of conduct as laid down in Bihar State Universities Act 1976 (As amended up to date) ,the statute promulgated by the Hon'ble Chancellor of the state universities of Bihar and the latest UGC regulations for the maintenance of minimum academic standards in the higher educational institutions.



Efficiency in administrative processes is a tangible indicator of an institution's commitment to its perspective plan. Our college follows streamlined procedures for decision-making, resource allocation, and communication that contribute to the overall effectiveness of institutional functioning. The deployment of technology and data-driven approaches enhances efficiency, enabling the institution to adapt swiftly to changing circumstances and make informed decisions in line with its long-term vision.

The college constitutes admission committee, Planning and Development Committee, Building Committee, Purchase Committee, Anti Ragging Cell and Squad, Grievance Redressal Committee. Internal Complaint Committee, Gender Cell against Sexual Harassment, Gender and Sensitization Cell apart from the IQAC for the effective functioning of the institutional bodies and efficient administration.

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

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 6.2.2

*Institution implements e-governance in its operations*

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1

**The institution has performance appraisal system, effective welfare measures for teaching and non-**

### **teaching staff and avenues for career development/progression**

#### **Response:**

Implementing welfare measures and facilitating avenues for career growth and progression for the sake of financial and social security of employees and ensuring their utmost satisfaction at the workplace have always been the priority of college.

Our institution has developed a distinctive performance appraisal system for both teaching and non-teaching staff. Faculty members submit self-appraisal reports annually, which are reviewed by a committee comprising the Principal, subject experts, and retired teachers. The evaluation includes academic, research, and other professional achievements, forming the basis for Confidential Character Rolls (CCR) sent to the University for decisions on promotions and confirmations

Our college provides access to several welfare measures available to Bihar Government employees for its permanent staff, including both teaching and non-teaching members. These measures encompass:

**General Provident Fund (GPF) cum Pension cum Gratuity Scheme:** Applicable to employees appointed before 2004. This scheme involves depositing a percentage (typically 10%) of the employee's salary into a separate GPF account, with accrued interest. Temporary advances are permissible with the Principal's consent.

**Earned Leave (EL) Encashment:** Employees are eligible to encash earned leave at retirement, up to a maximum of 300 days at the rate of the last drawn salary.

**National Pension Scheme (NPS):** Newly recruited employees since 2004 contribute 10% of their salary, with a matching 14% contribution from the state government since April 1, 2019.

**Group Insurance (GI):** A collective insurance scheme covering college employees, with the insured sum payable upon retirement or death.

The institution actively supports faculty development through various means, including skill training, workshops, and initiatives by the Internal Quality Assurance Cell (IQAC) and college administration. Group Medical Insurance is provided for both teaching and non-teaching staff. Financial assistance, in the form of a one-day salary contribution from all employees, is extended to those departing during their service.

The institution renders support to all the faculty members to enhance their academic potentiality whenever and wherever needed. The same methodology is followed for the non-teaching members too. The IQAC and the college administration always takes a keen interest in the professional development of the members by organizing different skill training & workshops for the overall and holistic development of the teaching and well as non-teaching staff.

Furthermore, the institution prioritizes the well-being of its staff by conducting regular yoga sessions, maintaining a Sehat Kendra with a sanitary pad vending machine, and providing advance salary in case of government payment delays. The management hosts felicitation and farewell functions for retiring staff, organizes alumni meetings, and ensures a clean, hygienic canteen within the campus. In essence, the institution is dedicated to enhancing the physical, intellectual, emotional, and economic well-being of

its staff.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 6.3.2

**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 5.6

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

2022-23	2021-22	2020-21	2019-20	2018-19
11	09	04	01	05

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>

### 6.3.3

***Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years***

**Response:** 20.53

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
56	35	29	67	14

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
83	88	90	90	92

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>

**6.4 Financial Management and Resource Mobilization****6.4.1**

**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

The effective mobilization and optimal utilization of resources and funds are the essential ingredients for the financial sustainability of any institution. The commitment of our institution for mobilization and optimal utilization of resources is manifested through well-defined strategies for resource mobilization, diversification of funding sources, and the practice of regular financial audits.

A comprehensive discussion is done regarding the institution's needs and goals in the meeting of the planning and development committee of the college. Then a strategy is worked out in the meeting of IQAC for the mobilization of funds and utilization of resources for various activities, including academic programs, research initiatives, infrastructure development, and student support services.

We do careful planning and budgeting and prioritize our spending based on strategic goals. Correspondingly, we allocate resources judiciously to achieve maximum impact. This involves investing in faculty development, upgrading infrastructure, enhancing research capabilities, and providing quality student services.

The secretary of Takshila Educational Society and the Pro Vice-Chairman of DPS Patna, Pune, Ludhiana and Coimbatore Mr. Sanjiv Kumar is the member of the IQAC of college. Recently, Mr. Sanjiv Kumar was present in a meeting of IQAC. On the request of college administration, Mr. Kumar promised to sanction a seed money of Rs. 50 lakhs for establishing Central Instrumentation Centre (CIC) and Rs. 10 lakhs for augmenting the instrumentation facility of the ongoing SERB funded project in Physics department. Sri Premchandra Mishra, MLC has supported from his MLC fund for the construction of dome over the statue of the founder of college Pandit Indushekhar Jha. The local MLC Sri Arun Kumar Sinha has sanctioned fund for the construction of Basketball Court. MLC Sri Rajendra Prasad Gupta

who happens to be a teacher of the Commerce Department of college has sanctioned money from his MLC fund for the G+3 construction of the N. L. Nadda Vanijya Sabhagar of college. RUSA has sanctioned a fund of Rs. 2 Crores for infrastructure augmentation. The college administration has sent proposal to the Education Department of Bihar government for the construction of a G+5 multipurpose building, construction of another G+5 building by demolishing Dinkar Bhawan and construction of a building for CIC. This proposal has been referred to BSEIDC for preparing DPR and then the sanction of the project. One research project has been funded by SERB-DST Government of India, another project has been sanctioned by UGC-DAE-CSR Indore and still another project has been sanctioned by ICSSR, Government of India to the Geography Department .

In conclusion, an institution's strategies for the mobilization and optimal utilization of resources, coupled with regular financial audits, are indicative of its commitment to financial sustainability, transparency, and accountability. These practices enable institutions to navigate financial challenges, seize opportunities for growth, and fulfill their mission of providing quality education and contributing to societal development. Institutions that prioritize sound financial management enhance their capacity to thrive in a dynamic and competitive educational landscape.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

The Internal Quality Assurance Cell (IQAC) of college serves as a linchpin for fostering a culture of continuous improvement and excellence within educational institutions. Its significant contributions toward institutionalizing quality assurance strategies and processes are pivotal for ensuring the effectiveness and relevance of teaching, learning, and overall organizational functioning. The multifaceted role of IQAC is reflected in its regular review of the teaching-learning process, organizational structures, methodologies of operation, and learning outcomes, coupled with the systematic documentation of incremental improvements in various activities.

The IQAC systematically reviews the teaching-learning processes. This involves a comprehensive examination of pedagogical approaches, curriculum design, and the integration of innovative teaching methodologies. By doing so at periodic intervals, the IQAC ensures that the institution remains responsive to evolving educational paradigms and the dynamic needs of students. The continuous review allows for the identification of areas that require enhancement or modification, fostering a culture of adaptability and responsiveness to emerging educational trends.

In addition to reviewing the teaching-learning process, the IQAC evaluates the structures and methodologies of operation within the institution. This encompasses an assessment of administrative processes, decision-making frameworks, and the efficiency of various organizational units. The IQAC plays a crucial role in identifying bottlenecks, streamlining workflows, and enhancing overall institutional effectiveness. By promoting a culture of efficiency and accountability, the IQAC contributes to the establishment of robust organizational structures that support the institution's mission and goals.

Learning outcomes are a critical aspect of educational quality, and the IQAC plays a central role in evaluating and improving them. Through systematic assessment and analysis of learning outcomes, the IQAC ensures that educational objectives are being met and that students are acquiring the necessary knowledge and skills. The periodic review of learning outcomes allows the institution to make data-driven decisions, implement targeted interventions, and continually enhance the quality of education provided. This focus on learning outcomes aligns with global educational quality assurance standards and ensures that graduates are well-prepared for the challenges of the professional world.

The IQAC's role in institutionalizing quality assurance strategies goes beyond mere compliance; it fosters a culture of continuous improvement and accountability. Through its comprehensive reviews and documentation processes, the IQAC contributes to a culture where quality is not a one-time achievement but an ongoing journey. This commitment to excellence not only benefits current students and faculty but also enhances the institution's reputation and standing in the broader academic community.

In conclusion, the IQAC of College of Commerce, Arts and Science, Patna is a cornerstone in the institutional framework, ensuring the sustained quality of education and organizational processes. By reviewing the teaching-learning process, organizational structures, methodologies of operation, and learning outcomes at regular intervals, coupled with meticulous documentation of incremental improvements, the IQAC plays a transformative role in fostering a culture of continuous quality enhancement. Its contributions are vital for institutions aspiring to not only meet but exceed global standards of educational excellence.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 6.5.2

**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** A. Any 4 or more of the above

Self Study Report of COLLEGE OF COMMERCE, ARTS AND SCIENCE, PATNA

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

*Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

**Response:**

Over the span of the past 75 years, our institution has actively demonstrated its dedication to advancing gender equity. To assess the state of gender equality, we have initiated a comprehensive gender audit, a practice that underscores our commitment. Numerous measures have been put in place to foster inclusivity and sensitivity throughout the academic landscape, resulting in tangible progress in gender equity and awareness within both curricular and co-curricular domains. This commitment is palpable in the transformation of our pedagogy, where we have revamped curricular offerings to ensure gender equity by incorporating diverse perspectives and contributions from both genders across disciplines. Efforts have been made to rectify gender biases in educational materials, creating an environment that is representative of all students.

The institution has integrated regular sensitization programs into the academic calendar, including workshops, seminars, and awareness campaigns targeting students, faculty, and staff. These initiatives aim to challenge stereotypes, promote understanding, and cultivate an inclusive learning environment. In co-curricular activities, the institution actively promotes gender equity by ensuring equal participation and leadership opportunities for both male and female stakeholders in various committees and cells. Events and activities are designed to be gender-inclusive, fostering collaboration and dismantling gender bias.

Stringent rules against gender-based discrimination or harassment are enforced, complemented by counseling services and confidential reporting mechanisms to maintain a secure and supportive environment. Staff members receive regular training to handle such cases with sensitivity and empathy. Equal opportunities in sports and recreational activities are extended to women, with well-maintained facilities ensuring access for female students comparable to their male counterparts.

A commitment to gender equity is also evident in the provision of gender-neutral facilities on campus, ensuring inclusivity for individuals of all gender identities. Specialized career development programs address gender disparities in specific fields, offering mentorship, networking events, and workshops featuring successful female professionals to inspire and empower female students in their career pursuits.

Institutional policies have been established to promote gender equity, guaranteeing proportional representation of males and females in responsibilities and various committees. Transparent and unbiased selection processes in curricular and co-curricular activities contribute to a gender-inclusive academic community.



The institution continually assesses the impact of these measures through feedback mechanisms, surveys, and ongoing dialogues with the student body and faculty. The gender audit results serve as a benchmark to monitor progress, identify areas for improvement, and maintain an unwavering commitment to gender equity. In summary, the institution's proactive stance on gender equity, exemplified by the gender audit and diverse measures, underscores its dedication to fostering an inclusive academic environment and contributing to the broader societal goal of gender equality.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 7.1.2

**The Institution has facilities and initiatives for**

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

**Response:** A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>

### 7.1.3

**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

**Response:** A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>
Certificates of the awards received from recognized agency (if any).	<a href="#">View Document</a>

#### 7.1.4

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

The College of Commerce, Arts, and Science has effectively implemented a comprehensive strategy to foster an inclusive and harmonious environment within our academic community. Through concerted efforts, we have established an atmosphere that not only values diversity but actively revels in it.

Our dedication to cultural inclusivity is evident in the diverse array of cultural events and festivals that grace our campus calendar. From dynamic cultural showcases to engaging heritage months, we ensure that every cultural element is interwoven into the tapestry of the college experience, cultivating an environment where students and staff feel a profound sense of belonging, irrespective of their cultural backgrounds.

Acknowledging the significance of linguistic diversity, we have crafted a curriculum that not only recognizes but also cherishes the various languages spoken by our student body. The presence of multilingual signage, publications, and inclusive language policies contributes to an atmosphere where linguistic differences are viewed as assets, enriching our academic discourse.

In addressing regional nuances, our courses delve into the histories and contributions of different regions. By providing a platform for regional dialogues and perspectives, we encourage a nuanced understanding of the diverse backgrounds within our community, fostering mutual respect and understanding.

Socio-economic inclusivity is a cornerstone of our mission. We have implemented scholarships, financial aid programs, and mentorship initiatives to ensure that students, regardless of their economic backgrounds, have access to the opportunities our college provides. Work-study programs and internships further bridge the socio-economic gap, empowering students to excel both academically and professionally.

A pivotal aspect of our commitment to inclusivity lies in our dedication to constitutional education. Our curriculum integrates civic education, ensuring that students not only excel academically but also comprehend their constitutional obligations, values, rights, and responsibilities. Workshops, seminars, and guest lectures enhance this awareness, fostering a sense of civic duty among our students.

To solidify our dedication to social responsibility, we actively promote community service and volunteerism. Our students and staff engage in initiatives addressing pressing social and environmental issues, instilling a sense of duty towards the larger community and nurturing socially conscious citizens.

In essence, the College of Commerce, Arts, and Science transcends being merely an academic institution; it is a vibrant, inclusive community that takes pride in its diversity. Through strategic initiatives, we have successfully created an environment where differences are not only accepted but celebrated. Our commitment to inclusive environmental tolerance and harmony remains a driving force, shaping not only the academic journey of our students but also their development into responsible and enlightened citizens.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1

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

**Response:**

Following are the two best practices successfully implemented by the institution as per the NAAC format provided in the manual:

**Practice 1 - Cellulosic fibers derived (synthesized) from agro-waste.**

**Objective of the Practice**

We are trying to use agro-waste cellulosic materials as sustainable sources for nanocrystalline cellulose extraction. Fruit and vegetable wastes have an abundance of cellulose, carbohydrates, colorants, minerals and antioxidants. We are trying to investigate the potential use of cellulose derived from wastes as a substitute for other environmentally hazardous man made fibers.

**Context**

Plant based organic waste comprises abundant cellulose, which can be used for many applications including paper and textiles, manufacturing plates, electronics, medical field etc.

In states like Bihar, agricultural wastes are generated in huge amounts, which also cause harmful effects on the environment. They contain fibers which decompose at a very slow rate under normal environmental conditions. Agricultural wastes contain large amounts of cellulose which can be extracted for further use. Cellulose thus extracted can be used for various purposes including bioplastics.

### **The Practice**

The extraction method involves following steps which are being carried out in our chemistry laboratory -

1. Drying of waste
2. Leaching with Mineral acid
3. Filtration
4. Treatment with mineral base
5. Boiling of waste with deionized water
6. Filtration
7. Bleaching

### **Evidence of Success**

As with all green waste utilization, the use of cellulose waste fibres in the furniture industry greatly minimizes waste. Fibres isolated from fruit and vegetable wastes can be used to create medium density fibre boards. The potential of these agro-wastes for being reused is the evidence of its success.

### **Problems encountered and Resources required**

The cellulose are being extracted mainly by acid hydrolysis method but the major problem with acid hydrolysis is the acid waste water which is generated when the nano cellulose suspension is washed to neutralize the pH value.

### **Optional Note**

Natural fibre composites extracted from jute and the fibrous husk of coconuts are used to make building materials. We are trying to extract cellulose from sugarcane waste and we have been successful in doing the same. Further, we also intend to extract cellulose from banana plant.

### **Practice 2 - A self sustaining method for Wastewater Treatment based on PHYTORID Technology.**

#### **Objective of the Practice**

PHYTORID is a Sub-Surface Mixed Flow Constructed Wetland (SSMFCW) system developed and

internationally patented by the National Environmental Engineering Research Institute (NEERI).

It is a sewage treatment system for wastewater treatment that works on the principle of natural wetland. It uses certain specific plants which can absorb nutrients directly from wastewater (specially organic wastes), but do not require soil. These plants act as nutrient sinkers and removers. The PHYTORID systems based on natural treatment methods have distinct advantages over conventional treatment plants. In this technology, treatment occurs via natural methods such as filtration, sedimentation, nutrient uptake by plants and microbial action in a constructed system which is filled with gravels. Specifically identified different species of plants which are known to have good nutrient uptake rates, are planted in the gravel bed. This system includes an intake well, settling chamber, PHYTORID bed and treated water tank. Wastewater from screening chamber flows into a primary settling chamber by gravity. Solids are separated in the settling chamber by gravity and digested in anaerobic manner. Next is the PHYTORID bed, which is the heart of the system. Wastewater from the primary settling chamber further flows into the PHYTORID bed by gravity. PHYTORID bed is provided with different gradation of gravels/stone aggregate and hydrophytes types of plants. The PHYTORID bed is divided into compartments with baffles provided in such a way that the flow of wastewater is in a sinusoidal manner. This unique design provides both the anaerobic and aerobic zones in the same PHYTORID bed. Aerobic zone is near the roots of the plants, as plants transport oxygen from air to the roots and in turn to water for biochemical oxidation. A specially designed culture media helps in carrying biochemical oxidation in the PHYTORID bed. The flow of sewage is 6 inches below the gravel top layer and therefore no sewage is exposed leading to avoiding mosquito problems. The plant species in the PHYTORID System uptake nitrates and phosphates from the wastewater. Due to several passages through gravel beds with both aerobic and anaerobic zones, the fecal coliform is also reduced by more than 99%. Treated water flows into a final storage tank by gravity and the water quality meets the norms for reuse for irrigation.

### **Context**

Conventional Sewage Treatment Plants cannot remove pollutants like nitrates and phosphates which penetrate the groundwater and pollute it, but Phytorid does the job. Phytorid also removes the fecal coliform from the wastewater.

### **The Practice**

The PHYTORID technology is a combination of the physical, chemical and biological processes which results in the ultimate treatment of wastewater. Plants play a vital role in the removal and retention of nutrients and help in preventing the eutrophication of wetlands. Hollow vessels in the plant tissues enable oxygen to be transported from the leaves to the root and ultimately to the surrounding soil.

### **Evidence of Success**

In this technology of wastewater treatment, no mechanical or electrical machinery like aerators/pumps, is involved and so, they need very low maintenance. It is a space saving technology.

### **Problems encountered and Resources required**

Various drawbacks such as clogging, insufficient treatment, huge land requirement and cost have prevented this technology from gaining widespread acceptance as an effective wastewater treatment method.

**Optional Note**

Thus, it is of essence to develop a sustainable wastewater treatment system overcoming the limitations of the conventional wastewater treatment technologies. PHYTORID technology is based on re-engineered wetlands systems to solve the current runoff and wastewater quality problems.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness****7.3.1**

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

College of Commerce, Arts and Science, as it is known today, began its journey as College of Commerce. There was no institution in the then unified Bihar which imparted education in the field of Commerce. Students who desired to seek education in Commerce, were forced to migrate to other places. The inception of this institution rooted out of the dire need for an institution which imparted education in the field of Commerce. It was established in 1949 as the sole institution in the erstwhile state of Bihar (which included Jharkhand) for imparting quality education in the field of Commerce. This endeavor was not merely an educational initiative but a visionary dream conceived by Prof. Indu Shekhar Jha, a Commerce graduate from Calcutta University. Inspired by the illustrious London School of Economics, Prof. Jha envisioned shaping this institution into a prestigious center for Commerce education.

From its inception, the College of Commerce set a high standard of teaching, laying the foundation for a legacy of academic excellence. In an effort to carry this legacy forward and maintain the thrust and distinctiveness for which the institution was established, it was made sure that high standard Commerce education be made accessible at a meager fee so that even the most downtrodden sections of the society don't remain deprived of the same. Today, about 900 students take admission in Commerce stream in each academic session; 600 in UG and 300 in PG, which is the highest in any institution of both Bihar and Jharkhand and most likely, one of the highest in the whole of India.

A key facet of the institution's ethos is its commitment to making high-quality Commerce education accessible to all. In a region where the absence of such educational avenues forced students to relocate, the College prioritized affordability to bridge the gap. This commitment stems from the belief that education is not a privilege confined to a select few but a right accessible to all, including the most marginalized sections of society. With time, the institution proved its unmatched excellence and the faculties of Arts, Science, Humanities and Law were also started and it was renamed as College of Commerce Arts and Science, Patna in 2017.

Despite having proven as a strong signature of excellence in imparting Arts and Science education also, the institution never forgot its commitment and distinctiveness for which it was established and keeping our Commerce students in mind to enhance their prospects in job market and as entrepreneur, the institution embraced the "Mukhyamantri Vyavasayik Pathyakram Margdarshan Evam Utpreran Kendra Yojana", a government scheme in Bihar. This initiative aimed to provide free skill training to students from SC/ST/OBC categories, empowering them with expertise in various skill courses. Graduates of this training were eligible for substantial financial support, including a ₹10 lakh package comprising a ₹5 lakh grant and a ₹5 lakh interest-free loan. This financial boost facilitated the establishment of small-scale businesses, empowering individuals from marginalized communities.

In addition to this, the College actively engages in the UGC scheme for Community College and Skill Development. It offers skill training programs covering diverse areas such as GST, Tally, and other essential components for aspiring Chartered Accountants and Cost Accountants. This multifaceted approach not only enhances the employability of Commerce graduates but also broadens their scope for professional growth, aligning them with the demands of the dynamic job market.

Recognizing the competitive landscape of contemporary careers, the institution extends its support by providing coaching for various competitive examinations. This includes preparation for UPSC, State PSCs, NET, GATE, and more. This comprehensive approach to education underscores the commitment of the College of Commerce, Arts and Science to nurturing well-rounded individuals prepared for success in diverse professional arenas.

As the institution continues to evolve, it remains dedicated to its distinctive endeavor of providing accessible, high-quality Commerce education. The College of Commerce, Arts and Science stands as a testament to the transformative power of education and its ability to uplift individuals and communities, fostering a brighter future for all. In a world where knowledge is the currency of progress, this institution remains steadfast in its mission to be a beacon of hope, guiding students toward a future filled with opportunities and success.

File Description	Document
Any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

Being an eminent higher educational institution (HEI) of Bihar, College of Commerce, Arts and Science has always been a pioneer in introducing and incorporating desirable changes in its educational ecosystem to ensure optimal demographic dividend and contribute visibly in the development of productive social capital.

India is witnessing a consistently higher rate of economic growth during recent times. Our country has now turned to be a major player in the global knowledge economy. It has been felt that skill based manpower and activities have made significant contributions to the growth. Such activities depend on the large pool of qualified manpower which is fed by the higher educational institutions of the country.

The College of Commerce, Arts and Science recognizes its role in the present global perspective and always makes efforts to tailor its educational delivery accordingly.

The college is very sensitive and responding to the societal needs as well as issues of national and international relevance.

Apart from imparting deeper subject knowledge and appropriate cognition, comprehension and logical thinking for innovation and research, the college is very conscious for developing specific and time relevant skills in its students.

The college premises was used by the district administration as a quarantine centre during Covid-19 pandemic. During flood in Patna in 2019, College of Commerce, Arts and Science was a nodal centre for flood relief work and our NSS and NCC volunteers did exemplary work in coordination with the district administration. The college is continuously following for the last several years a practice of distributing blankets among marginalized group before the onset of cold. The college regularly arranges blood donation camps, eye check up camps and free cataract surgery of the third and fourth grade employees of college in collaboration with Lions and Rotary clubs. The college also contributes in educating the children of nearby slums.

The teachers of the Physics department of college have developed a lot many no cost no cost demonstration experiments in collaboration with Padmshri Professor H. C. Verma and are actively involved in popularization of science on an all India basis with the support of IAPT. The college has a vibrant Incubation Centre where our students have worked on 24 innovative ideas including Robotics, Coding etc.

The college has developed an unique idea of Concept Inventory to diagnose the strength, weaknesses, levels and interest of different kinds of learners.

The college boasts to have developed a robust culture of peer working, tolerance, benevolence and multiculturalism including religious harmony.

### **Concluding Remarks :**

The College of Commerce, Arts and Science, Patna has developed a dynamic educational ecosystem and during its journey of last 75 Years after being established in 1949, the college has incorporated the desirable changes



in its framework without compromising with its long term vision and has embodied the impact of technology in its educational delivery to prove its relevance as a leader HEI in the state of Bihar. The college has developed an ambience where democratic values are strengthened. A vibrant Student Union and Teachers' Association keep watch of the interests of the two most important stakeholders of the institution and help in making the administration and management of college affairs more transparent, participative and decentralized. The college believes in developing accommodative and inclusive environment in campus where there is equal space and mutual respect for diverse faith, ideology and opinion. Right from its establishment, the institution has worked for the holistic development of students and apart from the curricular activities multiple co-curricular activities have been given equal emphasis no matter whether it is Sports, Art & Culture, Life Skills, Debating, Liberal Arts or exposing students to the contemporary global economic, political and geopolitical developments. Our students have proved in almost all spheres of life. The college has always been a front runner in innovating and experimenting newer methods in teaching and learning. The college maintains a fine balance between teaching and research. The college has developed a good interface with industries and state of the art research institutions of India. The college has worked hard to conduct entrepreneurial and employability skills training for its students and ensure good placements for them too.