



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ORIENTAL COLLEGE

**GUZRI BAZAR, PATNACITY
800008**

www.orientalcollege.in

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Submitted To

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Oriental College established in the year 1964 by the Mohammadan Education Society, which was founded in the year 1884 under the inspiration of Sir Syed Ahmad Khan, is a Muslim Minority College recently affiliated to Patliputra University (earlier from Magadh University). Since the start of journey the college is running smoothly and the number of students both boys and girls is increasing satisfactorily. It is the oldest Muslim Minority Degree College of Bihar having permanent affiliation to Patliputra University (earlier from Magadh University) approved by the Govt. in Arts, Science and Commerce faculties up to Honors standard. Teaching and Non-Teaching staffs of the college are getting salary as per U.G.C. pay scale by the Bihar Government, with all retirement benefits, such as pension, Gratuity and Group Insurance etc. The College has its own well-built four storeyed building constructed as per U.G.C. plan and well equipped laboratories in Science and Arts. The College is stretched in 1.13 acres of land at Guzri, Patna City, on the main Ashok Rajpath of Patna City. The College is imparting education to the people of all walks of life. Students from Danapur to Mokama and even from different states of India come here to get education.

Presently the College is functioning well under the able guidance of its G. B. headed by the President Mr. Faiz Akram (Rtd. IAS) and under the secretary ship of Matiur Rahman and has acquired position of one of the premier Colleges of Bihar under Patliputra University where Science and Commerce faculties are running with around Five Thousands of Students.

Vision

The Governing views the future scenarios of higher education to be fast developing. It wants to keep abreast with it and provide skill and insight to the mass of students at a reasonable cost. It also wants to provide an environment of high academic ambience to mould young mind and make them capable of welcoming the future with more vigour.

Mission

- To be leading institution in the field of higher education, Research and Service needs to society.
- Striving to be as a centre of excellence.
- Playing constructive and instrumental role in making a sound education system with easy accessibility to the learning centres.
- Preparing the students to excel academically, professionally and personally for their meaningful and bright future.
- Supporting each student to achieve their potential through our caring and encouraging approach.
- To play a constructive and very dynamic role in holistic national progress along with justice and peace.
- Having a history of glorious tradition, special emphasis on dedicated and proven expertise of faculty member.
- Equal stress and strive for girls education performances with gender equity and justice.
- To bridge the gap between traditional education and professional education.
- To provide relevant objective aptitude to youngsters who are career oriented.

- To provide for the students an opportunity for Self-expression, innovation and widest exposure to facilitate their all-round development.
- To instill in the students values and attitude for peaceful co-existence along with national development.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A minority institution in a urban area providing excellence in education
- Good Governance. Dedicated and qualified faculty.
- Eco-friendly and gender –friendly campus
- Consistently good university results.
- Fee concession by the college for poor students.
- With the available resources, we could mould a sizeable number of students who belong to categories like SC, ST, OBC, OEC and differently abled.
- Collaborations, Linkages and MoUs with many agencies / institutions.
- Availabiity of ICT Lab.
- Well equipped science labs.
- Indoor and outdoor sports facilities.
- NCC and NSS in full Funciting.
- Seminars, Workshops and Conferences are regularly organized.
- Being centrally located in the city the college has easy accessibility.
- Well placed alumni.
- The College Library has access to INFLIBNET.
- 100% faculty members are Ph.D degrees holders.
- Optimum use of ICT tools in the administrative systems of the college.
- Quality Education at affordable cost.
- Gender Sensitization Cell, Anti-Ragging and several other Committee.
- Library as a knowledge hub.
- Conducive environment for teaching and learning.
- Adequate platforms / opportunities to horne extra-curricular activities.

Institutional Weakness

- Limitation of space.
- Old as well as inadequate building for rising enrollment of students.
- Vacant posts of teaching and non-teaching staff.
- Weak economic background of students.
- Lack of English communication skills of students.
- The College cannot take the decision regarding curriculum, syllabus and evaluation system as these are finalized by Patilipurta University, Patna.
- Lack of full fledged health care centre.

Institutional Opportunity

- The students of this area have easy access to the institute and they prefer it because of well qualified staff, well stocked library, sports and cultural facilities.
- The college may provide quality education to the economically poor but talented students of the area.
- Ample scope for providing consultancy services.
- The college is a boon to the minority community.
- To start skill oriented courses to make the students employable.
- To train students to face the challenges ahead of them to bring them to the mainstream.
- Increase in number of MOUs/Linkages.
- To enhance employability of the students.
- To bring more companies/ organizations to the campus for placement of students.
- To emerge as a strong force in the higher education sector of the state.

Institutional Challenge

- To keep pace with the emerging change in higher education.
- To create and enhance modern infrastructure for rapidly increasing enrollment during the recent times.
- Financial constraint due to limited government grants.
- To make the faculty and the support staff more tech-savvy.
- To enhance employment/ placement avenues
- To enhance the confidence level of students who belong to the socially and economically disadvantaged groups.
- Erosion of moral and social values.
- Poor growth of industry in the locality.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Oriental College, Patna City, Patna is an affiliated college under Patliputra University, Patna. The responsibilities of processes, system and structure for curriculum design and development is on University. With the commencement of each academic session the college IQAC, and other committees in consultation with heads of different departments under the Chairmanship of Principal / Professor In-charge charts the academic calendar of the college in line with the academic calendar of the University. Number of holidays is provided to us by affiliating university. The class routine is prepared in consultation with the departmental heads.

The college provides teaching tools such as computers, LCD projectors, and other ICT equipment to boost up teaching – learning process. The Principal / Professor In charge conducts regular meetings with the Heads of the different Departments to develop different strategies for effective implementation of curriculum and encourages teachers to impart the curriculum through innovative teaching methods. Parent-Teacher and Alumni meetings are held regularly to appraise the curricular aspects and students’ performance.

To integrate the cross cutting issue like gender, climate change, environmental education, human rights, ICT etc. positively into the curriculum, the college has established Gender Sensitization cell, Anti-Ragging cell, Grievance Redressal cell etc.

Teaching-learning and Evaluation

Faculty uses technology, models, charts, boards, slides, and simulations online in support of lecture method for student-friendly, participative, experiential and collaborative learning. Learners with difficulty are provided with notes and hand outs besides the lecture notes they take down. After the admission, the institution assesses the learning levels of students by conducting common discussion with the students to understand their level of knowledge and skills. The institution has been effectively following Mentor-Mentee system in all the programmes to assist both the advance learners and slow learners.

The participative learning process includes Group Discussions, Debates, Seminars, Workshops, Quiz programmes and taking part in the study tours and the competitions conducted for bringing out the hidden talents of students. Participation in workshops, projects, competitions and debate, both within the campus and outside provide rich learning experience to the students.

Teachers are generally encouraged to introduce innovations in teaching process and devise strategies to raise the level and speed of comprehension based on the difficulty of the topic to be taught and the general standard to be achieved. In order to get acquainted with the latest trends in education the college motivates the faculty members to participate in Orientation Programmes, Workshops, Seminars, Refresher courses offered by the university and other institutions.

The Institution is (Permanently affiliated and approved by Govt. Of Bihar) under Patliputra University, Patna. Therefore we completely follow the Evaluation system of the University. There is no provision of CIE-continuous internal evaluation in graduation courses in Patliputra University, Patna. The examination are conducted and controlled by university. The college has to follow the instructions of the university. If students have any problem, the principal of the college communicate to the concerning authority (Controller of Exams or other offices) of university about the grievances of the students.

Research, Innovations and Extension

Various Committees, Cells and Associations function in the college and keep the college brimming with numerous activities that extend beyond syllabus and text books. Student centric in nature, these Committees aim to tapping, nurturing and promoting the creative energy that bubbles out of every individual student. Almost all the departments actively engage themselves in arranging various types of co-academic and cultural events like quiz, symposia, poster making, paper reading, debates, etc. that help the students in refining and redefining their personality.

In addition to this, the college takes special efforts to instill and nurture creativity and scientific temper among the learners by providing opportunities for the following:

- Academic projects
- Field work
- Seminar & workshop with power point presentation
- Creative assignments viz story writing competition, Slogan writing, Essay writing competition.
- Organizing academic activities at Departmental and Inter-department Level
- Organizing activities like- Best out of waste, Event Management etc.
- Brainstorming session, panel discussion, Group Discussions.

Our institution is keen on extension activities to the neighboring areas. The students are motivated to actively participate in such programs time to time organized by NSS wing of the college, servicing to them is actually the service to the families of our students too. We have different committees. Awareness programs on Gender Equity, Dowry System, Female Foeticide, Sex Determination, etc. are organised time to time in the encatchment areas of the college. Swachhta abhiyan is also organized to keep the localities neat and clean.

Infrastructure and Learning Resources

The college is well equipped with infrastructure to facilitate teaching through modern tools and techniques and has constantly taken steps to enhance such facilities. The College comprises 17 well furnished class rooms, one computer lab (20 Computers) along with 10 Laboratories viz 2 each for Physics, Chemistry, Botany & Zoology and one each for Psychology and Home Science. The College has ICT enabled classes to facilitate modern Computational learning to the Student. The ICT infrastructure includes two smart class rooms for enhanced teaching and learning Skills. In addition, there are Staff rooms, Canteen, Gymnasium, NCC room, Girls Common room, Rest room, Reading room, Store room, IQAC/NAAC room, Ramp for Handicapped Students and Parking Space.

One Multipurpose outdoor playground having facility to play Badminton, Volley Ball, and also have facility to play Indoor games like Table tennis, Chess, Carom Board etc. while other outdoor games like cricket, football etc., playground of Mohammedan Anglo Arabic Senior Secondary School, is utilized. Our college has one small Gymnasium with few gym equipments like Rings, Horizontal bar, Parallel bar etc. Girls and Boys are given separate timings to use the gymnasium.

Bar coded technology library automation system with web OPAC system has been introduced in the library. The issuance and returning of books is purely managed by an integrated Library Management system Software named AutoLIB version 1.0.0.0 where the books and student college identity cum library cards are scanned by their bar code for library circulation operations, thus ensuring Soft records of the information of every student who utilizes the library.

An MoU is also signed with Khanquah Munemia's library which contains 28000 printed books, 1000 manuscripts and number of periodicals.

Student Support and Progression

A Student council is a group of representatives through which students of college get involved in the affairs of the institution actively. Students' Council through students represents their interests, problems & views in front of institute administration for the smooth working.

At present our institution does not have any registered and active student council that represent the students on the academic and administrative bodies of the institution but our management give due weightage to the students when there is any grievances or problem arises. The representative of the student can meet through their HOD's to the Management.

Oriental College has fully functional Alumni Association which came into existence since March, 2016 and ever since, it has been acting as a connecting link between the college and its ex-students. Though we do not have a registered alumni organisation, the passes out students continue to be involved in one or the other.

The Oriental College Alumni Association aims to link the alumni to the institution, develop synergistic plans to support the institution and achieve its vision, and to enable the institute to add value to all its stakeholders.

Governance, Leadership and Management

The College is permanently affiliated to Patliputra University, Patna (Bihar) and is directed by the Education Department, Govt. of Bihar. The curriculum, workload, and academic matters are followed as per the guidelines of Patliputra University, Patna (Bihar). Service matters go according to Bihar State Rules, formulated by the Government.

The College is managed by the Governing Body. The prime body of the Governing Body is Mohammdan Education Committee (M.E.C.). Its members are elected by the general body as per bye-laws. These members, belonging to various spheres of life and professions where they have proved their worth and excellence, viz., doctors, scientists, advocates, professors, engineers, businessmen, etc., visit the College regularly to plan, monitor and evaluate the performance of the institution.

The Internal Quality Assurance Cell (IQAC) – headed by the Principal, includes teachers, Office Superintendent, and representatives from the Management and Government administration, Alumni and Students. The primary task of this Cell is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution.

Development plans of the institution are in tune with Vision & Mission of the Institution. The college envisages a continuous drive to improve the quality of academic activities and infrastructure of the institution. Our perspective plans includes empowering the rural and underprivileged population through quality education, dissemination of knowledge as per the University syllabi, and community linked programmes through NSS and NCC that instill social responsibility, civic sense and environment awareness in students.

The Government, UGC and the University provide the rules and norms, finance and the curriculum, along with its transaction methods and evaluation system which directs the functioning of the institution. The governance of the College is overseen by a Governing Body (GB) which is the executive authority for the general supervision and control of the affairs of the College.

Institutional Values and Best Practices

The college provides the facility of Safety and Security, Counseling and Common room facility of college students. Dr. Jamal Fatma, Head of the department of Persian is in-charge of girls' common room. She takes care of the problems raised by the girl students. Sometimes girl students complain about games materials, furniture etc. The in-charge tries to solve their problems at her level best.

The college is very much conscious about waste management right from its collection, transportation, disposal, treatments, and recycling. Wastes are segregated as solid, liquid and e-waste, and provisions are made to dispose it appropriately.

In our college it is notified that teachers, non-teaching staff members and students will come to the college by bicycle thrice in a month for environment protection and we strictly follow this instruction. The college has dedicated space for the bicycle stand and free pass is made available to students to encourage them to come on

cycle instead of carbon emitting vehicles. Our institution has pedestrian friendly roads in its premises. The roads are very neat and clean and smooth which are linked by pedestrian.

The college has initiated various practices for environment friendly and eco-friendly through the plantation to make premises green. The college has worked towards green landscaping by planting varieties of trees and plants and has developed a green herbal garden in which medicinal plants and herbs whose botanical and common names are mentioned. The college conducts green audit of its campus from time to time through the Department of Botany to maintain biological oxygen demand.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ORIENTAL COLLEGE
Address	Guzri Bazar, Patnacity
City	Patna
State	Bihar
Pin	800008
Website	www.orientalcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Syed Eqbal Afzal	0612-632345	9431622862	06122-2632345	ociqac@gmail.com
IQAC / CIQA coordinator	Shakeel Ahmad Khan	0612-9934058299	9135196665	0612-2632345	shakeel5610@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid and Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	Religious
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	21-04-1964			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Bihar	Patliputra University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	07-04-1970	View Document		
12B of UGC	07-05-1970	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Guzri Bazar, Patnacity	Urban	1.31	5058.7

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Intermediate	English	30	30
UG	BA,Hindi	36	Intermediate	Hindi	30	28
UG	BA,Urdu	36	Intermediate	Urdu	45	38
UG	BA,Arabic	36	Intermediate	Urdu	15	3
UG	BA,Persian	36	Intermediate	Urdu	15	1
UG	BA,History	36	Intermediate	English + Hindi	140	140
UG	BA,Political Science	36	Intermediate	English + Hindi	140	140
UG	BA,Psychology	36	Intermediate	English + Hindi	105	105
UG	BA,Philosophy	36	Intermediate	English + Hindi	30	30
UG	BA,Economics	36	Intermediate	English + Hindi	105	105

UG	BA,Home Science	36	Intermediate	English + Hindi	25	24
UG	BA,Sociology	36	Intermediate	English + Hindi	120	120
UG	BSc,Physics	36	Intermediate Science	English + Hindi	140	69
UG	BSc,Chemistry	36	Intermediate Science	English + Hindi	140	99
UG	BSc,Mathematics	36	Intermediate Science	English + Hindi	140	114
UG	BSc,Botany	36	Intermediate Science	English + Hindi	80	28
UG	BSc,Zoology	36	Intermediate Science	English + Hindi	140	93
UG	BCom,Commerce	36	Intermediate Science	English + Hindi	560	560

Position Details of Faculty & Staff in the College

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	3				11				41			
Recruited	3	0	0	3	11	0	0	11	17	7	0	24
Yet to Recruit	0				0				17			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				4			
Recruited	0	0	0	0	0	0	0	0	3	1	0	4
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				109
Recruited	60	6	0	66
Yet to Recruit				43
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	0	0	11	0	0	17	7	0	38
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	1	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		2	1	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1129	7	0	0	1136
	Female	591	0	0	0	591
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	45	15	43	43
	Female	18	12	21	18
	Others	0	0	0	0
ST	Male	1	0	0	7
	Female	0	0	0	1
	Others	0	0	0	0
OBC	Male	189	223	293	327
	Female	138	109	202	147
	Others	0	0	0	0
General	Male	557	811	635	648
	Female	373	480	311	246
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1321	1650	1505	1437

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 18

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
18	18	18	18	18

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1727	1437	1505	1650	1321

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
1000	1000	1000	1000	1000

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1331	1223	1104	894	726

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
38	41	40	40	48

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
55	55	55	55	55

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 17

Number of computers

Response: 36

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
26.34	57.45	33.61	19.37	18.70

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Oriental College, Patna City is an affiliated college under Patliputra University, Patna. The responsibilities of processes, system and structure for curriculum design and development is on University. Being an affiliated college to the Patliputra University, Patna, the college has to follow the curriculum prescribed by the University.

The curriculum and strategies are implemented keeping the mission and vision in mind. The action plan includes the implementation of Academic Calendar, preparation of Work Diary, and motivational strategy for advanced learners and remedial classes for slow learners. Special classes are arranged if required.

With the commencement of each academic session the college IQAC, and other committees in consultation with heads of different departments under the Chairmanship of Principal / Professor In-charge charts the academic calendar of the college in line with the academic calendar of the University. Number of holidays is provided to us by affiliating university. The class routine is prepared in consultation with the departmental heads. The departmental heads operationalize the curriculum by distributing the topics and chapters among the available resource potential of the teachers and fixed the responsibilities as who, how and when to be carried out. The college also takes as a challenge to implement and execute the planned curriculum. The college provides class room facilities as per routine to all the departments as well as contingencies for practical classes. Books for seminars, new equipments for lab and class room teaching learning materials are provided to all the departments as per needs.

Participation of teachers in workshops/seminars provides opportunities for them to comprehend with curriculum and changes introduced in the existing curriculum. The teachers are encouraged to participate in the orientation / refresher courses / workshops and other training programmes for updating their knowledge and improving teaching skill. The college provides teaching tools such as computers, LCD projectors, and other ICT equipment to boost up teaching – learning process. The Principal/ Professor In charge conducts regular meetings with the Heads of the different Departments to develop different strategies for effective implementation of curriculum and encourages teachers to impart the curriculum through innovative teaching methods. The stakeholders including the students and their parents are given counselling at the commencement of the program in order to Familiarize them with the curricular and behavioural aspects. Parent-Teacher and Alumni meetings are held regularly to appraise the curricular aspects and students' performance. The college principal takes surprise checks to ensure that the classes are held regularly. Printed study materials are also given to the students. This is supplemented by group discussion, seminars and projects. The quality of the education imparted to students is monitored and ensured through IQAC. Regular feedback obtained from stakeholders with respect to the quality of enrichment programs are monitored and evaluated by IQAC and necessary remedial measures are incorporated in the futures.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response: 70.05****1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	9	3	5

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response: 0****1.2.1.1 How many new courses are introduced within the last five years**

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description**Document**

Name of the programs in which CBCS is implemented

[View Document](#)**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response: 1.27**

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
50	50	0	0	0

File Description**Document**

Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs

[View Document](#)**1.3 Curriculum Enrichment****1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

Learning level difference is a reality and the institution knows that some students did not have enough academic exposure and opportunities resulting in knowledge and skill deficit. So instead of explicit categorization and compartmental coaching, tacit modes of identifying learning difficulties and resolving them are adopted by the faculty in a one-to-one basis.

The knowledge deficit and skill deficiencies of the freshers are identified at the commencement of the programme itself and capacity enhancing measures are introduced on need-basis, department-wise.

Common courses in English, doubt clearing sessions, periodical revisions, frequent on-the-spot oral and written tests, quizzes on study topics are some of the ways in which issues regarding learning level variations are addressed and optimized.

Study groups are formed combining learners of varying levels to address the issue of knowledge and skill gaps. Repeat facility in Lab sessions in scientific disciplines also help to locate a wide spectrum of learner-standard variations and areas of disadvantage to certain students.

Lectures are given spending time for explication of tough topics to satisfy even the most disadvantaged learner; availability of the faculty at student disposal, hand-outs, lecture note-taking are also found to do good.

Faculty uses technology, models, charts, boards, slides, and simulations online in support of lecture method for student-friendly, participative, experiential and collaborative learning. Learners with difficulty are provided with notes and hand outs besides the lecture notes they take down. Collection of old question papers is available to students for reference and photocopying to help them prepare for the examination in a focused way.

After the admission, the institution assesses the learning levels of students by conducting common discussion with the students to understand their level of knowledge and skills. Finally they are categorized as slow learners and advanced learners.

The students admitted here belongs to nearby villages and town of Patna district. Due to their lower socio-economic condition and poor schooling, most of the students are slow learners.

Depending on their competency level various strategies are adopted for the enrichment of the students. For slow learners tutorial classes are conducted by the respective subject in charge. The faculties are often motivating or encouraging the slow learners to get rid off from their different causes such as psychological, economical, health, communication problem etc. The faculties are following certain strategies to improve the level of slow learners by giving practice work, peer –support teaching, praising every tiny effort of them in front of the class, conduct special meetings for their parents, counselling and academic advice by mentors to tackle the personal and technical problems encountered during learning etc. The institution has been effectively following Mentor-Mentee system in all the programmes to assist both the advance learners and slow learners.

Though the number of advance learners is few, more concentration is given to them through different activities such as giving challenging assignments innovative projects and taking seminars. Organising Group Discussion, Special lectures on current and burning issues, Debate, Essay, Quizzes, Painting and other competitions for their improvement.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 5.67	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 98	
File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A. Any 4 of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: B. Any 3 of the above</p>	
File Description	Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: C. Feedback collected and analysed</p>	
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Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.25

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	17	20	26	23

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 76.12

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1721	1437	1502	1650	1302

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2000	2000	2000	2000	2000

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 52.92

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
794	543	559	359	391

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Learning level difference is a reality and the institution knows that some students did not have enough academic exposure and opportunities resulting in knowledge and skill deficit. So instead of explicit categorization and compartmental coaching, tacit modes of identifying learning difficulties and resolving them are adopted by the faculty in a one-to-one basis.

The knowledge deficit and skill deficiencies of the freshers are identified at the commencement of the programme itself and capacity enhancing measures are introduced on need-basis, department-wise.

Common courses in English, doubt clearing sessions, periodical revisions, frequent on-the-spot oral and written tests, quizzes on study topics are some of the ways in which issues regarding learning level variations are addressed and optimized.

Study groups are formed combining learners of varying levels to address the issue of knowledge and skill gaps. Repeat facility in Lab sessions in scientific disciplines also help to locate a wide spectrum of learner-standard variations and areas of disadvantage to certain students.

Lectures are given spending time for explication of tough topics to satisfy even the most disadvantaged learner; availability of the faculty at student disposal, hand-outs, lecture note-taking are also found to do good.

Faculty uses technology, models, charts, boards, slides, and simulations online in support of lecture method for student-friendly, participative, experiential and collaborative learning. Learners with difficulty are provided with notes and hand outs besides the lecture notes they take down. Collection of old question papers is available to students for reference and photocopying to help them prepare for the examination in a focused way.

After the admission, the institution assesses the learning levels of students by conducting common discussion with the students to understand their level of knowledge and skills. Finally they are categorized as slow learners and advanced learners.

The students admitted here belongs to nearby villages and town of Patna district. Due to their lower socio-economic condition and poor schooling, most of the students are slow learners.

Depending on their competency level various strategies are adopted for the enrichment of the students. For slow learners tutorial classes are conducted by the respective subject in charge. The faculties are often motivating or encouraging the slow learners to get rid off from their different causes such as psychological, economical, health, communication problem etc. The faculties are following certain strategies to improve the level of slow learners by giving practice work, peer –support teaching, praising every tiny effort of them in front of the class, conduct special meetings for their parents, counselling and academic advice by mentors to tackle the personal and technical problems encountered during learning etc. The institution has been effectively following Mentor-Mentee system in all the programmes to assist both the advance learners and slow learners.

Though the number of advance learners is few, more concentration is given to them through different activities such as giving challenging assignments innovative projects and taking seminars. Organising Group Discussion, Special lectures on current and burning issues, Debate, Essay, Quizzes, Painting and other competitions for their improvement.

2.2.2 Student - Full time teacher ratio

Response: 45.45

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.29

2.2.3.1 Number of differently abled students on rolls

Response: 5

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

Higher education class rooms have been undergoing a major shift of focus from the active- teacher passive learner framework to the active-learner and facilitating-teacher mode which provided opportunities for

active learning. The academic philosophy of the institution is student centric.

Various methods of experiential and participatory learning are adopted to ensure that students are active participants than remaining passive listeners in the teaching-learning process.

The participative learning process includes Group Discussions, Debates, Seminars, Workshops, Quiz programmes and taking part in the study tours and the competitions conducted for bringing out the hidden talents of students.

Participatory learning opportunities integrated into the curricular process thus ensures at least the required minimum amount of experiential learning to put the learners in an active mode. Experiential learning helps the students to learn the subject or acquire the knowledge with practical experiences. The practical classes, examinations conducted in the laboratories, the knowledge gained through attending the trainings and the data collection for carrying out projects, the duties and responsibilities assigned to the students by the Departments for conducting Seminars / Conferences, involving them to make arrangements for organising the Department functions enhance the organizing ability and leadership quality of the students. Surveys (Economics), Organizational Studies (B. Com), and Project-related surveys are also conducted by students of literature and social sciences which provides them experiential learning of collecting and analyzing data and making intelligent speculations about social phenomena.

The problem solving methodologies are also an important part of the learning process.

The teachers give a broad outline about the courses or other academic tasks assigned to the students. The assignments and projects, practical classes, computer based learning and knowledge acquisition training in the use of application software, delivering speeches in the meetings and attending the quiz programmes and cultural events as groups, will help the students to trace the problems and discover the methods to be applied in solving them.

Cooperative learning involving small groups of students working together to accomplish a learning task is found to be a favorite method as it increases the learning capabilities of slow learners. Brainstorming sessions are periodically held so as to put the students to the thinking mode and facilitate creativity in class.

Teachers of the humanities and commerce streams use problem-based learning which enables students to learn more effectively by applying the knowledge they gain earlier during the course to situations they would normally face outside the classroom.

Experiments and demonstrations done in science labs add to the hands-on experience.

Participation in workshops, projects, competitions and debate, both within the campus and outside provide rich learning experience to the students.

Departmental outfits conduct subject-oriented competitions providing a ground for participatory, experiential learning besides opening up avenues for application of knowledge, invention and innovation.

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

Response: 78.95

2.3.2.1 Number of teachers using ICT

Response: 30

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 71.96

2.3.3.1 Number of mentors

Response: 24

2.3.4 Innovation and creativity in teaching-learning

Response:

The institution recognizes the fact that innovations and creativity in teaching and learning process spring from the efforts of the teacher to provide the learner with a most rewarding learning experience in and out of the classroom.

Teachers are generally encouraged to introduce innovations in teaching process and devise strategies to raise the level and speed of comprehension based on the difficulty of the topic to be taught and the general standard to be achieved.

Comprehension of the concept or the fact mentioned being the immediate objective of the learning process, teachers continuously ensure that the students really grasp the basic ideas and facts by asking spontaneous, oral, scaffolding questions evenly distributed in the class. Depending on availability of time, students are put into groups and asked to make posters (Chemistry), frame questions (Physics and other departments) and conduct on the spot quiz competition on study portions, and teach their own class some topics in the syllabus. Teaching aids like charts and models, ICT and internet resources are also part of teaching-learning process of all departments. The innovations are rewarding in terms of most of the informing aspects of teaching and learning like motivation, comprehension, application and outcome.

The college provides every possible support to encourage the faculty to abide Innovative techniques and methods to strengthen the learning process. The college also offers various types of opportunities to the students and teachers to involve them in Innovate and Creative teaching learning process. The college encourages the faculty to adopt new and innovative techniques and methods of teaching to make the learning process more realistic and also to make the classroom activities more student-centric. In addition to the conventional chalk and talk method, Lecture method is a common method followed by all the departments.

In order to get acquainted with the latest trends in education the college motivates the faculty members to

participate in Orientation Programmes, Workshops, Seminars, Refresher courses offered by the university and other institutions. The information gathered by the faculty members during the various training sessions help them to impart the same to their students to broader the vistas of knowledge.

ICT assisted teaching and learning process has been a great success in our college in contributing abundantly to the learning experience of our students. The college offers smart classrooms, interactive board, LCD projector and Power point presentation to influence and create a positive impact upon the teaching learning process. The college also takes the students to field visits, study tours, visits to industry and research centres are some of the means to obtain additional knowledge. The college library is well equipped with the latest books, INFLIBNET etc.

To make the learning more interactive the college conducts debates, discussion, peer activity, skits, and workshops very often. Our college conducts special lectures and talk by experts on various topics in which teachers and students are encouraged to participate and reap benefits.

The faculty members are given full freedom in adopting their own effective approaches in transacting the curriculum.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 75.27

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 90.36

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
38	39	36	35	38

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years**Response:** 20.26**2.4.3.1 Total experience of full-time teachers**

Response: 770

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 14.49**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	2	2

File Description**Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 7.27**2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

File Description**Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

The examination and evaluation are major components of our education system. The whole education process of teaching and learning ends with the examination. The entire efforts put in by the teacher on the teaching and the student on learning is focused on getting best results in examination.

The Institution is (Permanently affiliated and approved by Govt. Of Bihar) under Patliputra University, Patna. Therefore we completely follow the Evaluation system of the University. There is no provision of CIE- continuous internal evaluation in graduation courses in Patliputra University, Patna.

For Examination / Evaluation purposes our Institution using Coding and De-Coding techniques for free and fair results. The Examination Committee of the college plans and conducts Terminal Examinations, Sent-up Examinations and Practical Examinations etc. The question papers for these examinations are set in the pattern of the final University examinations.

The institution has taken efforts to improve the performance of students by framing significant reforms in Continuous Internal evaluation at the institution level. A system of Internal Evaluation is achieved by regular Unit tests, Terminal examinations and Sent-up Examinations as well as regular classroom assessment programs. Testing modules range from the oral to the written including quizzes, viva, project reports, written assignments, chart preparations, etc.

In most departments student evaluation is also through practical, group discussions, seminars, and science talk competitions. The students can see their evaluated answer- sheets and discuss the same with concerned faculty.

Practical are conducted based on the syllabus prescribed by the Patliputra University. The Institute appoints examiners for the practical examinations and viva voce examinations as per the University directives. The Institute sends its faculty members as examiners to evaluate answer- scripts to the affiliating University.

Remedial measures are taken by conducting tutorial classes to clarify doubts and re- explaining the critical topics. Students are encouraged to solve previous years University Exam question papers. Monitoring the improvement in learning of slow learner and encouraging the advanced learners by reviewing their performance in exams is also an important assessment programme of our institution.

These reforms have resulted in substantial improvement in student's performance through comprehension of difficult topics, improved time management, enhanced writing skills and individualized attention resulting in refining their cognitive, psychomotor and affective domains of learning. This has significantly enhanced the pass percentage and academic excellence of students.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The institution uses assessment and evaluation both as an indicator for evaluating Students' performance. Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. The institute follows the guidelines and regulations adhered to the Patliputra University, Patna.

There is provision of one time examination in graduation courses, therefore no mechanism has been developed for the internal assessment. Though the college organises class tests, terminal tests and sent-up tests for their improvement. The marks obtained by the students in the class tests, terminal tests and sent-up tests are not added to the marks of Annual examination. The college is bound to abide by the assessment process of Patliputra University, Patna.

All the assessments like class test, unit test, presentation and assignments, project works, departmental seminars, group discussion, question – answer session are very transparent and robust. The college has always been precursor in such practices of transparency in evaluation process.

General classroom behaviour of the students is also kept in mind when evaluation of a student is undertaken.

Slow learners are permitted to improvise their marks by rewriting the examination if they have scored less.

The college has full-fledged office of the Controller of Examination. The drafting and printing of question papers is monitored by the internal examination controller and the adherence to schedule is ensured as part of the measures to ensure robustness. The students are provided with question paper patterns and model question papers and parameters of evaluation are also communicated to the students. The schedule for the assignment submission is intimated sufficiently early and the assignments are returned after evaluation for better credibility and transparency. The extra-curricular activities of students are periodically assessed and students are encouraged to participate in the extra-curricular activities with enthusiasm.

Students are encouraged to participate in different games organized by college and university. Students are encouraged to participate in different cultural activities like poetry recitation, folk song, acting and fancy dress competition. In all these activities, both girls and boys participate in great numbers and their performance is judged by the team of college teachers. Students are declared First, Second and Third in every competition and they are given prizes accordingly.

Parent-Teacher Meeting is conducted at the end of every session to acknowledge the parent regarding their ward's improvement in examinations and overall systemization of the Institution.

The institute encourages independent learning through participation in projects, assignments, exhibitions, etc. by the students. Practical and oral examinations conducted by the University are evaluated by internal and external examiners appointed by the University.

Learners are benefited according to their performances as they get motivated, enhance their skills, develop problem solving attitude, etc.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The students are the main stakeholders of the college. The endeavour of the college to make all efforts to ensure transparency in all the activities in general and examination related grievances in particular. The

college maintains its transparency, its efficiency within time frame. The transparency enhances the quality assurance in higher education institution. The student is made clear about every grievance in his mind at the University level. For this process, some re-evaluation fee is charged from the student and evaluation process is again repeated.

The examination are conducted and controlled by university. The college has to follow the instructions of the university. If students have any problem, the principal of the college communicate to the concerning authority (Controller of Exams or other offices) of university about the grievances of the students. All grievances regarding evaluation marks awarded for the students are redressed by the Examination committee. Any issue related to results is attempted to be solved by the examination committee and is forwarded to the university. In case the students are dissatisfied with their result students can apply for the improvement in their marks through improvement examination also.

The College student's grievance committee and office staff involve solving the grievances of students from the University. The College sets up a Student's Grievance Redressal Committee comprising five teachers as members and the Principal as chairman. A detail of the Student Grievance and Redressal Committee of the college is as follows:

Dr. Eqbal Afzal (Principal) Chair Person

Dr. Shamim Ahmad (English) Convener

Dr. Matiur Rahman Member

Dr. Shakil Ahmad Khan Member

Dr. Hena Hussain Member

Dr. Qamber Ali Khan Member

For greater transparency the university notifies the examination schedule and gives required time for the students to register for the exam. As a drive for efficiency, centralized evaluation camps are held after the last examination is over. On completion of the evaluation work and tabulation, the Board of Examiners meets to approve of the result. If anything goes wrong in the examination or the question paper, the university authorities in discussion with the academic and evaluation bodies take proper decisions like conducting re-examination for the aggrieved candidates immediately or recommending student friendly measures such as discounting the mark of the out of syllabus question from the total. In certain cases when the examination is unusually tough, moderation marks are also given. The college follows up all the grievances till its redressal. Students are informed the moment their grievances are redressed.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic calendar is released by the affiliating university (Patliputra University) and is to be followed in totality by our college.

The college is committed to excellence by giving complete focus in priority basis in maintaining academic calendar to achieve the set goal of academic excellence.

The university publishes in advance, the academic calendar containing plans for curricular and co-curricular activities based on the available working/teaching days as per university norms. The academic calendar has details of distribution of teaching days and examination days in each term.

The university academic calendar provides a wide framework for the general functioning of the college. It provides plan for the academic year to students and teachers.

The new academic session of the college begins in the first week of July. Admission forms for the U.G. programmes are made available from mid-June and the process of admission to the U.G. programmes commences in July and is completed up to the first week of August.

Each department has to prepare its own time-table in co-ordination with the central time-table committee in accordance availability of time and space. Each department prepares the time-table giving a clear distribution of workloads of the teachers. The time-table also has a provision for the tutorials classes.

Evaluation of the students is the responsibility of the affiliating university which has an annual system of examination. However, the college also follows a periodical evaluation system conducted through organization of assignment tests, seminars, projects, etc. to help them prepare for the main examination in a confident manner. The main examinations of the university comprises of written examination, practical and viva-voce examination. The final evaluation of students is done according to the university schedule.

Towards the end of each session, examinations are conducted by the university and evaluation is carried out. The exam results are declared and marks sheets are issued and displayed on university website by the affiliating university.

It will not be possible always to adhere to this calendar fully and completely, efforts are taken to conform. Due to unforeseen reasons, the institution may have to bring about changes in the schedule given by the university. The schedules are strictly followed by all the departments and completed by the entire department well in time as per calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The institution had come to realize that participation in preparing the outcome statements enhances insight into the process of teaching and enables the faculty to engage in their work with a greater sense of purpose. Awareness of the objectives and outcome in the case of the students provides them with goal orientation and helps them to keep in sight what they are ought to expect and attain on completion of the program.

The college Communicate regularly with their students through College website, college notice board,

Newspapers, sending e-mail and also through letter and telephone as required. Though the College does not have clearly stated learning outcomes, these are expressed in various forms/activities. These are expressed in the vision and mission statement of the College in the prospectus and website of the College.

To ensure that the outcome is communicated without failure, objectives, program specific outcome and course outcome are discussed in the class when syllabus is given.

The outcomes are assessed and measured to identify the extent to which goals are accomplished. The gaps identified after the analysis are addressed through the properly laid action plan. The outcomes assessment plan also specifies the performance targets/criteria that are used by the domain to determine the extent to which the programme learning outcomes are being achieved.

The assessment of student learning outcomes is done by using direct and indirect measurement tools. Assessment tools are decided keeping in mind the learning outcomes to be measured and the desired emphasis during the delivery of a programme as prescribed in the course curriculum.

The Students and Staff of the College are aware about the learning outcomes by the prospectus, University Calendar and the magazine of the college. Students are made aware by the teachers about the various aspects of the particular subjects. Career Counselling and Placement Cell is there for the guidance of the students regarding various career options in different fields. Teachers also guide the students regarding various career options in their respective streams.

Through the departments lectures are conducted from time to time by speakers from different fields so that the students get knowledge about different career options.

The College through the efforts of teachers, supporting non-teaching staff and administrative officers has been generating highly skilled employable and socially responsible man power.

Annual result records are maintained and analyzed by all the departments and used for future improvisation and planning.

Feedback is also taken from the students to improve teaching learning process.

Institution has specified procedure to collect and analyze data on student learning outcome, the following points are adopted by the institute in this context:

- Comprehensive study and understanding of the entire course contents by the student.
- Annual system of examination for all UG classes. Seminar presentation by students.
- Timely Redressal of students' grievances. .
- Minimum attendance limit for students to minimize absenteeism.
- Extra classes for weak students to solve their problems.

The periodic evaluation of teachers helps in the improvement of learning outcome.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institute takes due care for the attainment of the quality policy made for the welfare of staff members and students as well. Though the curricular is designed by the University of Patliputra and the college has no rights to change it then too we try our best to impart the knowledge in a better way. The policies are designed in such a manner that it benefits the institution as a whole.

The IQAC has been established recently in the college for the purpose of making quality assessment and preparing quality report every year. Teachers work in accordance with the program objectives, program outcomes, Program specific outcome and course outcomes.

Attendance is compulsorily taken for every lecture. Tutorials and laboratory hours are fixed. The tutorials and assignments are corrected within a short duration and marks are entered in work register, which acts as a ready reckoner for the academic progress of the students. Based on the participation in the class and assignments, the student level is judged by the faculty members and appropriate action is taken. At the end of each periodical test, progress reports which consist of terminal test results and attendance status are submitted to the office for further action.

Counselling is given to slow learners. Parents of such students are called to meet their respective faculty member, if required.

The faculty members are encouraged to conduct surprise tests, quizzes, etc. To monitor the academic progress of each student, the College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence. The college has specified its graduate attributes clearly.

At the first place, the College aims to make its students employable. The college endeavours that its students should become valuable global citizens. To make the students academically sound enough, so that they are able to stare in the eyes of the competitive world, the college ensures that by the time the student finishes his/her education in the college, he/she attains all these specified attributes.

The faculty members of the college work rigorously throughout the academic year to enable the students imbibe the valuable lessons by way of seminars, moral lectures, presentations and field work. The faculty sensitizes students towards inclusive social concerns, human rights, gender and environmental issues to make them sensitive, sensible, useful and conscientious global citizens. At the academic level the teachers try to improve the results and enhance the intellectual capacity of the students by satisfying their queries. The syllabus is completed on time and revision is also conducted.

Besides the regular studies extra curriculum activities like N.S.S. and N.C.C. are also provided to the students for overall development of the students. Career Counseling Cell / Placement Cell in the college help in developing the personality of the students. The Career Counseling Cell / Placement Cell invites speakers, conducts sessions / workshops for students on employment opportunities and courses available for further specialization in higher studies.

2.6.3 Average pass percentage of Students

Response: 95.94

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1277

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1331

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 1

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 207

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Class room discussion to provoke the thought process among students use of charts /Map/Diagrams in class rooms, use of internet and computer technology by students participations of students in workshop's home assignment for students, field visits of students to museums and historical monuments, group activities like Discussions, Model Making, Field Survey/Field work, Role Playing and Academic Debates

which while strengthening the knowledge base contribute to skill formation and managerial skills both at personal and interpersonal level. The Institution Organizes Quizzes, Creative/ Essay Writing Competition and Debates. Different Committees have also been established with the aim of tapping, nurturing and channelizing the energies of every individual student. The department organizes activities to facilitate the creative academic pursuits of the students individually and collectively. Almost all the departments organize various types of co-academic and cultural events like quiz, poster- making, paper-reading, debates skills, etc. that helps students in chiseling their personality. The Inter-departmental academic programs besides enhancing creativity bring a competitive edge to the academic endeavour of the students. The college has smart classrooms, Computer labs, Inlibnet facility and seminar hall to develop interactive skills.

Various Committees, Cells and Associations function in the college and keep the college brimming with numerous activities that extend beyond syllabus and text books. Student centric in nature, these Committees aim to tapping, nurturing and promoting the creative energy that bubbles out of every individual student. Almost all the departments actively engage themselves in arranging various types of co-academic and cultural events like quiz, symposia, poster making, paper reading, debates, etc. that help the students in refining and redefining their personality.

In addition to this, the college takes special efforts to instill and nurture creativity and scientific temper among the learners by providing opportunities for the following:

- Academic projects
- Field work
- Seminar & workshop with power point presentation
- Creative assignments viz story writing competition, Slogan writing, Essay writing competition.
- Organizing academic activities at Departmental and Inter-department Level
- Organizing activities like- Best out of waste, Event Management etc.
- Brainstorming session, panel discussion, Group Discussions.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 43

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	5	4	6

File Description

Document

List of workshops/seminars during the last 5 years

[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.42

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	27	13	15	17

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

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

Response: 2.1

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	15	28	15	18

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Our institution is keen on extension activities to the neighboring areas. The students are motivated to actively participate in such programs time to time organized by NSS wing of the college, servicing to them is actually the service to the families of our students too. We have different committees. Awareness programs on Gender Equity, Dowry System, Female Foeticide, Sex Determination, etc. are organised time to time in the encatchment areas of the college. Swachhta abhiyan is also organized to keep the localities neat and clean. Harms and Health Hazards about use of plastic and polythene are communicated among the marginalized sections of society through extension activities. Learning materials like slates, pencils, exercise books text books pen erasers etc. have also been distributed among the children of poor, marginalized and deprived families. Medical camps are also organized time to time for free health checkups. Such a free health and eye check-up camp was organized by Maulana Sajjad Memorial Hospital Emarat-e- Shariya ,Phulwarisharif (Patna).About 200 person from the locality and students of the college were get examined at the camp. Free of cost medicine more also distributed among the patients. In the college campus special camp by NSS is also organized to propagate the service of NSS. Lectures on women empowerment, health care, prevention from various common diseases, Road Safety, Moral Values etc. are also given on such occasion and Certificates of merit and prizes are given for their outstanding contribution to such extension /out reach activities. In addition to it, plant more trees, drive against domestic violence, child labour, drug abuse are also included in our programs., In order to bring awareness about environment pollution, garbage disposal, waste management, use of LED bulb, solar light are also the part our such activities. The extension activities and community experience followed by guided reflection enhances their social commitment together with personal, civil and academic learning .It all make our students very responsible sensitive and conscious citizen. At the same time such extension activities organized by the college also contribute to the community development. Under extension activities some time rallies are also taken out. Students march holding placards bearing thought provoking slogans to draw the attention of people to the above issues. Human chain (Manavshrinkhla)is also made to bring mass awareness on some issues , ICT training programme for six days was organized for teaching , non teaching staff and students by R. N. technologies PVT. LTD. Patna

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 24

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	2	1	4	4

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.17

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	4	0	0	2

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 6

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 3

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Installation and enhancement of infrastructural facilities for improving the teaching-learning process, and extending maximum possible educational amenities to its growing strength of learners is one of the primary objectives of the institution. Infrastructural changes are effected according to the needs of the concerned components of the college. The goal of our institution is to make the students realize their potentials, to develop their personality and explore them, by creating a healthy educational atmosphere in the campus.

The college is well equipped with infrastructure to facilitate teaching through modern tools and techniques and has constantly taken steps to enhance such facilities. The College comprises 17 well furnished class rooms, one computer lab (20 Computers) along with 10 Laboratories viz 2 each for Physics, Chemistry, Botany & Zoology and one each for Psychology and Home Science. The College has ICT enabled classes to facilitate modern Computational learning to the Student. The ICT infrastructure includes two smart class rooms for enhanced teaching and learning Skills. In addition, there are Staff rooms, Canteen, Gymnasium, NCC room, Girls Common room, Rest room, Reading room, Store room, IQAC/NAAC room, Ramp for Handicapped Students and Parking Space.

A well maintained library with INFLIBNET, Text books, Reference books, Journals, Magazines, and Newspapers etc is available for the students. The library of the college has a valuable collection of books on diverse subjects.

The college has taken initiatives to install a solar plant on the roof of the college to save the electricity and expenses of the college as well as to make the entire campus eco-friendly.

A Generator is installed to ensure uninterrupted power supply in the campus. The College Campus is under CCTV surveillance. Announcements are audible to students through the speaker systems retained all over the campus. All the information related to the college is made available to the students through the College Website.

The college is located on Ashok Rajpath road in Patna City. Easy transportation facilities are available to reach the College.

Apart from the main building, Sarfaraz Manzil (Sabra Block) is a part of main building of Oriental College situated at Pani Tanki Road, Patna City. The built-up area is about 3292.765 square feet. It has six rooms including a big hall. Four rooms are for classes, one for office and one as staff room. Classes of girl shift and classes for vocational courses were used to be held here till 2014-2015. The whole area with its structure was donated to Oriental College by MEC member Dr. Asad Hussain in 14/12/1978. Presently due to local encroachment problem and lack of proper repairing, the building is unutilized and classes are not held here but as soon as the matter is settled, proposed P.G. classes and other vocational courses will be started in the building. It is equipped with all facilities like electricity supply, water supply and wash-room

etc.

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

Response:

The overall development of students is the prime motto of the college. The College shows equal amount of interest in sports activities along with academics. The involvement of the students in different sports and cultural activities allows them to relieve stress and increases their concentration level. In the grand scheme of things, sports play a vital role in the holistic development of the students, devoid of which wholesome growth cannot be anticipated.

One Multipurpose outdoor playground having facility to play Badminton, Volley Ball, and also have facility to play Indoor games like Table tennis, Chess, Carom Board etc. while other outdoor games like cricket, football etc., playground of Mohammedan Anglo Arabic Senior Secondary School, is utilized.

Our college organizes an Annual Sports Meet to encourage participation and competition amongst the students of our college. The participation of students in large number is a testament of their enthusiasm and zeal and the facility provided by the college is optimum within limited resources of the college. Our college opens a platform for the students to recognize and enhance their skills academically and non-academically. The students have brought laurels to the college in various categories like cricket, volleyball, badminton, discus throw, shot put, etc. The college provides the students with the latest practice equipments needed for respective sport category.

Our college has one small Gymnasium with few gym equipments like Rings, Horizontal bar, Parallel bar etc. Girls and Boys are given separate timings to use the gymnasium.

Our college openly celebrates various cultures from across the country and even organizes on various occasions, cultural events in regard to the same. Days of national importance and greatness such as Independence Day and Republic Day are celebrated with utmost enthusiasm.

Every year on the 21st of June, we organize a yoga program at our college in celebration of International Yoga Day and celebrate the activity, which is well known to refresh one's mind and rejuvenate the mind and body naturally, which is extremely essential for the optimal functioning of the students and faculty members.

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

Response: 23.53

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 93.98

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
26	56	32	18	16

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

Keeping in view the significance of library in an institution, the college has a dedicated space allotted for it. The library of the college has a valuable collection of books on diverse subjects.

It has 8,863 good and useful books of different subjects covering various disciplines such as Accounts, Economics, Psychology, Mathematics, Physics, Chemistry, Hindi, English, Urdu, Political Science, Philosophy etc.

Software for Library Management (AutoLIB Library Management system of LMS Version 1.0.0.0.) has been purchased and installed in the library. The record/catalogue of books is completely computerized and it utilizes Auto LIB software to streamline the data. The books manually maintained in accession register are being entered through the above software.

Bar coded technology library automation system with web OPAC system has been introduced in the library. The issuance and returning of books is purely managed by an integrated Library Management system Software named Auto LIB version 1.0.0.0 where the books and student college identity cum library cards are scanned by their bar code for library circulation operations, thus ensuring Soft records of the information of every student who utilizes the library.

The library has OPAC facility to search for the collection. OPAC machines are installed to help the users. OPAC has basic and advanced search facility. Users can also identify the latest books through the OPAC.

The entire data of the books is added in the ILMS. The college is also a member of INFLIBNET-NLIST programme for accessing E-resources in library.

The text book section is mainly used by the students. Normally the students have to return the books in a stipulated time, but many times the teachers go out of their way to get books for economically weaker and needy students.

Apart from the college library, our college has many departmental libraries also with full of latest and usefull books.

An MoU is also signed with Khanquah Munemia's library which contains 28000 printed books, 1000 manuscripts and number of periodicals.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library of Oriental College, Patna City has collaborated with Library of Khanquah Munemia Quamaria Meetan Ghat, Patna City. An MoU is also signed with KhanquahMunemia's library which contains 28000 printed books, 1000 manuscripts and number of periodicals. It will not be out of context to mention that this Khanqah has already been a great centre of learning in the field of Sufism and it has been selected as an important Heritage of Bihar by our State Govt. Our students visit the library of the Khanquah to enrich their knowledge and wisdom as it has large number of ancient rare books and historical manuscripts. Few of them are as follows:

Manuscripts:-

Adabe-e-TaweezNavesi 1270 H

Written by Janab Sufi FarzandAli Maneri.

Sher Shah 345

A rare typed manuscript unpublished of early 20th Century.

Mirat-ul-Asrar by Abdur Rahman Chishti

A rare manuscript of 17th Century Persian biography of Sufis. Footnotes by own pen of author.

Rare Books:-

1. Sufi-e-Bihar

2. **History of Bengali Literature** (in Urdu) 1957 Published by DACCA University.
 3. **Journal of Francis BUCHANAN** (1811-1812) (Patna and Gaya)

Edited with notes and introduction by V. H. Jackson.

Printed in 1925.

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.41

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.12	6.73	0.64	7.95	1.61

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 25.16

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 444

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has Computer Lab with twenty computers. The college ensures that that it uses latest version of software on its computers. To ensure that our students are kept abreast of latest technologies, our computers are regularly updated and latest antivirus is installed to keep the systems run at maximum capacity. All computers are equipped with latest configurations. The college has hired professional services for the annual maintenance of computers installed in the College.

IT facility in library and office has been also updated on regular interval by the hired agency. The college has a dynamic website.

Some of the deployed ICT tools and other technological learning resources are listed here:

- LCD Projectors
- Fax Machine
- EyeRIS System
- Automated library with OPAC system.
- Library is equipped with INFLIBNET facility
- Printing and photo copier services
- Softcopy of study materials
- Smart Class Rooms
- CCTV

Besides these, computer facility is also available to the Account office, library as well as Principal's office. IT facility in library and office has been also updated on regular interval by the hired agency. The college has a dynamic website. The College has also generator and inverter for uninterrupted power supply.

The college provides and updates its IT facilities by taking the connection of MODEM (Jio and Airtel). We have proposed to Govt. of Bihar for Free Wi-Fi Service as Part of 7 NISHAY SCHEME of Chief Minister Mr. Nitish Kumar. The college management motivates teachers and supporting staff to get technical knowledge of ICT.

4.3.2 Student - Computer ratio

Response: 47.97

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 49.42

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

2018-19	2017-18	2016-17	2015-16	2014-15
20.20	22.85	12.23	9.99	7.98

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

All physical facilities including Classrooms, Laboratories, and Computers etc. are made available for all the students admitted in the college. The facilities in the classrooms are regularly used by the students. Sometime this is also made available for other governmental organizations like Public Service Commission for conducting examinations. Every laboratory is assigned with a faculty-in-charge and lab assistants. Lab assistants are responsible for the proper upkeep of the stock on a day-to-day basis. The cleaning of the classrooms and the laboratories are done by the staff appointed by the management. For annual repairs, the college gives the maintenance contract to local experts. The College Garden is maintained by the department of Botany.

All computer allied service matters are solved using the contract with the system distributors and service persons. The ICT Smart Class Rooms and the related equipments are maintained with Annual Maintenance Contract of the corresponding service providers. The institution uses the buyback facility for UPS batteries which is cost effective and environment friendly. The College website has updated regularly by the College admin and the web designer. Electrical and Plumbing related maintenance is done with the help of mechanical assistants appointed in the College and local skilled persons. All laboratory equipments are serviced by authorised service persons from the respective distributor. IT facility in library and office has been also updated on regular interval by the hired agency. Stock verifications are done at the end of every academic year and reports are submitted to the principal. The college has a dynamic website.

The college and its different department run under able guidance of Principal and different committees. The college has several committees for the decision making and implementing the different support facilities. The in-charges of different academic and other support facilities make the policies related to this and implement it in best possible and suitable ways. The stress is put to gain maximum output in view of an all round development.

The college is well equipped with infrastructure to facilitate teaching through modern tools and techniques and has constantly taking steps to enhance such facilities. The College comprises 17 well furnished class rooms, one computer lab (20 Computers) along with 10 Laboratories viz 2 each for Physics, Chemistry, Botany & Zoology and one each for Psychology and Home Science. The College has ICT enabled classes to facilitate modern Computational learning to the Student. The ICT infrastructure includes two smart class rooms for enhanced teaching and learning Skills. In addition, there are Staff rooms, Canteen, Gymnasium, NCC room, Girls Common room, Rest room, Reading room, Store room, IQAC/NAAC room, Ramp for Handicapped Students and Parking Space. Our college has a separate common room for girl students where they pass their leisure period with their peer group, share their thoughts and enjoy leisure time.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 5.36

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
140	1	45	209	39

File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.73

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	14	13	24	0

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0.93

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
47	28	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.63

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
29	12	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 41.55

5.2.2.1 Number of outgoing students progressing to higher education

Response: 553

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

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

Document

[View Document](#)

5.3 Student Participation and Activities

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

Response: 3

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	3	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

A Student council is a group of representatives through which students of college get involved in the affairs of the institution actively. Students' Council through students represents their interests, problems & views in front of institute administration for the smooth working.

At present our institution does not have any registered and active student council that represent the students on the academic and administrative bodies of the institution but our management give due weightage to the students when there is any grievances or problem arises. The representative of the student can meet through their HOD's to the Management.

Though students are not involving in the decision making process of the institution but the college has adopted the policy of co-opting talented students in consultation and decision making process of academic activities, teaching learning facilities and over all discipline in the college campus.

The same will be registered in future so that the council will provide a common platform to students for co-curricular and extra-curricular activities. It will be responsible for all technical, cultural, literary and sports activities organized in the college premises.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	2	3	4

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Alumni of the institution Plays a vital role in taking their institution to more height by contributing with their quality time, financial support and love for their alma mater. The college feels pride in tagging its name with all those alumni who reach their zenith of their career from where they can do a lot for their institution.

Oriental College have fully functional Alumni Association which came into existence since March, 2016 and ever since, it has been acting as a connecting link between the college and its ex students. Though we do not have a registered alumni organisation, the passes out students continue to be involved in one or the other.

The Oriental College Alumni Association aims to link the alumni to the institution, develop synergistic plans to support the institution and achieve its vision, and to enable the institute to add value to all its stakeholders.

Even though the association is relatively young, its activity has been very promising. The Alumni have been very active in trying to contribute to the growth on the following areas:

- Fund raising
- Job placement
- Career guidance
- Enriching infrastructure
- Mentorship and scholarship
- Motivation & inspiration
- Emotional bondage
- Social networking
- Social activities

Another area of the alumni contribution has been donations in kind like books to the library, water dispensers, games material etc.

Every year college conducts Alumni Meet and tries to take feedback from students about their present positions & working culture. Till now The College takes pride of producing several luminaries working in different fields. It has produced Vice Chancellors, Professors, Doctors, Teachers, Advocates, Engineers, Writers, Social Entrepreneurs, Artists, managers etc. who collectively have a wealth of knowledge and experience. The Oriental College Alumni Association brings all these outstanding people together on a single platform. This collective excellence is our contribution to the growing generation, the Institute and the society as a whole. The college organizes an Annual Alumni Meet where the students share their experiences with the current students and faculty members. The meet serves as a platform which not only strengthens personal interaction but also provides current students an opportunity to learn about professional avenues.

Every year college takes an opportunity to felicitate students who have achieved noteworthy positions in their professional life, at the same time their presence motivates our students when they listen their professional journey & struggle.

The college has set up an Alumni Fund for the smooth functioning of the Alumni Association.

We are always trying the new way of interacting with our alumni community. With the advent of Social Media, alumni relationship has taken a different flavour altogether. We have started to harness the power of alumni through various networking platforms like Face book, Instagram, Whatsup etc.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 10

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	5	1	3	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision–

The Governing views the future scenarios of higher education to be fast developing. It wants to keep abreast with it and provide skill and insight to the mass of students at a reasonable cost. It also wants to provide an environment of high academic ambience to mould young minds and make them capable of welcoming the future with more vigour.

Mission –

- To be a leading institution in the field of higher education, Research and Service needs to society.
- Striving to be as a centre of excellence.
- Playing constructive and instrumental role in making a sound education system with easy accessibility to the learning centres.
- Preparing the student to excel academically, professionally and personally for their meaningful and bright future.
- Supporting each student to achieve their potential through our caring and encouraging approach.

Nature of Governance –

The College is permanently affiliated to Patliputra University, Patna (Bihar) and is directed by the Education Department, Govt. of Bihar. The curriculum, workload, and academic matters are followed as per the guidelines of Patliputra University, Patna (Bihar). Service matters go according to Bihar State Rules, formulated by the Government.

The College is managed by the Governing Body. The prime body of the Governing Body is Mohammdan Education Committee (M.E.C.). Its members are elected by the general body as per bye-laws. These members, belonging to various spheres of life and professions where they have proved their worth and excellence, viz., doctors, scientists, advocates, professors, engineers, businessmen, etc., visit the College regularly to plan, monitor and evaluate the performance of the institution. Based on the annual report submitted by the Principal, they compute the changing needs and demands, and take necessary actions for the general qualitative and quantitative growth of the institution. The plans and decisions of the management are implemented in the college by the Principal who is the ex-officio member of our Governing Body. He does this with the help of the IQAC.

The Internal Quality Assurance Cell (IQAC) – headed by the Principal, includes teachers, Office Superintendent, and representatives from the Management and Government administration, Alumni and Students. The primary task of this Cell is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution.

Perspective Plans –The College envisages a continuous drive to improve the quality of academic activities and infrastructure of the institution. Our perspective plans includes empowering the rural and underprivileged public through quality education, dissemination of knowledge as per the University syllabi, and community linked programmes through NSS that instill social responsibility, civic sense and environment awareness in students. The college also plans to introduce PG courses in different subjects.

6.1.2 The institution practices decentralization and participative management

Response:

The college ensures a system of decentralised and participative management where information flows and decision making process is systemized and operation autonomy results in maximum productivity and quality performance. The decisions and plans of the management and the Principal towards the vision and mission of the institution are implemented through the teachers, students and the non-teaching staff. Everyone is free to express their suggestions and the valuable ones are considered and the best is implemented in the college through its various cells and bodies.

A Case Study of decentralised and participative Management in the institution - A serious concern observed by the management and the college was to control the use of tobacco and tobacco products within the campus area. This practice has assumed quite a serious situation and demand urgent attention.

In the State like Bihar, it is widely consumed by almost all sections of society. Despite of bringing awareness by Government and non-government agencies about it, it has not been checked and still growing. It is harmful not only for health but helps to contribute in environmental pollution. As a solution to this, the Principal took initiative towards tobacco free campus. Any form of tobacco (Cigarette, Khaini, Gutkha, Biri, Pan-masala, Ganja etc.) is strictly prohibited. At several places in campus such prohibition has been displayed. Strict vigilance is kept on the tobacco users in the college campus area. As a result, the “tobacco free Campus” programme became a reality in which all the members of the institution got engaged in and making it “tobacco free.”

The active and enthusiastic involvement of the students helped in transforming the campus into a beautiful locale of education. The complete strategy of this programme was planned by the students who, with the help of the NSS and NCC units, allotted various areas of the campus. The students were given proper guidance, help and support by the representatives of the management, teachers and the non-teaching staff. The success of this joint venture of making tobacco free the college campus speaks for itself the commitment as well as decentralised and participative management system prevailing in the institution.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Development plans of the institution are in tune with Vision & Mission of the Institution. The college envisages a continuous drive to improve the quality of academic activities and infrastructure of the

institution. Our perspective plans includes empowering the rural and underprivileged population through quality education, dissemination of knowledge as per the University syllabi, and community linked programmes through NSS and NCC that instill social responsibility, civic sense and environment awareness in students.

The college has always focused on the 360 degree holistic overall development of its students which is significant for the eventual development of the college at the local as well as national level. The college NSS and NCC units are platforms formed at the college level to train students in leadership and social awareness skills.

In order to achieve the central objective of quality education, the faculties of the college plan their sessions in advance well before the beginning of the session. Even though the college has serious infrastructure inadequacy yet the effort is not to let classes suffer. To make the environment student centric various initiatives have been implemented. The time-tables are prepared well in advance for all courses much before the beginning of each session. The faculty continuously participates in various faculty development programs and research oriented projects to keep themselves updated.

The students and the faculty are provided with a 360 degree feedback mechanism. This helps to achieve the double objective of maintaining a student centric environment and helps in evolving the faculty. The faculty are also mentoring the students and becoming facilitators.

We are also exploring introduction of new courses. Quite a few short term and certificate courses are in the pipeline in the coming academic years after the success of few in the last year. The college also plans to introduce PG courses in different subjects.

MANUU study center (Distance mode of Education) with some P.G courses is going to started with in two months, the process is at final stage.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Government, UGC and the University provide the rules and norms, finance and the curriculum, along with its transaction methods and evaluation system which directs the functioning of the institution. The governance of the College is overseen by a Governing Body (GB) which is the executive authority for the general supervision and control of the affairs of the College. The constitution of the Governing Body is as under:

1. Mr. Faiz Akram (Retd. I.A.S.)	President
2. Mr. Syed Ehsan Ahmad (Retd. I.A.S.)	Vice-President
3. Mr. Matiur Rahman (C.A.)	Secretary
4. Mr. S. Akbar Shahabuddin	Member
5. Mr. S. S. Mashhadi	Member
6. Mr. S. Asghar Ali (Lal Saheb)	Member

7. Dr. Imtiyaz Ahmad	Member
8. Prof. Ejaz Ali Arshad	Member
9. Prof. S. Faiyaz Ahmad	Member
10. Prof. S. Sajid Hussain	Member
11. Prof. Wasi Ahmad	Member
12. Dr. Syed Eqbal Afzal	(Principal)

The institution is governed by the Governing Body. The Principal is responsible for the execution of the formulated policies and plans in the college, and he receives support and guidance from various bodies functioning under him. The following are the various eminent bodies which aid the Principal in implementing the plans in the institution:

IQAC – The IQAC monitors the quality performance of the institution. It discusses the activities of the various committees, helps in resolving problems, if any; and praises the commendable.

Department Level Monitoring Committee (DLMC) – In the DLMC, the faculty members meet every month to discuss the work load, time table, work ethics, conduct of internal-external examinations and all department related matters.

Cells and Committees – Autonomy is granted to all the cells and committees which include Right to Information Cell, SC/ST/OBC Cell, Minority Cell, Anti-Ragging Cell, Grievances and Redressal Cell, Purchasing Committee, Library and Alumni Association.

OCTA (Oriental College Teachers Association) – The **OCTA (Oriental College Teachers Association)**, ensures their maximum co-operation and participation in the endeavours undertaken by the college.

Office – The collective co-operation and distribution of responsibilities and duties at the administrative level strengthens the smooth functioning of their sphere in the institution. They manage matters relating to the faculty and the students.

Service rules – As the college comes under the affiliated system, it is governed by the rules of Bihar State University Service which is formulated by the Government of Bihar. Therefore, the college acts as per the statues of the affiliating university which clearly states the responsibilities and duties of the Management, the Principal and the members of the teaching and non-teaching staff.

Recruitment and promotional policies – The recruitment of teaching and non-teaching faculty members of the institution is as per Government norms, and it is purely based on merit. The teaching faculties are remunerated and given promotions as per UGC packages whereas that of the administrative staff is based on the pay scales fixed by the State Government.

Grievance Redressal Mechanism – The College has a Grievance Redressal Cell which is headed by the Principal and two senior faculty members. The Cell was formulated with the aim of redressing the grievances of the stakeholders.

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Different committee of the college submits their recommendations for development and progress. The college Development committee prepares a draft perspective plan after discussing the recommendations and suggestion obtained from different committees and individually from students and staff. The draft plan is finally placed in the meeting of the Head under the Chairmanship of the Principal to finalize the Perspective institutional plan. The College Constituted different bodies/ cells/committee like Committee for NAAC, IQAC,UGC Cell, Development committee, Purchase committee, Anti- Ragging cell, Student's Grievance Cell, Alumni Cell, Gender Sensitization cell, Placement Cell, College Editorial Board Cultural committee, Sports Committee, Media Cell, RTI Cell, N.S.S. and N.C.C. etc.

Various cells, bodies and committees always work jointly towards the implementation of the institution's strategic plans. Based on a common concern raised by the different cells which function for women empowerment, the college decided to organise a Self-Defence Training Programme for women under the banner of Gender Sensitization cell. This was conducted to serve as a mental support for women which will aid them to fight both personal and social inhibitions and come forward in life to face the varied challenges of life.

Anti ragging cell is working effectively and as a result of it even not a single case of ragging has been reported. Awareness have been brought about it by displaying anti ragging writings on the walls and holding of time to time meetings with the students.

Research committee motivates the faculty members for Major/Minor research and publication by holding meetings with the faculty members.

Library committee considers to improve its condition by bringing qualitative and quantitative changes. All committee/cells are working well in their respective fields implementing their resolutions.

6.3 Faculty Empowerment Strategies

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

Response:

The institution offers complete support and guidance to its stakeholders for fulfilling their various personal needs.

- The Management and the Principal grants leave for research work.
- Duty Leaves are acknowledged for officially sanctioned seminars and workshops.
- The college exercises autonomy regarding the membership and operation of various staff associations.
- Staff Association, headed by its Secretary, is committed to ensure staff welfare and extend its help to members and their families through collective participation.
- Children of the staff are given priority during admission in the Management Quota, provided they have merit.
- Financial help is offered to the children of non-teaching staff who are economically challenged.
- Canteen and recreational facilities are made available for the staff.
- Financial help is offered for the families of deceased staff.
- Funds are contributed to help some non-teaching staff meet the nuptial expenses of their children.
- The college arranges an annual tour which helps in establishing acquaintance and a strong rapport with the families of their co-workers.

The Management of the college grants travelling allowances (AC 2tier) for faculties to attend Seminars/Conferences if their papers are accepted.

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

Response: 10.33

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	18	0	1	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 4.9

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	6	2	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Our institution practices an effective self appraisal system which has been implemented for rating the performance of both faculty and administrative staff. This is enabled through the IQAC which provides the appraisal through the HODs and students' feedback. Every academic year, a self appraisal is prepared by all the faculty members as per the format given by the UGC. It includes details regarding the faculty's academic achievements, training programmes (refresher/orientation courses attended, workshops/conferences/seminars attended, presentation or publication of research papers), innovative undertakings, extension programmes, etc. Likewise a Performa is collected from the students regarding the teacher's quality of teaching, communication skill, teachers' attitude, teaching aids etc. Based on the faculty's self-appraisal and the students' feedbacks, the HODs, IQAC and later the Principal assess the performances of each faculty. The decisions taken are conveyed to the teaching and nonteaching staff by the Principal individually or in categorical/ general meetings.

The assessment of lab staff is based on their ability to hold practical on day-to-day basis and to look after the state of the art instrument in different labs. Their analytical ability is also assessed on the basis of how they prepare solutions/reagents with accuracy. The non-teaching staffs are tasked with the duty of ensuring physical maintenance of the labs.

The appraisal for non-academic employees is done annually to ascertain how they interact with students, their peer group, their discipline and sincerity. They are marked according to their attitude towards their work, sense of responsibility, communication skills and abilities to adhere to time schedule, inter-personal relations, strategic planning, decision-making ability, and also on how they take the initiative to deal with new rules. They are evaluated on the basis of leaves taken, maintaining official records, files and papers in an orderly manner and retrieval of papers with honesty and integrity.

Such regular self-appraisals and feedbacks from the students and the stakeholders motivate the teaching and non-teaching staff to improve their overall academic/ administrative performance. This definitely helps in increasing the quality of the teaching learning process and the administrative performance of our institution.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Accounts of the Funds received other than the management contributions are prepared in the College office and audited as per the norms of the UGC, Government of Bihar and Patliputra University, Patna.

For effective check on the accounts the two tier system is followed:

The Internal Audit and The External Audit.

Internal audit is an independent management function, which involves a continuous and critical appraisal

of the functioning of an entity with a view to suggest improvements thereto and add value to and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system. The internal auditor checks receipts with fee receipts and payments with vouchers and necessary supporting. He also ensures that all payments are duly authorized. The internal audit committee consists of Accountant, Office Superintendent and the internal auditor.

The external auditor conducts statutory audit at the end of financial year.

The account department of the college conduct internal and external financial audit regularly. The account department maintains the records of all the receipt and maintain the income and expenditure and the balance sheet of internal and external incomes. All the supporting documents and vouchers are maintained and recorded. The account section is overall under control of Bursar and Prof.-in-Charge and Secretary, Governing Body of the college. The college sets its income and expenditure audited by reputed Chartered Accountant.

The funds received from the UGC are properly utilized, and timely Utilization Certificates along with the audited accounts prepared by a Chartered Accountant are sent to the UGC. Errors and omissions occurring in the accounts books and registers are initially detected by the Head Accountant and the Principal. If any irregularities found in the audit report it is rectified and re-audited accordingly. The last audit was done during 2018-19. There were no major audit objections.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college ensures optimal utilisation of available resources for its benefit with the help of the Principal, Purchase Committee and the Head Accountant. Being a deficit grant minority college, the salary and other

allowances for both teaching and non-teaching staff is fulfilled by the state government through bank transactions. The faculty members are also financially assisted by the UGC to undertake relevant research work (both Minor and Major Research Projects) and other research enhancements. The college receives funds from the state government under various special heads and this is utilised for the same purpose in the best possible way. The development fund of the college, given by either the UGC or the management, is managed by the Head Accountant with the help of the Purchase Committee. This is used for the general development of the college, which includes improving infrastructure of the institution, beautification of the campus, fulfilling the necessary departmental requirements such as computers, printers, proper internet facility, laboratory equipments, and sufficient number of benches and desks for the students every year.

The examination fee which is collected from the students is fixed by the Patliputra University, Patna and the same is remitted in the University.

The college has well established Accounts Section under the control of Bursar, Prof.-in-Charge and Secretary, Governing Body of the college. It makes strategies for mobilisation of funds and the optional utilisation of resources. It monitors effective and efficient use of financial resources in the college.

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

Response:

Oriental College constituted the Internal Quality Assurance Cell in accordance with the guidelines issued by the NAAC. IQAC has been constituted to work towards the enhancement of quality through internalization of quality culture and institutionalization of best practices, to assure observance of minimum quality standards in academic and administrative performance of the Institution and to develop a system that will contribute towards the quality up gradation of the overall performance of the institution and evolve mechanism for it.

Internal Quality Assurance Cell looks after development of college from all point view i.e. students, teachers, staff and all stakeholders of the college.

The IQAC has initiated different programmes and practices to upgrade the quality of the institution. The below mentioned two programmes are devised focusing on the vision and mission of the institution.

a) Rain Water harvesting

IQAC has initiated rain water harvesting system in the college premises to meet the challenges posed by water crisis. Over the years, the rising population, growing industries and expanding agricultural practices have raised the demand of water supply. Monsoon is still the main hope and source of our agriculture. Hence water conservation had become need of the time. Rainwater harvesting is a way to capture the rainwater at the time of downpour, store that water above the ground or charge the underground water and use it later. As the groundwater resources are depleting, the rainwater harvesting is the only way to solve the water problem.

Our college has a full-fledged Rain Water Harvesting system. This system is functioning well as we are using a big area (approx. 100x50) of building roof for this purpose. A **Plastic Water Storage tank** is installed beside the department of Psychology (little outer area from main college building) to collect rain water falling on roof top in monsoon season. The accumulated rainwater is collected through pipes and is carried to the tank at ground floor and is used in laboratories, toilets, for canteen purposes, for watering the grounds and plants and to clean the campus of college.

b) Plastic free campus

The IQAC has taken initiatives to ensure a plastic free zone. The campus is distinctively a plastic free zone where students abstain from plastic products. The college arranges various awareness programs for plastic free campus at regular basis through the N.S.S. unit. Slogans related to it have been displayed on several places in the college premises. Instead of use of plastic cups, glass cups are used in the college canteen. The sweepers have been strictly instructed to pick-up any plastic goods/materials or waste if it is found in the campus area. As a result of these initiatives college campus remains generally plastic free zone.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Tutorial System

Tutorial system is an educational phenomenon which ensures personal care and attention to every student, and this fosters an intimate and healthy relationship between teachers and students. The students of each department is divided into groups and each group is entrusted with a teacher who personally 'tutors' the students of his/her group. The purpose of this programme is to support and motivate the students in a gracious way and help them reach their set academic and personal goals. If any student is found to have any personal problem, it is identified and proper guidance and counselling is offered to help them overcome it. For introverts and those needing special attention, counselling with parent is also arranged and special strategies are chalked out.

Each tutor helps their students in the overall development of their performance such as problem solving, decision making, oral and written communication, social skills, effective time management in the examination, critical self-assessment, etc. Such activities definitely enable the students to identify their strengths and weakness, and also identify and pursue their individual interests. It has also resulted in recognizing girl students with inherent talents and they are encouraged to express and even develop it. This system has also succeeded in fostering a strong relationship between teachers and students, which helps the students to have an interest and a better understanding of their subjects.

Use of ICT enabled Classroom Teaching

ICT oriented classroom teaching has facilitated maximum academic excellence in the performance of students. In this era of technological advancements, ICT has helped in making the teaching-learning experience more enjoyable. With the use of satellite and internet facilities, the teachers are able to impart the complex instructions and other academic matters more effectively to the students who are able to

comprehend and retain it well in their memory. It has also improved the inquiry-based learning process; comprehension, practical as well as presentation skill of the students through their seminar sessions. Students voluntarily got involved in doing various innovative assignments and projects during their study in this college. In addition to this, teachers are able to give more added information related to the topic that is handled, which is collected through the internet.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 9.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	17	8	10	5

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Various recommendations have been suggested for the quality enhancement of the institution in the first cycle of its accreditation. Majority of them have been implemented. Important of which are as under:

- Regarding the unsatisfactory number of books and space in the **library**, the management has taken proper initiative of extending the library which will include other facilities such as a reading section, stack room, etc. The library has been partially automated and INFLIBNET has been installed. Steps have been taken to increase the number of books in the library, with a special focus on adding recent and up-to-date books.
- Special care was taken by the college to become a part of **the Green Initiatives** which resulted in transforming the campus into a plastic-free and eco-friendly centre of education.
- Another initiative successfully executed was the **updating of the college website**.
- Today the campus enjoys the up-to-date information passed on through **the Public Addressing System**.
- With the special initiative of IQAC, the **college was able to conduct Seminars** for the students which helped in developing their organising, research, leadership and social skills.
- Applying for NAAC accreditation.
- Reducing the gap between administration and students.
- Effects have been put to make college an anti-tobacco zone.
- Spread awareness about blood donation.
- Procuring instruments to make smart classrooms.
- Follows the academic calendar.
- Faculty members are given permission with study leave to enrich their knowledge through seminars, orientation programmes, refresher courses, etc.

IQAC is an effective and efficient internal coordinating and monitoring mechanism. The IQAC meets every quarterly to plan, direct, implement and evaluate the teaching, research and publication activities in the College. The sub-committees dealing with various activities and departments implement the IQAC guidelines and report the feedback.

Every year IQAC devises a yearly Perspective Plan in the beginning of the academic year and also gives an account of the outcome achieved at the end of the academic year.

Student feedback mechanism, self-appraisal by teachers, introduction of teachers training programmes, faculty improvement programmes, encouragement to teachers for research are some of the measures taken for quality sustenance and enhancement as a strategy.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 6

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	0	0	0

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

Safety and Security

It is a fact that there are biological differences between women and men which dictate a difference in social roles and personality and these differences reinforce the notion that men are physically stronger and superior over women. These perception and understanding of socio-economic and cultural factors play roles in sex based discrimination.

There is a genders sensitization and women empowerment cell in the college. It organizes gender equity promotion programmes and looks upon grievances, complaints any discrimination related to gender. Fair treatment of female and male students in accordance with their respective needs is carefully maintained throughout the campus efficiently. The cell creates awareness programmes through lectures, seminars, talks, workshops, debates etc. It also facilitates gender sensitive environment, enabling women and men to maximum of their potential in equal way. The cell also tries to make a forum for open dialogues and discussion on gender issues. It also deals with cases of sexual, psychological, emotional and physical harassment. For strict security measures, CCTV cameras are installed in the college to take account of any ragging or eve-teasing on the premises. The CCTV cameras are also used for surveillance in those areas of

the college where monitoring is needed such as corridors, canteen, entry gate etc.

Our institution has special cell for providing better and proper counselling for girl students to develop their personality and job career. As per the stream and choice of the students the cell provides counselling to brighten their future. First the cell tries to see the potential of each and every student. On the very basis of their potential and interest, career building methods are suggested. Those who are interested in State or Union Civil Services, they are suggested to offer optional papers of their choice and which are marks fetching. They are also provided some tips to write their answers for high score. Relevant books, journals, periodicals and reports are also suggested for preparation. Tips related to obtain high marks in G.K. is also provided.

The college uses specific methods and tools as well as calls guest experts for counselling of girl students for developing confidence with moral ethical values that provide more opportunities and participation in development process and to measure the impact of plan activities on women.

Common Room

Our college has a separate common room for girl students where they pass their leisure period with their peer group, share their thoughts and enjoy leisure time. It has seating capacity of 20-30 girl students with attached washrooms. Girl students use the items of indoor games like Carrom, Ludo, Chess, Newspapers, Magazines, etc. College canteen service is also available on telephonic request for girls' common room.

Dr. Jamal Fatma, Head of the department of Persian is in-charge of girls' common room. She takes care of the problems raised by the girl students. Sometimes girl students complain about games materials, furniture etc. The in-charge tries to solve their problems at her level best.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 15.91

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 350

7.1.3.2 Total annual power requirement (in KWH)

Response: 2200

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 90

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 720

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 800

File Description

Document

Details of lighting power requirements met through LED bulbs

[View Document](#)

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The college is very much conscious about waste management right from its collection, transportation, disposal, treatments, and recycling. Wastes are segregated as solid, liquid and e-waste, and provisions are made to dispose it appropriately.

Solid Waste Management

There are dustbins in the college premises at various fixed locations. Dustbins are placed in every classroom for promoting cleanliness in classrooms and to create a fresh atmosphere for their classroom teaching learning experience. The NSS unit of the college is actively engaged in keeping the campus the clean. It promotes campaign at regular basis and conducts awareness programs on environmental issues. The Patna Municipal Corporation's van collects the garbage of the college on the daily basis for disposal, treatment and recycling.

Liquid Waste Management

The college has a well planned drainage system for liquid waste management system. The building and constructions department of the college always looks after and maintains it.

E-waste Management

All types of e-waste such as old computers, printers, monitors, mother boards, lap-tops, projectors, CFLs etc. are collected and stored in a very safe place thereafter deliver to an authorized agency for further disposal. The college has arrangement of by-back system for old batteries. The suppliers of new batteries take back used batteries.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting is a technology used for collecting and storing rainwater for human use from rooftops, land surfaces or rock catchments using simple techniques such as jars and pots as well as engineered techniques. As the groundwater resources are depleting, the rainwater harvesting is the only way to solve the water problem.

Rainwater is used for multiple purposes and is a simple low-cost technique that requires minimum specific expertise or knowledge and offers many benefits.

Rainwater harvesting systems are viable options both for storing water for college use, for cleanliness and sanitation purposes.

Our college has a full-fledged Rain Water Harvesting system. This system is functioning well as we are using a big area (approx. 100x50) of building roof for this purpose. **A Plastic Water Storage tank** is installed adjacent to the department of Psychology (little outer area from main college building) to collect rain water falling on roof top in monsoon season. The accumulated rainwater is collected through pipes and is carried to the tank at ground floor and is used in laboratories, toilets, for canteen purposes, for watering the grounds and plants and to clean the campus of college. Besides the roof water collection, care is taken not to squander rain water by the use of small canals and pipes.

In the next phase, our college is planning to construct the second reservoir for purification of rain water which can be pumped in the overhead tanks so that it can be utilized for different purposes that are mentioned above.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

In our campus, environment friendly practices are clubbed with education to stimulate values in the students.

In our college it is notified that teachers, non-teaching staff members and students will come to the college by bicycle thrice in a month for environment protection and we strictly follow this instruction. The college has dedicated space for the bicycle stand and free pass is made available to students to encourage them to come on cycle instead of carbon emitting vehicles.

A sensible approach regarding transport system has reduced the number of fossil fuel engines running around, making the campus more nature friendly. The college is located on the main road in Patna City. Public transport system is available round the clock at college gate. Most of the college staff and students use public transport to attend the college due to its availability and suitability. The ever motivating teaching staff also opts the system of “share a cab” in which four or five members coming from the same route pool a car for their commuting, thus cutting down the possible emission level to almost one fourth.

Our institution has pedestrian friendly roads in its premises. The roads are very neat and clean and smooth which are linked by pedestrian.

The IQAC has taken initiatives to ensure a plastic free zone. The campus is distinctively a plastic free zone where students abstain from plastic products. The college arranges various awareness programs for plastic free campus at regular basis through the N.S.S. unit. Slogans related to it have been displayed on several places in the college premises. The sweepers have been strictly instructed to pick-up any plastic goods/materials or waste if it is found in the campus area. As a result of these initiatives college campus remains generally plastic free zone.

The college has initiated various practices for environment friendly and eco-friendly through the plantation to make premises green. The college has worked towards green landscaping by planting varieties of trees and plants and has developed a green herbal garden in which medicinal plants and herbs whose botanical and common names are mentioned. The college conducts green audit of its campus from time to time through the Department of Botany to maintain biological oxygen demand.

The college saves lighting by using energy saving lamp, as LED lamps, energy efficient air conditioners and other power devices. It is ensured that all fans, lights, monitors and other electrical appliances are switched off after everybody leaves the college. The college has installed a solar light plate on its roof to use solar energy for further energy conservation.

Optimal utilisation of paper results in minimal paper waste. The information to various departments, faculty members and students is being sent through e-mail and college website. The office, Account Section, Examination Section, Library are completely computerized, documents and papers are in digital form for ensuring the paperless office culture that help in maintaining the environment.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.72

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.95	2.5	0.10	0.03	0.04

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 13

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	3	4	4

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 11

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	3	3	2

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: Yes	
File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years				
Response: 12				
7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years				
2018-19	2017-18	2016-17	2015-16	2014-15
1	0	3	2	6
File Description	Document			
List of activities conducted for promotion of universal values	View Document			

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college takes great privilege in organizing the celebration of various national festivals. Our College observes national days such as Independence Day and Republic Day on which the national flag is hoisted by the Principal followed by his message and NCC parade. The college imparts the feeling of patriotism in students and staff members by celebrating the national festivals every year. Great heroes of our freedom struggle are remembered and their sacrifices for the nation are described by the speakers. In all the above events teachers, staff and students participate with great enthusiasm and perform academic and cultural activities.

The college also organizes the events to commemorate the birth and death anniversaries of famous personalities like Mahatma Gandhi, Dr. Sarvpalli Radhakrishnan, Maulana AbulKalam Azad and others so as to familiarize the students with the contribution that these respective personalities have made in the process of nation building and paving the way for its present and future developments. We have organized birth anniversary of Maulana Abul Kalam Azad. On this occasion, the faculties gave lectures on Maulana's patriotism, sacrifices and contributions. Large number of faculty members, non-teaching staff members and students participated in this event. Other such related programmes have been also organized time to time. Seminar, Debate and Mushaira are organized every year.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college practices transparency in all its undertakings, including decisions taken and implemented, flow of information, utilisation of finance, academic and administrative matters. The utilization certificates are submitted on time, along with the conduct of auditing every year.

The distribution of funds to different departments is done as per the budget allocation. The institution has various committees like purchase committee / Building /development Committee with the professor In-charge / Principal and Bursar of the college as its important members, to monitor the effective and efficient use of available resources.

The accounts department of the college maintains the records of all the receipt of income and expenditure and the balance sheets. All the supporting documents and vouchers are maintained and recorded. The college maintains the statement of account and balance sheet by Chartered Accountant. To ensure administrative transparency the college functions as per the guidelines formulated by the Patliputra University, Patna and Governing body of the college.

Payments to all creditors are also done by NEFT/RTGS. Biometric attendance is taken for all the college staff members. The Right to Information Cell is constituted in the College, with a teaching faculty as its convener, and this serves as an explicit proof of the college's transparent dealings.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice - I

Title: - Thought for the day

Objective: - The main objective of such practice in our college is to inculcate social, moral, personal, educational and political values among the students. It has been observed that such values are seriously lacking among today's young generation across rural and urban settlements which cause great hindrance among them in leading a successful life. These values are very much helpful for overall personality development of the students. It will also promote the sense of nationality among the students.

The Context: - Deterioration of human values has become a phenomenon in many nations, including India. It's depressing to see the newspaper early in the morning to witness various murder and rape cases. Programs telecasting about various ill-treatments of woman and deaths and accidents score a greater a viewing rate as compared to any discovery channel or something useful. The increasing practice of doing everything just for the sake of money has killed the minute pieces of kindness. The main cause for the rise of such uncivilized grounds of terror and hatred is just the result of inappropriate educational values right from the childhood and nil importance to human values which need to be imbibed to the student at an early level. This trend of decline in human values does not only pose serious threat to the future course of development of the country but even for its survival, respect and authority itself. Though, change in human values in younger generation is inevitable with time but the decline in younger generation is at an alarming rate. Degraded moral values have become a fashion for them. The need of the hour is to acknowledge the magnitude of imparting good values in them so that they can differentiate between right and wrong. It devolves on the parents, teachers and society to imbibe the desired human values in the younger generation.

The Practice: - A White –Board is hanged at the gate of the Principal Chamber. Every day one thought for the day is written on the board so that every student, teachers and the college staff could see that easily. Students are also encouraged to write down the thought for the day. The Principal of the college has strictly instructed to maintain this practice so that better human values could inculcate among students and other college staff as well. It is always tried that every morning at least one good thought must be displayed on the college white board. The Vice Principal of the college takes pain to maintain this practice regularly.

Evidence of Success: -Because of this practice, earmarked improvement has been noticed among the behaviour of the students and other college staff as well. Discipline and punctuality is specially improved among the students.

Problems Encountered and Resources required: - As this practice is hassle free practice, so no problem is encountered during the implementation of this practice. A white-board, Blue or Black Marker Pen and a piece of cloth or duster is only requirement for the successful implementation of this practice.

Best Practice - II

Title – Conservation of fuel

Objectives and context:

Almost for everything we depend on fuel from cooking to automobile. Fuel plays an indispensable role in life. Without fuel, it is impossible to image life but currently we are facing fuel crisis and the cost of fuel is rising rapidly.

Burning fuels can produce energy and harmful substances that can be mixed in the air which will affect our health in a bad manner. They also cause harm to plants and animal's environment gets suffering and global warming makes its way. Thus it is extremely important to conserve fuel and protect our environment.

Fuel can be conserved by proper and planned use of vehicles. Vehicle must not be used for shorter distances; bicycle and walking must be encouraged. These methods provide physical exercise to our body and maintain proper health, saving fuel can save our money too. The awareness of fuel conservation must be spread for better future.

Practice:-

Keeping all these things in mind the entire college staff with the leadership of our principal decided to observe thrice in a month "A vehicle free day". In our college it is notified that teachers, non-teaching staff members and students will come to the college by bicycle thrice in a month for environment protection and we strictly follow this instruction. So, all teachers, non-teaching staff and students will not use the vehicle to come to college.

The college has dedicated space for the bicycle stand and free pass is made available to students to encourage them to come on cycle instead of carbon emitting vehicles.

A sensible approach regarding transport system has reduced the number of fossil fuel engines running around, making the campus more nature friendly. The college is located on the main road in Patna City. Public transport system is available round the clock at college gate. Most of the college staff and students use public transport to attend the college due to its availability and suitability. The ever motivating teaching staff also opts the system of "share a cab" in which four or five members coming from the same route pool a car for their commuting, thus cutting down the possible emission level to almost one fourth.

Teaching and non teaching staff and student who stay nearby places come by walking those who stay far away from the college use public transportation to attend the college due to its availability and suitability.

Problems Encountered:

During implementation of this practice, no problem encountered, every one readily agreed positively for implementing this practice. The Students, teachers, non-teaching staff and the Principal also follow this practice and contribute the environment.

Evidence of Success:

Approximately every month nearly 1000 litre of Fuel (Petrol) is saved and it is a bit of contribution towards energy conservation and environment.

By this way we are saving fuel and contributing a little in the reduction of pollution. It has also helped everybody to understand more about the moral responsibility of every citizen.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The institution imparts general education for all in general and for the female section in particular. The college keeps a vigil eye on each and every opportunity to empower the females of today who feel unsecured and unsafe in the present scenario. Empowering females of today to participate fully in economic life across all sectors is essential. The college has chalked out special plans to promote gender equality by ensuring health, safety and well-being of female students. They are projected and promoted to give out their skills by taking the community services into consideration. They are prepared to face and meet the challenges of present scenario by giving their best. The college provides platform to the female students to chisel their latent talent in all the fields. The following steps have been taken for the women empowerment in the college.

- Organizing programs to build self-esteem and confidence.
- Awareness programs related to health and hygiene.
- Legal rights awareness program.
- Arrange talks about issues like gender equality.
- Arrange talks related to value based education.
- Training program for making safety and security.
- Teaching skills to do the best for community or society.
- Providing quality educations in all disciplines.
- Bringing more and more of those deprived into the fold of formal and higher education.
- Committed to provide a healthy blend of tradition and modernity in education and looks for innovative pedagogy in teaching research and extension activities.
- Creating an environment of intellectual competence, scientific temper, environment consciousness, and awareness towards social responsibilities.
- Educating the new generation in contemporary knowledge and skill to meet the challenges of nation building.
- Inculcating a sense of moral values, national pride and universal brotherhood among students.

The college has created a special niche for itself in the past more than two decades. Our institution has always stood for the cause of humanity. The vision behind the establishment of the institution was very philanthropist. The founders of this institution were of the view to have an open access to learning in respect of caste, colour and creed with specific focusing on Muslim Minority Community.

The college is built and stands on the core values of nationalism, dedication, commitment to social cause

and integrity. Service before self in all academic and administrative affairs of the college. The values are explicitly reflected in the ethos of the college in its quest for excellence, student centric approach, women centric practices, social outreach, promotion of use of technology and international co-operation as it serves the cross section of the society.

The college follows a three-fold system with academic, co-curricular and extra-curricular programmes. The academic design is based on enhancing and empowering the knowledge base of the students. In addition to a dynamic curriculum, umpteen opportunities are provided to the students for their holistic growth and actualization of their potentials.

NAAC

5. CONCLUSION

Additional Information :

The College is one of the oldest and premier institutions located at Ashok Rajpath (Main thorough fare of the city) under Patliputra University, covering the vast area of minorities marginalized and deprived section of the societies. It has pride to be the single Muslim Minority Degree college in the State Capital.

It is striving hard to attain excellence in all spheres of higher education and extracurricular activities. It has a history of glorious tradition and highly reported persons have been attached to it. The faculty members are dedicated and have proven expertise in their respective subjects. It is preparing the students to excel academically, professionally and personally for their meaningful and bright future. We support each student to achieve their potential through our caring and encouraging approach. The College is destined to play constructive and dynamic role in the field of Higher Education and in the national progress as well. The alumni of the College are occupying prestigious position in academic and administrative life in various organizations at national and international level.

Concluding Remarks :

The college is being located on main thorough fare in dense populated area of the eastern part of the state capital, the teaching-learning experience of the teachers as well as the students are always in tune with the surrounding. Presently the college has 18 departments of which majority of faculties are Ph.D degree holders, about 11 are research guides and many of their research scholars have been awarded Ph.D degree Besides fulfilling the requirements of higher education in the locality for all sections of society, the college takes initiatives to address any socio-environment issues, if emerges. At the same time it imparts awareness among community regarding the same. The vision of the management in starting a higher education institution in this remote area shows the commitment of the management in the development of the youth in the locality. Thousands of students have graduated from the college and are now working in various walks of life in India and abroad. Educational development among deprived, neglected specially minority of this area is mainly due to the establishment of this college. In fifty five years of its journey the college acclaims producing Vice Chancellor, many towering personalities who have been serving the nation and society in various fields. The college is treading over the path of excellence in higher education with discharging its social responsibilities, maintaining core values and thus contributing to overall national development.

With diverse departments teaching different disciplines and research activities, co-curricular and extracurricular activities, it was impossible to complete this mammoth task without the active participation of different departments & conveners, different societies, committees, NSS, NCC, Sports and other extracurricular societies of the college. Their valuable inputs and continuous efforts have contributed immensely to the finalization of the document.