

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the 32.46perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1.8 AQAR for the year (for example 2010-11)

2017-18 (01 July 2017 - 30 June, 2018)

I. Details of the Institution

1.1 Name of the Institution

College of Commerce, Arts and Science Patna

1.2 Address Line 1

In front of Rajendra Nagar, Railway Station

Address Line 2

Main Road, Kankarbagh

City/Town

Patna

State

Bihar

Pin Code

800020

Institution e-mail address

Principalcocaspatna@gmail.com

Contact Nos.

9431049871

Name of the Head of the Institution:

Prof. Tapan Kumar Shandilya

Tel. No. with STD Code:

0612 - 2350136

Mobile:

9431049871

Name of the IQAC Co-ordinator:

Prof. Girish Kumar Sinha

Mobile:

+919472029067

IQAC e-mail address

iqaccocaspatna@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

BRCOGN13818

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC DATE March 08,2009

1.5 Website address:

www.cocaspatna.ac.in

Web-link of the AQAR:

http://www.cocaspatna.ac.in/iqac/aqar_cocas_patna_2017-18.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.92	2009	2014
2	2 nd Cycle	A	3.10	2016	2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

15/07/2010

Autonomy by State/Central Govt. / University	<input type="text"/>		<input type="text"/>
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text" value="College of Excellence by State HRD"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="03"/>
2.9 Total No. of members	<input type="text" value="20 (Including the principal as chairperson)"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="06"/> Faculty <input type="text" value="02"/>
Non-Teaching Staff	<input type="text" value="02"/>
Students	<input type="text" value="01"/>
Alumni	<input type="text" value="01"/>
Others	<input type="text" value="01"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The College IQAC was constituted in 2010 and has been regularly reconstituted following the UGC regulation. The present committee was formed in May, 2018. The IQAC committee, comprising external members, deliberates on specific quality related issues and suggests to the college strategies and processes on the same. These suggestions from the IQAC are referred to the statutory authorities of the college, like the Principal or NAAC Co-ordinator, for discussion and subsequent implementation. The IQAC also gather and analyse quality parameters in terms of teaching learning-evaluation, research & consultancy, student progression and activities, governance and others from the College and its stakeholders to comprehend the progress of the college in academics and research.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1.Improvement of academic atmosphere	Positive efforts are being made
2. Annual academic audit	A committee has been constituted and assigned with the responsibility to do academic audit.
3.Annual environmental audit	An another committee has been constituted and assigned the

	responsibility to do annual environmental audit
4.To develop new college website with 10 GB memory and unlimited bandwidth	Done
5.Online prospectus and admission	Partly Done Ma
6. Online Journals to be published by college faculties	In process
7. CCTV surveillance by IP Cameras	Partly Done
8. Annual three day public extension event “STRIDE 2017” To be organized from 20 December to 22 December 2017.	Done
9.Voter list preparation and conducting student union election	Done
10. Regular sport events as per the Magadh University/ Patliputra University sports and games calendar for annual sports	Done
11. Digitalization of classes and developing smart classrooms.	Partly Done

* Attach the Academic Calendar of the year as Annexure. [not published in our university]

2.15 Whether the AQAR was placed in statutory body Yes ✓ No

Management Syndicate Any other body ✓ (In IQAC)

Provide the details of the action taken

AQAR was approved.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	14	-	-	-
PG	18	1 (MCA)	3	2
UG	27	-	08 (Vocational)	08 (Vocational)
PG Diploma	2	-	2	2
Advanced Diploma	5	-	5	5
Diploma	1	-	1	1
Certificate	3	-	3	3
Others				
Total	70	1	22	21
Interdisciplinary	1	-	1	1
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

All UG Level Programs in traditional and vocational subjects (65),
Elective option : PG level programs (16), Add on courses (08)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	-
Annual	25

1.3 Feedback from stakeholders* Alumni ✓ Parents ✓ Employers
Students ✓

(On all aspects)

Mode of feedback : Online Manual ✓ Co-operating schools (for PE)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NONE

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

	Total	Asst. Professors	Associate Professors	Professors	Others
2.1 Total No. of permanent faculty	124	26	75	22	

2.2 No. of permanent faculty with Ph.D

120

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Sanctioned 131									
Working 119									

2.4 No. of Guest and Visiting faculty and Temporary faculty : All together 52

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	20	06
Presented papers	06	16	-
Resource Persons	02	-	04

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- The college encourages student-centric learning through group learning, tutorials, interactions with experts from India and abroad, visits to industry and taking internship, arranging group seminars and projects among others. Field survey by students, motivating students to register for various MOOC courses and adopting low cost simple experiments to feel the pleasure of learning science is being encouraged.

2.7 Total No. of actual teaching days during this academic year

231

2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Forum Discussion among student having faculty as members of group started in different departments, MCQ tests conducted in classes. Final examinations/ evaluation work are conducted as per the rules of the affiliating university because the college is a constituent unit of Patliputra University (Formerly Magadh University)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

14

2.10 Average percentage of attendance of students : 78%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (H)	2472	13%	79%	8%	-	88%
B.Sc (H)	1805	18%	72%	10%	-	96%
B.Com (H)	2230	12.5%	80.5%	7%	-	94%
M.A.	1024	15%	78%	07%	-	95%
M.Sc	401	18%	72%	10%	-	97%
M.Com	220	19%	70%	11%	-	96%
Vocational Courses (Graduate)	449	13%	67%	20%	-	97%
Add-On	133	14%	66%	20%	-	96%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC has empowered an internal curriculum monitoring committee to have regular meetings with the heads of different departments, faculty members and course coordinators in which matters regarding internal evaluation of students and their performance related issues are discussed. This committee gives consideration to the feedback of students and necessary steps are taken there upon for overall improvement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	05
HRD programmes	02
Orientation programmes	05
Faculty exchange programme	-
Staff training conducted by the university	-

Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	03
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06			
Technical Staff	114	57		

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The research advisory committee of college supervises research related activities and the issues needed to be taken note of for the overall improvement of research environment is discussed with the principal of college. A proposal has been submitted to the science and technology department of Bihar for establishing a central instrumentation facility in the campus. Faculty members are involved in frontier areas of research which considers immediate societal needs.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	01	-	03
Outlay in Rs. Lakhs	18,52,600	4,26,000	-	18,52,600

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	-	-	06
Outlay in Rs. Lakhs	5,19,500	-	-	5,19,500

3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	-	-
Non-Peer Review Journals	-	08	15
e-Journals	03	-	-
Conference proceedings	11	-	
-			

3.5 Details on Impact factor of publications:

Range 0.5 -3.75 Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects	5 JRF P.hd	UGC	Fellowship	

<i>(other than compulsory by the University)</i>	Projects		Amount	
Any other(Specify)				
Total	05		Rs 81,000 pm including HRA	

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : NA

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE From Govt of Bihar Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	01	-	2
Sponsoring agencies	-	-	Self	-	Self

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
03		02	01			

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them 110/140

3.19 No. of Ph.D. awarded by faculty from the Institution : 27

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

10

NSS

11

Any other

NONE

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Annual stride function
- Teaching by our faculties to the children downtrodden and slum areas.
- Workshop for empowering govt teachers by our faculties.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.89 acres	None	-	-
Class rooms	23	02	Mu and Local Development Fund	25
Laboratories	20	None	20	-
Seminar Halls	None	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	01	Project Fund	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others				

4.2 Computerization of administration and library

Computerization of general/administrative section has been taken up.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	40,830	NA	-	-	40,830	
Reference Books	10,803				10,803	
e-Books						
Journals						

e-Journals							
Digital Database							
CD & Video							
Others (specify)							

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	178	07	Wifi Campus	10	-	05	143	1
Added	12	-	-	-	-	02	-	-
Total	190	07	-	10	-	7	143	1

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Training provided to selected teachers and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	45,370
ii) Campus Infrastructure and facilities	22,42,452
iii) Equipments	6,12,582
iv) Others	NA

Total : 29,00,404

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Different societies in the college, work to enhance student support and progression. An initiative has been taken to organize remedial classes for slow learners . IQAC takes feedback of students about various support services provided to them. The Academic teaching and learning subcommittee collects subject-wise feedback at the end of each semester. Stakeholder relationship subcommittee collects feedback from students at the time of passing out regarding support services like Accounts, Library, Training and Placement etc. The feedback is analysed and shared with college administration, to enhance their awareness about Student Support Services.

5.2 Efforts made by the institution for tracking the progression

Students feedback was seriously given consideration, Extra classes held and remedial classes also were managed in consultation with all the Hods. All these efforts resulted into a good progression of students

UG	PG	Ph. D.	Others
7693	3210	87	Nil

(b) No. of students outside the state

238

(c) No. of international students

None

Men	No	%	Women	No	%
	7143	65		3847	35

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
6506	921	224	5946	13	10634	6638	802	201	6112	16	13769

Demand ratio 4.6:1 Dropout % 6%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="09"/>	SET/SLET	<input type="text" value="0"/>	GATE	<input type="text" value="00"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text" value="42"/>

5.6 Details of student counselling and career guidance

The Career Counseling and Placement Cell has been set up in the college to offer to the students as sense of direction and an exposure to the range of openings and job possibilities available to them as they pass out of the college.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	297	27	

5.8 Details of gender sensitization programmes

The Gender Sensitization Committee appointed two gender champions and enrolled a number of students from various classes to work as Gender Volunteers. A workshop was organized in the college for these students by inviting experts to enable them to understand the issue of Gender and to train them to conduct workshops for college students in the coming sessions on a continuous basis.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

NSS and NCC Students of College took initiative to become a part of campaign against dowry. Students made a human chain against dowry.

5.13 Major grievances of students (if any) redressed: -

Water purifier facility installed at many places

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college monogram comprises a triangle enclosed in circle motifs of a book, a lotus and a swan, symbolizing the quest for knowledge, purity and integrity.

Vision – To create a class of intellectually morally and spiritually sound and committed citizens who will become a human resource of high calibre to cater the needs of the society and the country as a whole.

Developing an educational setup that will bring out a transformative change in the society by nurturing high moral and spiritual values in students, giving quality education in multiple disciplines, empowering the society through knowledge and quality research and fostering creativity and entrepreneurship in students and in this way making students a capable global citizen.

Mission : catering education to all, providing equal opportunity to poor and downtrodden.

The college moves ahead with the mission of developing and maintaining a human repository of knowledge, disseminating it among the students and creating new and relevant insights in diverse disciplines through state of art research. The college aims to inculcate positive human values in its

students and making them capable global citizens sensitive to human and environmental issues and at the same time quality professionals in their respective fields.

6.2 Does the Institution has a management Information System

Complete management information system is not there. However, the college has computerized administrative office, admission office and cash section. The college plans to adopt complete management information system in near future.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college is a constituent unit of Patliputra University (Formerly Magadh University) and heirs to the curriculum prescribed by the university. However, an internal committee is there which is responsible to discover possibilities of meeting out the contemporary requirement of students in global perspective within the prescribed curricular constraint as far as possible. This committee acts as a watchdog to formulate principles and see whether the curriculum delivery is up to date and timely or not

6.3.2 Teaching and Learning

Many of innovations in teaching in learning is practiced mainly in science faculties. Use of internet and smart classes and project based learning is encouraged. Feedbacks from teachers and HODs are periodically discussed and appropriate remedial steps are taken as and when required.

6.3.3 Examination and Evaluation

Since the college is a constituent unit of Patliputra University (Formerly Magadh University) so it adheres to examination and evaluation rules prescribed by the university. However, periodical internal examinations, class tests and quizzes are regularly being organized to assess the day-to-day progress of students. A especially designed concept inventory developed by our esteemed faculties is taken help of to diagnose individual and particular weakness of students

6.3.4 Research and Development

A research development and advisory committee is there to ponder and advise ways and means to promote the research activities in campus. Our college is a leading higher educational institution and one of the oldest college of Bihar which is known for quality teaching and research. However, our volume of research is not so impressive but quality of research is worth sighting and the research works of our highly qualified and acclaimed faculties and even of our research students are published in journals of moderately high impact factors.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Partial automation of library is there but in near future we plan to have a completely automated library, ICT and physical infrastructure.

6.3.6 Human Resource Management

Decentralization of work, delegation of duties and fixing proper accountability are being followed. Constant efforts are being made to promote and upgrade the individual skills of our non-teaching employees and all non-teaching official workers.

6.3.7 Faculty and Staff recruitment

Permanent recruitment of faculty and staff are made as per UGC guideline by specific recruiting bodies of the state Government and the man power allocation is then made to different universities. The university then fills up vacancies as reported from its constituent units and university departments. Hence the college is dependent on the university /state government and all recruitments and makes only contractual appointments for self-financing vocational course

6.3.8 Industry Interaction / Collaboration

Not any new.

6.3.9 Admission of Students

By introducing online admission in a few courses the transparency has been a little bit enhanced in vocational courses application are invited through newspaper advertisements and college website, followed by written tests and interview of shortlisted candidates.

6.4 Welfare schemes for

Teaching	Group Insurance, Employees welfare fund, teachers association welfare fund.
Non teaching	Group Insurance, Employees welfare fund,
Students	Poor boys funds, Minority fund, Merit Scholarship,

6.5 Total corpus fund generated – 1 crore approx

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Principal, Heads of different departments, NAAC coordinator
Administrative	Yes	State Govt/ University Auditors		

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The college being a constituent unit of Patliputra University is not empowered to undertake examination reforms.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The college being a constituent unit of Patliputra University (Formerly Magadh University) adheres to the rules and regulations of University. However, some degree of academic autonomy exists in the self financing vocational courses/ Add on courses departments were new, innovative and student centric teaching and research activities have been initiated.

6.11 Activities and support from the Alumni Association

Alumnis of college (being members of alumni association) are in regular contact with the secretary Dr. Rajeev Ranjan. Having a concern for their alma mater the alumni communicate to Dr. Rajeev Ranjan the strength and weaknesses which they observe who in turn communicate to the IQAC for necessary action. Greening and cleaning of the campus, strengthening of the placement cell were some of the important suggestions. Which have been accepted by the college authorities.

6.12 Activities and support from the Parent – Teacher Association

Since the college commands a large student intake in its different departments, selected departments whole parent teacher association meeting every year. Parents while appreciating the efforts of the institution to usher in all round development, stress on the need to make their wards competent for job. Some of the parents attend sports events, visit campus as morning walkers and keep themselves informed about college activities.

6.13 Development programmes for support staff

Regular meeting held with them

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation drive done, concept development for water harvesting and uses of alternative sources of energy, less use of paper through gradual digitization of office work, maintainence of the numerous garden and botanical park and being a part of swachh bharat abhiyaan are some of the eco-friendly activities undertaken by this college.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. To sensitize the students about physically and mentally challenged people, NSS volunteers prepared and performed a street play called 'Jagane ka Apraadh' on 30th September, 2017.
2. Blood Donation camps
3. Public extension services like free clinical helps and tests.
4. Workshop by college faculties for popularization of science.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

New college website with 10 GB memory and unlimited bandwidth www.cocaspatna.ac.in has been created. CCTV has been installed in the campus. A three day public extension event "STRIDE 2017" was held from Dec 20 – Dec 22, 2017. Student Union Election was successfully held. College Students participated in annual sports activity of university "Tarang". Individual login id provided to students

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Vermicomposting and solid waste disposal
2. public extension activities (STRIDE).

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

1. Plantation activities and initiatives under swacchata abhiyan.
2. Students took out rallies to promote environmental awareness amongst the public

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTH

- Top quality human resources
- Research oriented educational environment
- Fostering a culture of collaborative and participatory research of the highest standard
- Emphasis on industry-institute partnerships
- Providing critical support for the differently-abled individuals and for socially challenged students

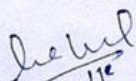
The college gives great importance to all round development of the students by striking a balance between academic and extra-curricular activities. For comprehensive development of the students various workshops, Quizzes, group discussions, debates, poetry writing competition and panel discussions are organized with a special focus on music, dance, dramatics and personality development programs.

WEAKNESS • Paucity of fund hampering the infrastructural development • Space crunch particularly because of the urban-centric nature of the University. As there is absence of open area for sports activities like a playground we have to compromise in those games which need this facility like cricket, hockey, badminton etc.

8. Plans of institution for next year

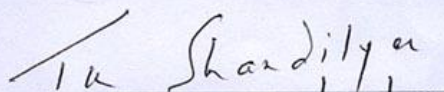
1. Establishing a central instrumentation facility in college premises
2. Upgradation of laboratories.
3. Procurement of E-Journals through N-list through INFLIBNET.
4. Introduction of MOOC courses by our own faculties.
5. Upgrading Sports infrastructure.
6. Enhancement of research activities, student research project, collaboration and exchange programs.
7. Complete automation of library.

Name Prof. Girish Kumar Sinha


31/12/18

Signature of the Coordinator, IQAC

Name Prof. (Dr) Tapan Kumar Shandilya


31/12/18

Signature of the Chairperson, IQAC

ANNEXURE


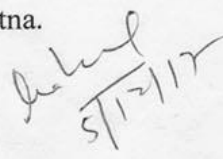
Annexure

①

Date: 05/12/2017

First meeting of the newly constituted Internal Quality Assurance Cell (IQAC) was held in the conference hall of the college at 11:30 a.m. It was chaired by the Principal, Prof. Jainendra Kumar and following members were present along with the convener/ coordinator of (IQAC), Prof. Girish Kumar Sinha, Head of the Department of Chemistry of the college –

1. Prof. Jagdish Ojha, Former Professor and Head of the Department of Zoology, T.M. Bhagalpur University, Bhagalpur, At Rd. No. 01, Rajendra Nagar, Patna.
2. Prof. Hiralal Singh, Department of Geography, COCAS, Patna.
3. Prof. Indra Kant Chaudhary, Department of Maithili, COCAS, Patna.
4. Prof. Kaushlendra Kumar Singh, Department of Sociology, COCAS, Patna.
5. Prof. Mangla Rani, Department of Hindi, COCAS, Patna.
6. Prof. Jaimangal Deo, Department of Psychology, COCAS, Patna.
7. Prof. Bindu Singh, Department of Zoology, COCAS, Patna.
8. Prof. Umesh Prasad, Department of Economics, COCAS, Patna.
9. Prof. Sushil Kumar Singh, Department of Physics, COCAS, Patna.
10. Prof. Manoj Kumar, Department of Botany, COCAS, Patna.
11. Prof. Arvind Adityaraj, Department of Political Science, COCAS, Patna.
12. Dr. Manoj Kumar (II), Department of Botany, COCAS, Patna.
13. Prof. S.I. Quadri, Department of Urdu, COCAS, Patna.
14. Prof. Rimjhim Prasad, Department of Botany, COCAS, Patna.
15. Prof. Imtiaz Hassan, Department of Botany, COCAS, Patna.
16. Shri Anup Kumar, Asha Constructions Pvt. Ltd., Patna.
17. Shri Rajaram Singh, Retd. Executive Engineer (irrigation), Danapur, Patna.
18. Shri Nirbhay Shankar (Alumnus), Paththar Ki Masjid, Patna.


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(2)

(Honorable members Shri Jagdish Sharma, Former Scientist E. BARC, Trombay and Shri Ajit Yadav, Assistant Director, Horticulture, Mithapur, Patna could not attend the meeting.)

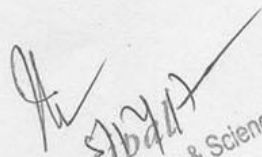
All members attending the meeting signed in the proceeding register.

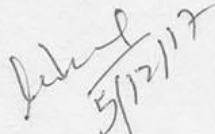
J. Sharma
Principal
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J. Yadav
5/12/12

Agenda

1. Improvement in academic atmosphere.
2. Annual academic audit.
3. Annual environmental audit.
4. New college website with 10GB memory and unlimited bandwidth.
5. Online admission and online prospectus.
6. Online journals published by college faculty.
7. CCTV surveillance by IP cameras.
8. Annual three day public extension event, STRIDE 2017 from 20th December to 22nd December, 2017.
9. Student union election preparation and voter list.
10. Overall development of the departments in relation to infrastructure, books, instruments, equipments, computer / peripherals, chemicals and reagents.
11. Regular sport events as per the Magadh University Sports and Games Calendar and annual sports.
12. Any other matter.


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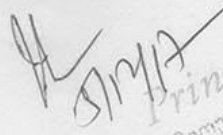
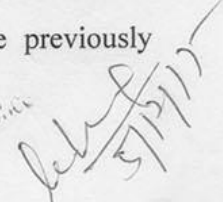

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Resolutions adopted unanimously –

1. The members recommended and resolved that the office of the principal should take a stock of the measures to improve and evolve the general academic ambience of the institution with the help of different committees assigned with varying purposes and tasks. Principal was authorized to bring forth new proposals to add and improve the existing teaching-learning mechanisms and get them approved by the IQAC in the next meeting.
2. It was resolved and recommended that annual academic audit be carried out regularly. There should be two-tier process. The college would have one Internal Academic Audit Committee (IAAC) and one External Academic Audit Committee (EAAC). After the IAAC carries out its internal assessment and audit of the academic activities at the end of an academic session, the report shall be put to the EAAC to validate it through its own mechanism of inspection, assessment and verification. The EAAC will submit the final report to the Convener of the IQAC for approval by the body and further planning.
3. It was resolved that annual Environment audit should also be carried out for the institution by an external agency or committee. One member of the Steering Committee for NAAC attending the session as a special invitee proposed that social audit of the institution may also be carried annually. It was approved by the members unanimously and it was suggested that the topic may be discussed in detail in some later meeting.
4. The members discussed about the paucity of teachers in some departments, such as the department of Zoology, because of which teaching-learning is severely hampered. It was suggested that the office of the principal may employ qualified guest teachers on contract and may arrange class-wise

payment to them as per the UGC norms drawing funds from the self financed course/s attached to the department or run by the department.

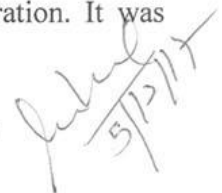
5. Need of a better and larger website for the college was discussed. The members also discussed the feasibility and usefulness of online admission process and software aided office working. It was resolved that the principal should initiate the process of inviting quotations for a new college website (design, development and reliable hosting) by putting a suitable notice on the college notice board as soon as possible so that the process can be completed by the end of the year or by early January 2018 and students can make use of it in the new year. The website must have an integrated system of online admission process for all classes along with the facilities regarding sufficient number of e-mails, large memory for upload and maintenance of different kinds of teaching materials/periodicals for the benefit of students and researchers. It was recommended that the website may also comprise several other features that may be helpful for the upkeep of college records, students'/teachers' profiles etc.
6. The IQAC unanimously approved the concept of having at least six online research journals to be published by the college with in-house editorial boards assisted by eminent experts and referees from outside. It was resolved that the journals should have proper registration and ISSN number and these should always publish standard, original and unpublished articles/research papers. Periodicity of the journals may be decided by the editorial board members accordingly.
7. It was resolved that the institution must have CCTV surveillance system in-place as soon as possible as the older installation is out of order and defunct as per the report. It was brought to the notice of the members that lack of maintenance and wire damages resulted in the crash of the previously


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installed system. It was resolved that suitable number of wireless IP cameras should be installed instead of wired ones and quotations should be invited for suitable bidders as early as possible.

8. It was resolved that like previous years, the college should revive/organize the 3-day public extension event STRIDE in the month of December as previously done. It was brought to the notice of all that NAAC peer teams on both occasions (in 2009 and 2015) had highly appreciated the practice and specific mentions were made in their reports submitted with the institution. The principal proposed the dates for STRIDE 2017 as 20th of December to 22nd of December 2017 for the same and the proposal was approved.
9. It was resolved that the principal should form a committee to initiate the preparations for holding Students Union election as and when notified by the university as per the recommendations/directives of the Govt./Chancellor's office.
10. Regarding overall development of the departments' infrastructure and teaching related activities/protocols, it was resolved that the principal may invite the departments to submit their proposals and take actions accordingly as per the availability of funds and resources.
11. Members discussed about the facilities regarding sports and games in the college and recommended that the institution should motivate its students to excel in different sports/games mentioned in the University's Sports calendar. It was resolved that the college must organize annual sport event regularly. It was also resolved that the college must organize annual cultural meet.
12. Under 'Any other matter' of the agenda, a proposal to start a new 3-year degree vocational course in Pharmacy came up for consideration. It was


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resolved that a proposal may be prepared for the same and submitted to the appropriate authorities.

13. Under 'Any other matter' of the agenda, it was resolved that the college should immediately apply for CPE status to the University Grants Commission. No effort had been made in this regard till date despite the fact that the college is accredited with Grade 'A'.

14. Under 'Any other matter' of the agenda, it was resolved that Annual Alumni Meet (AAM) must be organized by the institution each year to enrich its academic environment through active participation and contribution of its old students.

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