

Sri Arvind Mahila College, Patna

**(A Constituent Unit of Patliputra University, Patna)
Kazipur, Patna – 800004 (Bihar)**

**Note : At the time of Ist Cycle Accreditation by NAAC 23rd Jan. 2017 it was
constituent college of Magadh University, Bodh-Gaya**

Tel/Fax: 0612-2672236
Email: samcpatna0612@gmail.com
Website: <http://samcpatna.com/>

Ist Cycle NAAC Accredited : Grade 'B+' (CGPA 2.51)

Date : January 23, 2017

Annual Quality Assurance Report

(AQAR)

2017-2018



Submitted to

NAAC

Email Id : capuaqar@gmail.com

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

***An Autonomous Institution of the University Grants Commission
P.O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore- 560072 India***

Sri Arvind Mahila College – At a Glance

“Let us celebrate the light by letting it enter into us”

“A new light is dawning on the world.

Wake up and unite to receive and welcome it”

**SANT ARVINDO GHOSH
(Our Ultimate Inspiration)**

Sri Arvind Mahila College was established in the year 1960. The college is named after the great Indian philosopher Sant Arvindo Ghosh. It was a dream child of great visionary Dr. Krishana Jamaiyar, the founder principal of the college. The college imparts teaching in Arts, Science and Commerce streams up to UG level in 20 subjects and upto PG level in 9 subjects, Vocational Degree courses BCA & BBM are running.

In the recent past large number of career-oriented courses has been started to empower the female sector of the society with marketable knowledge. The college has grown fastly with the dedicated faculty, staff and sincere efforts of the students put together. The overall performance of the students in the University Exams and the extra-curricular activities is noteworthy.

Methods of Instructions

Besides traditional classroom lectures, the department imparts teaching through Case studies, Project studies, Audio-visual aids, e-learning, through smart classes etc. To put emphasis on interaction & active participation of the students, regular group discussion, seminars and workshops are also arranged to develop leadership skill. Special lectures by expert professionals from different corporates are organised on regular basis.

The college has gone through the process of assessment & accreditation by NAAC in year 2015-16 and gained grade B+ with 2.51 CGPA.

It was constituent college of Magadh University Bodh-Gaya till Feb 2018. After formation of Patliputra University, Patna by Bihar state Govt. it has been transferred under the jurisdiction of newly constituted Patliputra University, Patna since March 2018.

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year	2017-18
1. Details of the Institution	
1.1 Name of the Institution	Sri Arvind Mahila College
1.2 Address Line 1	Kazipur
Address Line 2	Patna
City/Town	Patna
State	Bihar
Pin Code	800004
Institution e-mail address	samcpatna0612@gmail.com
Contact Nos.	0612-2672236
Name of the Head of the Institution:	Dr. Usha Jha
Tel. No. with STD Code:	0612-2672236
Mobile:	9934297677, 9304910676
Name of the IQAC Co-ordinator:	Dr. Snigdha Prosad
Mobile:	9470018644
IQAC e-mail ID	iqac.samcpatna@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

BRCOGN23384

OR

1.4 NAAC Executive Committee No. & Date:

EC(SC)/21/A&A/32.1 Dt. : 23-01-2017

(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)

1.5 Website address:

<http://samcpatna.com/>

Web-link of the AQAR:

<http://samcpatna.com/iqac/aqar/2017-18.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.51	2017	22 Jan, 2022
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

17-03-2016

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- AQAR _____ (15/04/2017)
- AQAR _____ (03/05/2017)
- AQAR _____ (28/09/2017)
- AQAR _____ (28.05.2018)
- AQAR _____ (31/05/2018)

1.9 Institutional Status

University State Central Deemed Private
Affiliated College Yes No
Constituent College Yes No
Autonomous college of UGC Yes No
Regulatory Agency approved Institution Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy. Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Note : Before formation of Patliputra University, Patna in March 2018 it was a constituent college of Magadh University, Bodh-Gaya

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

College with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	01
2.4 No. of Management representatives	00
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	02
2.9 Total No. of members	16
2.10 No. of IQAC meetings held:	01
2.11 No. of meetings with various stakeholders:	
Faculty	01
Non-Teaching Staff/Students	00
Alumnae	00
Others	NIL

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: **Political / Social / Economic/ Environmental**

Sl. No	Date	Period	Name of the Seminar/Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Level	Department
1	04-07-2018	1 Day	Symposia on "i7Wuea-h ds dk; L , oa vf/kdkj"	Institution (SAMC)	Institutional	History
2	14-07-2018	1 Day	Symposia on "Hkj r ds jkVfr ds dk; L , oa vf/kdkj"	Institution (SAMC)	Institutional	History

3	08-10-2018	1 Day	Seminar on “LoPNrk ds l æk ea xk/h ds fopjkæ dh l kFzdrk”	Institution (SAMC)	Institutional	History
4	20-12-2018	1 Day	Seminar on “Hkj rh; l fo/ku ds fuekzk ea fcgkj dk ; lœnku”	Institution (SAMC)	Institutional	History
5	13-10-2018	1 Day	Talk on (Who is Hemu?) key speaker Dr. Subodh Gupta	Institution (SAMC)	Institutional	History
6	14-08-2018	1 Day	Symposia on Taxation	Institution (SAMC)	Institutional	Economics
7	22-12-2018	1 Day	Symposia on GST	Institution (SAMC)	Institutional	Economics
8	01-08-2017	7 Days	Workshop on Breast Feeding “Sustaining Breast feeding together”	Institution (SAMC)	Resource person Key Speaker Dr. Ruma Goswami & Dr. Rajist Goswami	Home Science
9	19-03-2018	1 Day	Youth Mela (Awareness programme and health checkup camp)	Institution (SAMC)	Institutional	Home Science
10	26-04-2018	1 Day	Free eye checkup camp AGS eye Hospital	Institution (SAMC)	Institutional	Home Science
11	12-07-2018	1 Day	A Progamme on Mental, Physical & spiritual health	Institution (SAMC)	Institutional	Home Science

2.14 Significant Activities and contributions made by IQAC

- Encouraged all departments to organize academic development / skill development programmes for overall development of students
- Encouraged each department to conduct extension activities for benefit of society
- Directed departments to celebrate important days
- Directed departments to organize academic, cultural, co-curricular, recreational and sports events and encouraged students to larger participation the events
- Facilitated library automation, purchase of books and journals
- As per the direction of Patliputra University and also by UGC, suggested the installation of CCTV in examination halls, classrooms and campus
- Directed departments to conduct seminars/workshops on relevant issues related to the betterment of social life
- Directed departments to prepare the university examination results in descending order and submit the analysed academic audit to IQAC
- Directed departments to analysed the Students’ Feedback Forms and submit the report to

IQAC

- Department wise (UG/PG) Parent-Teachers Meet has been organized and collected feedback from parents
- Periodically evaluated the activities including teaching-learning method of the department and also ensured to submit the report to IQAC
- Students given opportunity to report their grievances and suggestion for immediate action in the Students' Suggestion Box
- College organize Alumni meet almost every year and request the students, teachers and staff members of days bygone to comment and suggest in favour of institution building. We also seek their help in bringing out positive changes in the college

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 2017-2018

Plan of Action	Achievements
Development of Infrastructure	<ul style="list-style-type: none">• Renovation of Seminar Hall & Staff Room.• Shaded vehicle Stand Constructed.• Health Care Centre renovated.• Solid Waste Management facility developed in College Campus.
Enphasis on improvement in Teaching Learning methodology	<ul style="list-style-type: none">• IQAC prepared an Academic Calendar in tune of academic Calendar of University academic activities to be conducted within defined time frame i.e by the end of academic year i.e June 2017.• Advised all the dept. Head to prepare proposed Lesson plan of the topics allotted to the concerned teachers.• All the dept. Heads are advised to get maintain the academic progress diary by all the concerned subject teachers as per time table.• Dept. heads are advised to organise different types of extra-curricular activities such as, seminars symposia, workshop on soft skill developments, Quizes, Group – Discussion, etc. Heads are advised to organise atleast one such activity in their concerned dept. by end of academic year 2017-18.• Faculty members of all departments motivated to submit proposals to UGC and other funding agencies to obtain Research

	Projects.
Strengthening Students' Grievance Redressal Cell	<ul style="list-style-type: none"> Special efforts were made for the coordination and awareness about Grievance Redressal Cell by regular interaction with Students, Display Boards regarding rules and regulations ensuring Anti Ragging Campus for all and should be contained in the prospectus of college.
Providing impetus to research activities	<ul style="list-style-type: none"> Research activities going on with different faculty members in different departments.
Reinforcement of regular feedback system from all the stakeholders	<ul style="list-style-type: none"> Feedback from students and parents are invited and accordingly followed for the sake of betterment.
Reformation of suggestion box department wise	<ul style="list-style-type: none"> It is practiced regularly with the help of class test, terminal exam, sentup test, students' seminar, Quiz and various competitions.
Automation of Admission system	<ul style="list-style-type: none"> Online admission process implemented.
Strengthening e-resources in the Library	<ul style="list-style-type: none"> Library is Automated , Member of N-List (INFLIBNET) & NDL which allow access to nearly seven lac e-books & Sixty Thousand e-journals.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

IQAC & College Staff Council

Provide the details of the action taken

The college Staff Council and the IQAC perused the AQAR Report of 2017-18 in detail, gave their approval and the same was send to the NAAC Headquarters, Bangalore

Part – B
Criterion – I

1. 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
Ph.D.	0	0	0	0
PG	09	0	0	0
UG	20	0	02	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	1	0	0	0
Others	0	0	0	0
Total	29	0	2	0

Interdisciplinary				
Innovative				

*1 Self Financing (BCA & BBM)

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	
Annual	20

1.3 Feedback from stakeholders*

Alumni Parents Employers Students

(On all aspects)

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

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

The feedback report from Alumnae, Parents, Students and other Stakeholders summarizes the weaknesses, strengths and opportunities for improvement of institution. Through these initiatives, the college remains true to its heritage and its Mission, Vision and Values and has

positioned itself for future success.

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

The PG Syllabi were revised by Magadh University Bodh-Gaya in accordance with the regulations of UGC from 2015 onwards

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

YES

Department of Geography for teaching UG Level Geography Honours Course has been started from Academic Year 2017-18.

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Information regarding teaching staff:

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	02	22	08	

2.2 No. of permanent faculty with Ph.D. 31

2.3 Number of positions sanctioned and filled

Post	Sanctioned Post	Filled	Vacant
Teaching	37	31	6

2.3.1 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
02	06	22	NA	08	NA	0	NA	31	06

2.4 No. of Guest, Visiting and Temporary faculty

No. of Guest Faculty 05

No. of Visiting Faculty 04

No. of Temporary Faculty 26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	12	20
Presented papers	NA	05	06
Resource Persons	NA	NA	03

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

- Use of ICT in Teaching-Learning
- Department wise Classroom Seminars/ Symposia/ Group Discussions/ Workshops for students' Soft Skill enhancement
- Organizing Power Point Present Programmes for students
- Organizing Soft Skill Training Programmes

- Guest lectures on current / relevant issues
- Organizing and participation in Seminars, Conferences and Workshop and participation in other institution
- Quiz competition conducted by the departments
- Debate and Group Discussions conducted by departments
- Mentor system in practice

2.7 Total No. of actual teaching days during this academic year 2017-18

Total No. of Teaching Working Days in 2017-2018: **249**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The College is a Constituent unit of Patliputra University and the following best practices were adopted in examination/ evaluation reforms.

- Centralized evaluation for all courses in UG and PG
- Coding of Answer Books
- Students can obtain the Photocopy of Examined Answer Books
- Re-evaluation and rechecking process is followed to give justice to students.
- At the institution level we adopted exactly the same evaluation pattern for all Internal Examinations as followed in the University Examinations. This practice is beneficial for students to improve their performance in the University Examinations.

2.9 No. of faculty members involved in curriculum restructuring /revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

03

2.10 Average percentage of attendance of students

65 %

2.11 Course/Programme wise distribution of pass percentage:

I. Under Graduate Result 2016-17

Details of Result in University Exam. 2017

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG (B.A, B.Sc., B.Com, BBM & BCA)	1027	10	45	60		87
PG	973	15	50	40		85

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

- IQAC helps the HoDs and Coordinators of different Conventional and Self-financing departments to prepare teaching plan and time table for efficient and timely conduct of classes
- Regular Feedback on departmental progress reports are discussed in Advisory Committee meeting
- The IQAC enumerates and analyses the reports and suggest measures to improve the academic curriculum. We have introduced a series of support services to improve teaching-learning process.
- Motivating and facilitating research activities by providing ICT and lab facilities

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
UGC Refresher courses in IT and e-learning	01
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	02
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer School, Workshops, etc.	NIL
Winter schools, Workshops	NIL
Others	NIL

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 (Class III)	13	12	0	0
Support Staff Class –IV	11	24	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research environment in the institution.

- IQAC promotes faculty members to register for research programmes and Ph.D. There is provision of leave for such programmes.
- Increase the number of Research guides and Research students
- Directed the departments to submit proposals to UGC for National Seminars/ Workshops
- Encourages teachers to present and publish papers in response to 'Call for Papers'
- Facilitates the function of well-equipped research laboratories in various departments that aids in the projects of U.G and P.G
- Aided in the Orientation programmes conducted by library for students

3.2 Details regarding major projects:-

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3 Details regarding minor projects:-

	Completed	Ongoing	Sanctioned	Submitted
Number	---	01	-----	-----
Outlay in Rs. Lakhs	-	2,00,000.00	-	-

3.4 Details of research publications: 19

	International	National	Others
Peer Review Journals	04	15	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	NIL	NIL

3.5 Details on Impact factor of publications:

Range 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	2017-18	UGC	2,00,000.00	2,00,000.00
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify) CPE				
Total			2,00,000.00	2,00,000.00

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 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	NIL	02	01	02	13
Sponsoring agencies	NA	UGC			

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

3.13 No. of collaborations International National Any other

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	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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
07	NIL	NIL	04	03	---	----

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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: 200

University level State level National level
International level

3.22 No. of students participated in NCC events: 100

University level State level
National level International level

University level State level
National level International level

3.23 No. of Awards won in NCC:

University level State level
National level International level

3.24 No. of Awards won in Sports:

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

Others

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

- 1. Workshop on using vending machine of sanitary napkins (Training on Girls hygiene) – 08-01-2018**
- 2. Human chain for state government policy on alcohol prohibition – 21-01-2018**
- 3. Self defence training**
- 4. Cleanliness drive – 26-11-2018**

Criterion IV. Infrastructure and Learning Resources, 2017-18

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13415.3 sqr. mtr.			
Class Rooms	01	13 smart class room	RUSA	Rs. 20 Lac.
Laboratories		01 ICT Lab.	RUSA	Rs. 20 Lac.
Seminar Halls				
No. of important equipment purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others Library cum Computer block				

4.2 Computerization of administration and library

YES

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value Rs	No.	Value Rs	No.	Value Rs
Text Books	50,000	15,35,209	2700	4,56,105	52,700	19,91,314
Reference Books	113	32948	-	-	-	-
e-Books	inlibnet	5,900	Renewal	-	-	-
Journals & periodicals	140	35087	NIL			
e-Journals	-	-	NIL	-	-	-
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	203 (Computers /Laptops)	100	Wi-Fi	BCA	BCA	13	66	24
Added	35	-	-	-	-	-	-	-
Total	238 (Computer s/Laptops)	-	-	-	-	-	-	-

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

BCA department has been always conducting ICT Orientation and Refresher Course and CIC course for students and staffs.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 20,00,000
ii) Campus Infrastructure and facilities	Rs.20,00,000
iii) Equipment	Rs. 162700
iv)Others	Rs. 38950
Total :	Rs. 42,01,650

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Information regarding students support services are made available through prospectus, in the induction meet, during bridge courses and as and when required

- Scholarship (SC/ST/OBC Students Scholarship and Free ship)
- Co-curricular activities (Students Minor Research , Seminars/Workshops, Departmental Competition on various topics) and extra-curricular activities (Academics, Cultural, Recreational, Sports)
- Reservation facilities
- Reservation facilities
- Free Education for all Students of Conventional Courses
- Skill Development Program
- Mentoring System
- Extra classes for Weak students
- Career Counselling
- Counselling Cell

5.2 Efforts made by the institution for tracking the progression

- Result Analysis
- Internal Assessment
- Assignments
- Project Work and Presentation.
- Participation of students in various Co-curricular Activities
- Participation of students in Research Activities
- Remedial Classes
- Activities organized by Alumni Association

5.3 (a) Total Number of Students : 6283 (Session: 2017-2020)

(b) No. of students outside the state:

(c) No. of international students

NIL

Men	
Number	%
00	00

Women	
Number	%
6,283	100

Demand ratio.....total no of form/ admission ?

3.39 (Session: 2017-2020)

Drop out:

0.7%

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

- Interdisciplinary Seminars/workshops
- Group Discussion Classes
- Aptitude Test
- Mentoring System
- Placement Counselling
- Special Lectures by Experts
- Library : ebooks, eJournals, Current Affairs, Newspapers
- Departmental Library Facilities

No. of students beneficiaries

200

5.5 No. of students qualified in these examinations

NET

03

SET/SLET

NIL

GATE

NIL

CAT

NIL

IAS/IPS etc.

NIL

State PSC

NIL

UPSC

NIL

Others

NIL

5.6 Details of student counselling and career guidance

Following schemes are available for students' welfare:

- Student counseling support regarding psychological, academic, legal, health and nutrition
- Career counseling and placement facility
- On-Job training in BBM and computer course
- 'Earn while you learn' opportunity is being given to Computer Department students.

No. of students benefitted: All the Participants

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
01	46	06	01

5.8 Details of gender sensitization programmes

- Self-defence session for girl students
- Awareness programme during World Breast Feeding Promotion Week (August, 1-7, 2016)
- Celebration of National Nutrition Week (September, 1-7, 2016)
- Health Awareness Programme under the aegis of NSS unit
- Cancer Awareness Workshop on 05/08/2016

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events: College Level

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	443	1360867.00 (Approx)
Financial support from other sources		
Number of students who received International/ National recognitions		

Note : Scholarship funds to students are directly transferred from state govt. to their account.

5.11 Student organised / initiatives:- 02

Fairs	: State/ University/College level	<input type="text" value="00"/>	National level	<input type="text"/>	International level	<input type="text" value="02"/>
Exhibition:	State/ University/College level	<input type="text" value="00"/>	National level	<input type="text"/>	International level	<input type="text" value="05"/>

5.12 No. of social initiatives undertaken by the students

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

Grievances	Redressed
• Shortage of teachers	Guest faculty was appointed as Ad-hoc and payment has been made through the college.
• Attendance shortage due to Participation in NCC, NSS and various club activities	The problem was resolved at Departmental Level
• Retest for students participating in competitions, cultural activities, sports, NCC & NSS	The problem resolved by the Grievance Redressal Cell
• Library on gets too warm during sunny days	More Electric Fans fitted by Management
• More Wash room Needed	

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

असतो मा सद्गमय
तमसो मा ज्योतिर्गमय
मृत्योर्मा अमृतम् गमय!

**“Lead us to the righteous path,
Lead us from darkness to light,
Lead us from death to immortality.”**

Here we do not mean the immortality of the human body, but the human ideas, institutions, human thought & training, which is imparted to the students, should live on for generations to come...

- To stimulate both the hearts and minds of students
- Empower them to contribute to the welfare of the society at large
- Train them to adopt themselves to the changing needs of the economy
- Advocate them for cultural leadership
- To ensure peace, harmony and prosperity for all
- Thus make Sri Arvind Mahila College- One of the most creative, innovative colleges in Patna and Bihar -an asset that Patna urgently needs.

Mission

- To create a vibrant culture of academics and extracurricular activities which together make girls into self- confident, self-reliant, self- sufficient, responsible and capable individuals.
- To change the way people think- to encourage students to break free of constricted modes of thinking, so that they can respond to new opportunities and challenges without limitations.
- To provide a market oriented professional education to the girl students of India in general, and Patna in particular with a view to serving the cause of higher education.
- To make students flexible, more movable and easy to deal with.
- Grooming leading leaders who are not only thorough professionals but good human beings with values and „Sanskars“.

6.2 Does the Institution has a management Information System

The Institution has efficient management information system. The college has its own **website** - <http://samcpatna.com/>. Various information related to college like admission notification, examination schedule, college report, departmental notices and teacher & student activities are uploaded regularly. The website presents vision and mission of college, details of history of the college, list of courses and their structure, list of different societies, detailed profile of the teachers and departments, list of distinguished alumni and various activities of the students.

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

6.3.1 Curriculum Development

Curriculum for undergraduate and Post graduate conventional courses is prepared by University Department and approved by the Academic Council in accordance with the UGC guidelines to maintain basic uniformity in educational standards.

6.3.2 Teaching and Learning

- The teaching-learning process is exclusively student centric. The curriculum endeavours to integrate knowledge with skill to sustain an environment of learning and creativity and encourage students' participation through project work, micro-teaching, workshops, guided library work, group discussion, debates, and training in relevant software and participation in various quiz and competitions.
- Teaching innovations through modern teaching aids such as, Smart classes with ICT facilities is also encouraged for practice.
- Catering to student diversity-collaborative learning, group activities and presentations are also adopted for teaching and learning.
- Each PG department follows the mentor system. In this system each teacher is assigned a set of students. The teacher looks after the academic progress of their students and extends help at the time of crisis. This system has an impressive impact and leads to strengthening of interpersonal relationships.
- The academic progress of the students is monitored through tutorial classes, class tests and participation in academic events of the department and the college.
- Identification of slow and advanced learners is made by the faculty on the basis of classroom interactions Tutorial classes have been arranged for slow and differently- able learners. Advance learners are encouraged to undertake research, present papers in seminars and conferences, and attend research institutes during summer recess for projects.

6.3.3 Examination and Evaluation

- The college carries out a periodic assessment to evaluate students. There are three types of test conducted at college level- i) Class Test, ii) 1st Terminal Test, iii) Sent-up Test.
- Assignments and seminars which forms an integral part of evaluation methodology enables the teachers to assess the students.
- The college adopts continuous internal evaluation and formative feedback for quality enhancement of the students.

6.3.4 Research and Development

- The college plays a very proactive role in the promotion and proliferation of research culture. The faculty is encouraged to pursue and complete Doctoral and Post-Doctoral work for which they are granted study leave with full pay.
- They are also provided with a well-equipped laboratory and library with latest publications of books and research journals, computers, internet and INFLIBNET facility.
- Majority of the teachers are involved in research activities through guiding PhD scholars.
- The college also encouraged the faculties and students for empirical research through CPE Research Project. Under this project both Undergraduate and Post Graduate Students of College undertakes empirical research in the supervision of the faculty members of the college.
- The faculty is granted Duty leave for attending conference/Seminar/Workshop to present papers.
- Dissertation and Project work in PG Courses

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The institution has an excellent well equipped library and computer facilities with easy access to all its members. With 5,000 sq.ft of carpet area and a little over ten thousand titles of books, the library is accessible from 9.30 am to 4.30pm.
- The library has spacious reading room, reprographic, internet connections, digital books, magazines, free access to stacks, e-contents and research journals through INFLIBNET cater to the needs of students and teachers.
- Special efforts are put to make ICT facilities adequately available to everyone in the institution for academic purposes. There are 50 desktops, 05 laptops, 05 Printers, 04

scanners, 13

Anirudha Prasad
31.1.19

LCD projectors with screen and one overhead projector in the college.

- The seminar hall of the college is equipped with 3M smart class room facility. Most of the departments have their own computers. The whole campus is network through Wi-Fi.
- There are one college canteens catering to the needs of the students/staff from 9am to 5pm.
- There are enough numbers of washrooms, drinking water facility, common room, bank and also a cyber cafe in campus.
- The college has 24 hours power back up with two green Generators of the capacity of 62.5KVA each. There are separate invertors for many departments.
- There is one hostel in the campus housing about 250 students. Each hostel has one Green Generator for power back up. Adequate accommodations are available for the students belonging to the reserved category.
- The institution utilizes its infrastructure facilities in the most optimal way to conduct shifts wise classes. It extends support to Patna University Distance Education Department for conducting its classes for the girl students.
- The UGC Academic Staff College of Patna University utilizes our Computer Laboratories and the expertise of our faculty members for organizing Refresher Course in IT and other training programmes on ICT.
- There is a non-political Student's Central Society which takes care of student's welfare and promotes cultural activities. It also helps to organize co-curricular and extra-curricular activities. The members of this body are elected through a democratic process.

6.3.6 Human Resource Management

- Human Resource Management is managed through academic and administrative planning and implemented in proactive ways by the institution. Internal coordinating and monitoring is done by the Principal, assisted by advisory committee consisted by all HODs and a cabinet of student representatives.
- The college convenes regular staff meetings to discuss various staff and student problems and initiates remedial steps.
- The faculty members are motivated to attend Orientation Programmes, Refresher Courses, and Workshops for their professional development. They are also allowed to avail leave with full salary for the completion of advanced studies and research in their respective subjects.

- The college provides several facility to their employee for their all-round development. They can also use the college gymnasium for their fitness.
- The college also has Career and Counselling Cell which organizes regular counselling, soft skills and personality development classes for students. It also invites reputed companies and firms to recruit students from the college.
- Department of Psychology has been organizing mental health check-up and clinical counselling for the students of college.
- Department of English has been organizing classes in proficiency of English and German Language.

6.3.7 Faculty and Staff recruitment

- The college is not allowed to recruit members of faculty and staff on their own. Part-time/contract teachers are appointed by the college and paying them from internal resources, in appointment of Ad-hoc teachers preference are given to JRF/NET qualified teachers The staff are recruited by the university.

6.3.8 Industry Interaction / Collaboration

- The College-industry interaction has been established in the vocational departments, such as BCA, BBM and BCOM. This interaction is for field visits, demonstrations, experiments, projects, and on the job training for the students.
- Guest lectures by the professionals in industry are also organized for the benefit of students. These strategies are followed for holistic development of the students.
- Students do Internship in various industries from time to time.
- ICICI, HDFC Bank and other MNCs' visits college occasionally.

6.3.9 Admission of Students

- For conventional courses students are admitted through Common Entrance Test conducted by Patna University, where as self financing courses e.g. BCA, BBM, M.A. (Music) etc admission is done on the basis of performance in the written entrance examination followed by interviews by an expert committee.
- Online Admission process is adopted for filling up the application forms by the students.
- The admission process, complying with all the state government norms pertaining to university education is transparent. Reservation Policy is also followed during admission.

6.4. Welfare schemes for

- Banking Facility, canteen, cyber cafe, Medical Support, Safe Drinking Water and power backup is provided to every faculty, staff and students of the college.

Teaching	<ul style="list-style-type: none"> • Teachers are not harassed, punished and publicly abused or demoralized. They are motivated to do better. If any faculty faces adverse problems, all the staff members join together and co-operate so that it helps in improving well-being. • Medical and Duty Leave are also sanction to them. • Faculty members are provided with sufficient infrastructural facilities for creation of conducive and healthy work culture and environment. • Most of the departments are well equipped with separate furnished departmental chamber, inverter, computer with printer, reference book library and subscription to latest research journals and magazines.
Non-teaching	<ul style="list-style-type: none"> • Interest Free Loan facility is available to non-teaching staff. The 4th grade employees facing adverse problem are given salary advance or donation money collected from staff and students.
Students	<ul style="list-style-type: none"> • Student counselling support regarding psychological, academic, legal, health and nutrition • Career counselling and Placement Cell • On-Job training in BCA,BBM and B.COM courses • Canteen Facilities at subsidized rate • Extra washrooms made for the convenience of the students • Gym and cyber cafe for students • ‘Earn while you learn ’opportunity is being given to Computer Department students • Grievance Redressal Cell • A new sanitary vending machine has been installed in college washrooms for facilitating and promoting good hygiene and sanitation to the students

6.5 Total corpus fund generated

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	IQAC
Administrative	No		Yes	IQAC

6.8 Does the University/ Autonomous College declare 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?

Manual and Computerised Evaluation

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

N.A

6.11 Activities and support from the Alumnae Association

- The Alumnae Association of Sri Arvind Mahila College was formed on February 15, 2016. The association comprises of all graduates and post graduates of the college and students who have studied at least one year in college.
- The alumni of the college maintain an active rapport with their Alma mater and play a supportive role in college activities. Being a prestigious college of the region, it has among its alumni, a reservoir of professionals: academicians, teachers, doctors, engineers, advocates, judges, scientists, pilots, civil servants, politicians, artists, sports person and soon
- It serves as a forum to strengthen the bond between the former students and their alma mater.
- The Alumni association through its various activities works to promote the interests and welfare of the college and society.

6.12 Activities and support from the Parent – Teacher Association

- Parents Teachers meet is regularly organized in the College so that a healthy interaction with the parents can be held. Parents are made aware of the rules and regulations of the College. They are made aware of the progress of their wards and development of their wards.
- Suggestions and feedback are invited from the parents for the advancement in teaching and learning.

6.13 Development programmes for support staff

- Home Science department organizes training programmes for the support staff and their dependents, such as workshop on food preservation, dress designing, painting, cooking etc.

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

College has initiated several measures to make the campus eco- friendly such as:

- Plantation of tree by NSS and NCC Cadets
- Green campus and anti-ragging campus
- Use of led lights to save energy
- Use of Solar Plates for alternative source of energy
- Students are encouraged for tree plantation
- Restriction on the usage of mobile phones in the classroom and department

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.

- Career Counselling Cell (CCC) functioning for the last few years
- Remedial Coaching Classes (RCC) at Undergraduate Level
- Coaching Scheme for Entry into Services (CES) for Scheduled Castes, Scheduled Tribes, OBC, minority communities and poor students.
- Counselling Centre has been set up to help students resolve various problems pertaining to academics, emotional relationships and health issues
- The college library is well equipped with modern technological facilities e.g. Computers, Internet and INFLIBNET, reprographic units and network printers,
- In college library all the books are arranged subjects wise and priority basis of the students' needs in all subjects
- Preparation of bio manures (fertilizers) from college wastes such as leaves of plants and wastes of mess
- Green census with the botanical name of the plants

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year 2017-2018

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*) *Provide the details in annexure (annexure need to be numbered as i, ii, iii)

- i. Learning Through Teaching is practiced by all the departments. Each student is given a topic to prepare and explain it in the classroom.
- ii. Preparation of Text-based multiple-Choice Question Papers by Students.

7.4 Contribution to environmental awareness / protection

- Through NSS cleanliness Drive
- Environmental Study Tour
- Awareness programme through Debate, Group Discussions, Lectures, Seminars, Workshops, Nukkad-Natak etc

7.5 Whether environmental audit was conducted?

Yes

No

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

Institutional Strengths: (S)

- a) 98% of faculty members are Ph.D.
- b) Good results in University Exam.
- c) Noteworthy research publications and books
- d) Offering different courses catering to diverse needs.
- e) ICT enabled few class rooms, Wi-Fi networking with internet connectivity, computer labs, language labs, E-Library etc.

Institutional Weaknesses: (W)

- a) Large number of faculty positions vacant

Institutional Opportunities: (O)

- a) Location advantage
- b) Scope for initiating outreach programmes
- c) Potential for collaboration with National research institutes and industry.
- e) Scope for college with potential for excellence.
- f) Automation process going on

Institutional Threat: (T)

- a) Inculcating student centric approach
- b) Trying to pace with technological scenario.
- c) Establishment of Industry-Institute linkage.
- d) Brand-building in a competitive environment.

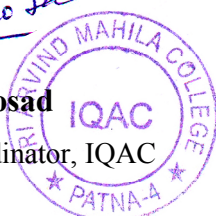
8. Plans of institution for next year

S.No.	Plan of action for 2018-19
1	Development of Infrastructure
2	Emphasising Inclusiveness in Academics & Soft Skill
3	Preparation for CE status (UGC)
4	RUSA fund
5	To conduct Energy, Academic and Green Audit
6	Providing impetus to Research Activities.
7	Organizing UGC Refresher / Orientation Courses.
8	Initiating Faculty Development Programme.
9	To develop a systematic Waste Management System.
10	Reinforcement of regular feedback system from all the stakeholders.
11	Reformation of Students' Academic Performance Evaluation scheme at departmental level.
12	Promoting Study Tour facilities to students for environmental, social and onsite study.
13	Enhancing Teaching Learning process by using ICT.
14	Automation of Admission and Administrative system.
15	Emphasis on collaboration with Industry.
16	Upgradation of Library
17	Automation of Office

Snigdha Prosad
31

Dr. Snigdha Prosad

Signature of the Coordinator, IQAC



Usha Jha
31/11

Prof. In-Charge
Sri Arvind Mahila College
Dr. Usha Jha
 Patna-800004

Signature of the Chairperson, IQAC