



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

BIHAR NATIONAL COLLEGE, PATNA

ASHOK RAJPATH, PATNA-4
800004

www.bncollegepatna.com

SSR SUBMITTED DATE: 17-06-2019

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Bihar National College, popularly known as B. N. College was established in 1889 by two avid educationists and nationalists Babu Bisheswar Singh and Shaligram Singh of Kulharia Raj, Bhojpur, Bihar. During the colonial yoke after Indian National Congress was formed in 1885, these two brothers felt the crying need to stoke up nationalist feelings amongst the students and christened this college as **Bihar National College**. But the then British Government mounted much pressure upon them to delete the word **National** and promised to give the title of **Raja** and a very big **Jagir**. But, as these brothers were different from the other zamindars in the sense that while others considered the dissemination of education a grave threat to their existence these Singh brothers were committed to the ennobling and lofty causes of education. So, they did not succumb to the pressures. At that time Bisheswar Singh was a student of final year (law) at Calcutta College of Law. The Governor General of Calcutta expelled him from the college. Not only this when Bisheswar Singh started practicing law at Patna civil court after obtaining the PL certificate, he was not allowed to sit in the Bar Association. He had to encounter umpteen trials and tribulations. The Govt. declared them to be **Vidrohi** and eventually Shaligram Singh's son Shashi Shekhar Singh, the father of Justice K.B.N. Singh was shot dead in 1942. Therefore, this **National** word is very meaningful with a long and glorious history which still infuse the students with nationalist feelings and emotions. Jagpati Kumar who is among the seven martyrs was a student of this college.

Initially the college imparted education in English, Sanskrit, Persian, Hindi, Philosophy etc. up to Honours level. For the first time in Bihar this college initiated the teaching of Law. These days this college imparts Hons. level education in three faculties, the faculty of humanities, the faculty of Science and the faculty of Social Sciences. The teaching at the postgraduate level is being imparted in English. Four vocational courses: Functional English, Biotechnology, BCA, and BBA are being run successfully and efficiently.

Vision

To build an educated, cultured, conscious and egalitarian society based on justice, equity, freedom and harmony.

Mission

The college aims at preparing the students as a noble, responsible, cultured, disciplined and self-reliant citizen with dedication towards national duties as well as moral values through modern teaching techniques for general and professional courses as expected in the civilized society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The college regularly analyzes its strength, weakness and seeks opportunity and thereby prepares itself for

challenges. For carrying out these activities, it constitutes various committees such as College Development Committee, Finance Committee, Anti-Ragging Committee, Staff-Welfare Committee, Career Counselling and Campus Placement Cell, etc.

The first two aspects, namely, Strength and Weakness, are, by and large, based on the assessment report by the concerned committee, and the latter two (Opportunity and Challenges) are based on self/internal assessment keeping in mind institutional vision and mission.

INSTITUTIONAL STRENGTH

1. The college has experienced and qualified faculties.
2. The college follows innovative teaching learning and outcome based education.
3. The students perform exceptionally well in the exams conducted by the university.
4. The college runs various job oriented courses such as BBA, BCA, B. Sc in Biotech, B. A in Functional English, etc.
5. The college has well equipped infrastructure facilities like State-of-the-art laboratories, classrooms with ICT facilities, equipped seminar hall, gymnasium, facilities for various indoor and outdoor sports, separate common room for male and female students, etc.
6. It organizes various value added training programme on regular basis.
7. The institute conducts entrepreneurship development activities for encouraging development of entrepreneurial skills in the students.
8. It also promotes co-curricular and extra-curricular activities.

Institutional Weakness

Institutional Weakness

1. Structured collaboration with advanced academic and research institutes need to be initiated.
2. The college needs to strengthen the Alumni Association.
3. Limited scope for introducing courses of choice in the University curriculum.
4. Steps for campus selection for the students for vocational courses as well as regular courses need to be taken.

Institutional Opportunity

- 1. To emphasize on quality teaching and research as per the current need in the curriculum. It will provide a unique opportunity for the students to prepare themselves to become good researcher and responsible citizens.**
- 2. To provide care and attention to each and every student, catering to his/her personality development**

and shaping him/her into a good researcher, teacher, innovator, etc.

Institutional Challenge

- 1. To develop infrastructure and environment for undertaking research projects.**
- 2. To enhance students employability**
- 3. To prepare and motivate students so that they could pursue research and indulge themselves in innovations**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Our college is a constituent unit of Patna University and follows the curriculum provided by the University. The primary objective of the curriculum is that it has to be outcome based education (OBE). Faculty actively participates in the curriculum and syllabus design in academic council of Patna University. The faculty of the college complete the syllabus on time. Social awareness and community service is inculcated in the students through various NSS and NCC activities. Academic flexibility and bridging the gap between curriculum and industry is achieved through seminars and various speeches from the people from the industry. Self-employability is encouraged by conducting Entrepreneurship Development programmes and well-designed curriculum of value added training programme cater students' and industry's needs. Well-structured feedback system from all stake holders is maintained to identify these values added training programmes. Graduate attributes like ethics, team spirit and leadership are inculcated through curriculum delivery and value added programmes.

Teaching-learning and Evaluation

The college maintains a transparent, established and well-administered admission process, complying with all statutory norms of the affiliated University guidelines. The channel of admission is through written test. Admission is strictly merit based without any bias towards gender/caste/community. One of the major strengths of the institution is its dedicated, experienced, qualified and motivated faculty. The student-centric methods like experimental learning, participative management and problem solving methods are employed at levels, namely, programme, course and lesson. Institution encourages teachers to use innovative pedagogies of teaching and learning. It is mandatory for all the science faculty to use ICT in their teaching. Students and teachers regularly follow e-resources. Course outcomes based Question papers of internal tests and assignments, student academic satisfaction based on a well-structured student feedback mechanism are used to improve teaching-learning process and to maximize student satisfaction.

Evaluation: Internal assessments following University guidelines and mandatory transparency policy like internal marks display, student-access to evaluated answer scripts. Grievances related to examination are addressed.

Research, Innovations and Extension

To create a solid research based, institute has a master plan based on a progressive policy. Faculties are encouraged to enhance academic qualifications. Constant participation in workshops, conferences are encouraged.

Community Services: Trade courses, health awareness programmes and health checkup camps, literacy campaign, tree plantation, blood donation camp, etc. are organized frequently. Inter disciplinary research, development of probes for solving neighborhood water and soil pollution problems are carried out.

Infrastructure and Learning Resources

The institute is located near the bank of Holy river Ganga nearly 100 m away from the historic Gandhi maidan in Patna district of Bihar. It is spread in 8 acres land with 31 classrooms, 18 well equipped laboratories, 02 seminar halls. In addition it, it has 19 classrooms with Wi-Fi facility, 05 classrooms with ICT facility and one video centre. In the department of Physics, there is a UGC sponsored nano science research lab. There are two student common rooms one each for boys and girls.

Library:

Our college has a well maintained central library as well as departmental libraries. The central library is easily accessible for the students of all subject streams. The library has spacious reading room, internet connections, digital books, magazines, free access to stacks, e-contents and research journals accessible through INFLIBNET. Our college also provides ICT facilities for strengthening the academic activities within the college. The college has a well-equipped seminar hall with video conferencing facilities. New books are purchased for the library periodically to maintain the stocks. Feedbacks of students are also taken in order to update the library services.

IT infrastructure:

Most of the departments of our college have their own computers. The college provides Wi-Fi facilities for students and teachers for promoting e-learning and research activities in the college. Our college has smart classrooms equipped with all the basic facilities such as interactive whiteboard, computer, laptop, projector, etc. Also, the college has well maintained lecture halls for both theory and practical classes. There are separate invertors for many departments. Hostel facilities are also available in the college

Student Support and Progression

Three directions of student-centric activities of the Institute are (1) Career development, (2) Guidance and Support, (3) Alumni Association.

Objective of career development is attainment of internationally recognized Graduate attributes vis-à-vis the program outcomes by our students. These are academic development, professional development, and development in socio-environmental areas. For professional career development, industrial visits and training, interaction with professionals, arranging courses on Soft Skill, Communication Skill, developing innovative

and enterprising skill, team spirit and leadership qualities are incorporated in the programme. To make students an integral part of the society, Social Services, awareness of different social and environmental issues like Gender Equality, Anti-Ragging, Anti-Sexual Harassment, Pollution Control (campaign against use of tobacco, plastic, etc.) are designed and implemented. Games and Sports are encouraged to cultivate team and management skills for organizing the cultural and professional events.

Guidance and Support activities are continuous, multifarious, and normally inbuilt within the student programmes, e.g. Mentorship, Counseling, Grievance Redressal, Remedial classes for academically weaker students, Career guidance (JAM, GATE, NET and other competitive examinations) for interested students are provided. Before appearing to the final examination, student's performance is evaluated through monthly-test and sent-up test. Examination of practical papers is conducted at departmental level and is evaluated by external and internal examiners who are appointed by the university.

The services of Alumni are utilized in designing the programmes, their interactive sessions with the present students, and feedback are used to improve the existing facilities.

Governance, Leadership and Management

The management of the college consists of mainly two branches- Academic and Administrative. Academic activities of the college are managed by the Principal, Heads of the respective departments and the faculty members, while the administrative activities are governed by the Principal, Bursar, Accountant and Administrative staffs in tune with the directions of Patna University. Apart from these basic management structures of the college, several committees are formed to practice decentralization and participative management. Our college has constituted the following committees:

- Admission Committee
- Finance Committee
- Anti-Ragging Committee
- Staff-Welfare Committee
- Sports Committee
- Cultural Committee
- College Development Committee
- Purchase Committee
- Library Advisory Committee
- Examination Committee
- NAAC Committee
- Career Counselling and Campus Placement Cell
- Grievance Redressal Cell

The college management is not just run by the higher authorities but there is participation of people from all sections like teaching staff, non-teaching staff and students. Suggestions and inputs from these different groups of people play a major role in decision-making process, which is helpful for the growth of the college in all aspects. Our college also encourages the involvement of society, stakeholders, alumni and parent in its management system. The feedback from these various sections helps to improve the quality of the college.

In addition to the above, here we give two specific examples of decentralization and participative management which has been adopted by our college in the last year:

As per the government directives, it is mandatory that college campuses should be green to promote eco-friendly environment. Our college took this government initiative as a positive feedback and started to work on the strategic plan for making a green campus. However, the major problem was the unavailability of open space within the campus. Consequently, a committee was formed and it was decided that the old staff quarters is in dilapidated condition which is of no use. Then these quarters were demolished and in place of that, massive plantation has been done. In this plantation process, the participation of teachers and students was also crucial as they brought various kinds of plants from different places.

Institutional Values and Best Practices

1. Learn, Earn & Do Good- Through this practice, all round development of students is ensured so that they can contribute in strengthening of the nation.
2. Preservation of Human Values with Modern Learning- Through this practice, the college aims to produce such students who after acquiring knowledge and skill are to enter public life with efficiency, sincerity, morality and honesty. To earn money is not bad but to earn money setting aside all norms of morality and honesty is very bad. And this lesson we do not impart only in theory but in practice. First of all we stand the test and keep the ideal so that there may not be a crisis of faith. In this blind race of materialism, commercialism, consumerism, and professionalism we give practical education to give, control and sympathize because without these qualities even an educated man will become worse than wild beasts. The demand of the hour is that we should think of the making of nation first and with this motto only our college was established (We keep ourselves awake for the nation).

And in achieving our goal we put thrust on those human values although we provide them latest courses of study

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BIHAR NATIONAL COLLEGE, PATNA
Address	ASHOK RAJPATH, PATNA-4
City	Patna
State	Bihar
Pin	800004
Website	www.bnccollegepatna.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rajkishore Prasad	0612-2677619	9934417105	0612-2300619	principalbnc@patnauniversity.ac.in
Associate Professor	VINOD PRASAD	0612-2677080	9431402775	0612-2677081	prasadvinod101100@yahoo.com

Status of the Institution	
Institution Status	Constituent , Self Financing , Grant-in-aid and Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1889

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Bihar	Patna University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-01-1956	View Document
12B of UGC	01-01-1956	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
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	07-12-2011
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	ASHOK RAJPATH, PATNA-4	Urban	8	32375

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	180	112
UG	BA,Hindi	36	Intermediate	English + Hindi	135	58
UG	BA,Sanskrit	36	Intermediate	Sanskrit	90	11
UG	BA,Urdu	36	Intermediate	Urdu	60	11
UG	BA,Maithili	36	Intermediate	Maithili	60	2
UG	BA,Philosophy	36	Intermediate	English + Hindi	135	35
UG	BA,Mathematics	36	Intermediate	English + Hindi	135	18
UG	BSc,Mathematics	36	Intermediate	English + Hindi	150	140
UG	BA,Political Science	36	Intermediate	English + Hindi	195	174
UG	BA,Psychology	36	Intermediate	English + Hindi	180	68
UG	BA,History	36	Intermediate	English + Hindi	195	195
UG	BA,Economics	36	Intermediate	English + Hindi	180	151
UG	BA,Geography	36	Intermediate	English + Hindi	180	172
UG	BSc,Statistic	36	Intermediate	English +	60	55

	s			Hindi		
UG	BA,Statistics	36	Intermediate	English + Hindi	75	10
UG	BA,Sociology	36	Intermediate	English + Hindi	180	105
UG	BSc,Physics	36	Intermediate	English + Hindi	180	180
UG	BSc,Chemistry	36	Intermediate	English + Hindi	150	119
UG	BSc,Botany	36	Intermediate	English + Hindi	135	53
UG	BSc,Zoology	36	Intermediate	English + Hindi	135	86
UG	BSc,Geology	36	Intermediate	English + Hindi	90	90
UG	BSc,Biotechnology	36	Intermediate	English + Hindi	90	70
UG	BA,Functional English	36	Intermediate	English	90	57
UG	BA,Computer Applications	36	Intermediate	English + Hindi	90	38
UG	BSc,Computer Applications	36	Intermediate	English + Hindi	90	82
UG	BA,Business Administration	36	Intermediate	English + Hindi	180	124
PG	MA,English	24	Graduation	English	90	0

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	0				45				83			
Recruited	0	0	0	0	0	0	0	0	50	3	0	53
Yet to Recruit	0				45				30			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				150
Recruited	65	8	0	73
Yet to Recruit				77
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	2	0	0	2
Yet to Recruit				6
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.	4	1	0	16	1	0	27	0	0	49
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	1	0	4

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	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

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
		72	12	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
PG	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	2203	0	0	0	2203
	Female	293	0	0	0	293
	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	167	170	171	108
	Female	4	7	10	6
	Others	0	0	0	0
ST	Male	23	23	21	14
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	781	873	980	697
	Female	62	48	51	48
	Others	0	0	0	0
General	Male	1055	966	760	608
	Female	63	55	75	81
	Others	0	0	0	0
Others	Male	0	0	0	2
	Female	1	0	0	0
	Others	0	0	0	0
Total		2156	2142	2068	1564

3. Extended Profile

3.1 Program

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

Response: 27

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	26	26	26	27

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1945	2499	2165	2589	1149

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

2017-18	2016-17	2015-16	2014-15	2013-14
942	942	942	942	942

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
788	573	554	581	537

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

2017-18	2016-17	2015-16	2014-15	2013-14
53	65	53	65	65

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
128	128	128	128	128

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 33

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

2017-18	2016-17	2015-16	2014-15	2013-14
49.02	57.3	28.5	25.9	34.8

Number of computers

Response: 85

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:

Bihar National College, Patna is a constituent unit of Patna University, Patna, and it follows the curriculum developed by the university. Various steps which are followed by the institution to ensure effective curriculum delivery are as follows:-

Patna University, Patna prepares academic calendar regarding admission, examination, sports, etc., and circulates to its entire constituent unit. All the Institutes and Colleges of Patna University make slight changes as per their requirement and finally implement it for the session demarcated by the university.

1. The annual academic, examination, sports and holiday calendar of the Patna University are adopted by IQAC prior to the commencement of the academic year, specifying available dates for significant activities in the college to ensure proper teaching-learning process.
2. The respective HOD allots the course to a faculty member based on his/her expertise.
3. The newly admitted students are provided with the complete syllabus of their programmes before the start of the session.
4. All the teachers maintain a progress register of the theory and practical classes held as per the routine in their respective departments.
5. Although the classroom teaching process takes place through the conventional way by use of chalk and blackboard, but gradually the use of ICT is also encouraged among the teachers and students of the college for effective curriculum delivery. The enrollment of teachers and students in digital initiatives of the government, such as SWAYAM, NPTEL, NDL, etc., is also being carried out.
6. More focus is given to the preparation of adequate learning materials (resources) such as updated library facilities with e-journals.
7. Seminars, special lectures, departmental quiz and field trips are some of the activities which are also conducted for effective delivery of curriculum.
8. Apart from the college library, each department has its own seminar library which provides, teachers and students necessary learning resources for effective delivery of curriculum.
9. Internal examinations like class test and sent-up test are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. Remedial / Extra classes are conducted for slow learners as a booster dose.
10. The head of the departments do a periodical review of the syllabus taught by the faculty members and also the student's attendance.
11. The course delivery and syllabus completion is monitored through the feedbacks received from the students.
12. The examination process is very systematic, and conducted as per the university examination calendar. Standard question papers are set, and the papers are properly evaluated as per university guidelines.

13. The college encourages students for acquiring necessary skills for effective delivery of the curriculum.
14. The teaching faculty is also engaged in mentoring the students of their respective departments on academic and personal issues, which help in improving the overall learning atmosphere of the college and improves the performance of the students.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	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: 83.06

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

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	10	10	8

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 programs 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: 0				
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				
2017-18	2016-17	2015-16	2014-15	2013-14
0	0	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:
B. N. College has a strong background of mainstreaming socio-cultural issues in its curriculum and teaching method. The College has always focused on issues of peripheral community groups and the inequalities existing in society. The impact of various courses has a strong focus on gender differentials in the socialization of children and differentials in participation in the work force, the treatment faced by

women in governance and policy-making, food security, environmental degradation and climate changes. In some departments, the planning and review of flagship development programmes of the government are an integral part at Bachelors' level. The students of the college are made aware of the concept of sustainability and to critique on the programmes and policies from the aspect of sustainability. The curriculum of our regular as well as vocational courses are also designed on gender sensitization, environment, sustainability, human values and professional ethics. The courses concerned are sociology, philosophy, Bio-technology, etc.

Special emphasis is laid on generating ethical practices among students of the college. The college has constituted a research and ethical committee. The committee encourages the teachers and researchers to give proposals and also inculcate the research temperament amongst students by organizing lectures and seminars.

The cross-cutting issues are also an inseparable part of the students' co-curricular activities. Students are persuaded to develop healthy contention to generate practices of fair play and equity. These issues find a collective space in numerous co-curricular and cultural activities such as drama, group dance, etc.

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

Response: 7

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

Response: 7

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: 2.31

1.3.3.1 Number of students undertaking field projects or internships

Response: 45

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

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**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
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

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: 1.61

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

2017-18	2016-17	2015-16	2014-15	2013-14
58	24	27	25	22

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: 65.32

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

2017-18	2016-17	2015-16	2014-15	2013-14
1945	2499	2593	2589	1149

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

2017-18	2016-17	2015-16	2014-15	2013-14
3299	3299	3299	3299	3299

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: 42.85

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

2017-18	2016-17	2015-16	2014-15	2013-14
481	294	383	383	477

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:

The college assesses the knowledge and competence levels of the students at the time of their entry into the undergraduate programme so that the instructor could be geared to their needs and capabilities and necessary remedial measures are adopted for the benefit of the slow learner. Besides, in almost every department, after the advanced learners are indentified, special activities and programmes are designed and given to them for their progress.

Many initiatives have been undertaken by different departments to assess the learning levels of the students after admission. Some are established regularly in various departments.

1. Written test: In all the departments, sent-up tests are held.
2. Oral test: In the department of chemistry, students are asked to deliver presentation randomly. In the Department of Hindi, students are made to speak on the topics given.
3. Students Response: Different departments assess the learner's levels on their inquisitive approach to the questions asked. Some are good, others are average and few are slow learners. The college has activities that cater to the special needs of the slow learners and provides them support of assistance in raising their knowledge and competence levels. There are also activities that aim to nurture and develop the potential of the advanced learners so that they do not experience stagnation. Many departments have special programmes for their advanced learners and also for slow learners and almost all the departments have several effective methods in place for this purpose. A few specific examples are given

1. For advanced learners

(a) Special academic counseling

(b) Personnel mentoring

- (c) Capacity building for job market through counseling and other skill development initiative such as providing input or communication skills.
- (d) Providing guidance as available reading materials of an advanced level.
- (e) Providing guidance on accessing materials on Internet.
- (f) Guidance for All India Level Competition exam.
- (g) Providing information/Counseling on academic opportunities available internationally.
- (h) Participation in class seminars debates, discussions, etc.

2. For slow learners

- (a) Academic counseling and assistance after class.
- (b) Special attention during and after class.
- (c) Remedial classes.
- (d) Motivational lecture organized in the chemistry department
- (e) Home assignments

3. Moral and ethical values: These are mentioned in the college prospectus.

- 4. (a) Periodical visits: The NSS volunteers of the institution periodically visit the slum areas of the city to educate them. They highlight the problems and try to bring them to the mainstream of the society.
- (b) Observance of religious festivals: The Institution celebrates important religious and important festivals like Holi-Milan, Iftar Party, etc. to promote secular and religious tolerance in the society.
- (c) Observance of days of National importance: The institution celebrates Independence day, Republic Day, Gandhi Jayanti, Teachers Day, World AIDS Day, World Environment Day, etc.

Community Orientation: The institution encourages the following practices to generate social orientation among the students.

- (a) Manuscript writing on social issues.
- (b) Planting trees.
- (c) Blood donation campaign. (d) Distance Education Programme (IGNOU study centre in campus).

2.2.2 Student - Full time teacher ratio	
Response: 36.7	
2.2.3 Percentage of differently abled students (Divyangjan) on rolls	
Response: 0.15	
2.2.3.1 Number of differently abled students on rolls	
Response: 3	
File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

<p>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p> <p>Response:</p> <p>The college has made provision in the structure of all programmes to give students experiential and participative learning experience. Students can join any industries /advanced laboratory, etc. Projects works, assignments, quiz, presentation, etc. are integral part in all the programmes. Student centric methods are adopted by departments to provide the experiential and participative learning experience.</p> <ol style="list-style-type: none"> 1. Laboratory practical classes in science departments and in the department of Geography, Psychology, Geology and Functional English. 2. Survey conducted <ol style="list-style-type: none"> (a) In social science department. (b) Market survey by the department of Economics. (c) Field survey by the department of geology and geography. 3. Presentation of survey reports by students (Department of Economics) 4. Engaging students in Public awareness programmes: Geography students visit Earth-quake affected area and educate people on safety measures to be adopted during the Earthquakes. 5. Involving students for collecting data from government's various departments and other
--

organisations (Department of Economics)

6. Involving students for political survey (Department of Political Science)

7. Involving students for environmental survey (Department of Geography)

8. Department of Sociology encourages students for field work in slums and solving social problems.

9. Departmental seminar: Department of Mathematics

10. Industrial visits/ Training: Community reach Programme (Department of Psychology)

11. Study Tours

(a) Field tours-Department of Geography, Geology

(b) Sports tours under the supervision of the P.T. Instructor of the college.

(c) NSS organizes several tours and visits.

(d) Camps: Health camps, Blood donation camps, etc. are organized regularly in College campus.

(e) Participation in making human chain against drug and dowry - A program facilitated by Bihar Government.

Problem Solving methods

The college provides students tasks that inculcate in them problem solving skills. They receive practical and direct experience of negotiating difficult situations and are trained as capable competent and accomplished individuals.

Following problem solving methods are used in students' centric activities.

1. Trial and error

2. Breaking large task into small steps.

3. Creating small goals to achieve the final goal.

Activities:

1. Research Inputs

2. Problem solving skills: For instance, NSS and NCC students organize several activities.

3. Leadership training.

4. Working on Journal and newsletters

5. Making students responsible for discipline and organising academic and cultural programmes.

6. Simple problems are given to learners to build their concepts.

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

Response: 18.87

2.3.2.1 Number of teachers using ICT

Response: 10

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: 47.44

2.3.3.1 Number of mentors

Response: 41

2.3.4 Innovation and creativity in teaching-learning

Response:

The college has always emphasized innovations for teaching-learning. Students are encouraged to participate in co-curricular activities, to participate in seminar, workshops. The students from the vocational courses are encouraged to participate in field trips in industries. Class room discussions, debates, presentations by students, monthly tests, and quizzes facilitate participative learning. Extension activities, internships and trainings ensure experiential learning for students. The college has taken various initiatives for innovative teaching-learning practice. Faculty promotes student-centric learning through interactive class, seminars, and invited talks from the prominent speaker. Practical learning is encouraged through field visits especially in vocational courses. Departmental quizzes are frequently held by the departments to encourage learning among students. It makes teaching more interesting for the students. Apart from this, advanced learner programmes are undertaken, students are encouraged to solve previous year's university question papers. This helps in getting the good marks to appear in the annual examination with more confidence and can ensure good university result thereafter. To facilitate teaching-learning process, the faculties make use of ICT. Faculties from the science department frequently use laptops and LCD projectors in the classrooms to make learning more interesting for the students. Since the college has internet connections, learning through e-resources are encouraged. It becomes easier for a student who understands a subject matter from different perspectives in a convenient and easy manner. Last but not the least, all the departmental faculties arrange their special lectures by eminent academicians, administrators and scientists from esteemed academic institutions.

2.4 Teacher Profile and Quality

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

Response: 47.03

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: 73.82

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

2017-18	2016-17	2015-16	2014-15	2013-14
44	44	44	44	44

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: 21.64

2.4.3.1 Total experience of full-time teachers

Response: 1147

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: 1.66

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

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: 1.72

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	2	2

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 college has undertaken following reforms :-

1. Different committees have been formed to supervise and look after activities of the college. Each committee is headed by a convenor. e.g. (Examination committee -Part I ,Part II, Part III and Academic Sub Committee) each committee is assigned with the task of conducting the different examinations .
2. In addition to tests prescribed by the Patna University like class tests, sent-up test and final exams, the college has made it compulsory for students to attend seminar, workshops, conference, etc.
3. Various academic programmes like Quiz tests, objective tests, essay writing and current affairs competitions are organized in which students are assessed.
4. This is followed by remedial and doubt removal sessions, parent teacher meeting and if required

counselling by the college appointed counsellor .

5. Collaborative group work, field work, excursion reports and student presentations have been made an essential part of most courses. Project work is also increasingly made a part of most of the courses.

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

Response:

There is provision of internal assessment of students in curriculum of few vocational courses like B.Sc. (Hons.) in Biotechnology where the students have to appear in the written examination papers of 80 marks and the course co-ordinator through a mechanism of assessment provides appropriate marks to all students out of 20 marks. Marks of internal assessment are provided on the basis of overall components like attendance, behaviour, departmental ethics, their behaviour with colleagues and teachers, etc. All these become possible by taking different types of feedbacks from officials, their classmates, their seniors, by personal involvement and by written tests also. The department carries annual sent-up cum internal assessment written test prior to the annual examination. In this way the department tries to maintain all sorts of transparency in the internal assessment. As per internal assessment of students of regular courses is concerned, it starts with their entrance in the college campus. It is also done during their interaction in class rooms. In science departments good students get better marks in practical examinations as their practical

records depict their overall performance and interest in the subject.

The college also does internal assessment of their officials and teachers on the basis of their performance, attendance and behaviour. These are mentioned in the recommendations made by the Principal for their promotion. Teachers have to also submit annual appraisal report forwarded by the head of the department along with the application form for their promotion. Without self appraisal report their applications are not entertained. In this way the internal assessment of all the concerned people of the college is very robust in terms of frequency and varieties.

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

Response:

The students are provided with the corrected answer-scripts by the relevant faculty members. The doubt and enquiries of the students regarding the pattern of optimal answers are clarified by the examiners. If there is any tabulation related error in the assessment, corrections are duly made by the examiner and the corrected marks is officially posted against the name of the concerned student. The Parent-

Teacher Meeting is a regular phenomenon for the First Year and the Second Year students. Such meetings are held after the publication of results of the Mid-Term Tests. If there is a marked discrepancy between class-performance and performance in examination of a student, the teachers consider it to be their responsibility to identify the cause behind such discrepancy. The interaction between the parents and the relevant faculty members can be crucial for such identification. If the reason for such discrepancy is purely academic, the teachers try whole-heartedly to provide the students with a broader understanding of the subject of their study (topics already taught in the class are discussed again, students are given time-bound home assignments to be checked by the faculty members, more books and journals are suggested to the students for reading and so on). However the cause may be extra- academic too. In case the student suffers from psychological instability or examination-phobia, the faculty members try to deal with the suffering students and their parents sympathetically. They suggest the students and their parents to take the help of the counsellor who is appointed by the College and is available in the College premises during the college hours.

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

Response:

B.A./B.Sc. First Year classes commence in the month of July every year. Within two months from the commencement of the new session class-tests are scheduled for the Honours students. The schedule of Class-Tests continues till the end of the session. The students are provided with the corrected answer-scripts of the class-tests so that they can be aware of their mistakes. If the students express their difficulties in understanding the questions which were set in the test, the questions and the topic on which such questions were set are discussed in the lecture-hour by the faculty member. The students are further advised to write the answers to the same questions as home assignments with the suggestions and modifications made by the examiner of the Class-Test.

Sent-Up Tests are arranged for the Final Year Honours students in the first week of January, for Second Year Honours Students in the Third week of January, for the First Year Honours students in the First week of February. It is a 100 marks test. The results of the Sent-Up Tests are generally published within 7 days of the examination. All the students are allowed to go through their corrected answer-scripts after the publication of results in the presence of the relevant faculty members. The Parent-Teacher Meetings are regularly arranged by the Honours Departments. The interaction between the parents and the faculty members is considered to be conducive to the improvement in the performance of the students.

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:

Bihar National College, Patna is one of the oldest multidisciplinary constituent units of Patna University, Patna. It offers different programmes of regular courses in Arts and Science streams besides self financing vocational programmes to inculcate creative ability and critical temper, sense of social services, human values to its students to make responsible, dutiful and a noble citizen of India.

Arts Stream: It comprises B.A. in Sanskrit, Hindi, English, Urdu, Maithili, Philosophy, Sociology, History, Economic, Political Science, Geography, Statistics and Mathematics. The outcomes of these programmes are to inculcate the knowledge of critical thinking and writing, development of communication skill and behavior and also to prepare and efficient and responsible human resource for a developed nation.

Science Stream: It comprises B. Sc. in Physics, Chemistry, Botany, Zoology, Geology, Statistics and mathematics. The outcomes of these programmes are to inculcate the knowledge of critical and scientific thinking and writing. These are also helpful in generating innovative ideas and innovations for the welfare of society and also it prepare efficient and responsible human resource.

Vocational Courses: The Institution offers self financing skill based vocational education in the field of Biotechnology (B. Sc. Hons. In Biotechnology), Computer Applications (B. Sc. & B. A. in Computer Applications), Business Administration (B. A. in Business Administration) and also Communicative Skills (Functional English). The outcomes of these programmes are to make the student self dependent in their respective fields and also to make human resource shield with skills.

Distance Education: Bihar National College also offers distance education in collaboration with IGNOU. Where such students are enrolled who can't attain regular classes either due to their job or due to some other factors. In this way it provides opportunities for all such students for promotion and betterment of their career

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Students of B. N. College, Patna have been showing an extraordinary academic performance, securing top merit positions in the Patna University. To track the program outcomes, every department maintains an alumnae data-base which is regularly updated regarding their current position. Alumnae are doing outstanding work both nationally and internationally. Some of the alumnae have occupied a big political position as Sri Lalu Prasad Yadav (Ex-Chief Minister of Bihar), Sri Sushil Kumar Modi (Deputy Chief Minister of Bihar), Sri Krishna Nandan Prasad Verma (Education Minister of Bihar) and many more.

Our alumnae have also occupied top positions in administration as well as academics, for instance, Dr. Dinesh Kumar and Dr. Nagesh Kumar, the HODs of Physics and Geography departments are our alumnae. Alumnae are regularly invited to deliver talks/presentation in their relevant areas to encourage students. Many of alumnae are examiner of the courses, who are giving feedback regarding our courses which helps in improving the teaching methodology time to time. Each and every department tracks their student's performance after graduation from the department whether like how many students enrolled in higher studies or other services.

The continuous assessment done by each and every department provides feedback on the effectiveness of the teaching-learning process and learning outcomes of each course. This is in the form of assignments which are a part of the continuous internal evaluation. In addition to it, additional quizzes, tests, assignments and sent-up test which are periodically given to students.

The various programmes running in our college have substantial scope for skill building, enhancement of conceptual understanding, training in research methodology, and experiential and fieldwork learning. All vocational course students undertake summer-internship in organizations involved in development related activities industries, hospitals and radio station. Every student or a group of student's works on different project, carries out fieldwork and writes a dissertation or thesis that is evaluated by external examiners. The students are evaluated on this by the organization where they went for internship as well as a committee of teachers for their application of learning from across courses.

2.6.3 Average pass percentage of Students

Response: 70.05

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

Response: 552

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

Response: 788

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: 8.11

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)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	7.05	1.06

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 77.36

3.1.2.1 Number of teachers recognised as research guides

Response: 41

File Description

Document

Any additional information

[View Document](#)

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

Response: 0.28

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

Response: 3

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

Response: 53

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document

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:

Being a predominantly undergraduate college with only one postgraduate department (English), Bihar National College, Patna has no recognized incubation centers. The Bihar National College, Patna has separate committee for Research Consultancy and Extension as well as Innovations and Best Practices. These committees comprise of the faculty members of various departments of the college. Each committee consists of five to six members and is headed by a senior faculty member in the capacity of convener with the principal presiding over. These committees facilitate the smooth and efficient coordination of research and development activities in the college, thus fostering overall growth.

List of members of **Research Consultancy and Extension Committee**

1. Dr. K. K. Maltiar (Convener)
2. Dr. Akhileshwar Tiwari
3. Dr. B. P. Mandal
4. Dr. Naushad Alam
5. Dr. L. P. Yadav
6. Dr. Matuk Nath Chaudhary

List of members of **Innovations and Best Practices Committee:**

1. Dr. P. D. Singh (Convener)
2. Dr. Rambali Singh
3. Dr. Mansoor Alam
4. Dr. Faiyaz Ahsan
5. Dr. Abhay Prakash
6. Dr. Laxmi Narayan Singh

Aims and Objectives of the above mentioned committees:

The college has set the following aims and objectives with regard to the promotion of research and transfer of knowledge:

Aims

1. To inculcate the spirit and culture of research amongst faculty and students.
2. To enhance interaction and cooperation between researchers for interdisciplinary research.
3. To establish links with various R&D organizations and funding agencies for sponsored and contract research.

Objectives

1. To organize research promotion events like conferences, seminars, workshops, invited lectures, webinars.
2. To encourage faculty to undertake research projects in thrust areas in science and technology and stay abreast with latest digital initiatives of the government.
3. To promote research publications.

Individual and combined research innovations at Bihar National College, Patna are listed below.

Sl. No.	Name of the Faculty/Department	Project Title	Funding Agency/Year/Duration
1.	Dr. Irshad Ali, Chemistry	(Minor research project in science)	UGC, 2014, 24 Months
2.	Dr. Motilal Gupta, Zoology	(Minor research project in science)	UGC, 2014, 24 Months
3.	Dr. Abhay Prakash, Geology	(Minor research project in science)	UGC, 2013, 24 Months

The college promotes a culture of rigorous research by motivating teachers as well as students to engage in research. Field work (internship/externship) is a key way of translating students' classroom learning to real life applications. Students of Geography, Bio-tech, BCA, BBA, Geology and Functional English have a continuous engagement in the organizations (private corporate as well as public sector companies).

The teachers are provided with umpteen opportunities to submit innovative research papers, publish them as chapters, books and in journals with ISBN and ISSN respectively. Dignitaries from IIT Patna and other premier institutes are invited to conduct the workshops and seminars. These lectures spark off the creativity of the student to sharpen their innovativeness. Separate labs are set up for the students in Science, BCA and BBA departments to make the students acquainted with the latest in the field and improvise on them.

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

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 Ph.D.s awarded per teacher during the last five years

Response: 0.46

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 19

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 41

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

Response: 0.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
23	05	09	09	02

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

3.3.5 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: 0.08

3.3.5.1 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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	01

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:

Students of Bihar National College, Patna get exposed to the social and economic problems of the society in the neighborhood community through the extension activities conducted by the college. This leads to their

holistic development. The Bihar National College is well known for producing leaders. Many of the college alumni and faculty members have gone on to become political leaders and hold significant post in the government.

Major extension activities at Bihar National College, Patna are conducted by:

- NSS
- NCC

The NSS and NCC of the college actively take part in various activities organized by the government. The college has earned a reputation for being an established institution of higher education with high regard for social responsibility in the region. The extension activities are integral to UG teaching at the college. Engagement of students in these activities is the first window to observe life closely at the grassroots. They become sensitive to the challenges of a developing society like ours and observe the inequities and the challenges they pose towards development potential of people.

The students of NSS are regularly engaged in the cleaning drive of Ganges River. The students of the college actively take part in blood donation camp and health camp. Students are encouraged to participate in the awareness programmes like hazards created by plastics in the environment and the need for cleanliness in human welfare. The students were involved in cleaning the campus under Swachh Bharat Abhiyan and also to aware students about how to fight back diseases. Institute involves the faculty and students in community work. This helps the students to learn ethical values and understand their responsibilities, and develop as good citizens. These extension activities influence the students, their understanding of the problems in the rural and urban areas of the state, the various policies of the government or the society and their impact on human life are brought to the perception of the students. They are encouraged to participate in various community development programs to develop their all-round personality. Self-discipline, loyalty, respect and patriotism is nurtured among the NCC students.

Many awards were received by the NSS and NCC cadets for their meritorious service. Extension lectures on social evils with outsiders are arranged to create awareness among the students. Folk artists are invited to teach the students about the traditions and rich culture of the state. The students are also encouraged to participate in the following activities: Planting of trees inside the campus as well as in the adopted neighborhood, Blood donation camps, Swachh Bharat Abhiyan. All the significant dates such as Republic day, Independence day, Environment day, Yoga Day, Teachers Day etc. are celebrated periodically to familiarize students with the traditions. These activities enable the students to cultivate the much needed traits like self-confidence, leadership, self-discipline, commitment and devotion, hard work and team work and the same qualities will help them to excel in academics as well.

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

Response: 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	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: 8

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	0

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: 0.27

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

2017-18	2016-17	2015-16	2014-15	2013-14
19	2	0	8	0

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: 17

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	3	3	4	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: 0

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)

2017-18	2016-17	2015-16	2014-15	2013-14
0	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:

The institution has adequate facilities for teaching-learning, such as classroom, laboratories, ICT classroom and, etc.

The details are as follows:

- There are 31 classrooms of different capacities to meet the requirements of students. Large classroom has capacities around 150-200 students. For vocational courses, the capacity of classrooms is around 50-60 students. Each classroom is equipped with appropriate, comfortable furniture; good ventilation and adequate lightning system.
- **Smart classroom:** There are five classrooms equipped with video conferencing system, audio system, Smart board, photocopier. They are also enabled with Wi-Fi, e-library, National Digital Library (NDL), Internet, E-Lecture, Swayam, Shodh Ganga, E-Shodh Sindhu and Swayam Prabha channel.
- **ICT enabled classroom:** There are five classrooms enabled with Laptop/Desktop, Power Point Presentation, Smart Board, LCD Projector, Storage device, Printer, Scanner, Desktop, E-books, E-theses & Dissertations, E- copies of Journals.
- **Practical Laboratories:** There are twenty one bachelor degree practical laboratories in different departments; Department of Physics-03, Department of Chemistry-03, Department of (Botany + Biotechnology)-05, Department of Zoology-03, Department of Geography-03, Department of Functional English-01, Department of Geology-03
- **Research Laboratories:** Physics-01 (UGC Sponsored Project), Chemistry-01(UGC Sponsored Project), Geology-01(UGC Sponsored Project).

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

Response:

The institution has adequate facilities for indoor and outdoor games. The indoor facilities comprise of Chess, Carrom Board and Table Tennis. The outdoor facilities comprise of basketball, football, cricket, kabaddi and badminton. The institution has two campuses, one is the main campus and other is science block campus. The main campus has a play ground area of about 87120 sq ft (2.0 Acres) which includes the cricket ground, football and kabaddi. The main campus is also used for other activities such as cultural activities and others. The badminton court is situated in the Science Block. The institution has a gymnasium which is situated behind the main central library of the institute, and it comprises of adequate modern facilities. The institution has a seminar hall of area 2100 sq ft which is situated on the second floor of the main administrative block. The seminar hall is also used for Yoga classes which are regularly running twice in a week from 6:00 AM. The same seminar hall is also used for cultural activities.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**Response:** 21.21

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 7

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:** 18.64

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.5	1.5	20	3	2

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

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

We feel the need of digital library for the benefit of students and teachers. There are several thousand books available in the digital library. The library is being automated using Integrated Library Management System (ILMS). We are hopeful that in couple of months our library will be completed automated. It will help the student in accessing the e-books, e-resource and other material easily. Teachers will also get benefited from this. In addition to it, there are many books available in different departmental libraries.

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

Our library came into existence since the inception of the college. The library has a very large collection of books in various subjects such as Physics, Chemistry, Biology, Mathematics, Hindi, English, Sanskrit, political science, Social Science, Urdu. Our library has collection of a large number number of rare books such as The wealth of India (8 Volumes in total), Hans' flora of Bihar and Chotanagpur is the other one. Encyclopedia of Plants is available for the teachers and students as well as the library provides reading facility to all the stake holders.

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: D. Any 1 of the above

File Description

Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc

Document

[View Document](#)

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

Response: 0.21

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.15	0.18	0.23	0.29	0.21

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: No

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 0.75

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

Response: 15

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college is very much concerned about the innovation and utility of IT facility in the campus. Only three years before most of the official and academic activities were carried out manually but since 2014 all admission processes of regular courses and vocational courses are carried out by online process. Details of the admission process are made available on the University's and College Web Page. Gradually, we are upgrading the admission process up to online facility for subject choice, payment, registration and issue of the identity card at a time. The college has about seventy six thousands of books and journals. Some of them are the rare one that cannot be made available for everyone, physically. To overcome the problems and also to make all the books available for all students, digitization of Central Library is in progress. In near future the students will be advised to enrol themselves on NAD (National Academic Depository) for safety and easy availability of their certificates and documents. With the financial assistance of the UGC, the UGC Centre of Biotechnology has established an Online Library in 2002. And with the financial assistance of the State Government an e-library is established in the Department of Botany. Similarly State Government has provided free Wi-Fi facility in the campus. Till date, there are five smart classes in different departments of the college and in near future this number will be enhanced. From safety and discipline point of view, several CCTV cameras are also installed at important sites in the college.

4.3.2 Student - Computer ratio**Response:** 22.88**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:** 100**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)**

2017-18	2016-17	2015-16	2014-15	2013-14
49.02	57.3	28.5	25.9	34.8

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	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:

The different staff council committees which have been constituted for maintenance of infrastructure facilities & equipments are as follows:

1. Development Committee
2. Purchase Committee
3. Garden Committee
4. Library Advisory Committee
5. Computer Resource Center Committee

Development Committee

The Development Committee is constituted by the staff council, and it has been approved by the governing body of the institution. It makes necessary arrangements for adding new academic infrastructure in the institution as per the needs of the departments/institution. It supports the required development works in the institution such as the construction and renovation of buildings and other repair works.

Purchase Committee

The equipment, instruments, repairment of the damage entities and items for use in the different laboratories are purchased after prior approval and scrutiny to ensure optimal utilization of funds allocated to the respective departments. Purchase Committee approves for purchasing of the required items based on the technical and financial bid in quotations.

Garden Committee

It comprises of some of the faculties members from the different departments along with at least one from the botany background. The institution has a team of efficient and experienced gardeners to maintain the lawns and flora of the institution. Planting of seasonal plants is carried in the institution regularly. The old and damaged trees are pruned after due permission from Government under supervision of qualified staffs.

Library Advisory Committee

College Library Advisory Committee includes some of the experienced faculty members of the institution.

All the concerned purchase, issue and up-gradation of library facilities are monitored by the committee.

Computer Resource Center Committee

The institution has assigned a coordinator for the computer resource center who monitors the use and maintenance of computer labs of all the departments. However, the purchase and repairment of computers are done through the approval of computer resource center committee. From the computer resource center committee, one person has been assigned as website coordinator to manage and look into information sharing and uploading on the institute website.

NAAC

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: 3.42

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

2017-18	2016-17	2015-16	2014-15	2013-14
93	30	66	76	59

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Any additional information

Document

[View Document](#)

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: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	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: 0.05

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	4	0	1	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: 23.19

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

2017-18	2016-17	2015-16	2014-15	2013-14
358	438	456	467	470

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	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: 48.98

5.2.2.1 Number of outgoing students progressing to higher education

Response: 386

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: 35.33

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	3	2	1	3

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

2017-18	2016-17	2015-16	2014-15	2013-14
15	10	10	5	5

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	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: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	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:

In accordance with the recommendations of the Lyngdoh Commission, Patna University has conducted a centralized election in the year 2017-18 for the constitution of Students' union. From our college, two students got elected. Elected representatives of the college councilors are active members of internal quality assurance cell and their suggestions are considered for the development of the academic and administrative plans.

As per the Patna University website, the following information is available for Students' union and their activities:

Objectives of the Students' Union according to Statutes:

To promote

- (a) discipline and decorum in the university
- (b) mutual contact, democratic outlook, and spirit of oneness among students of the University
- (c) social harmony among all students and to work towards their cultural and academic development
- (d) close and cordial relations between students and teachers of the University;
- (e) leadership quality among students and a consciousness of the university, to equip them for becoming responsible citizens
- (f) self-reliance, service to the people and duty towards development of the nation

To meet, discuss and make representation to the Central, State and University authorities on matters concerning the common interest of the students

Activities

According to the Statutes the Students' Union may assist the University in organizing following activities

related to students

(a) Debates, discussions, lectures, study circle, essay competition;

(b) Cultural performance and contests;

(c) Indoor and outdoor games

(d) Publication of magazines, bulletin and wall newspapers

(e) Trips and tours

(f) Social Service and Social Relief activities

(g) Running cooperatives

(h) organizing poor Boys' fund and Book Bank for needy students

In 2018, bus service for Patna University students and, recently, bus service for women students of Magadh Mahila College and Patna Women's College was started due to the initiative taken by the Union.

Representation of students on academic & administrative bodies/committees of University

President and General Secretary of Patna University Students' Union are permitted to attend the meeting of the Senate of the University. Divyanshu Bhardwaj, President and Shudhanshu Bhushan Jha, General Secretary attended the Senate meeting held on 27.10.2018. Anshuman attended the meeting on 22.12.2017

President of Patna University Students' Union Mohit Prakash and Shambhavi Singh, student of M.Sc. (Statistics) are members of the IQAC

1. Treasurer of the Union is one of the signatories for operating PUSU Fund Account

2. Sports secretary and the Cultural Secretary of the Union are ex-officio members of the Sports board and the Cultural board respectively. Currently Neeraj Kumar Yadav is ex-officio member of the Sports Board and Pragati Chouhan is ex-officio member of the Cultural Committee.

3. Representatives of the Students' Union are given invitation for attending programmes/functions held in Departments/Institutes/Colleges

4. Student representative are nominated as members of the Departmental Councils of different departments

Patna University Students' Union is a body of very politically conscious and socially committed students. The participation of students in Patna University Student Union elections held on 17.02.2018 has been excellent. 66 students contested for 5 posts. Similar participation was witnessed in the Union Elections held on 05.12.2018.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**Response:** 16.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	8	19	19	19

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:**

There exists an Alumni Association at B.N. College, Patna. The society is going to be registered very soon. An old directory of alumni reflects the glorious past where its alumni have reached echelons of society. Earlier, it was named B. N. College Old Boys' Association which hold its reunion every year not only to renew contacts but also to make the alumni feel that their old institution demands of them active participation in its progress.

In the current scenario, college alumni have contributed to the college in several possible ways. These have been listed below:

1. Taking classes where there is shortage of teachers
2. Contributing their caution money
3. Generously giving monetary support
4. Providing counselling to current students

Thus, the alumni are providing support to the college in every possible way.

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: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	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:

To build an educated, cultured, conscious and egalitarian society based on justice, equity, freedom and harmony.

Mission:

The college aims at preparing the students as a noble, responsible, cultured, disciplined and self-reliant citizen with dedication towards national duties as well as moral values through modern teaching techniques for general and professional courses as expected in the civilized society. The college aims at working in a such a manner so that students of this college gets benefited at most.

6.1.2 The institution practices decentralization and participative management

Response:

The management of B. N. College consists of mainly two branches- Academic and Administrative. Academic activities of the college are managed by the Principal, Heads of the respective departments and the faculty members, while the administrative activities are governed by the Principal, Bursar, Accountant and Administrative staffs in tune with the directions of Patna University. Apart from these basic management structures of the college, several committees are formed to practice decentralization and participative management. Our college has constituted the following committees:

- Admission Committee
- Finance Committee
- Anti-Ragging Committee
- Staff-Welfare Committee
- Sports Committee
- Cultural Committee
- College Development Committee
- Purchase Committee
- Library Advisory Committee
- Examination Committee
- NAAC Committee
- Career Counselling and Campus Placement Cell
- Grievance Redressal Cell

The college management is not just run by the higher authorities but there is participation of people from

all sections like teaching staff, non-teaching staff and students. Suggestions and inputs from these different groups of people play a major role in decision-making process, which is helpful for the growth of the college in all aspects. Our college also encourages the involvement of society, stakeholders, alumni and parent in its management system. The feedback from these various sections helps to improve the quality of the college.

In addition to the above, here we give two specific examples of decentralization and participative management which has been adopted by our college in the last year:

1. A few years back, there were no girls' toilets available in the college. By taking feedback from students, it has been realized that there must be a separate toilet for girls. The higher authority of our college acted promptly on this problem and a development committee was constituted to build up girls' toilets in the college campus.

2. As per the government directives, it is mandatory that college campuses should be green to promote eco-friendly environment. Our college took this government initiative as a positive feedback and started to work on the strategic plan for making a green campus. However, the major problem was the unavailability of open space within the campus. Consequently, a committee was formed and it was decided that the old staff quarters is in dilapidated condition which is of no use. Then these quarters were demolished and in place of that, massive plantation has been done. In this plantation process, the participation of teachers and students was also crucial as they brought various kinds of plants from different places.

6.2 Strategy Development and Deployment

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

Response:

B. N. college maintains documents related to the strategic plans and subsequent actions taken for their implementation. The documents are available in the forms of notice, office orders, resolutions of various college committees and their implementation, etc. The college is continuously working for the improvement of academic environment and infrastructure. Some of the key strategic plans are as follows:

1. The college has planned to introduce some new vocational courses like MCA, M.Sc. in Electronics, Cartography, Mass Communication, etc.
2. It has been planned to develop the infrastructure of the college like conference hall, seminar halls, separate building for vocational courses, renovation of playground and laboratories, smart classes, ICT classes, Auditorium for organizing the big events, etc.
3. To provide the basic facilities for students and all the staff members of the college, it has also been planned to construct some new toilets, arrangement of safe drinking water in each department, construction of internal road and plantation for promoting eco-friendly environment within the college campus.

The college has a quality policy for comprehensive development of the faculty members, staff and students of all castes and creeds with special focus on academic excellence, personality development, justice,

freedom and harmony. It is developed by academic excellence at different levels and by selecting meritorious students through entrance examinations with reservations, class tests, sent-up test etc. The institutional quality policies are driven through induction meets, personal interactions and appraisal of performance of the faculties, students and staff. And it is reviewed through the feedbacks from all sources.

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 college has well organizational structure including various body. The principal of the college is the head of the institution. The work is divided into two categories which are Academic and Administrative. The academic part consists of Head of the department and faculty members. The administrative consists of head assistant and bursar. Two type of clerk work under head assistant (Lower divisional and upper divisional clerk). The accountant works under the bursar. Peons, sweepers, watchmen, gardener and other staff work administrative department.

File Description	Document
Any additional information	View Document

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: A. All 5 of the above

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

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

Response:

Our college has initiated e-governance in planning and development, administration, finance and accounts, students' admission and support and examination. The e-governance details in all these areas are given below.

1. As far as planning and development is concerned, the renovation of the college building has been done by Bihar Infrastructure Limited and for this our college has strictly followed the electronic procedure wherever possible. For getting funds for college development, proposal has been submitted to RUSA, Bihar.
2. The e-governance in administration is practiced to some extent. Important information are communicated/circulated among staffs and students through emails, WhatsApp and letters.
3. The college maintains all the documents related to finance and accounts in the electronic forms.
4. Student's admission is done through the online process.

The mode of filling up the examination forms is online. After filling the examination forms, students appear in the final examination and their results are published online.

6.3 Faculty Empowerment Strategies

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

Response:

The college provides following welfare schemes for teaching and non-teaching staffs:

1. Accommodation facilities (University quarters) for both teaching and non-teaching staffs.
2. House Rent Allowance
3. City Conveyance Allowance

4. Medical Allowance, and free medical facility at Central Dispensary of Patna University, Patna
5. Career Advancement benefit for higher qualification like Ph. D.
6. Teachers' Welfare Fund.
7. Refundable / Non-refundable loan from Provident Fund
8. Admission quota for wards of teaching / non-teaching staff
9. Medical facilities for teaching / non- teaching staff
10. Group Insurance
11. Excursion trip (field work)
12. Housing co-operative
13. Admission quota for teaching and non-teaching staff
14. Funeral fund for non-teaching staff

These beneficial schemes are availed by staffs as and when they require.

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: 3.73

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	2	1	1

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: 0.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	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: 4.18

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	2	0	1	2

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:

Yes, the institution has performance appraisal system for efficient administration in academics. The head of the institution prepares PCR (Personal Character Roll) of its entire non-teaching staff. It is a performance based report and the better performance signifies the better remarks. And this remark plays important role in promotion of the staff. Similarly there is a self appraisal system for all the teaching staffs. It enhances the moral of the teaching and non-teaching staff to work more efficiently as the performance is counted in their promotion.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Our college has an efficient mechanism to monitor the financial resources through a financial administrative wing and different committees which are as follows:

1. Financial Administrative Wing: The College has “Bursar Income” and “Bursar Expenditure.” They monitor the accounts of their respective financial jurisdiction. Bursars are assisted by Head Assistant and the Accountant and their works are supervised by the Principal of the Institution.
2. Financial Committees: In the Institution there are several financial Committees like Purchase Committee, Development Committee, Departmental Committees, Welfare Committee, etc.

The budgetary financial requirement of the college is placed before its respective committees in the form of proposal. The committee pursues all of its aspects, give corrective suggestions and finally approve according to the feasibility of the work and availability of fund. Then it is placed before the Principal for implementation. Regarding all transaction and Bank account handling, records (Vouchers, Cash book, Cheque-issue Register, etc.) are maintained by the account section and they are placed for internal and external auditing at the end of the financial year. Finally as per audit report, financial rectification, if any, is done and the utilization/adjustment report is sent to the funding agencies (UGC/State Govt./Others).

As mentioned above, financial book-keeping is done for all institutional transactions. After closure of the financial year, RE (Receipt-Expenditure) account is prepared and with all supportive budgetary documents and vouchers, it is placed for internal and external auditing. The college as well as all the vocational departments conduct their audit work regularly for every financial year.

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: 1278

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	678	600	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 major revenue is raised from various sources such as student admission fee, examination fee, bank venue rent charges, external exam, etc. As the UG courses are of three years duration, admission and examination fee are collected from the students enrolled in these courses once in a year, three time for the whole course. The college has provided space for running Allahabad Bank, in return, the college gets 25000 per month as rental charge. The college also provides facility for conducting external exam such as B.Ed. entrance examinations, various exams conducted by Bihar Public Service Commissions, various exams for state government jobs, etc. The college gets handsome amount of money in return. All these funds are utilized for the development of 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:

The IQAC committee has taken the following initiatives:

1. Student Placement Cell: A student placement cell has been formed to provide guidance and provide facility for placement of students in various industries, company, etc.
2. Introduction of new job oriented course: The College is very keen to introduce various job oriented courses. MCA and M.Sc. Electronics courses will be functional from this year.
3. College Development Committee: The College has worked very hard to develop various infrastructures such as internal road, college boundary, etc.
4. Separate toilets for boys and girls: The College has built separate toilets for boys and girls in every department.
5. Development of gymnasium: gymnasium is being built and accessories relevant for physical fitness such as trade mills, badminton, table tennis, etc. are being procured.
6. Construction of ramps: Three ramps have been constructed for physically handicapped students so that they do not face any difficulty in attending the classes and other activities as well as in accessing the library facilities.

7. Arrangement of Safe drinking water: Facility for safe drinking water has been arranged in each department and various other designated places.
8. Renovation of college buildings: The whole campus has been renovated with the help of Bihar State Infrastructure Development Corporation Limited.
9. Internet, Wi-Fi facility: Internet facility has been provided in the entire campus.
10. Installation of CCTV for security and maintaining discipline: CCTV has been installed at various important places for security of the students and as well as maintaining close vigil.
11. Badminton Court: A badminton court has been developed with the help of L & T Ltd. in the science block so that students actively participate in sports.
12. Bore wells with submersible electric motors: For constant water supply, bore wells have been drilled.
13. Plantation drive in Botany department and development of medicinal garden: For clean environment, plantations have done in the entire campus.

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:

The IQAC body in our institution was constituted in 2014. Since the constitution of the body, all the relevant works related to the teaching-learning process, structures & methodologies of operations and learning outcomes are reviewed in coordination with heads of all the departments, departmental academic committee and faculties' members as per NAAC guidelines in a periodic manner. The institution practices both Chalk and talks method and also with the help of Smart classes. Both methods have their advantages and disadvantages. However, there are various quality initiatives have been taken to improve the teaching-learning process by the IQAC as follows:

- Organizing seminars, workshops, quizzes and group discussions among students to enrich their knowledge and personalities.
- Improving teaching through feedback from students regarding the teaching methodologies and courses
- Initiating value-added courses for students
- Using of ICT in teaching and learning.
- Sharing E-resources of various courses with students
- Analyzing and implementing corrections suggested in the feedback from students, alumni and parents.

The learning outcomes of students are assessed through the performance of students after completing the courses. Some of our students are placed in different private and government organization on very high salaries, and some them opt railways, SSC and banking sector etc. Most of our students get enrolled themselves for higher studies. Some of the students are carrying their studies in JNU, IITs, Jamia Milia

Islamia and a few of them are PhD and Postdoc from foreign countries as the USA, Switzerland, and so on. The IQAC is regularly monitoring the performance of students in different activities and suggesting the appropriate field in accordance with their performance in different activities. In the near future, the institution is going to run free coaching facilities for the students of the economically weaker section for preparation of medical and engineering.

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description

Document

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

[View Document](#)

IQAC link

[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: B. Any 3 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:

Smart Classes: Keeping pace with technological development and student's centered education, the institution continuously tries to synchronize itself with latest technologies as a result of which it has provided the facility of smart classes to its teachers and students for better time management and efficient deliberation of lectures.

Introduced progress register: The college administration has introduced the progress register system in those courses that has to cover exhaustive syllabus (especially in vocational courses), as a pilot concept to cover the syllabus in stipulated time frame. In near future the same concept will be introduced in the regular courses also.

Appointment of guest faculties: To meet the shortage of permanent faculties, the Institution has made arrangement of qualified (in accordance with lectureship eligibility) guest faculties on per class payment basis in more or less all programmes to provide quality education to our students.

Monthly report regarding completion of syllabus: The institution has instructed all HODs to provide monthly report regarding part cover of the courses and finally completion of the syllabus.

E-library: With the financial assistance of the state government, the institution has established e-library and provided e-study materials to our students also.

Establishment of legal cell: With the help of state judiciary the institution has established a legal cell to monitor and solve the legal problems of students, teachers and the stakeholders in the campus.

Introduced Psychological Clinic: To minimise the academic and social stresses the Psychology department has introduced the concept of Psycho treatment to its needful students through this clinic. And it found very helpful in minimising the Psychic trauma.

Enhanced green canopy in campus: The institution has also tried to enhance the green canopy of the campus to provide better eco-friendly academic atmosphere to our students. It has also systematized the cycle, bicycle and car parking areas to give better look to the campus.

Introduced online admission process and publication of results and e-governance: Since last four year, the institution has introduced the online admission process, combined entrance tests, online publication of results and also maintained the academic calendar to provide maximum opportunity to our students for external competitive and for higher studies examinations.

Introduced students, stockholder and alumni feedback system: To improve academic as well as

administrative quality, the institution invites feedback from students, parents and alumnae and discussion is made at different levels to revise the curriculum and also to provide ambient academic atmosphere.

Renovated Buildings: With the financial assistance of state government, the Institution has renovated almost all its administrative and academic buildings, laboratories, library, toilets, internal road, seminar hall and other premises like hostels sports courts.

Improved Infrastructure: The Institution has also provided safe drinking water by installing Ro water purifiers in almost all the departments and by making drill for four bore wells with water reservoir facilities (roof tanks) in the campus.

NAAC

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	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:

The committee meets on need basis to address any complaints from students, teaching and non teaching members and takes necessary actions. The college has zero tolerance policy towards any such transgression. The college is committed to provide a safe and conducive and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity.

As per the UGC guidelines anti-ragging committee has been formed. The students at the entry level sign an affidavit and submit to the college about non-involvement in ragging activities. Anti-ragging committee makes sure and squad that there are no instances of ragging in the hostel (both campus hostels and out campus hostels) or anywhere in the campus. Anti-ragging posters are prominently displayed at various places within the campus. Main gates are guarded and entry points are screened. CCTV cameras have been installed at main points to have a close eye on the activity of all the students. Safety and security of all the students and staff are ensured.

Counselling: B.N. College has consistently strived to address contemporary issues like gender, women concerns, safety and security etc. thorough its academic content. Seminar and lectures are organised to

enlighten the students.

Common room: A big common room is present in the college for both girls and boys. There are three separate locations for hostel building, one for the girls and two for boys. The main hostel building which is in the campus consists of four big blocks with common facility. The other one is located in Saidpur Campus. The common room facility is also available there. The hostels are managed by the warden, superintendent, assistant superintendent and other staffs.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 230000

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: 53

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

Response: 28670.88

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 54096

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:

Waste management is really a matter of concern everywhere. It is an obvious culprit and pollutant contributing to landfills and toxins which harm the earth's soil and atmosphere. Keeping this in mind, the waste management in the college is managed by stopping indiscriminate use of chemicals and college do not have permission to use radioactive substances in the laboratory.

B.N. College adopts the policy of 3 'R' (Reduce, Recycle and Reuses). We produce our own manure by vermi composting. Leaf composting is done in house. Organic farming, gardening is done in the campus to sensitize students on suitable agriculture practices which is a part of the curriculum. Staffs are also encouraged to purchase organic vegetables. Sometimes with the help of department of resource management, new products are developed, produced from waste materials including garden waste. The college has set up effluent treatment plant and is exploring sponsorship option. The college maintains all its computer peripherals and take pride that it has been actively involved in recycling all its components. This also insures that computer accessories are being maintained at minimal cost. For the waste management, dustbins are available in each department. Harmful chemicals are not poured into direct water stream. Use of plastic bags are minimized in the college premises.

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

The college has two campuses. Large green area of the college campus allows for percolation of water into the soil thereby facilitating recharging of underground water reserves. The institute has rain water harvesting facility and by using this system. Two more water harvesting plants are being built by the institute to store the water and use it whenever it is required. The stored water is used for watering the trees, recharging the ground water reservoir and for gardening as well as watering the play ground

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:

The buildings in the main campus are century old. The buildings have very high roofs for cooling. The walls are mostly 25 inch in width. Each room is made up of very high quality materials particularly imported from England. The college construction allows for natural ventilation and lighting throughout its campus which helps conserve the energy demands. Long wide windows in the class rooms, offices and

library. It nearly eliminates the need for artificial lighting. High

Speed internet Wi-Fi facility is available for paper free practices. Adjacent to the main campus, there is another campus of the college which is newer as compared to the main building. This campus is Science campus which is situated at the bank of Holy Ganga. Green initiative has been taken in this new campus. The college is having one big bicycle stand to keep bicycles.

The college is situated beside Ashok Rajpath road of the city, that was named after the ancient great Ashoka. Buses, e-rickshaws, rickshaw are available in the form of transport. Buses stop just outside the gate of main campus entrance on the Ashok Rajpath Patna. At designated places, garbage dumps have been placed to dump the waste in them. In Patna, the waste collected in the dumps is collected by Patna Municipal Corporation daily. The corporation collects the waste separately both bio-degradable and non-biodegradable. Green building audit has been done showing that building on the campus utilize plenty of daylight natural ventilation. Department of Geology building of the college is situated in the middle of the campus. It is a heritage building declared by archaeological survey of India/ Government of Bihar. Campus is with rich biodiversity of flora and fauna which is taken care of by a dedicated team of workers. There are large number of trees are in the lawns aiding to improve the quality of indoor air and lesser air pollution. The college has a gardening committee which comprises of botanists who are engaged in maintaining the eco-friendly environment. The college organises various awareness programme and other events at regular intervals. Through NCC and NSS, the college has organized several activities such as swachh Bharat Abhiyan, Plantation drives, etc. The college has decided to declare one day as clean day monthly. In this programme, all the students including NCC and NSS teams, teachers and non-teaching staff participate. The college has been constantly engaged in efforts to reduce its carbon footprints. The centric location of the college promotes the use of public transportation by the faculty and students. Seminars/workshops by the conducted to aware the students and staff to reduce carbon footprints. B.N. College joined the swachh Bharat Mission and enlightened them to take active part in it. The garden and the driveways were thoroughly cleaned, plastic and empty bags of chips and small bits of papers were dumped. The science department of the college has been fundamental in converting fallow land at the backyard of the college into a garden.

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

Response: 0.67

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)

2017-18	2016-17	2015-16	2014-15	2013-14
0.4	0.2	0.21	0.24	0.19

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: B. At least 6 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: 16

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	3	7	1	0

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	4	1	0

File Description	Document
Any additional information	View Document

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
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
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
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
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: 38				
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				
2017-18	2016-17	2015-16	2014-15	2013-14
7	5	9	9	8
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:

Yes, the college celebrates with great fervor the national festivals, birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi, Vivekananda, Sardar Vallabh bhai Patel, Pandit Jawahar Lal Nehru, Dr. Bhimrao Ambedkar, Sarvepalli Radha Krishna, Lal Bahadur Shastri, various national festivals like Independence day, Republic day and Gandhi Jayanti are also celebrated with great enthusiasm. Focusing on the unified diversity of the nation, the government had announced the birth anniversary of Sardar Vallabh bhai Patel on October 31 to be celebrated as Rashtriya Ekta Diwas (National Integration day) every year. On this occasion, B.N. College also celebrates Ekta Diwas in the college. On national festivals like independence day and republic day, both NCC and NSS cadets, followed by the college students take part in the march. On both these occasion after the functions at the college, all the persons move to other destinations where both these occasion are celebrated collectively by all units of Patna University. Apart from the march past by NCC and NSS cadets, the cultural programme are organized in which all the college participates. Cleanness drive or Swachhta Abhiyan has been organized by B. N. College on 2nd October (Birthday of Mahatma Gandhi) where all the teaching, non teaching staffs, students and NCC and NSS cadets took part in it. Every year on 5th September, we celebrate Dr. Radhakrishnan birthday as Teacher's day with great fervor. The students organize cultural programme (speech, songs and poetry recitation, etc.) for the teacher and the Guru-Shishya parampra is celebrated. NSS day (24th September 2015) and NCC day were celebrated in which various events were organized in the college.

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

Response:

The Institution tries to maintain complete transparency in its financial, academic administrative and auxiliary functions. All major financial decisions are taken after getting approval from the finance committee of the institution and also getting clearance from the audit section and financial advisor of the University. Yes, the roster is available on college website, University website; financial audit statements are sent to statutory stakeholders. All the current events and their process, including admission examination, ad-hoc teacher's selection is posted on the college website notice board as well as college notice board. All in RTI are replied by PIO. The admission process in the college is totally transparent and well organized by the Patna University for the college. The admission in graduation is done on the basis of competitive tests organized by the college. Evaluation is done by the competent teachers of college and quota principle is followed in letter and spirit throughout the admission process, publicity is ensured through notice board, help desk, assisted by student volunteers. The process is absolutely transparent and follows all the norms and process laid down by the Patna University.

7.2 Best Practices

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

Response:

Best Practice-1

1. Title of the Practice

Learn, Earn & Do Good

2. Goal

All round development of students so that they can contribute to the strengthening of the nation.

3. Context

Our college was established in 1889 with a view of instilling nationalist ideas among the students through quality higher education. With the passage of time lot of changes have occurred in our society and we can survive only when we keep ourselves up-to-date with the pace of the globe. New courses have been introduced without minimizing or ignoring the importance of the traditional courses. These days our college is an amalgam of tradition and modernity and is continuously upgrading the academic standards of our society by providing knowledge both in the traditional courses as well as modern subjects to cater to the needs of the society.

4. The Practice

Under the leadership of the Principal, the faculty members, students, alumni, denizens of the society worked together to upgrade and modernize the college in order to improve academic excellence and employability of the students. As this college was established in 1889, being one of the oldest colleges of India, it has seen various vicissitudes in the flow of education. This college has succeeded in making the following items related to infrastructure:

1. Beautifully structured building
2. Many classes are equipped with interactive smart board and projectors.
3. Audio – Visual seminar hall with interactive board
4. Free high speed Wi – Fi broadband activity
5. Well-equipped science laboratories
6. INFLIBNET Facility
7. Students who are economically and socially deprived are provided scholarships
8. We have computers for students

9. All departments have laptop and desktop computers, printers, scanners, copiers and intercom facility.
10. We have air – conditioned Digital Language Lab with 20 computers, UGC Network Resource Centre with 17 computers, centralized computing facility with 20 computers and labs for science subjects with sufficient modern equipments.
11. The college has NSS & NCC on the campus
12. Our general library is regularly updated and now has around 78,000 books and a number of journals.
13. The college has a fully furnished Health and Fitness Centre and spacious play ground and equipments for weightlifting, power lifting, and body building.
14. Our administrative section is completely automated with networking and intranet
15. We have purified drinking water facility in every nook and corner.
16. We have fully furnished hostels and open air auditorium.
17. We have received funding for the construction of new buildings and conference halls for different courses.
18. We have formed cells like Career Guidance and Placement Cell, Scholarship cell, Equal Opportunity cell, Centre for Distance Education, Student welfare Cell besides sports club, cultural and fine arts club and staff club.
19. We have a professional still camera and a movie camera which are used for documentation.

The college is keen in providing all these services to the students for developing employability and academic excellence. Faculty members monitor the proper use of all services, and most of the maintenance of the services is done by a team consisting of the teachers and the students. These infrastructural facilities are crucial to the exposure received by our students, and the college offers these services to the distance education students as and when required. We have also proposed for funding to acquire additional infrastructure to compete with international campuses.

5. Evidence of Success

Infrastructural up gradation has ensured academic excellence and employability of our students in the recent years. The following are a few of the instances:

1. Late Lal Narayan Sharma 1st Attorney General of India was a student of this college.
2. Our former students have led Bihar and Indian politics for a long time. They are Lalu Prasad Yadav, Sushil Kumar Modi and many others.
3. Our students have been representing the university teams in various sports/fine Arts/ Elocution Competitions for the last many years. They have proved themselves in weightlifting, power lifting and body building at the state level. Our college occupies top position in sports in terms of the number of our

students and their achievements.

6. Problems Encountered and Resources Required

The college faces a few problems in the effective utilization of our infrastructural resources as detailed below:

1. We are not provided with sufficient funds for infrastructural mobilization as per the proposals submitted, and it slows down the pace of our development.
2. We occasionally face scarcity of permanent faculty members.
3. Our major deficiency is that we do not have qualified technical assistants and mechanics for the operation and maintenance of the available resources. Our requests for the sanction of posts are yet to be considered by the government.

7. Notes

Any institution planning to upgrade its infrastructural resources should take in to consideration the locale of the institution, the nature of representation of the communities the students hail from, and the academic requirements of the institution. There should be efforts to bring parity in terms of standards of international institutions. The facilities should be accessible to the students so that their academic excellence and employability are enhanced.

8. Contact Details

Name of the Principal : Dr. Rajkishore Prasad
 Name of the Institution : Bihar National College
 City : Patna
 Pin Code : 800 004
 Accredited Status : B++ granted in the year 2005

Best Practice- 2

1. Title of the Practice

Preservation of Human Values with Modern Learning

2. Goal

The college aims to produce such students who after acquiring knowledge and skill are to enter public life with efficiency, sincerity, morality and honesty. To earn money is not bad but to earn money setting aside all norms of morality and honesty is very bad. And this lesson we do not impart only in theory but in practice. First of all we stand the test and keep the ideal so that there may not be a crisis of faith. In this

blind race of materialism, commercialism, consumerism, and professionalism we give practical education to give, control and sympathies because without these qualities even an educated man will become worse than wild beasts. The demand of the hour is that we should think of the making of nation first and with this motto only, our college was established **o;a jk"V"s tkx`;ke** (we keep ourselves awake for the nation).

And in achieving our goal we put thrust on those human values although we provide them latest courses of study.

3. The Context

Since our college was established in 1889 in order to provide education to those students who were filled with nationalist ideas and were not allowed to study in government colleges, the service to the nation is our main purpose. We want to rebuild our nation with the people with high moral ideas and culture as well as with scientific and progressive thoughts.

4. The Practice

We are not profit makers rather we want to use our knowledge, skill, efficiency in the rebuilding of the nation. For this, latest techniques such as e-learning and e-administration are essential. For students we have provided Wi-Fi facility, Language Lab with twenty computers, e-Library so that they can have access to the best universities and institutes of the world. Our students have always been the leaders in every field and we want to maintain that pace so we have also paid attention to e-administration. E-administration is being implemented in gradual manner. Management & Information System (MIS) Software was specially designed to cover the various administrative and financial tasks of the college as per the need of the day. Admission, pay roll, fee collection and accounting reports generation were implemented in the first stage. Staff working in these sections were motivated and trained with some incentives. Now, these sections are fully computerized and managed by a small number of clerical staff. In the second stage, Central Library has been linked to the Server with special designed software which controls accession of books, cataloguing, issue & return of book and finally generates no dues report to each and every student. As per scheme, the process of bar-coding of all the books is to be undertaken very soon. Our college has also implemented networking of all the departments and sections through Wi-Fi. Next stage is to implement inter- connectivity among all the departments, office and library for fast communication and transfer of information. However, it needs re-orientation of staff, students and faculty members with short-term training to handle software.

5. Evidence of Success

Implementation of e-administration has eased the work of selection of candidates for admission. We conduct written test for the admission to B,A./ B.Sc./ Vocational Courses. The data is put on computers and it becomes easier to publish the list within no time. Results are also uploaded on Internet. In this way the admission process is transparent. Fee collection and timely deposit of cash have been ensured. Daily accounts register and other reports are automatically generated. Salary report is generated without error in time. Repetitive generation of various types of report demanded by the University, State Government, Central Government and other agencies are prepared with ease. This has helped the college administration. Despite shortage of clerical staff in comparison to huge structure and diversity of jobs, administration and governance has become effective through e-administration. It is to be mentioned that the success story of e-

administration in B.N. College has prompted other institutions also to go for computerization.

6. Problems Encountered and Resources Required

The first and foremost problem was the re-orientation of the mindset of staff who were accustomed to old practice. Second challenge was to make them ready for training to handle the MIS Software. One strategically problem was to check error during transaction in different activities of staff. The college implemented e-administration in stages. In the first stage, important transactions are preserved manually also. To overcome any error during handling of the new software, a professional from the software company has also been hired to assist and train our staff. As a matter of fact, any software specially designed needs regular improvements to meet the requirements of end users. As such, one major task is to minutely study and monitor the functioning and report generation process of the software. This task has been effectively handled by Accountant, who is well conversant with statutory needs and software functioning. However, the software company is contacted as and when required to customize programming as per our needs.

7. Notes (Optional)

As it always happens with the introduction of new ideas and new technologies that people who are accustomed to working in the traditional way, do not accept them easily and also do not want to learn new things but when they are made to understand the importance of those technologies, they adopt them quite willingly. This happened with our staff and now they are efficiently performing their job.

8.

Contact Details

Name of the Principal : Dr. Rajkishore Prasad

Name of the Institution : Bihar National College, Patna

College ID No. : BP 6 – 001

City : Patna

Pin Code : 800 004

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:

Bihar National College is a constituent unit of Patna University, Patna. The college was established in 1889 before the inception of Patna University, Patna. As it was a period of National Movement so Binar

National College was established with the motto of inculcation of nationality among the students. It was the hidden vision of our founder members to prepare a strong brigade of nationalist students for freedom fighting. And, from that very period a large number of our students actively participated in Indian National Movement. Among the seven martyrs of National Movement one of them was from our institution and he was **Jagatpati Kumar** – Bihar National College, 2nd year, Kharati, Aurangabad

Not only this from its period of inception till date the Bihar National College has produced a large number of Alumni of Regional, National and International reputation and some of them are the sparkling stars of political world. Our one of the alumni is Sri Laloo Prasad Yadav, former chief Minister of Bihar. Present Education Minister Sri Krishna Nandan Prasad Verma is also our one of the alumni. The Institution has produced several numbers of public representatives like MLCs & spoke person of JDU, Bihar (Neeraj Kumar MLC & Spoke Person Of Bihar JDU) Spokes person of JDU, Bihar (Dr. Ranbir Nandan MLC-Bihar Vidhan Parishad, State Treasurer- Janta Dal (U), Associate Professor- Deptt. of Geology, (<http://B.N.College>), Patna University) and Legislators like Dr. Ramanand Yadav of RJD, Bihar. Vice-Chancellor of first Central University of Bihar Prof, Janak Pathak. The Institution has also produced one of the brightest star of the socio-economic world and he is Padma Shree Sri Bindeshwar pathak founder of an International Organization the “Sulabh International”; Kalim Aziz, Chairman of Urdu Advisory Committee, Bihar Government an eminent poet of India, famous for a sher”*daman pe koi chhint na khanjar pe koi dag tum kattl karo ho ki karamat karo ho*”. A sher of his own style written during the period of emergency and was an adverse comment on former Prime minister, Srimati Indira Gandhi. Thus the Institution has travelled a long distance in the direction of Indian Politics from very beginning of its inception. Free education to women: The government’s thrust is on free education as per new state policy for increased emancipation of women in our educated society. Skill development in our students: Several vocational courses are running in our college for imparting various skills in our students. Now, the teaching focus is on employable skill development.

5. CONCLUSION

Additional Information :

The college is well prepared to take on future challenges of higher education in the fast changing academic environment.

1. The college aims to maintain and sustain the standard of teaching-learning, research and innovation.
2. The college continues to provide leadership to the discipline of different fields in arts and science which conforming with higher education standards.
3. The college has initiated a number of self-financing courses across faculties which create wider possibilities of the employment of students in governmental, non-governmental, and corporate sectors as well as in areas of social responsibilities.
4. The college has received a huge grant from state government for building of an auditorium equipped with all the modern facilities in the science block.
5. There is provision of scholarships for economically weaker section and sportspersons including some amount in fee waiver.
6. The college has a Nanotechnology Research Center in the Physics Department premises where some scholars are working towards their PhD thesis.

Concluding Remarks :

B. N. College has continuously upgraded its facilities and infrastructure to respond to fast changing academic and research environments. The college is committed to the highest levels of excellence and quality assurance in all systems and processes, academic and non-academic. The college's quality aspect extends to ensuring and enhancing the quality of students through enriched curriculum by providing knowledge, wisdom, and character to the students.

The college faculty and students have responsibly engaged with people and community, fulfilling its role in making knowledge and information accessible to people. It lives up to the vision and mission of the college and stood the test of time. Truly, it is a tribute to the founder members who envisioned the youth empowerment through this college.

The college is committed to nation building and aspires to engage in overall development of students through theoretical, experiential learning experiences, providing opportunities for research, innovation, and entrepreneurship, thereby contributing to the growth of nation and society.

In the process of preparing this self-study report, we critically look at our strengths, weaknesses and the challenges we face, and we are grateful to NAAC for providing this opportunity for self assessment. This will help us to improve the college further to benefit all our stakeholders, such as students, alumni, faculty, staff, academia, industries, society. We will not be complacent with present achievements. We will continuously fine-tune all the existing systems and processes by bench-marking our college with the best in the world to achieve high quality output to benefit all our stakeholders. We will tirelessly work towards creating a system of higher education which will infuse in the students the values of discipline, cooperation, equality, patriotism, professionalism, social responsibility and respect for people and principles.