



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		COLLEGE OF ARTS AND CRAFTS
Name of the head of the Institution		DR AJAY KUMAR PANDEY
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		06122235348
Mobile no.		7838075755
Registered Email		caciqac@gmail.com
Alternate Email		principalcac@patnauniversity.ac.in
Address		Vidyapati Marg, Patna
City/Town		PATNA
State/UT		Bihar
Pincode		800001
2. Institutional Status		

Affiliated / Constituent	Constituent
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Rashmi Kumair
Phone no/Alternate Phone no.	06122235348
Mobile no.	7838075755
Registered Email	caciqac@gmail.com
Alternate Email	principalcac@patnauniversity.ac.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.collegeofartsandcraftspu.in/naac/AQAR_2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.collegeofartsandcraftspu.in/naac/Academic%20Calendar%202019-2020.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.02	2015	03-Mar-2015	02-Mar-2020

6. Date of Establishment of IQAC

01-Jul-2015

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Celebration of Radha Mohan Babu Jayanti	17-Jan-2020 1	40

Plantation Programme	10-Aug-2019 1	25
Awareness Programme	23-Oct-2019 1	19
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Motivation to staff for doing research Internet facility is given for students staff. Renovation and refurbishment of all the departments have been undertaken. Computers and Printers are given for each Department. Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Mentoring and Counseling	Realizing the importance of emotional

wellbeing in students' lives, IQAC recommended to engage psychological counseling through teachers of the college to impart awareness and training regarding the same.

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2022
Date of Submission	01-Feb-2022
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college has well planned mechanism for curriculum delivery and documentation as explained below: ? All faculty members of each department, schedule an academic calendar before the commencement of the session. ? The course content is split into two terms in the semester system. I.e. (July- Nov, Jan - April) whereas in annual system the course content remains undivided. ? It is ensured that teachers move from easy to difficult, familiar to unfamiliar and at a pace that is easy for learners to maintain. ? After the meetings of the different departments the copy of the syllabus is distributed to the respective teachers for their ready reference. ? Relevant books are also recommended by the teachers to the students along with the prescribed syllabus. ? Class tests are conducted by the college periodically as per the syllabus. ? The existing courses are modified to meet the emerging national and global trends in consultation with senior teachers of Patna University as well as teachers of same faculty of other Universities. Informal feedback from industry and alumni are also taken. Then it is forwarded to be put up in the University Academic Council and Senate. After passing from the various University Academic bodies the outcome is then incorporated in the teaching learning process in the college. ? The college incorporates UGC/ Patna University/ Bihar government guidelines for developing and restructuring the curriculum. ? Teachers have an easy access to the library of the college for knowledge up gradation. The college has a large collection of books related to diverse subjects of fine art. ? University libraries are also made available to teachers and students as

per need. ? The college organizes workshops/ exhibitions of the state level by rotation as a maximum number of teachers are facilitated to attend such programs. ? Our teachers attend different orientation programs/camps/ workshops/ exhibitions/ seminars and conferences at various universities to facilitate a productive interaction. ? Various poster /painting competitions are organized in collaboration of college NSS and NGO's in order to make students aware as well as make them socially responsible citizens. ? Orientation sessions at departmental level are arranged for newly-appointed teachers to handle the curriculum and proper planning of the transaction such as term-wise division of curriculum. ? Teachers are facilitated to use ICT technology, such as slide projector, xerox machines, audio players, multimedia projectors, smart boards and multimedia cds for effective curriculum delivery and transaction on the curriculum. ? In order to meet the demands of curriculum of computer & it related needs, the college has 18 computer in computer lab and 17 computers in e- library. All teachers have a desktop computer in their chamber. ? E-library equipped with internet to meet the needs of curriculum delivery and transaction on the curriculum. ? Students are properly guided & encouraged to visit the library for their knowledge up-gradation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	0
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The college informally obtains feedback on curriculum from staff members, students, alumni, parents, employers / industries, academic peers and community by feedback forms, conducting meetings, college functions, seminars, workshops, discourses etc. It is analyzed by the academic council. The departmental meetings are organized once in a term for analyzing the feedback on curriculum. Formal feedback is collected through a comprehensive questionnaire that covers various aspects of Curriculum, teaching and evaluation of college facilities. We also understand that feedback process is a dynamic exercise. The IQAC reviews the questionnaire in each semester to minimize errors in data collections. This improves the quality of data we collect. In addition, informal feedback is collected through college and department Alumni Associations. All feedback is taken and analysed to improve academic outcomes. The feedback results have shown a marked improvement over the years. The IQAC uses the feedback data as a critical input in designing plans for improvement of curriculum delivery. Students are encouraged to give their feedback informally during lectures and tutorials and during mentoring sessions. This feedback is then conveyed to the University department during curriculum review meetings each semester. The feedback is also used to organise talks and lectures by experts to enrich the curriculum.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BFA	B.F.A.	60	111	60
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	209	0	10	0	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-

learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
11	9	1	9	2	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

College Departments have assessed the development of their students in arenas such as communication skills, problem solving skills, critical thinking, scientific reasoning, leadership/teamwork and so on. Through the mentor/mentee sessions, departments have kept track of their students' development and their difficulties. Mentors undertake the following measures: 1. encourage high performers to lead group discussions and ensure mutual learning by encouraging peer-correction in writing 2. encourage students to adopt problem-solving methodologies 3. counsel students to shed fears about the negative social impact of marks or grades 4. identify areas of focus that require attention for individual learners, especially those with learning difficulties 5. support students from underprivileged backgrounds and first generation-students

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
209	11	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	11	2	0	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Ajay Kumar Pandey	Assistant Professor	Appraisal Letter By Raj Bhavan
2020	Dr. Rakhee Kumari	Assistant Professor	Environmental Day (Paryavaran Vibhag Bihar) Ist Prize
2020	Dr. Rakhee Kumari	Assistant Professor	International Online Art (Vasundhara The Exhibition by Himprasih Mother Earth)
2020	Dr. Rakhee Kumari	Assistant Professor	Online National Art (Kurukshetra University)

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BFA	B.F.A.	VIII	17/11/2020	29/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution (college of arts and craft) ensure implementation of the evaluation reform by following methods:- (a) The college administration has been distribute the work (work means related to implementation of the evaluation reforms) to each art department (like: - history of art and photography) (b) At regular internal, principal of the college supervise, all department of the college to ensure implementation of the evaluation reform. (c) At regular internal, the college administration taking the advice from skilled and learned person to ensure the evaluation reforms.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar prepared by the university at the beginning of the session is followed. It adheres to these norms strictly. The college makes available the academic calendar in the college website. It denotes holidays and the tentative schedule for examinations, as indicated by the university. The academic calendar of the college is subject to change as per orders of higher authorities, if any. The university calendar explicitly mentions schedule of academic activities filling up of examination forms and period of examination to be conducted at UG levels along with other activities to be conducted. Based on university calendar the college prepares its own calendar in which, curricular, co-curricular and extra-curricular activities to be undertaken by the college, are accommodate at appropriate intervals of the schedule.

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 in website of the institution (to provide the weblink)

http://www.collegeofartsandcraftspu.in/prog_outcomes.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.F.A.	BFA	B.F.A.	49	49	100
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.collegeofartsandcraftspu.in/sss.html>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar of International Womens day	College	07/03/2020
Webinar on Manshik shanti, vykatigat vikas aur emotional intelligence mein kala yogdan	College	26/05/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Graphic	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Graphics	2
History of Arts	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	0
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NIL
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	8	3	0
Resource persons	0	1	0	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plantation Programme	NSS and Prayavaran, van evam jalvayu parivartan vibhag	3	22
Swacchta Abhiyan	NSS	4	15
Poster Competition	NSS	7	52
Sardar Patel Jayanti	NSS	3	40
NSS CAMP	NSS	8	22
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students
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			Benefited
NIL	NIL	NIL	0
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Plantation Programme	NSS and Prayavaran, van evam jalvayu parivartan vibhag	Plantation Programme	3	22
Swachhta Abhiyan	NSS	Swachhta Abhiyan	4	15
National Service Scheme	NSS	Yoga Programme	10	168
Bihar State Disaster Management Scheme	NSS	Earth Quake Safety Programme	10	192
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
BUDDHA JYOUTI FOUNDATION, NEW DELHI	10/12/2019	Expert Exchange, Placement, Skill Development Programme, Entrepreneurship	27

Activities

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2175000	2175000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Nil	Nil	Nil

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1806	0	0	0	1806	0
Reference Books	67	0	0	0	67	0
Journals	21	0	0	0	21	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	16	1	1	1	1	1	4	20	0

Added	0	0	0	0	0	0	0	0	0
Total	16	1	1	1	1	1	4	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.05	0	6.75	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The policies and strategies adopted by the college for maintaining and utilizing physical and academic facilities are (i) Augmenting and expanding infrastructures for labs, classrooms, sports, art gallery etc. (ii) Organizing cultural events, games and sports, Quiz competitions, Seminar workshops etc. (iii) Proper allocation of funds for enhancement, maintenance of infrastructure and its optimum utilization. (iv) Acquisition of funds from state, central governments and other funding agencies for augmenting and expanding infrastructure.</p> <p style="text-align: center;">http://www.collegeofartsandcraftspu.in/procedure_policies.html</p>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Photo Exhibition on World Photography Day	19/08/2019	30	Internal

Art Exhibition for shardhanjali of pulwama shahids	15/02/2020	52	Internal
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	0	0	0	0
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
15	13	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	0	NIL	NIL	NIL	NIL
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Tarang Pratiyogita Competition	University	30
Eklavya	State	1

Intra Univesity Tournament (Kabaddi)	College	80
View File		

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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	India Book of Record	National	Nil	1	1001	Kumar Ravi

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Yes there is a student council as per the university rules, students of the college elect their representative among the senior students who have filled his nomination, as well as the students vote for a University nominee to be elected as president of the students union of the University. IQAC has been recently set up, planning is going on for a setting up of more proper student council in the college. Yes, there is a class representative in every class.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization is one of the important aspects of Higher Education reforms in the College. The College has adopted a very effective strategy of decentralizing by delegating administrative powers at the College levels as follows: College functionaries • Principal • Head of the Departments • Librarian • NSS Coordinator This has allowed the various administrative and academic units to probe and address various issues, engage stakeholders in their capacity for various activities and develop a framework for decision making has allowed the college to realize the long-term goals of the University. This process of decentralization has helped to achieve the following robust mechanism to develop: 1. Curriculum addressing both the market

demand and Government policies 2. Examination reform by introducing ICT for result processing and declaration of results. 3. Solution for processing and declaration of results and smooth conduct of state level of Examinations for Fine Arts and Design disciplines. 4. Take up administrative reforms for smooth conduct of Academics and welfare measures for teaching and non-teaching staff 5. Implement action of Government policies received appropriately and firmly While decentralization ensured systemic and in depth inquiry into every issue concerned with academic development and helped to analyze plan and implement, the participatory approach helped in quality assurance in the following aspects: 1. Board of Studies members participated more actively and with greater commitment in the curriculum review. 2. The consultative meetings with Standing Committee for academics, student vision faculty and the industry have given a balanced and diversified outcome in curriculum design. 3. The deliberation on method of evaluation enhanced the quality of evaluation process and accountability of staff and students 4. The participatory approach also helped in exchange of ideas perspectives, enhance collaborative work and greater involvement among faculty, administrators, students and other stakeholder. 5. Collaborative efforts lead to capacity building and sustained efforts in construction of knowledge method of teaching and development of information inquiry

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Academic Council University is responsible for decisions regarding curriculum development and its alterations. However, the college faculties actively participate with the respective departments of the university to discuss the syllabus, its learning outcome and give a feedback about its need to be timely updated.
Teaching and Learning	Teaching and Learning is the main and primary goal of our institute. All the classrooms are equipped with basic amenities such as blackboard/white board. Over 8 classrooms and 2 classrooms are ICT enabled with a projector and screen having wifi connectivity. This enables the teachers to include digital mode of teaching along with the conventional one. Our commitment to quality teaching is reflected by the fact that no noise or distractions are allowed near the classrooms while teaching is in process. The college also encourages its faculty members to organise various lectures, seminars, FDPs, workshops, conferences, summit etc. for the for the benefit of the students, teachers and nonteaching staff so that every

	stakeholders of the institute get the opportunity to explore, learn and improvise their skills.
Examination and Evaluation	Examination and evaluation guidelines are set up by Academic and Executive Council Patna University. It includes internal assessment scheme/continuous assessment along with semester end examination held after the end of every semester. College evaluation ensures to cover all aspects of student development such as analytical thinking, critical approach, creativity, knowledge and learning based skills, conceptual development and presentation skills. Hence it helps to have holistic development of our students.
Human Resource Management	Various practices and processes are adopted by the college that helps both employees and the organization to achieve their goal. The College regularly organizes faculty development programs, faculty induction programs, seminars, summit to enhance their constant growth and development. Both, the teaching and the nonteaching staff are encouraged to participate in training, refresher, orientation program, workshop, induction program organized by external professional agency as well. Regular IQAC meetings, staff council and staff associations are held to ensure the upliftment of staff and the organisation.
Admission of Students	The admission of the students in the college in different Programmes follows a well drawn process based on applying, entrance tests and counselling. The entire process has been automated which includes online application, evaluation through OMR system and payment of fees through electronic transaction. The competent faculty members provide counseling to the successful applicants helping them to opt of minor and elective subjects. The students are admitted are given an orientation to make them aware of their course of study, pattern of examination and everything about theory course of study, pattern of examination and everything about the college culture.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
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Planning and Development	Under Process
Administration	Under Process
Finance and Accounts	Under Process
Student Admission and Support	The information regarding dates/time period of application, subjects offered, details about different programmes is communicated through college website. The application process has been made totally automated and the applicants fill online admission forms. Online fee transaction has also been initiated. There is a provision for downloading the admit cards for various entrance tests.
Examination	The affiliating university can take care of all types of work related to examination process.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Ajay Kumar Pandey	Participation in the NAAC Awareness Workshop	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	5 Days ICT Training Programme	ICT Training Programme	18/11/2019	23/11/2019	9	7
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
New	2	03/03/2021	09/03/2021	7

Challenges And Possibilities in the Field of Art				
Nep 2020 and Prospects of Teacher Education	1	30/05/2021	30/05/2021	1
Practical Challenges In Art Design Archite	3	14/06/2021	18/06/2021	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	11	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
General Provident Fund and Group Insurance	General Provident Fund and Group Insurance	Poor Boys Fund, Full and Half Free ship, Full Exemption of fee to SC, ST and Girls Students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

All funds/accounts are audited by a statutory Auditor for each financial year. The accounts of the College are subject to audit by the external qualified, Chartered accountant appointed by the university, and for Internal auditing the management appoints the auditor for yearly auditing. The qualified remarks made by the auditor are taken into consideration. The external mechanism Local Inquiry committee (LIC) from Patna University visits the College and inspects the results and other performances of the students and staff, infrastructure and other facilities of the institution.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent teacher meetings for all Departments are held and suggestions are forwarded to the relevant authority via feedback forms. • Students' counselling by a professional counsellor organized on a regular basis • Many departments held Parent Teacher Meetings on the Google/Zoom/Webex Meet platform. • Guardians feedback were taken online analyzed and uploaded on the college website.

6.5.3 – Development programmes for support staff (at least three)

1. ICT Training for professional development and staff upgradation 2. Imparting digital training 3. Helping in acquisition of administrative skills and financial management.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. 'Metal Casting Bhatti' has been constructed in Sculpture Department. 2. E-Library has been constructed by Bihar Govt. 3. Computer lab has been established for students. 4. Painting workshop has been organized in rajgir with Sanskritik vibhag of Bihar. 5. Painting workshop has been organised in Raj Bhavan.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	ICT Training Programme	18/11/2019	18/11/2018	23/11/2018	16
2019	Celebrated On Radha Mohan Jayanti	07/01/2019	07/01/2019	07/01/2019	28
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

30 Percent of power requirement met by renewable energy sources like solar, led bulbs etc.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	Nil	03/03/2020	1	Samajik Chetan Camp	NIL	63
2020	Nil	1	04/03/2020	1	Exhibition on Jal, Jeevan, Hariyali	NIL	36

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	101
Teacher's Day	05/09/2019	05/09/2019	64
Republic Day	26/01/2020	26/01/2020	45
81th Foundation Day	25/01/2020	26/01/2020	127
Celebration of Makar Sakranti	14/01/2019	14/01/2019	35

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Green Audit
- Plantation
- Rain Water Harvesting
- Vermi Composting
- Initiative for Environmental Protection and Hygiene

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE - I Administrative Functionary:

1. **Daily Diary System:** For the employees
2. **Objective of the practice (Goal)** To increase the accountability and responsibilities towards the task assigned. It could be used as an effective tool for monitoring the way of working as well as workload of our employees.
3. **The Context** Regular entries needed to be done every day. This practice will be maintained regularly, and to push oneself to go further. It will boost the performance level naturally. Regular practice will show their faithfulness towards the duties and practices. If this practice is not maintained properly it will become the main cause of negligence and latter lead to data discrepancy.
4. **The Practice** As stated above there is a good chance that employees himself assess his abilities and performances and can review and improve it whenever he feels free. This positive practice will always support them for future planning in the long run. Daily diary may support this institution and other agencies to collect authentic recorded data for research and planning as well as to develop the teaching learning process and to achieve higher goals. This personal data will always support the concerned faculty to develop and improve in all his activities. It will be easy for the higher authorities to check the employee's activity. Diary will help user to teach and complete his syllabus according to curriculum development for him to find out also easy. The first areas of study and practices daily diary involve the user in his best practice.
5. **Evidence Success** Use of the above practice is now showing results as a feeling of confidence and faith in themselves and also saves their precious time and effort. Management of various resources has now become very easy. Discipline and attentiveness among students and administration has increased. This practice has increased time management for particular
6. **Problem Encountered and resources required** Though this daily diary practice is new for us as we have recently adopted this practice, hope we can overcome the problems and challenges easily by maintaining this fruitful practice regularly.
7. **Notes** As we are New to this place, we are always ready use our earlier experiences and to provide any level of assistance required by other institutions for implementing of this best practice in their respective institutions.

BEST PRACTICE - II

1. **Title of Practice:** Students Daily Attendance
2. **Objective of the Practice:** To increase the student presence in class room during teaching hours it will transform as an effective tool to motivate students towards their studies and to achieve future goals.
3. **The Context** Student's attendance and signature is taken regularly (per day). Reasons being if we leave it for a day this will be taken for granted and will develop as a habit. Such negligence in long run will become main cause for low quality and ability as well as lack of seriousness among students. It is the teachers first duty to maintain the student's presence recorded regularly and at the same time it is his social and moral responsibility also to effectively counsil them to attend the classes regularly.
4. **The Practice** To implement this daily attendance record practice more effectively University has recently imposed a fine for not attending class without any valid reason or prior information per day basis. Continued absence for a week or more can lead to his/her expulsion from the college. Before implementation of this practice, the teachers always face the problem of irregular and low attendance among students.
 - Due to low attendance teachers had to repeat their lecture for those who weak and not present in their previous lectures.
 - This regular malpractice leads to the non completion of syllabus and at the end of these mester.
 - Regular absents of the students does not allow the teacher to take some collective decisionsand discussions on time to prepare particular programs for future and there is a regular loss of precious time and opportunities.
5. **Evidence of Success:**
 - Evidence of success of this practice is the informal positive feedback which we have received from our students. We have also

witness a sense of accountability towards the task from the staffs. We have also observed that there is a significant increase in the presence of the students in the class room and campus activities. Day to day activities has also increased. Students and staff both are working positively to achieve their pedagogical and learning outcome at required time. - This practice makes it possible for planning and exercise of various sporting, cultural and eventful activities in and out side campus and university. - Completion of course on time makes it possible to conduct examinations on time. - The regular presence of students is always a challenge for teachers to satisfy their learning thrust. Therefore the activities themselves are made more informative to meet the academic demands. Improved methods in teaching and learning is noticeable evidence of success. 6. Problem encountered and resource required. During the initial stage of the implementation of the practice of imposing fine and punishments we have speculated that we will face resistance from students. Since this practice was complimented to enhance the spirit of the students and responsibilities of the tasks assigned to the office and teaching staff. We have made them understand that now this process will help us and the students in a long run. Main focus was given to the student's attentiveness. The main element of this process was a collective declaration of the students and staff and that was the self belongingness towards their institution and their future goals. 7. Note : - In early stage the practice to fine absentee students was seen to be the fund raising scheme from the university but later on it was found very fruitful for all students and faculty and of course the institution.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.collegeofartsandcraftspu.in/best_practices.html

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Since its inception, the College has made a distinctive mark as the premier institution in Bihar for Fine Arts. So far it remains a unique institution dedicated to teaching and nourishing of Design and Fine Arts such as Painting, Applied Arts, Photography, Graphics, Art History and Sculpture. Each department provides specialization as part of its Undergraduate and Graduate courses. Over the decades, the constituent colleges have successfully updated the courses offered with latest technology and facilities. The College of Fine Arts offers rare and distinctive courses in Painting, Applied Arts, Photography, Graphics, Art History and Sculpture. The institute regularly updates the curriculum with latest trends and techniques in the field of arts. Such courses are one of a kind in the country which offers both training in traditional mediums as well as latest techniques. Regular workshops and exhibition such as 'Painting exhibition' program, where practising professionals are invited to demonstrate and interact with the students directly are conducted. Students, from time to time are encouraged to participate in Art Competitions, where they win awards and bring accolades to the University. They also participate in project/commission works for Museums and Public Art projects. Once passed out they become part of reputed Design Firms and other sectors of Art fields. Once finishing their courses, the Fine Arts students spread into diverse fields of visual effects, Gaming, Designing, Film and Media industries. It is hard to imagine our world without aesthetics and so is without artists and creative people the College produces the best of Designers and Artists who are represented by top Art galleries in India, abroad and have formed a unique identity.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

This year, we plan to make the Academic Calendar more 'action-oriented', especially as per the needs of the college. More extension lectures and court visits will be scheduled, so as to bridge the gap between classroom teaching and court practice. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental well-being of the youth. More activities of Social Outreach would be organised like donation camps, blood donations, plantation drives, environment awareness events etc. Apart from increasing the activities in these regular areas, we have some plans to do the following additional things in the next academic session. 1. Construction of New Classrooms 2. Extension of ICT 3. Improving Online resource 4. Establishments of Incubation Centres 5. Green Campus Initiatives 6. Preparing for NAAC Accreditation, Cycle 2 7. Disability Friendly changes in College Buildings 8. Technology upgradation in Library Language Lab 9. Request to government to start the process to fill the remaining vacancies 10. Repairing of the hostel building

Name _____ Name _____ Signature of the
Coordinator, IQAC Signature of the Chairperson, IQAC