



YEARLY STATUS REPORT - 2022-2023

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**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **06122235348**
- Mobile No: **8851709396**
- Registered e-mail **principalcacpu@gmail.com**
- Alternate e-mail **principalcac@patnauniversity.ac.in**
- Address **Vidyapati Marg, Patna - 800001**
- City/Town **PATNA**
- State/UT **BIHAR**
- Pin Code **800004**

2. Institutional status

- Affiliated / Constitution Colleges **Constituent**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Patna University**
- Name of the IQAC Coordinator **Dr. Rashmi kumari**
- Phone No. **06122235348**
- Alternate phone No. **9155696260**
- Mobile **9155696260**
- IQAC e-mail address **caciqac@gmail.com**
- Alternate e-mail address **principalcac@patnauniversity.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year)) <http://www.collegeofartsandcrafts pu.in/>

4. Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.02	2015	03/03/2015	02/03/2020

6. Date of Establishment of IQAC **01/07/2015**

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	nil	nil

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **Two**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

***Quality Assurance Policies*:** IQAC formulates and implements quality assurance policies and procedures to ensure academic excellence, administrative efficiency, and continuous improvement in all aspects of college functioning.

***Performance Evaluation*:** It conducts regular assessments and evaluations of academic and administrative activities, including teaching-learning processes, research, infrastructure development, and student support services, to identify areas for enhancement.

***Accreditation Process*:** IQAC coordinates the college's accreditation process, working towards achieving and maintaining accreditation from recognized accrediting bodies. It ensures compliance with accreditation standards and facilitates the preparation of self-study reports.

***Capacity Building*:** IQAC organizes workshops, seminars, and training programs for faculty, staff, and students to enhance their skills, competencies, and awareness regarding quality assurance, pedagogical innovations, and best practices in higher education.

***Feedback Mechanism*:** IQAC establishes and maintains effective feedback mechanisms to solicit input from stakeholders, including students, alumni, employers, and the community. It utilizes this feedback to initiate corrective measures and improve overall institutional performance.

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

Plan of Action	Achievements/Outcomes
Renovation work according the needs of the Institution	Renovation of art gallery has been done by RUSA fund.
To continue to encourage departments to organize webinars/ seminars with the guidance of the IQAC	Faculty members participated in different webinars.
Updation of laboratories.	From RUSA fund working tables , Computers and other equipment has been purchud from RUSA fund to upgrade the laboratory
To improve the Infrastructure	Renovation of laboratories has been done.
Upgradation of ICT facilities in the class rooms.	Computers and Projector have been installed in the class room to improve ICT facilities.
To automate the office	Opac system has been done in the library
To improve the Infrastructure	Renovation of laboratories has been done.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

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9.No. of IQAC meetings held during the year	Two				
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	Yes				

website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>*Quality Assurance Policies*: IQAC formulates and implements quality assurance policies and procedures to ensure academic excellence, administrative efficiency, and continuous improvement in all aspects of college functioning.</p>		
<p>*Performance Evaluation*: It conducts regular assessments and evaluations of academic and administrative activities, including teaching-learning processes, research, infrastructure development, and student support services, to identify areas for enhancement.</p>		
<p>*Accreditation Process*: IQAC coordinates the college's accreditation process, working towards achieving and maintaining accreditation from recognized accrediting bodies. It ensures compliance with accreditation standards and facilitates the preparation of self-study reports.</p>		
<p>*Capacity Building*: IQAC organizes workshops, seminars, and training programs for faculty, staff, and students to enhance their skills, competencies, and awareness regarding quality assurance, pedagogical innovations, and best practices in higher education.</p>		
<p>*Feedback Mechanism*: IQAC establishes and maintains effective feedback mechanisms to solicit input from stakeholders, including students, alumni, employers, and the community. It utilizes this feedback to initiate corrective measures and improve overall institutional performance.</p>		
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13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022 - 2023	03/04/2024

15.Multidisciplinary / interdisciplinary

The college has well planned mechanism for curriculum delivery system 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 of 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 arts. University libraries are also made available to teachers and students as per the need. The college organizes workshops/ exhibitions at the state level by rotation so that 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 with 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. In order to meet the demands of curriculum of computer & its related needs, the college has 18 computers in computer lab and 17 computers in e- library. Each teacher has a desktop computer in their chamber. E-library is equipped with internet to meet the needs of curriculum with technological advancement. Students are properly guided & encouraged to visit the library for their knowledge up-gradation.

16.Academic bank of credits (ABC):
No
17.Skill development:
College of Art and Craft, Patna University, Patna, we prioritize cultivating soft skills alongside artistic prowess. Our curriculum emphasizes communication, teamwork, adaptability, and creativity to prepare students for the dynamic demands of the arts sectors. Through workshops, seminars, and practical exercises, students develop leadership, problem-solving, and interpersonal skills essential for success in diverse professional environments. We encourage self-reflection, resilience, and a growth mindset, fostering graduates who not only excel creatively but also navigate the complexities of the artistic worlds with confidence and integrity.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
We integrate Indian knowledge systems by offering instruction in Indian languages alongside English. This approach not only preserves our cultural heritage but also ensures inclusivity and accessibility for learners across diverse linguistic backgrounds.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
Our educational ethos revolves around outcome-driven excellence. By prioritizing tangible results and practical application, we ensure our students are equipped with the skills, knowledge, and mindset to thrive in their chosen fields. Through dynamic curriculum design, experiential learning opportunities, and industry partnerships, we cultivate professionals who are not only academically adept but also adept at solving real-world challenges. By focusing on outcomes, we prepare graduates who are innovative, adaptable, and poised for success, making a meaningful impact in the realms of arts, and beyond.
20.Distance education/online education:
No

Extended Profile

1.Programme

1.1

01

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1 69

Number of students during the year

File Description	Documents
Data Template	View File

2.2 30

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 56

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 09

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 11

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	01
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	69
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	30
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	56
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	09
File Description	Documents
Data Template	View File

3.2	11
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	16
Total number of Classrooms and Seminar halls	
4.2	11.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	25
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Patna University publishes its academic calendar every year and college strictly adheres to it. This allows both teachers and students to space out their teaching and learning. The new session of the college commences in the month of July every year. Academic Calendar and teaching modules are framed by the university and executed by the college to ensure that classroom lectures are of high quality and meet the time schedule. To compete with the technological demands of the modern era, faculty members have been insisted to follow innovative pedagogy of teaching methods, like internet, e-notes, LCD projectors and smart boards apart from chalk and talk. Use of ICT in classroom takes students to an educational world beyond the syllabus.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Patna University publishes its academic calendar every year and college strictly adheres to it. College has academic flexibilities in all programs. Academic Calendar and teaching modules are framed by the university and executed by the college to ensure that classroom lectures are of high quality and meet the time schedule. To compete with the technological demands of the modern era, faculty members have been insisted to follow innovative pedagogy of teaching methods, like internet, e-notes, LCD projectors and smart boards apart from chalk and talk. Use of ICT in classroom takes Students to an educational world beyond the syllabus students are explained and made aware about academic calendar and evaluation process of continuous Internal Assessment (CIA-P/G Exams comes under this) during their orientation session at the beginning of each semester. The entire details are also displayed on the departmental notice board. The assessment tools viz. class tests, assignments, presentations are well explained and demonstrated to them during Induction -cum-Orientation Programme.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/

C. Any 2 of the above

Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

01

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

College integrates Cross-cutting issues of the society like Human Values, Professional Ethics, Gender Equality, Environmental Awareness as inseparable part of curriculum. College celebrates National and International events of importance as Republic day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day, Environment day,etc. These celebrations nurture the moral, ethical and social values in the students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

04

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

01

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.collegeofartsandcraftspu.in/feedback.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

75

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

72

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

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.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
240	09

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our teaching philosophy revolves around placing students at the center of their learning journey. We believe in a dynamic approach that combines theoretical knowledge with practical application, ensuring students develop both technical skills and creative thinking.

Our curriculum is designed to foster experimentation and hands-on learning. Students engage in various practical sessions where they explore different artistic techniques and mediums under the guidance of experienced faculty members. These practical experiences not only enhance their skills but also encourage them to think critically and innovatively.

Moreover, we emphasize participatory methods in our classrooms. Students are encouraged to actively engage in discussions, critiques, and collaborative projects, fostering a sense of ownership and responsibility for their learning. Through group activities and peer-to-peer learning, students develop teamwork and communication skills essential for their future careers in the art and craft industry.

Overall, our student-centric teaching-learning process at the Art and Craft College of Patna University aims to nurture well-rounded artists and craftsmen who are not only proficient in their craft but also capable of adapting to the ever-evolving demands of the creative world.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

College Teachers have used different ICT enabled tools for effective teaching-learning process for development of their students in areas such as graphics, animation making, applied art field and so on. Through the mentor/mentee sessions, departments have kept track of their students' development and their difficulties. We have one ICT enabled classroom for students and two smart classrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.collegeofartsandcraftspu.in/art_gallery.html

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

09

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

09

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

09

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

87

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 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).

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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Following the completion of our courses, students become acutely aware of the profound impact our dedicated teachers have had on their artistic journey. Through personalized guidance, mentorship, and expertise, our faculty members empower students to unleash their creative potential and achieve remarkable outcomes. Their unwavering support and commitment to excellence inspire students to push boundaries, explore new horizons, and emerge as skilled artisans and visionary artists. The enduring bond between students and teachers reflects our college's ethos of fostering a nurturing learning environment where every individual can thrive and flourish.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The achievements of learning outcome is monitored and ensured by the following bodies in college.

IQAC

Academic Committee

Visual explanations of course curriculum

Principal The following parameters are used by them to monitor and ensure achievement of learning outcomes:

Marks obtained in internal class tests.

Performance recorded in Question - Answer sessions. Performance also recorded in debate, seminars, etc.

I informally we also monitor performance of students in their viva - voce during their final exams in the 2nd and the 4th year conducted by externals in particular subjects involving practicals.

Attendance of students is also taken into account.

The data based on above mentioned points are analysed and compiled to get any missing element in teaching and learning process and thereafter plans are framed for further actions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

56

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

02

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Following Extension activities are carried out by the college of arts and crafts in the neighborhood community, sensitizing

students to social issues, for their holistic development, and impact thereof during the year 2022-20223:

Seminar On Graphic Desgin, Loons 14.09.2022

Rangoli Competition 23.09.2022

Illustration Workshop for Children Litreature 24.09.2022

Slogan Competition 29.09.2022

Aids Awareness Quiz Competition 12.10.2022

Pardarshani Kala Sanskirti 18.10.2022

Carnatic Flute Recitals 07.11.2022

Adis Awareness Photo 01.12.2022

File Description	Documents
Paste link for additional information	http://www.collegeofartsandcraftspu.in/activities.html
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

571

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The teaching - learning process is supported by the adequate infrastructure of the Institution. Class rooms are ICT enabled. Equipment such as laptops, printers, projectors, etc are accessible for students and are given to them according to their needs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Following are the cultural activitiesour college has organised :
College has a playground which is used by students to practice and play various outdoor games and sports; The Seminar Hall is used for holding seminars, symposia, workshops, group discussions, lectures etc Painting Competition Rangoli Competetion Yoga Activity Seld Defence Awareness Activity for female students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

College has a wide collection of Books, Reference Books, Rare Books, Journals, Periodicals, Newspaper, Previous Year Question Papers, Photo coping facility, e-journals, Audio-Video Materials etc. A specialized service provided by the library includes INFLIBNET facility with Network Centre for access and download the e-resources with OPAC (Online Public Access Catalogue) facility for searching the library resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

NA

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

09

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The Campus is equipped with the latest state-of-art technology of computer network with high-speed backbone (100 MBPS Internet speed)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

16

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

A committee is formed by the college administration which inspects and evaluates the current working condition and status of equipments. Maintenance of Library for maintenance of books, library in charge teachers and non-teaching staff select damaged books for repairing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

48

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

48

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.collegeofartsandcraftspu.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Our alumni engage in various activities, including mentorship programs, workshops, and exhibitions, enriching the student experience and fostering a sense of community. Through their continued involvement, they contribute to the growth and success of our college, inspiring current students to excel in their artistic endeavors. The alumni association plays a crucial role in preserving our institution's legacy while also providing invaluable support to our students as they embark on their creative journeys.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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 marketdemand and Governmentpolicies. 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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. 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. 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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Different committees of the college specially Teacher's Council, Building Committee assesses the physical, academic and support facilities of the college. The maintenance of physical, academic and support facilities like building, electrical fitting, accessories, appliances, etc., are undertaken periodically by the engineers appointed by the Patna University and all software facilities are maintained and upgraded by the company by paying Annual Maintenance Charge (AMC).

Building:- The class four employees are maintaining the building which includes Art Gallery, Classrooms, Computer Lab, E-Library etc. The college have no permanent sweepers for maintaining , cleaning and sanitary facilities. Electrician, Cart Painter and Plumbers are hired when need arises. The college has installed RO drinking water system.

Equipments:- Stock Register of the college equipment is

maintained and verified on a regular basis. It is supervised by toffice and faculty members time to time.

Computer Lab:- College is having a well-furnished computer lab with more than 18 computers with high-speed Internet provided by the Government of Bihar under the scheme 7 Nischay.

Library:- College library is fully automated with web-OPAC and controlled by qualified and experienced librarian. Library accommodates about 30 users at a time with having a good collection of Books, Journals, Computer and furniture's.

File Description	Documents
Paste link for additional information	https://www.collegeofartsandcraftspu.in/procedure_policies.html
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Different committees of the college specially Teacher's Council, Building Committee assesses the physical, academic and support facilities of the college. The maintenance of physical, academic

and support facilities like building, electrical fitting, accessories, appliances, etc., are undertaken periodically by the engineers appointed by the Patna University and all software facilities are maintained and upgraded by the company by paying Annual Maintenance Charge (AMC).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

02

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

College do not have any appraisal system, IQAC cell has been formed recently this July. It will make policies for the same very soon.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Major source of institutional fund comes from patna university, department of higher education govt. Of bihar and local bodies. Deficit of funds are managed by cutting the demand itself as the receipt amount is limited and or given on spending for specific purpose or heads only. Bihar government has recently approved a modern state of art double storied Art Gallery with cafeteria to built within the campus with an amount of approximately 1crore.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

* Regular meetings of IQAC are conducted and suggestions are taken from all the members of IQAC including the stakeholders for improvement and better implementation of curriculum and overall development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 and

recorded the incremental improvement in various activities

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

E. None of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

College of Arts & Crafts when designed and implemented his policies and making decisions, the College has 'due regard' to the need to: Eliminate unlawful discrimination, harassment and victimisation and any other conduct that is affecting equality. To ensure equal and unbiased measures for everyone for their teaching & learning activities. To ensure equal rights and participations in regular cultural activities, sports, NSS, debate, celebrations, and performing arts, girl students are encouraged without any sign of gender discrimination. Awareness programme for safety and security on regular basis are conducted. Following Measures College has initiated for the promotion of gender equity during the year: AIDS Awareness Program Environment Protection Marched by Girls student of College of Arts & Crafts. All Girls and Boys here enjoys the same rights, resources, opportunities and protections. Health Hygiene Awareness Program By Gulmohar Matri with the Collaboration of College of Arts & Crafts. Beti Bachao Beti Padhao Awareness Program Organised One Million Voices for Dignified Healthcare Program University has promoted gender equity also in terms of number of participation of teacher in our college as there are four female teachers are teaching in this college.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Following types of degradable and non-degradable wastefacilities College Manages: The college has different dustbins for different types of waste, such as biodegradable, recyclable and non-degradable. Green and red bins have been provided across the campus for the collection of solid waste generated at different sources in the college. College has deep concern to protect environment, health and well-being through implementation of effective waste management practices such as segregation, recycling, and composting. Our house keeping staff, gardeners and sweepers help in segregation of waste. Solid Waste Management : Blue ,green ,yellow dustbin has been setup in college campus It is segregated at source and collected by Safai Karmachari to dispose off properly to the dumping yards of Municipal Corporation.

Waste like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to authorize vendors for its recycling.

College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp, email and Google classroom; thus, reducing paper-based waste and reduce carbon dioxide emissions.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

College of Arts & Crafts is proactively taking efforts in providing an inclusive environment. Teachers considers that classroom homogeneity and participation of all students are extremely useful for effective learning. Teachers conduct bridge course and tutorial class for the incoming students of every batch in their initial days of campus life about the values of an inclusive environment, and the role of cross cultural communication to generate harmony and to sensitise the students about the importance of maintaining the same through their life.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

College regularly conducts activities to generate awareness drives for employees and students to inculcate values for being responsible citizens. This year students, teachers and non teaching staff actively participate in cleaning of campus and Distribution

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Following national and international commemorative days, events and festivals College has organized:

HOLI MILAN SAMAROH 2022

Bhartiya Shashtriya Sangeet Samahroh

SARASWATI PUJA 2022

73TH REPUBLIC DAY 2022

FOUNDATION DAY

RADHA MOHAN JYANTI

DAHI CHURA REGALE

Blood Test Camp

International Day of Yoga

Rangoli Competition Report

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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.

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

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Patna University publishes its academic calendar every year and college strictly adheres to it. This allows both teachers and students to space out their teaching and learning. The new session of the college commences in the month of July every year. Academic Calendar and teaching modules are framed by the university and executed by the college to ensure that classroom lectures are of high quality and meet the time schedule. To compete with the technological demands of the modern era, faculty members have been insisted to follow innovative pedagogy of teaching methods, like internet, e-notes, LCD projectors and smart boards apart from chalk and talk. Use of ICT in classroom takes students to an educational world beyond the syllabus.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Patna University publishes its academic calendar every year and college strictly adheres to it. College has academic flexibilities in all programs. Academic Calendar and teaching modules are framed by the university and executed by the college to ensure that classroom lectures are of high quality and meet the time schedule. To compete with the technological demands of the modern era, faculty members have been insisted to follow innovative pedagogy of teaching methods, like internet, e- notes, LCD projectors and smart boards apart from chalk and talk. Use of ICT in classroom takes Students to an educational world beyond the syllabus students are explained and made aware about academic calendar and evaluation process of continuous Internal Assessment (CIA-P/G Exams comes under this) during their orientation session at the beginning of

each semester. The entire details are also displayed on the departmental notice board. The assessment tools viz. class tests, assignments, presentations are well explained and demonstrated to them during Induction -cum-Orientation Programme.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

01

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

College integrates Cross-cutting issues of the society like

Human Values, Professional Ethics, Gender Equality, Environmental Awareness as inseparable part of curriculum. College celebrates National and International events of importance as Republic day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day, Environment day,etc. These celebrations nurture the moral, ethical and social values in the students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

04

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

01

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.collegeofartsandcraftspu.in/feedback.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

75

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

72

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity**2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

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.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
240	09

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our teaching philosophy revolves around placing students at the center of their learning journey. We believe in a dynamic approach that combines theoretical knowledge with practical application, ensuring students develop both technical skills and creative thinking.

Our curriculum is designed to foster experimentation and hands-on learning. Students engage in various practical sessions where they explore different artistic techniques and mediums under the guidance of experienced faculty members. These practical experiences not only enhance their skills but also encourage them to think critically and innovatively.

Moreover, we emphasize participatory methods in our

classrooms. Students are encouraged to actively engage in discussions, critiques, and collaborative projects, fostering a sense of ownership and responsibility for their learning. Through group activities and peer-to-peer learning, students develop teamwork and communication skills essential for their future careers in the art and craft industry.

Overall, our student-centric teaching-learning process at the Art and Craft College of Patna University aims to nurture well-rounded artists and craftsmen who are not only proficient in their craft but also capable of adapting to the ever-evolving demands of the creative world.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

College Teachers have used different ICT enabled tools for effective teaching-learning process for development of their students in areas such as graphics, animation making, applied art field and so on. Through the mentor/mentee sessions, departments have kept track of their students' development and their difficulties. We have one ICT enabled classroom for students and two smart classrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.collegeofartsandcraftspu.in/art_gallery.html

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

09

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

09

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

09

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

87

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 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).

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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Following the completion of our courses, students become acutely aware of the profound impact our dedicated teachers have had on their artistic journey. Through personalized guidance, mentorship, and expertise, our faculty members empower students to unleash their creative potential and achieve remarkable outcomes. Their unwavering support and commitment to excellence inspire students to push boundaries, explore new horizons, and emerge as skilled artisans and visionary artists. The enduring bond between students and teachers reflects our college's ethos of fostering a nurturing learning environment where every individual can thrive and flourish.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The achievements of learning outcome is monitored and ensured by the following bodies in college.

IQAC

Academic Committee

Visual explanations of course curriculum

Principal The following parameters are used by them to monitor and ensure achievement of learning outcomes:

Marks obtained in internal class tests.

Performance recorded in Question - Answer sessions.
Performance also recorded in debate, seminars, etc.

I informally we also monitor performance of students in their viva - voce during their final exams in the 2nd and the 4th year conducted by externals in particular subjects involving practicals.

Attendance of students is also taken into account.

The data based on above mentioned points are analysed and compiled to get any missing element in teaching and learning process and thereafter plans are framed for further actions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

56

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

02

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Following Extension activities are carried out by the college of arts and crafts in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year 2022-20223:

Seminar On Graphic Desgin, Loons 14.09.2022

Rangoli Competition 23.09.2022

Illustration Workshop for Children Litreature 24.09.2022

Slogan Competition 29.09.2022

Aids Awareness Quiz Competition 12.10.2022

Pardarshani Kala Sanskirti 18.10.2022

Carnatic Flute Recitals 07.11.2022

Adis Awareness Photo 01.12.2022

File Description	Documents
Paste link for additional information	http://www.collegeofartsandcraftspu.in/activities.html
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

571

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

The teaching - learning process is supported by the adequate infrastructure of the Institution. Class rooms are ICT enabled. Equipment such as laptops, printers, projectors, etc are accessible for students and are given to them according to their needs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Following are the cultural activitiesour college has organised : College has a playground which is used by students to practice and play various outdoor games and sports; The Seminar Hall is used for holding seminars, symposia, workshops, group discussions, lectures etc Painting Competition Rangoli Competetion Yoga Activity Seld Defence Awareness Activity for female students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

College has a wide collection of Books, Reference Books, Rare Books, Journals, Periodicals, Newspaper, Previous Year Question Papers, Photo coping facility, e-journals, Audio-Video Materials etc. A specialized service provided by the library includes INFLIBNET facility with Network Centre for access and download the e-resources with OPAC (Online Public Access Catalogue) facility for searching the library resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

NA

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

09

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Campus is equipped with the latest state-of-art technology of computer network with high-speed backbone (100 MBPS Internet speed)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

16

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

A committee is formed by the college administration which inspects and evaluates the current working condition and status of equipments. Maintenance of Library for maintenance of books, library in charge teachers and non-teaching staff

select damaged books for repairing.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

48

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

48

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	https://www.collegeofartsandcraftspu.in /
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Our alumni engage in various activities, including mentorship programs, workshops, and exhibitions, enriching the student

experience and fostering a sense of community. Through their continued involvement, they contribute to the growth and success of our college, inspiring current students to excel in their artistic endeavors. The alumni association plays a crucial role in preserving our institution's legacy while also providing invaluable support to our students as they embark on their creative journeys.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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 marketdemand and Governmentpolicies.
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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development:Academic Council University is responsible for decisions regarding curriculum development and itsalterations. 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.

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.

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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Different committees of the college specially Teacher's Council, Building Committee assesses the physical, academic and support facilities of the college. The maintenance of physical, academic and support facilities like building, electrical fitting, accessories, appliances, etc., are undertaken periodically by the engineers appointed by the Patna University and all softwarefacilities are maintained and upgraded by the company by paying Annual Maintenance

Charge (AMC).

Building:- The class four employees are maintaining the building which includes Art Gallery, Classrooms, Computer Lab, E-Library etc. The college have no permanent sweepers for maintaining , cleaning and sanitary facilities. Electrician, Cart Painter and Plumbers are hired when need arises. The college has installed RO drinking water system.

Equipments:- Stock Register of the college equipment is maintained and verified on a regular basis. It is supervised by toffice and faculty members time to time.

Computer Lab:- College is having a well-furnished computer lab with more than 18 computers with high-speed Internet provided by the Government of Bihar under the scheme 7 Nischay.

Library:- College library is fully automated with web-OPAC and controlled by qualified and experienced librarian. Library accommodates about 30 users at a time with having a good collection of Books, Journals, Computer and furniture's.

File Description	Documents
Paste link for additional information	https://www.collegeofartsandcraftspu.in/procedure_policies.html
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Different committees of the college specially Teacher's Council, Building Committee assesses the physical, academic and support facilities of the college. The maintenance of physical, academic and support facilities like building, electrical fitting, accessories, appliances, etc., are undertaken periodically by the engineers appointed by the Patna University and all software facilities are maintained and upgraded by the company by paying Annual Maintenance Charge (AMC).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

02

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

College do not have any appraisal system, IQAC cell has been formed recently this July. It will make policies for the same very soon.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Major source of institutional fund comes from patna university, department of higher education govt. Of bihar and local bodies. Deficit of funds are managed by cutting the demand itself as the receipt amount is limited and or given on spending for specific purpose or heads only. Bihar government has recently approved a modern state of art double storied Art Gallery with cafeteria to built within the campus with an amount of approximately 1crore.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

* Regular meetings of IQAC are conducted and suggestions are taken from all the members of IQAC including the stakeholders for improvement and better implementation of curriculum and overall development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 and recorded the incremental improvement in various activities

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

E. None of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

College of Arts & Crafts when designed and implemented his policies and making decisions, the College has 'due regard' to the need to: Eliminate unlawful discrimination, harassment and victimisation and any other conduct that is affecting equality. To ensure equal and unbiased measures for everyone for their teaching & learning activities. To ensure equal rights and participations in regular cultural activities, sports, NSS, debate, celebrations, and performing arts, girl students are encouraged without any sign of gender discrimination. Awareness programme for safety and security on regular basis are conducted. Following Measures College has initiated for the promotion of gender equity during the year: AIDS Awareness Program Environment Protection Marched by Girls student of College of Arts & Crafts. All Girls and Boys here enjoys the same rights, resources, opportunities and protections. Health Hygiene Awareness Program By Gulmohar Matri with the Collaboration of College of Arts & Crafts. Beti Bachao Beti Padhao Awareness Program Organised One Million Voices for Dignified Healthcare Program University has promoted gender equity also in terms of number of participation of teacher in our college as there are four female teachers are teaching in this college.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Following types of degradable and non-degradable wastefacilities College Manages: The college has different dustbins for different types of waste, such as biodegradable, recyclable and non-degradable. Green and red bins have been provided across the campus for the collection of solid waste generated at different sources in the college. College has deep concern to protect environment, health and well-being through implementation of effective waste management practices such as segregation, recycling, and composting. Our house keeping staff, gardeners and sweepers help in segregation of waste. Solid Waste Management : Blue ,green ,yellow dustbin has been setup in college campus It is segregated at source and collected by Safai Karmachari to dispose off properly to the dumping yards of Municipal Corporation.

Waste like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to authorize vendors for its recycling.

College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp, email and Google classroom; thus, reducing paper-based waste and reduce carbon dioxide emissions.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

College of Arts & Crafts is proactively taking efforts in providing an inclusive environment. Teachers considers that classroom homogeneity and participation of all students are extremely useful for effective learning. Teachers conduct bridge course and tutorial class for the incoming students of every batch in their initial days of campus life about the values of an inclusive environment, and the role of cross cultural communication to generate harmony and to sensitise the students about the importance of maintaining the same through their life.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

College regularly conducts activities to generate awareness drives for employees and students to inculcate values for being responsible citizens. This year Students, teachers and non teaching staff actively participate in cleaning of campus and Distribution

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Following national and international commemorative days, events and festivals College has organized:

HOLI MILAN SAMAROH 2022

Bhartiya Shashtriya Sangeet Samahroh

SARASWATI PUJA 2022

73TH REPUBLIC DAY 2022

FOUNDATION DAY

RADHA MOHAN JYANTI

DAHI CHURA REGALE

Blood Test Camp

International Day of Yoga

Rangoli Competition Report

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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.

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

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

To renovate and beautyfy the college building

To Improve the infrastructure in the college

To develop some smart classes in the college

To organize Faculty Development Programme Renovation work according the needs of the Institution Updation of laboratories.

To automate the office.