SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

D. S. COLLEGE

D. S. COLLEGE ROAD, KATIHAR
854105
www.dscollegekatihar.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Darshan Sah College is located at Katihar, a north-eastern border district of Bihar at a short distance from the international border of Bangladesh and Nepal. The area has a dense population of minorities, scheduled castes, scheduled tribe and other deprived and weaker sections. A long spell of backwardness of Katihar, however, laid not so much in the realm of thought and culture, education, and heritage as in the lack of a political awakening and patronage. The new dawn came when a humble, obscure but benevolent, late Darshan Shah, who could first realize the need and importance of modern education in this area, came forward and announced a handsome, princely donation of one lakh ten thousand rupees only for the proposed college at Katihar in 1953. Taking his example, his real concern for ameliorating condition of the teeming millions of humanity for the lack of opportunities for education in this area, a large number of people from landed gentry and trading community to daily wage earners like hawkers, vendors, craftsmen, vegetable-sellers offered to donate in cash and kind for the establishment of this college. The proposed college was named Darshan Sah College after its principle donor, Late Darshan Sah, and started functioning in Katihar High School buildings in August,1953. It started initially with fifty students on the roll, principal and eight teachers on the staff, two clerks,two peons and with total financial transactions of rupees two thousand five hundred per annum.

The atmosphere in the college provides a campus community feeling to our teachers and students. The college is easily approachable from both sides. Spread across ten acres in area D.S. College, Katihar is one of the oldest college of Koshi Division. All three   faculties Arts, Science & Commerce have been running since its beginning. At present nearly 7000 students are studying in all faculties. The college boasts of greenery all around the campus. D.S.College, a constituent unit of Purnea University is a fully University maintained institution administered by the statutes of Purnea University, Purnia.

Vision

Vision of the college is to provide affordable and quality education to students across sections of the society and make this institution a centre of excellence in the field of higher education. A fraternity of responsible citizens committed to national development in various fields, scientific endeavour, and service to humanity; creating a society based on mutual respect is the basic vision of this institution.

Mission

Mission of the institution is "Sa Vidya Ya Vimuktaye". With this motto this institution is engaged in promoting and propagating higher education in this backward region. We endeavour to equip students with adequate knowledge and skills to compete in the present employment market using latest learning resources and sensitizing the students towards Gender, Social justice, Environment and Human Rights.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Strategic location of the college close to Katihar Jn. Railway Station and Katihar bus stand pays dividend in the form of a large number of students preferring D.S. College, Katihar for pursuing their U.G. and P.G. courses. The college is situated beside NH 131A which connects Katihar with Malda Town, the district headquarter of the district of Malda, West Bengal. Malda district starts in 28 km from the college. The close vicinity of the neighbouring state of West Bengal results in the influx of some of the students from West Bengal for admission in D.S. College, Katihar.

2. The college spreads over a large area covering 64749.703 sq. meters. It has pleasant and green environment.

3. A variety of courses with adequate internal subject choice offered to students at the post graduate level.

4. State of the art infrastructure, Wi-Fi enabled campus and rich Library with more than 42,000 books.

5. Well-equipped science and computer laboratories.

6. Well-qualified teaching faculty to meet the demands of present day teaching-learning.

7. Exemplary performance in extracurricular activities including sports with students having been awarded at the university.

8. Active NCC and NSS wings of the college with activities undertaken to promote social welfare and to inculcate a sense of social responsibility.

9. Research oriented faculty with large number of publications in recognised journals.

10. Equal treatment meted out to women stakeholders and initiatives taken to build their overall confidence.

11. Participation of student body in planning and implementation of various activities of the college.

12. A Quick grievance redressal mechanism.

13. Institute is sensitive towards the needs of differently- abled students**.**

Institutional Weakness

 1. At present the college has only sixteen rooms to engage classes. Since D.S. College is a P.G. college, limited number of classrooms has been a hindrance for engaging classes.

 2. The College auditorium is in a dilapidated situation. Presently it is used as indoor stadium to conduct various games and sports. It has a limited seating capacity which poses problem when organizing annual cultural festivals, National and International seminars/symposia and conferences, etc. Besides, it is in an urgent need to be renovated and modernized.

3. The hostel lacks modern facilities and proper upkeep.

4. A subsidized fee structure affects the growth plans of the college.

5. The science departments need to augment its resources.

6. Almost two third of the faculty position lies vacant. Faculty position in several departments has not been filled for a decade due to delay at the level of the recruiting authority. Similar situation exists for non-teaching staff too.

7. The college is understaffed and over burdened. To add to the difficulties, the college has to conduct intermediate level classes and examinations. The teachers are also engaged in intermediate evaluation. All these worsen the general academic prospect of the college.

Institutional Opportunity

1. Katihar town has a sizeable Bengali population. The geographical location of D.S. College, Katihar has potential to pay dividend if a Bengal Study Centre is established in the college.

2. There is an Opportunity to further enhance the academic standards of the college given the potential of its students and the faculty.

3. Introduction of an organised system of soft skill training and industry exposure would enhance employability of the students.

4. A Centre for Entrepreneurship is to be established and effectively used to promote start-ups for students with innovative product development ideas.

5. Enrolling students to online courses at Government of India Swayam Portal would enhance their learning.

6. Continuous support (intellectual and financial) of well settled alumni can be solicited to take college to greater heights.

Institutional Challenge

1. Student participation in both curricular and extra-curricular activities of the college is to be insentivised.

2. Recruitment of permanent faculty (teaching as well as non-teaching).

3. Class room and social integration of students coming from West Bengal and other parts of India.

4. Inadequate fund flow and limited supply of resources have dented the infrastructural growth and teaching aids of the college.

5. Catering to the academic needs of Hindi medium students as the available reading material is woefully inadequate.

6. Implementation of growth plans charted out by Staff Council Committees.

7. Reducing the institutional dependence on carbon remitting energy sources within the prescribed budget.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution has a robust system of curriculum delivery and implementation in a planned and coordinated manner involving the faculty and statutory bodies of the college. The respective departments, the Staff Council committees are two main important academic bodies of the institution. The frequent meetings are held which plan programmes and discuss key issues to meet the pedagogical and infrastructural requirements of the curriculum. Decision taken in advisory committee and the staff council are communicated properly to the students through displaying notices on the notice board and making announcements in the classrooms. It is communicated to the students through college prospectus / college magazine and during the induction meeting as well.

Teaching-learning and Evaluation

A transparent and robust admission procedure accentuates the process of teaching-learning and evaluation. Admissions are conducted as per university norms. In the upcoming session 2019-2020 all admissions will be through entrance examination conducted by Purnea University, Purnia. The reservation rules are followed strictly. Applicants having achievement in sports, NCC and other activities having excelled in the field are encouraged. The girl students and the differently abled are also encouraged. The government policy is followed in the admission of students belonging to different social, economic and cultural backgrounds are admitted as per Government of Bihar rules. Class lectures are delivered to the students through traditional (chalk and talk) as well as recent ICT based methodologies. Advanced and slow learners are identified through internal evaluation mechanisms (tests, presentations etc.) and efforts (individual and institutional) are made to meet their specific academic needs. Encouragement to participate in curricular and extra-curricular activities, help in integrating students of varying abilities. Special care is taken by the teachers to incorporate recent researches in their lectures. Experiential and participative learning supplement class room teaching. To cite an example of innovation in teaching-learning, the department of Physics have introduced an activity based 'Word-Wall of Physics' where a student writes a key-word after understanding a physical concept or phenomenon fully. Gender specific courses and activities infuse gender sensitivity. In the college campus, regular yoga camp has been organized for the benefits of students, teachers and other staff. The learning outcome is assessed through a regular and transparent internal evaluation process which includes class tests, class presentations and assignments. For the differently-abled, besides admission, it is ensured that their classes are held in the ground floor. They are also supported during the examination. Especially the visually handicapped is provided a writer in the examination. The departments of the college take special care of such students. Mentorship programme at the departmental level enables a closer teacher-student relationship besides addressing academic and other issues of the students.

Research, Innovations and Extension

Our institution is a recognized centre of Purnea University, Purnia for undertaking research activities. There are

well equipped science laboratories. The research committee at the University level monitors and addresses the issues of research in consultation and active engagement with the teachers of the college. The committee encourages faculty members/students to participate in seminar/Symposia/Conferences as well as to organize them.

The institute encourages faculty members as well as students to involve in research activities. The research works of the college faculty have been published in several national and international peer reviewed journals. With the objective of capacity building in terms of research and imbibing research culture among the staff and students various departments have been organiging conferences and seminars from time to time.

There is no budgetary provision for research in our institute and university. UGC grants are utilized to improve the infrastructure in the laboratories and libraries for upgrading the research facilities in the institution. The university is, however, laying emphasis on undertaking interdisciplinary research work and soon dream will see the light of the day. Further, the institute is planning to get connected to INFLIBNET.

The main strength of the institute is its ability to ensure holistic development of students to make them good citizens. The institution actively participates in all the extension activities which have resulted to both community-institution networking and development of the institution and complement student's academic-learning experience. The NCC and NSS unit of institute regularly organizes camps to implement social affirmative schemes introduced by the government.

Such activities of the college include - Swachh Bharat Abhiyaan, Campaign against Drug addiction, Voters Awareness Camp, Tree plantation, Cleanliness drives, Environmental awareness activities etc.The institution has been able to motivate the students to maintain plastic free campus.

There is regular interaction with students / parents / staff to review perception on the overall performance and quality of the institution. Thus, social service is carried out by the coordination of faculty members and the students. NCC of the institution has won laurels and a number of cadets have been selected in the defense services.

Infrastructure and Learning Resources

In order to create and enhance the infrastructures that facilitate effective teaching and learning, the policies framed according to the strength of students in different faculties. Our college has 16 classrooms with proper light arrangements, ventilations, white/ blackboards etc. The College has three technology enabled classrooms with latest ICT facility. The college has one spacious multi-purpose hall which is used for conducting seminars in the college.

Our College has well equipped laboratories, two in each Physics, Chemistry, Botany and Zoology departments as well as one each in Psychology, English and BCA, for the conduction of practical during the semester and in annual examinations. From the very beginning, D.S. College, Katihar has excelled in sports activities such as football, volleyball, cricket, Badminton, Table Tennis. The college has been participating in various intra and inter university tournaments and won the championship medals. There are three playgrounds in the campus to facilitate games and sports in the college. Facilities for sports like Badminton, Table-tennis, etc. are provided to students in the college campus itself.

In the last few years, some buildings have been constructed/ renovated and white washed.The facilities which

have been added are: Women Hostel, Examination Hall, Gymnasium, Administrative block etc. Newspapers are subscribed for college and hostel students regularly. Girls' common room is there in the college for their recreation.InternetandWi-Fifacility is available in the campus. We have a well equipped library which is open on all working days. The library also remains open during summer vacation. Our library is situated on the ground floor. Physically challenged students are given priority to issuance of books for them. Internet facilities are available in our college for both faculty and students. There are about 64 desktops and laptops in our college. The campus is wi-fi enabled. The students and the society have a free access to the college website www.dscollegekatihar.in.

Student Support and Progression

The College publishes its updated prospectus regularly for the prospective students and their parents. The college Prospectus is informative in that it carries details of the college, and other related information. A good number of students of the college get benefit from the scholarships received from State Welfare Department. Financial assistance to the underprivileged section of society is provided in the form of concession in admission fee. Programmes are conducted to prepare minority students for competitive exams like Banking, Railways and private sector. Alongwith academics, students are encouraged to participate and involve in literary and cultural activities,particularly in NSS and NCC and sports.

The institution facilitates student progression to higher level of education and towards employment through information sharing. A number of students join higher studies after graduating from this college and few students directly take up employment assignments. The faculty guidance both through informal and formal ways play a crucial role in student progression with respect to both the endeavours. The dropout rate after admission in regular courses is negligible. Socioeconomic, cultural and psychological issues are the main reason for the dropout factor. To deal with the socio-cultural problems, grievance cell addresses the problems of the students and counsel them too. Youth festivals (student centric events) are organized every year at the university level. The objective of the festival is to provide an opportunity to the youth to exhibit their skills and talents in the field of culture, literary, fine arts and other activities on a common platform and to promote integration and communal harmony among youth belonging to different communities. D. S. College has been the flag bearer in such competitions. Our college has always earned a pride of place by winning a number of awards.

Governance, Leadership and Management

The governance, leadership and management of the college are closely bound together. The chain of command is well defined and integrated for smooth execution of decisions. D.S. College, Katihar is governed by the statutes of Purnea University and the Government of Bihar orders. The Principal and the faculty in several sub-committees are always stepping in together for designing and proper applications of the quality policy and plans. The management of D.S. College practices decentralization and participative management (through various Committees and Students Union), and ensures that the democratic say and space of every individual member of the institution forms the building blocks of every decision made. This helps in realizing the stated vision and mission. The faculty is encouraged to join Refresher/Orientation and Faculty Development Programmes to enrich their knowledge and skills. Non-teaching staff is also given guidance in order to improve administrative efficiency.

Since the college is a constituent unit of Purnea University, it follows the guidelines of the university in matters

of finance. There is an elaborate structure of both fund and resource mobilization and its utilisation with documented proof of every initiative undertaken. The audit teams of the university visit the college at the end of the financial year and examine the processes of financial transactions. The major sources of funding in the college are (1) Total fee collected from the students (2) Grants received from Government of Bihar (3) Various grants received from the UGC etc. Within the existing academic and administrative system, the institution has developed mechanisms of its own for quality assurance. A yearly external audit ensures that the college adheres to General Financial Rules with respect to income and expenditure. The University has proper accountability and monitoring apparatus for an effective manifestation of policies and retroactive scrutiny of the same. The college is in the process of adopting the Public Fund Management System (PFMS).

Institutional Values and Best Practices

Institutional Values: D.S. College has made a special niche for itself in the past six decades. The vision behind the establishment of the institution was very philanthropic. The founders of this institution wanted the people of this border area to have an open access to learning, irrespective of caste, colour, creed and category.

The college aims at instilling scientific zeal and developing skilled human resource to meet contemporary challenges. The college visualizes at facilitating young adult learners with opportunities to kindle their ethics and leadership potential, taking them towards inclusive concerns, human rights, gender and environmental issues.

Best Practices : The college has emphatically addressed environmental, social and gender issues in its endeavour to sensitize the stakeholders on a regular basis.

Environment Consciousness

D.S. College, Katihar has a sprawling campus with adequate tree plantation, within the four corners of the campus. The initiatives taken by the college to make the campus eco-friendly, include Energy conservation initiatives, Plantation drive, Hazardous waste management etc.

Energy Conservation

The college has energy conservation system as it has solar power system installed at the top of the wifi room. Most of the CFLs are replaced by LEDs.

Carbon Neutrality

The college at its own level has taken up certain preventive measures to check the emission of carbon dioxide. The dead leaves and the waster papers are not allowed to be put on fire. The leaves are put in the vermi compost pits and the papers are disposed off.

Plantation

Plantation is a regular feature of this institution. The NCC and NSS unit of the college plant, water and manage the proper growth of plants. The NCC unit observes 'Van Mahotsav' as a tradition every year on June 5.

Hazardous waste management

The college disposes all hazardous wastes following NGT guidelines with the help of Katihar Municipal Corporation.

Computerization

The library, the accounts department, the examination department of the college is in the process of being fully computerised. It will save time and help smooth functioning in systematic way.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	D. S. COLLEGE
Address	D. S. College Road, Katihar
City	Katihar
State	Bihar
Pin	854105
Website	www.dscollegekatihar.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	Mihir Kumar Thakur	-	7677770884	-	mihirbhavya@gmail.com
Principal(in-charge)	Ashok Kumar Singh	06452-247062	9798938854	-	dscollegebnmu@gmail.com

Status of the Institution	
Institution Status	Constituent , Self Financing and Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-08-1953

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Bihar	Purnea University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	31-03-2004	[View Document](#)
12B of UGC	31-03-2004	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
NCTE	[View Document](#)	30-11-2016	60	Permanent

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	D. S. College Road, Katihar	Urban	16	8582

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCA,Computer Application	36	intermediate	English	60	47
UG	BEd,Education	24	graduation	English,Hindi	100	100
UG	BBA,Business Administration	36	graduation	English	60	0
UG	BCom,Commerce	36	intermediate	English,Hindi	517	248
UG	BSc,Science	36	intermediate	English,Hindi	415	201
UG	BA,Arts	36	intermediate	English,Hindi	1710	1357
PG	MCom,Commerce	24	graduation	English,Hindi	55	0
PG	MSc,Science	24	graduation	English,Hindi	65	0
PG	MA,Arts	24	graduation	English,Hindi	250	0

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				4				12				54
Recruited	4	0	0	4	11	1	0	12	6	1	0	7
Yet to Recruit				0				0				47
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				16
Recruited	0	0	0	0	0	0	0	0	7	1	0	8
Yet to Recruit				0				0				8

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				36
Recruited	25	2	0	27
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	4	0	0	9	1	0	4	2	0	20
M.Phil.	0	0	0	1	0	0	1	0	0	2
PG	0	0	0	1	0	0	8	0	0	9

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	0	2	0	3
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	3	0	0	3

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	1269	0	0	0	1269
	Female	684	0	0	0	684
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	58	111	91	74
	Female	31	60	49	40
	Others	0	0	0	0
ST	Male	25	62	54	40
	Female	13	33	29	22
	Others	0	0	0	0
OBC	Male	281	332	304	278
	Female	152	179	164	150
	Others	0	0	0	0
General	Male	1313	1548	1250	875
	Female	707	833	673	471
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2580	3158	2614	1950

3. Extended Profile

3.1 Program

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

Response: 36

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	8	8	8	8

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1953	2615	3160	2580	2589

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
977	1307	1579	1290	1465

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
2130	1563	84	1214	1399

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	29	29	28	32

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
72	72	72	72	72

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 17

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

2017-18	2016-17	2015-16	2014-15	2013-14
14.02823	16.34634	12.58664	15.25061	13.20909

Number of computers

Response: 64

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

D.S. College, Katihar is a **constituent unit** of Purnea University, Purnia since 18 March 2018. Before that it had been a constituent unit of B.N.Mandal University, Madhepura. It follows the curriculum developed by both the universities and it deploys a number of action plans at various levels for effective implementation and delivery of the curriculum. The university notification on academic curriculum and other guidelines, once received by the college office, is communicated to the respective departments. The departments, after consultations among faculty members, carefully allocate papers keeping the interest of the students and expertise of teachers in mind. Staff council and departmental committees determine the workload and prepare the list of necessary infrastructural requirements for effective implementation of the curriculum. Time Table Committee prepares the time tables taking into account the instructional and laboratory needs. Time table (class wise/teacher wise)is approved by Time table Committee. Each department ensure that the study materials (prescribed/suggested) in the respective papers are made available in the college library and curriculum related references are regularly updated. Similarly, laboratory equipment/tools are also upgraded as per the curriculum needs. ICT enabled class rooms facilitate lecture delivery in a technology enabled milieu. Remedial classes for needy students are conducted to enable them to cope with the curriculum. The Internal Quality Assurance Cell (IQAC) in tandem with college administration monitors effective implementation of the curriculum. Some of the departments and specific organizing committees arrange talks and discussions, Seminars and Symposia, to facilitate exposure to the curriculum more effectively.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 6.8

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	02

File Description	Document
Details of participation of teachers in various bodies	

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 2.78

1.2.1.1 How many new courses are introduced within the last five years

Response: 1

File Description	Document
Details of the new courses introduced	

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 66.67

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 6

File Description	Document
Name of the programs in which CBCS is implemented	**View Document**

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	**View Document**

1.3 Curriculum Enrichment

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

Response:

Following courses have been offered to students dealing with issues relevant to Gender, Environment and sustainability, Human Values and Professional Ethics:
Department of Education

Paper: Gender, School and Society (Course 6): This course at B.Ed level helps the students understand the gender roles in society through different institutions. The course helps formulate positive notions about sexuality. The course is designed to enable the students understand and interact with challenging situations related with sexual harassment, verbal and non-verbal abuse.

Department of Economics

Paper: Environmental Economics: This course at the postgraduate level integrates various aspects of Economy, Environment and Development. It delves deep into environmental problems and policy issues. The various economic concepts and principles are taught in the context of environmental sustainability.

Paper: Environment and Ecology: This topic is covered under module 10 of paper V (UG). It discusses

environment-economy linkage. It seeks to underscore that environment is a public good and that market economy has to be sensitive to environment concerns. The course also teaches methods for valuation of environmental damage, land and forest.

Department of Philosophy

The relevant subject matter pertains to Western and Indian ethics. It discusses the nature of ethics and its relation to society and religion etc. It studies moral and non-moral action and freedom of will as a postulate of morality. The concept of right, duty, obligation, motive and intention are studied from the standpoint of ethics.

Department of Hindi
Paper: Dalit evam Stri Asmita : Vimarsh evam Paath: This paper deals with different discourses of identities such as Women, Dalit, Tribal and their origin and development in Hindi Literature. The concept, tradition, tendencies and writers belonging to both 'women' and 'dalit' genre is the subject matter of this paper. Critical reading of literature written on these issues also forms part of the paper. Topics worth mentioning are **Gender ki avadharna aur striwadi chintakon ki avadharnaen, Gender asmita, youn asmita, aur satta; Gender bhasha aur sahitya; Stri; Srti atmakathaen.**

AECC-I (Environmental Sustainability and Swachh Bharat Abhiyan Activities):

The ability enhancement Compulsory course at the post-graduate level, serves to engage the students in various green initiatives taken up by the college. The students are made aware of the consequences of environmental plunder and the need for sustainable development. The college takes up various activities under Swachh Bharat programme to instill moral values in the students.

AECC-II (Human Values and Professional Ethics and Gender Sensitization): This course at the post graduate level aims at imparting knowledge about various qualities like courage, empathy, co-operation, etc. It also makes the students aware about their rights and duties.

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

Response: 2

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

Response: 2

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

Response: 00

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E.None of the above

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: E. Feedback not collected

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.12

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	00	00	00	00

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 82.38

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

2017-18	2016-17	2015-16	2014-15	2013-14
1953	2615	3160	2580	2589

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

2017-18	2016-17	2015-16	2014-15	2013-14
3232	3022	3336	3251	2850

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 55.84

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

2017-18	2016-17	2015-16	2014-15	2013-14
901	560	778	692	604

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The methods employed to evaluate academic performances of the students include internal test, individual and group presentations, group discussions, etc.

Other capabilities noted by teachers include keenness for extra reading, debating, attentiveness etc. Slow learners are identified and special measures are taken to enhance their abilities.

Congenial environment is created so that students come out from their inhibition and take part in each and every activity that eventually broadens their sphere of thinking academically as well as related to extra-curricular activities.

Some departments of the college run Mentorship Programme in which teachers mentor group of students to sort out student's academic and stress related issues.

 Above all some of the teachers of the college are engaged to help students deal with their psychological issues. Students help plan, organize and participate in various curricular and co-curricular activities, which allow them to showcase their organizational skills and enhances exposure to their respective fields. Selected students are also nominated to participate in symposia/conferences in order to keep them abreast of the latest developments in episteme.

Teachers orient students in informal ways and help them channelize their energies in the right direction. The college organizes extra-curricular activities to enhance critical thinking of the students and expose them to various socio-political, economic and literary issues to enhance their organizational acumen. Selected students are sent to represent the college in various inter-college competitions, in the fields of their interest.

2.2.2 Student - Full time teacher ratio

Response: 67.34

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.15

2.2.3.1 Number of differently abled students on rolls

Response: 3

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document

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

Response:

The teaching-learning process at D.S. College, Katihar is student-centric, with an emphasis on integrating theory and actual application. The goal is to impart up-to-date knowledge, acquaint students with latest research and empower students to apply their skills to develop innovative solutions to present day problems. Few of our classrooms are equipped with ICT and Wi-fi network to blend the traditional chalk and talk method of teaching with e-learning resources to make our teaching interesting and interactive. Students are encouraged to make power point presentations, individually or in collaboration with peers to promote independent learning. Classroom assignments emphasise individual thinking over received knowledge. Emphasis is on nurturing questioning, searching for answers, and acquiring information from various sources to enhance their critical thinking.

Departmental societies organize lectures, quizzes, seminars and other co-curricular activities to enable the students to interact more closely with experts, accomplished academicians and research scholars from their own domain thereby broadening their world view beyond the realm of text-books. Faculty members use conventional and innovative evaluation methods to account for diversity in student needs and abilities, especially difficulty experienced by some to express fluently in English.

 The Annual festivals organized by the college and Purnea University, Purnia enable students to showcase their burgeoning imagination, creativity, critical thinking and hidden talents. Such festivals give the students an opportunity to hone their skills in the areas of planning and conducting events on a small as well as large scale and to work harmoniously in teams.

The college has well equipped laboratories in the departments of Physics, Chemistry, Zoology and Botany. Students are taught about the importance of waste management, pollution control, minimizations of energy usage, valuable nature of samples, how to take care of fossils, hand specimens, thin sections and models,

etc. Students are trained to take all mandatory precautions and also learn to process hazardous solid bio waste and chemicals.

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

Response: 0

2.3.2.1 Number of teachers using ICT

Response: 00

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 0

2.3.3.1 Number of mentors

Response: 00

2.3.4 Innovation and creativity in teaching-learning

Response:

Different departmental committees, making optimal use of available resources, are in quest to maintain highest possible standards in teaching-learning process and enrich the lives of students through holistic development of their unique individual personalities. They ensure excellence in all areas of growth and development. Internal academic schedule like completion and submission of Internal Assessment is chalked out well in advance before the commencement of the session. Room-wise time-tables are displayed outside Teachers' Common Room. Comprehensive orientation is done to acquaint students about the various GE paper options available for them in post-graduate level in the upcoming semester. Students are counseled both as a group and as individuals, to enable them to choose subjects beneficial to them.

The College has a well-stocked Library with state of the art resources. The Library Committee carries out an annual assessment of department-wise requirements of books in accordance with changing syllabi, course content, papers being taught and student strength. Seminars, workshops and lectures are organized involving accomplished academicians, entrepreneurs, and journalists to expose students to disciplinary frontiers and motivate them to pursue higher studies, research and know job prospects.

 In literature and humanities students are assigned to teachers in small groups in order that they may be encouraged to participate in student-centered learning. These initiative help in one to one interaction and

group discussions between teachers and students by indulging them in interactive, intense group discussions, case studies and paper presentations. This helps the teachers in giving personalized attention to the students with diverse levels of learning and quenching their thirst for wider knowledge thereby enhancing their ability to think critically, innovatively and independently, to analyze, evaluate, predict and solve problems.

In sciences these tutorial are replaced by practical classes. An effective teacher plans practical work with specific learning objectives in mind. By using different pedagogical approaches the same practical task can be used to achieve different learning outcomes. Wi-Fi enabled College Campus helps the students freely access e-resources. Yoga and Meditation Committee organizes workshops from time to time to help students learn to release their stress and adopt a healthy life style.

2.4 Teacher Profile and Quality

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

Response: 40.83

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 77.35

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

2017-18	2016-17	2015-16	2014-15	2013-14
21	21	22	22	28

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 19.71

2.4.3.1 Total experience of full-time teachers

Response: 571.5

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0.56

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	00	00	00	00

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

It is mandatory for all colleges to follow and adopt all the evaluation directions issued by Purnea University, Purnia and B.N. Mandal University, Madhepura for Internal Assessment. Both the universities have taken various initiatives from time to time to improve the level of education like annual system, semester system, and now CBCS. Assessment and evaluation forms an integral part of the entire

educational process. It is essential that, during and at the end of a course of study, both the teacher and the taught evaluate how far they have succeeded in the attainment of the objectives of teaching and learning. Application of internal assessment methods varies from teacher to teacher, subject to subject and course to course. Faculty members use conventional and innovative evaluation methods in order to account for diversity in students' needs and abilities.

Throughout the semester, academic performance of the students is evaluated by the teachers through various means like tests, presentations, group discussions, participation in class etc. In literature and humanities various initiatives help in one to one interaction and group discussions between the teachers and students. Teachers assess the students through group discussions, paper presentations, and written tests. In the science stream students' performance in practical classes are used to assess their understanding of the theory. Oral questions are asked and wherever needed, more practice is given to reinforce their theoretical knowledge. Class tests are conducted with both subjective and objective questions. Multiple sets of question-papers are set by some to expose students to a larger variety of questions. Answers are discussed after the test to help students understand the topic more deeply and to improve their writing skills. Many teachers give small tests and assignments after they finish discussion on each topic. These multiple but small tests/assignments take off the pressure from the students while at the same time students can focus and prepare each topic more elaborately. It gives them more practice and they can improve their knowledge base. In the end it also gives the scope to the teacher to choose the best test/assignment from the lot for marking or they may take the average of all. Questions are put up in the class by teachers while teaching to check their own teaching methods and know how much the students are following. Wherever and whenever required, modifications are made. This also helps in identifying slow learners and steps are taken to improve their performance. Some faculty members of some departments are considered as mentee and a group of students from each class is handed over to the concerned faculty. Students with weak communication skills in English are also helped by taking support from the faculty of department of English. At the end of semester, internal assessment is done in systematic manner and moderation committee together with Internal Assessment committee works to rectify the discrepancies in internal assessment of students.

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

Response:

As per the university provisions, 70 marks are allocated for the end-of semester Theory Examination and 30 marks are allotted to Continuous Internal Assessment (CIA). The scheme of CIA offers plenty of liberty within this broad framework and is free to reinterpretation by individual teachers and/or departments. Actual methods and pattern used to carry out the internal assessment can be tailor-made keeping in mind the unique objectives of each course and the number of teachers involved in its teaching. Teachers at our college make full use of this inherent freedom to ensure robustness of the CIA mechanism. Some teachers conduct multiple tests at regular intervals, combine the scores and scale down the final maximum marks to 10. Repeat tests are sometimes conducted to offer the students an opportunity to improve their performance. Assignments offer teachers a chance to assess students in more innovative ways. **Presentations** enable students demonstrate their verbal communication skill, clarity of concepts and public speaking ability. **Quiz** allows students organize their thoughts and present their views lightening fast. The entire CIA calculation is shared with students and discrepancies are rectified before submission to the

Controller of Examinations, Purnea University, Purnia and that of B.N. Mandal University, Madhepura. In addition, the Science courses conduct Practicals for a total of 30 marks. According to the University provisions, marks are allocated to an end-of-semester Practical Examination conducted in the presence of a University appointed External Examiner at the concerned P.G. department in the university.

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

Response:

Examination process (scheduling of examination, setting up of question papers, conduct of examinations, evaluation of scripts and declaration of result) in Purnea University, Purnia is controlled in its entirety at the university level. Colleges act as CIA examination centers for its students. Scripts of Ability Enhancement Compulsory Course (AECC) and Ability Enhancement Course (AEC) along with Core Courses (CC) are evaluated at the university headquarter as per PU, Purnia guidelines. College in collaboration with the university, assures that students get admit cards at least one week before the commencement of the exams so that there is no scope of admit card related grievance at the last moment. Designated college staff assists students to identify their seating plan. Two office assistants are deputed to redress the student grievances well before the start of examination. Student grievances during the conduct of the examinations (non-availability of question papers in time, delay in getting the question papers etc) are handled by the college in cooperation with PU, Purnia Examination Branch. Such grievances are handled at the level of the Principal (who acts as Superintendent of Examinations) supported by a team of Deputy Superintendents. University awarded marks are compared with the original marks awarded to the student by the teacher concerned. If discrepancy is confirmed then the original CIA marks of the students is attached with the application of the complainant and duly forwarded to the university examination branch for necessary changes.

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

Response:

D.S. College,Katihar adheres to the Academic Calendar and Examination Schedule of Purnea University, Purnia with regard to the conduct of CIA. All information pertaining to the academic calendar, the scheme of evaluation and allocation of marks are available on the University website. This information is clearly conveyed to students during the college and departmental Orientation Programs. Notices and circulars about the evaluation process are displayed prominently on the college notice board. Internal Quality Assurance Cell (IQAC) has been constituted in the college to check, control and maintains quality of education in the institution. It also ensure adherence to the academic calendar of the university related to CIA. Student assessment test/assignment/presentation marks are shared with the students by the respective teachers. The science departments conduct practical exams within the time frame given by the Purnea University, Purnia. Practical exam coordinator is appointed well in advance from Examination Cell who with the help of college office makes all necessary arrangements for smooth conduct of the exams. Results for practical exams are prepared well in time as per schedule by the respective examiners.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college has a website on which the details of courses offered by all P.G. departments of the college are clearly mentioned, with an outline of scope and opportunities for students of each course offered. The College Website Committee ensures regular updating and smooth functioning of its Website. Completing the curriculum requires meticulous planning as the College has a vibrant matrix of extracurricular activities. The Academic Calendar of the College provides the broad schedule for the College's curriculum. The IQAC helps integrate all co-curricular, extracurricular events into this framework, by closely coordinating with Staff Council Committees and chalking out a calendar of all events before commencement of each semester.

The College Prospectus: Prior to the commencement of every academic session, the Prospectus Committee finalises and publishes a prospectus which contains all academic details such as a department-wise list of faculty members, infrastructural facilities available, fee structure along with the number o f seats available. The concerned teachers on their own too communicate to the students the programme and course outcomes during departmental orientations and during the course of their lectures.

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

Response:

The programme outcomes, programme specific outcomes and course outcomes of the students are evaluated at the university level after the semester end examinations. Internally the college evaluates these through the mechanism of Continuous Internal Assessment. The rationale of CIA is to help the faculty take a measure of attainment of course outcome of students. In the process of regular evaluation students also discover their strengths and weaknesses so that they can improve their performance in the end-semester examination conducted by the university. In the mid of each semester, CIA is conducted in systematic manner. The semester-end final examination conducted by the university contributes towards Summative Assessment of the students as per the university schedules published on the university website. The learning outcome of the students within the college is evaluated through class assignments, class tests, presentations, as well as practical (for science students). Students are given a time line for submission of their projects and assignments. Students having medical issues or other family issues are given additional time to submit these so that the process of internal evaluation of programme and course outcomes takes into account all eventualities that the students of the college has to go through during the course of their two year post graduation programme in the college. The College IQAC monitors and sets a time line for evaluation of Internal Assessment, which is scrutinized both at the department and college level. During the course of centralized evaluation of UG and PG answer books of Purnea University, Purnia, faculty members of the college show their active participation. This is reflected in their role as paper setters and additional examiners during the process of evaluation of the scripts at the designated paper setting and

evaluation centre.

2.6.3 Average pass percentage of Students

Response: 82.01

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

Response: 1509

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

Response: 1840

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 1

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	01	00	00

File Description	Document
List of project and grant details	[View Document]
e-copies of the grant award letters for research projects sponsored by non-government	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 65.52

3.1.2.1 Number of teachers recognised as research guides

Response: 19

File Description	Document
Any additional information	[View Document]

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

Response: 0.14

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

Response: 01

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

Response: 37

File Description	Document
Supporting document from Funding Agency	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Internal Quality Assurance Cell (IQAC) of the College in its meetings tried to frame a larger structure of qualitative development of the institute. The college IQAC, in collaboration with different committees of the college, takes initiatives to better the overall atmosphere of the college. Besides, this the college is actively engaged in conducting Seminar/Symposia, panel discussions and workshops on current research areas and inviting novel ideas from students and faculty. In the academic session 2018-19, National Science Day was observed on 28 February, 2019. The theme of the programme was *"Science for the people and people for the science"*. Many of the faculty members and few students were asked to present innovative ideas on the theme. The college also provides notice board space to display the articles related to current research projects. This works as a plank for creative ideas, articles, poetry, stories and reporting of events held in college serving as a tool for transfer of knowledge. The recently opened Media Lab under college IQAC will soon be engaged in e-content development.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document]

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

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

Response: 0.58

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 11

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

Response: 19

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

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

Response: 1.39

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	7	16	10

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

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.43

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
09	04	08	08	13

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

D.S. College, Katihar is committed to inculcate moral values and a sense of responsibility among the students for their holistic growth. To achieve this goal our institution has three dedicated NSS units, an NCC unit and staff council committees such as Women's Welfare Committee, Eco-Club, Cleanliness committee, and Equal Opportunity Cell. At the beginning of each academic year, extension & outreach programmes for the year are decided. **National Service Scheme (NSS)** devoted to service of Nation with the motto *"Not me but You"* is a vital channel in the college in creating networks with needy communities. Activities organized under NSS effectively turn the students towards the society to which they belong. **National Cadet Corps (**NCC) is a branch of Indian army that nurtures character, discipline, and the ideals of patriotic and selfless service among the young students. Major Extension and Outreach Programmes regularly conducted in and outside college include, Campaign against Drug Addiction, Swachhta Abhiyan. Under "**Swachh Bharat Abhiyaan"** initiated by the government, our faculty members and student are regularly involved, keeping the college and outside areas clean.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response: 6

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	02	01	02	01

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 24

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	04	04	03	08

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 3.67

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non- Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
80	41	342	48	00

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 5

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

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

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Given below is the list of facilities available for teaching-learning as per the specified requirements of university statutory bodies:

1. Class rooms- 16

2. Class room/Laboratory with Projection System -4

3. Computer laboratories-3

4. Systems -64 systems

5. Wi-Fi- Entire campus

6. Seminar Room ICT enabled-1

7. ICT enabled Media Centre-1

8. Laboratories-10 (Physics-2, Chemistry- 2, Botany- 2, Zoology- 2,Psychology-1, English- 1)

9. Library-4 (College Library, B. Ed Library, B.C.A. Library, and an e-library in the Library Building)

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

Response:

Sports and Games: Sports has been an integral part of the institution since its inception. There is a dedicated Physical Training Instructor (PTI) who along with the college Sports Officer has a room for administrative and storage purposes. There are three playgrounds (200m x 120m, 150m x80m and 70mx50m) and an indoor hall (12m x 8m) for sports and games for students and staff. We have a gymnasium for use by students. Further, yoga classes are held for students and staffs. Facilities for following sports are available in the college:

Outdoor: Football, Volleyball, Cricket.

Indoor : Tykwondo, Badminton and Table Tennis.

Cultural activities: Extracurricular/ Co-curricular Activities (dance, drama, debate, quiz, drawing, music, photography, Film screening based on social issues etc. have been closely interwoven with the curriculum. College has a multi-purpose hall in the ground floor of Naresh Bhavan renovated recently with a seating capacity of 200. In addition, front lawns of college are utilized for events involving large gatherings.

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

Response: 35.29

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 06

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document]

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 76.68

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

2017-18	2016-17	2015-16	2014-15	2013-14
13.97	7.56	12.58	6.46	12.58

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document]

4.2 Library as a Learning Resource

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

Response:

The library of the college which has four rooms and a central lawn has been temporarily renovated recently. The college has plans to build a new Library building which will be well lit, fully air-conditioned with individual reading spaces for students, teachers and differently abled. The library at present does have

a designated IT zone with 10 desktops with wifi facility for accessing e-resources and web browsing. This IT zone also serves as the reading room for the faculty members. The backyard of the central lawn of the library is used as the reading space for the students. Total count of books exceeds 42,000. Total carpet area of the library is 1500 sq. feet, out of which 300 sq. feet has been earmarked as reading space for students, and 150 sq. ft for teaching staff. The college has plans to make the library fully automated using ILMS. As and when the new library building is constructed and becomes functional, college will be in a position to provide OPAC facility to both students and faculty.

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

Response:

The College does not possess rare books, manuscripts and special reports. However, the college library does have a copy of Ph.D/M. Phil theses of some of its faculty members which may be used by the students as additional knowledge source for present or higher studies. The college also plans to keep a copy of the articles of its faculty published in reputed journals. The college library is in the process to bringing about a paradigm shift in its working. We plan to introduce e-library. The college is making efforts to adopt INFLIBNET very soon.

4.2.3 Does the institution have the following:

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)

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

Response: 3.65

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.05	8.78	00	8.78	0.62

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 2.52

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

Response: 50

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has an effective policy to create and enhance the infrastructure to facilitate effective teaching and learning which consists of ensuring optimum utilization of the space and infrastructure so that the end user gets the best out of the available. Our institution frequently upgrades IT facilities to keep pace with the academic growth and technological advancements as per the following details:

IT INFRASTRUCTURE

System/ Accessory Specifications & Year of Installation	Configuration	Number of syste
Laptop	Dell Inspiron 14R with 4GB Ram	01

		10 (In library e-r
Desktop	AMD A8-5600K APU with Radeon CPU -3.60GHz 4GB Ram 64 bit OS ACER 18.5" Monitor with Mouse and Keyboard	06 (In Media lab 14(In Language
Desktop	Processor: Intel(R) Pentium(R) Dual CPU E2140 CPU- 1.60 GHz 512 MB RAM 32-bit OS- Windows 7 Professional Zebronics 18 inch moniter with mouse and keyboard	6 (BCA Lab)
Desktop	Processor: Intel(R) Pentium(R) Dual CPU CPU- 2.20 GHz 1 GB RAM 32-bit OS- Windows 7 Ultimate Lenovo 21 inch moniter with mouse and keyboard	9 (BCA Lab)
Desktop	Processor: Intel(R) Pentium(R) Dual CPU CPU- 2.80 GHz 2 GB RAM 32-bit OS- Windows 7 Ultimate Lenovo 21 inch moniter with mouse and keyboard	1 (BCA Lab)
Desktop	Processor: Intel(R) Pentium(R) 4 CPU CPU- 2.80 GHz 1 GB RAM 16-bit OS- Windows XP Professional	4 (BCA Lab)

	Lenovo 21 inch moniter with mouse and keyboard	
Laptop	Processor: Intel(R) Core(TM)i-3-5005U CPU- 2.0 GHz 4 GB RAM 64-bit OS- Windows 7 Professional Acer laptop	6 (BCA Lab)
Laptop	Processor: Intel Pentium (R) Core Dual T4500 CPU- 2.0 GHz 2 GB RAM 64-bit OS- Windows 7 Ultimate Lenovo	6 (BCA Lab)
Laptop	Processor: Intel(R) Pentium(R) 4 CPU CPU- 2.80 GHz 1 GB RAM 16-bit OS- Windows XP Professional Compaq	1 (BCA Lab)

Wi fi details of D. S. College, Katihar

182.74.14.230	UTM	DSC_BNMU_KAT_FW		10.14.80.2	C43317014719	
	CORE	DSC_BNMU_KAT_SW_1		10.14.80.1	N/A	
	DIST.1	DSC_BNMU_KAT_SW_1	10.14.80.1	10.14.80.4	16JP4260E58E	

DIST.2	DSC_BNMU_KAT_SW_1	10.14.80.1	10.14.80.5	16JP4260E56H		
ACCESS SWITCH.1	DSC_BNMU_KAT_SW_1	10.14.80.4/5	10.14.80.11	15JP363F23X0		
5 KVA STABLIZER				AVO017655207		
SOLAR UPS	DSC_BNMU_KAT_SW_1	10.14.80.11	10.14.80.32	833217011O3691		
WORK STATION	DSC_BNMU_KAT_SW_1	10.14.80.11	10.14.80.6	USR96SI009H0583798		
MONITOR				MMLY6SS023608150CA 10		
ACCESS SWITCH.2	DSC_BNMU_KAT_SW_2	10.14.80.4/5	10.14.80.12	15JP363F2146K		
ACCESS SWITCH.3	DSC_BNMU_KAT_SW_3	10.14.80.4/5	10.14.80.13	15JP363F23WF		
ACCESS SWITCH.4	DSC_BNMU_KAT_SW_4	10.14.80.4/5	10.14.80.14	15JP363F2366		
IAP.1	DSC_BNMU_KAT_SW_1	10.14.80.11	10.14.80.61			
IAP.2	DSC_BNMU_KAT_SW_2	10.14.80.12	10.14.80.62	CNC8HMJ1TG		
IAP.3	DSC_BNMU_KAT_SW_1	10.14.80.11	10.14.80.63			
IAP.4	DSC_BNMU_KAT_SW_3	10.14.80.13	10.14.80.64	CNC8HMJ1TS		
0AP.5	DSC_BNMU_KAT_SW_3	10.14.80.13	10.14.80.65	CNBPHMZ0QT		
IAP.6	DSC_BNMU_KAT_SW_4	10.14.80.14	10.14.80.66	CNC8HMJ1RC		
2 KVA STABLIZER.2				AVO017652377		
2 KVA STABLIZER.3				AVO017652362		
2KVA STABLIZER.4				AVO017652159		
1KVA UPS.2	DSC_BNMU_KAT_FW_2	10.14.80.12	10.14.80.33	831217O1102775		
1KVA UPS.3	DSC_BNMU_KAT_SW_3	10.14.80.13	10.14.80.34	831217O1103373		
1KVA UPS.4	DSC_BNMU_KAT_SW_4	10.14.80.14	10.14.80.35	N/A		

4.3.2 Student - Computer ratio

Response: 30.52

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 73.75

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.68949	12.70937	11.48070	14.50353	11.29755

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The College has deputed qualified officials who work in consultation with Development Committee to look after the maintenance and upkeep of equipment and infrastructure. College hires an electrician who looks after routine maintenance work of all electrical installations. Similarly plumbing and gardening work are taken care by a specialized personnel under the supervision of Gardening Committee and Eco-Club. The Infrastructure committee looks after the purchase and maintenance of all IT related equipment and infrastructure. College has part time hired care-taker engaged to look after basic infrastructure and furniture of the college. The classrooms and laboratories are maintained by the multi-tasking staff and the laboratory staff. There are specified personnel for maintenance of sports ground and library. College has

maintained a complaint register with the care-taker and an easily accessible Complaint Box. Building and infrastructure committee meets every month to go through these complaints/suggestions/feedbacks. Any minor repairs that need to be carried out are reported and the expenses for these are sanctioned by the Principal as per norms. In case of major repairs, the committee puts forward a request for sanction to the Principal. Quotations are called for after the sanction is granted by the Principal as per Purnea University, Purnia guidelines. For other major renovation or additional construction works, Building and Infrastructure Committee forwards the proposal to the Development Committee of the college for necessary action. In addition, different departments of the college put forth their requirements after discussion in a departmental meeting through HoDs to the Infrastructure Committee for infrastructure related work as well as other requirements. These requirements are analyzed before the start of each Academic Session and are met wherever feasible as per rules. Testing and calibration of equipment's/instruments is done by the competent person/ organizations on the basis of necessity. Voltage stabilizers and online UPS have been installed to safeguard the major electrical devices. The college has 15KV Electricity Generators to ensure uninterrupted power supply. A staff member along with Care-taker and hired electrician monitors the functioning of this silent green DG set. Maintenance of the set is done by the concerned company on the basis of necessity. All the desktops with Printer and wifi connection are maintained on the basis of necessity. CCTVs are also maintained regularly. Services of a Professional IT company have been used for maintenance and regular up-gradation of 'College Website'

. College in due course of time will appoint a permanent staff to monitor DG set in the college.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 29.83

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

2017-18	2016-17	2015-16	2014-15	2013-14
1051	625	00	577	1270

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	**View Document**

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0.61

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
60	00	00	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	**View Document**

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: No

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 42.21

5.2.2.1 Number of outgoing students progressing to higher education

Response: 899

File Description	Document
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

2017-18	2016-17	2015-16	2014-15	2013-14
2130	2615	3160	2580	2589

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The strong academic foundation of D.S. College, Katihar is reinforced by the view, that valuable skills, attributes and talents are nurtured through student participation in various academic as well as co-curricular and extra-curricular activities. Students' Union is the primary student body of the college and under the guidance of Students' Union Advisory Committee works towards harmonious relationship between the teachers, administration and students. The Student's Union consists of President, Vice President, Secretary, Joint Secretary, Treasurer and nine central councilors (who act as link between D.S. College Student Union and its parent body Purnea University Student Union). It is duly constituted through elections in the month of April, 2018. Voicing the student's problem, members of the students union look for amicable solutions and work for the betterment of the college. They also conduct departmental inter college festival where they get to interact with students of other colleges of Purnea University, Purnia. Eminent speakers from other universities and institutions are also invited during these events. The college has a number of vibrant cultural societies under the umbrella of Staff Council. To promote effective participation and engagement of students in these activities, the college has a policy of inviting students to be part of the committees so that students can be groomed under the faculty guidance. This gives a platform to the students to nurture their skills/passion and prepare themselves for different competitions. The College also has a devoted NSS wing, NCC wing, Women's Welfare and Development Cell and Equal Opportunity Cell to promote successful engagement of students in community life and support students' growth and development into well-rounded citizens of the future.

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

Response: 4.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	03	03	00	00

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

There is no registered and functional Alumni Association in D.S. College, Katihar as of now. Though an association was formed in the past, it remained largely in paper only. But the college is aiming towards establishing an Alumni Association in the near future and getting it registered. However, the college has many illustrious alumni, some of them being elected representative of people. They accord due importance to the college as an when any infrastructural requirement arises. They have contributed funds for the Naresh Bhavan, administrative block of the college, and the SC/ST welfare hostel. The proposed construction work of the approach road to D. S. college from NH-131A is to be done from the MLA fund of the local MLA, an alumni of the college.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

D.S. College, Katihar envisions facilitating development of youth as nation-builders through quality higher education. The institution aims to instill democratic values, tolerance, inclusivity, compassion and sensitivity, so that students become responsible citizens of the country and the world. Dedication to the cause of education is of foremost significance to the college. The idea doesn't halt at merely imparting education for students' to achieve their full human potential, rather the institution strives to generate leaders and educationists who in turn could improve the lives of individuals in this changing, complex global society. The mission of the college is to adapt and grow with changing times and ideas of the new world. Apart from polishing the best, D.S. College, Katihar also caters to the growth of average students seeking admission in Purnea University, Purnia. Hence, it befalls on the college to absorb students who have not reached the top of the ladder, and yet are at an arm's length to become achievers. By elevating the section of Indian society, which is in need of self-realization, inspiration, motivation and direction, the college helps evolve the spine of the country.

All policies and plans for University maintained colleges are drafted by a team of experts at a centralized level. While the Development Committee of the college is mandated to ensure implementation, to direct and manage every aspect of these policies and plans, the Principal is the chief executive head at the college level. In turn, the faculty members are delegated responsibilities through Staff Council committees. The Staff Council is a statutory body of the college and overseas all academic and other activities. Conveners and members of societies return to both the Council and the Principal with their experiences, learning and challenges, hence informing the college of implementation details and improvement possibilities. All levels of leadership make their respective action plans with regular meetings, which involve students at one end and the Principal at another. This participative platform allows students to champion their own inhibitions, and step towards achieving excellence in their pursuits. Within this structure, the scope of designing local quality policy and plans falls on the Staff Council committees that work with the vision of the college. The committees are all centered on making the college conducive to student's activities. Whether it is infrastructural development to meet the new pedagogical needs or offering recurrent opportunities of learning and exposure to the new batches, the college committees are committed to the students. IQAC maintains quality bench mark of the various academic and administrative activities of the college. For instance, an inter-disciplinary lecture—one per month—on areas like Disaster Management, Entrepreneurship, Constitution, Morality etc. is one of the many perspective plans. The quality policy therefore is based on the interflow of the following steps: decentralization, student-faculty interaction outside of curriculum and continuum of teaching and learning process.

6.1.2 The institution practices decentralization and participative management

Response:

The College believes in grooming leadership at all levels. The leadership matrix and architecture from top to bottom comprises of Principal, Staff Council Committees and Student Representatives. Teachers and Librarian, as per Statutes and Ordinances of the university, constitute the Staff Council. The Principal is the ex-officio Chairman of Staff Council. All the important committees of the college like Admission, Infrastructure, Student Union Advisory, Sports, Equal Opportunity Cell, Art and Culture and many others come under the ambit of the Staff Council. The duly elected Secretary of the Staff Council and its Chairman (Principal) supervises the functioning of these Committees. The efforts and measures of our institution have been channelized and systematized towards academic excellence after the inception of IQAC in the college. All the Committees are required to give a detailed report of the events organized by them including feedback of students to the Secretary Staff Council and Coordinator IQAC. The faculty members take lead in organizing various academic and co-curricular activities in the college wherein students get a chance to explore their capabilities vis-a-vis organizational skills besides getting an insight into new developments in the area of their interest.

6.2 Strategy Development and Deployment

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

Response:

The College aspires to grow in every possible direction. Continuous and frequent changes in the University Education System (Annual System, Semester System, and CBCS) and introduction of new courses like Geography, Home Science,Sociology and Music at honours level has created an urgent need to expand the sitting capacity of Library, number of reading rooms for faculty members and students, books and Journals. Also it was quintessential to increase the number of racks for more books and journals. To keep pace with the modern digitized world, it was indispensable to make library equipped with state of the art technologies so that students and faculty can have excess to all e-resources. The college has been resolutely working on its infrastructural development. In 2018-19, major renovation and maintenance work has been carried out in almost all the buildings of the college.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Governing Body: D.S. College, Katihar does not have a Governing Body as it is a constituent unit of Purnea University, Purnia. The university takes all executive decisions related to the institution. The college on its own level ensures to execute these decisions through different Sub-committees.

Administrative Setup: The College administrative setup is headed by the Principal. The Principal is assisted by the Section Officer (Administration), Bursar and the Accountant besides a host of support staff.

Staff Council: The Staff Council is a statutory body which implements decisions of the University related to academic, extra-curricular and infrastructural activities through its various committees. The secretary of

the Staff Council is elected from among the teaching faculty and holds office for one year. The Principal of the college functions as the Chairman of the Staff Council.

Internal Quality Assurance Cell (IQAC): IQAC is a UGC mandated body to ensure quality improvement in the field of academics, planning and administration of the institution. It lays down quality benchmark in above matters. The Staff Council committees, in addition to the council, also report to IQAC with regard to their respective activities.

Service Rules: The service rules of the Principal, teaching and non-teaching staff is determined by the provisions laid down by UGC and adopted by Government of Bihar and Purnea University, Purnia from time to time. For proper implementation of service rules particularly with regard to Leave, the college maintains and regularly updates Leave Register.

Procedures: All procedures related to admissions, recruitment, Leave, promotion, purchase of equipment and other objects and construction for augmenting infrastructure of the college are followed as per UGC, Bihar Government and Purnea University, Purnia guidelines.

Recruitment: Recruitment in teaching positions is done as per roster after calculating the total requirement of teachers. Process of recruitment (advertisement, scrutiny of forms and calling for interview and convening Selection Committee meetings, recommendation for appointment) follows the guidelines of UGC and Government of Bihar. Recruitment of non-teaching staff is done based on roster following government of Bihar rules and Purnea University, Purnia rules.

Promotional Policies: Promotion of the teaching and non-teaching staff is effected based on UGC Guidelines as adopted by Government of Bihar and Purnea University, Purnia from time to time.

Grievance Redressal Mechanism: The College has a Grievance redressal committee to address the grievances of all stakeholders. In addition, the college has an Internal Complaints Committee to deal with all cases of sexual harassment**.**

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<u>View Document</u>

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

Response:

For holistic growth of college it is important to progress both horizontally and vertically. It was being felt for a long time that some new courses should be introduced to further the academic growth of the college. Considering the increasing demand for the introduction of Geography, Home Science, Sociology and Music at the undergraduate level, Purnea University, Purnia has given affiliation for the said subjects from the forth-coming 2019-22 session. The college already has Department of Economics to cater to the need for full-fledged B.A. (Hons) Economics course. Economics, too, has high demand in the employment market. The college runs English studies both at the undergraduate and at the postgraduate level. Students are keen on taking up English Honours course at the undergraduate level as English is the language of power, prestige and pelf. The postgraduate department of English has received a grant from the UGC for setting up a Language Laboratory. A well maintained Language Laboratory with sixteen computers is in functional status in the language Laboratory in Room No.-11. The institution tries to ensure that every detailed requirement (curricular and infrastructural) of all the departments is fulfilled in order to have a futuristic growth.

6.3 Faculty Empowerment Strategies

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

Response:

Response: Being a constituent unit of Purnea University, Purnia, the college has provision for following welfare measures for teaching and non-teaching staff:

1. **Medical leave**: There is provision of 10 days medical leave with full pay or 20 days is allowed with half pay per annum.

2. **Maternity Leave**: There is provision for maternity leave with full pay for six months up to a maximum of two children.

3. **Casual leave**: Twelve days of casual leave is permissible per year for all employees.

4. **Earned leave**: Twelve days of earned leave per year for teaching staff and 30 days for non-teaching staff is permissible.

5. **Group Insurance Scheme**: employees are covered under this insurance scheme by paying a premium of Rs 80/-month.

6. **Loan:** Loan for purchase of House/ Flat Scooter/Car/Computer is granted as per Government fixed interest rate.

7. **Festival Advance (for Non-Teaching Staff)**: A maximum of Rs 8000/- for group D staff and a maximum of 12000/- for group C staff is allowed as festival advance.

8. **Provident Fund Advance**: An advance can be granted upto 7/8 of the amount at credit.

9. **Reservation for Admission under Ward Quota**: there are 3 seats researved each for wards of teaching and non-teaching employees.

10. **Conveyance charges:** Conveyance charges incurred for official work are reimbursed as per entitlement.

11. **Study Leave:** Study Leave for pursuing higher education for a maximum period of six months is granted to Teachers with salary excluding conveyance allowance.

12. **Duty leave:** Duty Leave is granted to teacher for conducting examinations, attend Conference/Seminar/Symposia and official meetings.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	000	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 2.72

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	00	01	01

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Being a constituent unit of Purnea University, Purnia, the college follows the guidelines of University with regard to Performance Appraisal System for teaching and non-teaching staff. A Self-Performance Appraisal form is to be filled in by the teaching staff and submitted in the college office for initiating the process of promotion. There are following five prescribed stages for promotion from Assistant Professor to Professor:

Stage 1 (AGP Rs 6000) to Stage 2 (AGP Rs 7000): Four years of service with PhD/ Five years of service with M.Phil./PG Degree in Professional Course/ Six years of service who are without Ph. D /M. Phil/PG Degree in Professional Course and Orientation Programme and one Refresher Course.

Stage 2 (AGP 7000) to Stage 3 (AGP Rs 8000): Completion of five years of service in Stage 2, and two Refresher Courses within these five years.

Stage 3 (AGP 8000) to Stage 4(AGP Rs 9000): Completion of three years of service in Stage 3.

Stage 4 (AGP 9000) to Stage 5 (AGP Rs 10000): Completion of three years of service in Stage 4 and the degree of PhD.

A performance appraisal report is prepared at each stage which includes performance and participation in Academics, Administration, Skill development and other aspects of professional life. A selection/screening committee is constituted by the University for the same and API score is calculated.

The promotion (No change of post, only Grade Pay change) of Non-Teaching Staff members is done on time bound basis by affiliating university in pursuance of the concerned order of Government of Bihar governing the promotion criteria of non-teaching staff of the college. During the last five years only nine members from the teaching faculty have been promoted based on above guidelines.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College, being a constituent unit of Purnea University, Purnia, there is provision for internal audit to be done by the Audit Committee of the University every year. However, internal audit of the college has not been done by the University Audit Committee since 2018. The external audit is done by the office of the Director General of Audit Central Revenues on behalf of Comptroller and auditor General (CAG) of India. Whenever any audit objection arises, it is noted for compliance and the head of the institution is informed. Head of the institution then undertakes the required corrective measures. The details of external audit are as follows:

External Audit for Financial Year   Dates

2012- 2013	Audit not done
2013- 2014	21.03.2017 to 27.04.2017
2014- 2015	21.03.2017 to 27.04.2017
2015- 2016	21.03.2017 to 27.04.2017
2016- 2017	Audit not done

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college receives funds from UGC (Grants-in Aid), Maintenance Grant Fund (MGF) from Purnea University, Purnia and Student Fees. The college also receives financial aid from UGC five-year plan funds, most recent being the XIIth Plan as general development assistance. The Grants-in Aid from UGC is utilized to meet the expenses towards salary and pension of college staff. The MGF is used mainly for physical maintenance of the college. The amount of money collected from students as annual fee is used to meet the expenditure towards upkeep of laboratories, stationary requirement, expenditure towards co-curricular activities and others. The college ensures proper utilization of resources through combined efforts of Development Committee, Accountant, Principal, Bursar, and several Staff Council Committees like Infrastructure Committee, Library Committee, Fee Concession and Student Aid Fund, Departmental Committees etc. The departments submit their requirements to the Infrastructure Committee which assesses and submits the major infrastructure requirements to the office of the Principal who in turn presents the same before the Development Committee for approval. The Library Committee consists of one teacher from Hindi Department and the Librarian. The Convener, Library Committee looks after the

matters related to purchase of books, journals, periodicals etc. Library fund is divided among the periodicals, journals, books, news papers and magazines. The part of fund devoted for books is further divided among different departments as per their requirement. A policy with a view to provide financial support to the needy students has been made by the Fee Concession and Student Aid Fund Committee. The criterion for the same is based on the economic condition and academic performance of the student. There is a provision to revise the policy in order to give optimum benefit to the students. The Staff Council Committees have to submit estimated budget of the planned event to the principal for approval. The funds are released against the original bills after scrutinizing them thoroughly by the Accountant and the Bursar. The college observes checks and makes scrutiny at all levels. The College Accountant is an important pillar in this entire process. Right from implementing what gets monitored at the level of Committees, to keeping records of every financial transaction is managed by the Accountant with the help of dedicated supporting staff of Accounts department. Also, internal as well as external auditing ensures smoothness and transparency in the financial matters. In order to envisage the optimal utilization of resources, being a University maintained institution, our college utilizes its resources for conducting IGNOU classes on Sunday and IGNOU term end examination after the session ends.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The Internal Quality Assurance Cell (IQAC) was established in the college on April 19, 2014 and since then it has become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. All the quality assurance mechanisms across academic, planning and administration, which was earlier independently governed and implemented at different levels, are now supervised by the IQAC. The IQAC has initiated the process of the development of quality benchmarks for academic and administrative activities of the college. Several initiatives such as introduction of an institutional academic calendar, feedback system (covering several aspects of the institution), conducting seminars, etc. have been taken by the IQAC.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

There is no specified mechanism to review teaching learning process, structures & methodologies of operations and learning outcomes of the college at periodic intervals through IQAC. The IQAC of the college has plans for reviewing the same in the future. However, informal review of teaching-learning process is common to any academic community. Likewise, our teachers and students engage in interaction leading to improvement in the process of teaching and learning. Some teachers involve innovative methodologies to teaching-learning process. Like, the Department of Physics has set up a "Word Wall of Physics" wherein, a student jots down the keyword/terminology of a concept which he/she has understood thoroughly. Further, the results (tabulation register) is essentially looked into by teachers and their

departments to gauge the learning outcome and suggest/adopt improvements to the same. It may be mentioned that D. S. College has been a consistent performer with very good result in each academic session.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The institution communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders from time to time. There are many notice boards dedicated for displaying information on academic, administrative and other co-curricular activities common to all. The students are regularly kept informed through circulars, notices, regular updates on the website, SMS, and prospectus. The college acts according to the guidelines laid down by the UGC as well as Purnea University, Purnia. Following quality enhancement initiatives have been taken by the college in the academic and administrative domain during the last five years:

1. Establishment of IQAC in the college.

3. Grievance Redressal form for all stakeholders of College.

4. Activation of Student Mentors.

5. Setting of an Academic Calendar and its display on website.

7. Providing Advance/ latest equipment in the Laboratories.

8. Fully functional Wi-Fi and internet facility.

9. Focus on Alumni is resumed

11. Updating students of college activities through mass SMS/E mails

12. Organizing National Seminars by Departments

13. Organizing lectures on human values and yoga and stress management

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	00	00

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

1. Safety and Security: Being a co-educational college, campus safety and security for girl students is given utmost priority. The institution on its part tries to ensure that their stay on campus is as safe and secure as possible. Campus safety and security is a team effort that involves the cooperation of all concerned: students, faculty and administrative staff. In this context two staff council committees, Discipline Committee and Women Welfare Advisory Committee (WWAC) are committed, to assist the college in providing girl students' safe environment in which they can thrive and to keep students, parents and employees well-informed about campus safety and security. Designated areas of campus and the surrounding areas are under continuous video surveillance. There is a zero tolerance policy towards any case of harassment of women students and staff. Students are made aware of this in the beginning during the Orientation itself. At the formal level there is an Internal Complaints Committee (ICC) that handles grievances of students and staff against sexual harassment. The committee has representation from the students, teaching and non-teaching staff. The WWAC organises seminars for gender sensitisation. The girl's common room is located near the staff room so that the girls have an added sense of security while using the facilities of the common room.

2. Counseling: The College does not have a designated counselor who visits college. The Women

Welfare Advisory Committee and Faculty Mentors are accessible to students for counseling.

3. Common Room: Women students of the college have been provided with a spacious and comfortable girl's common room. This room is located in the main college building in the close vicinity of faculty staff room. This room is equipped with clean washrooms and comfortable seating. This room is properly ventilated to provide a friendly environment to students. It has been designed to provide a support network for female students as well as to give a place to unwind them and indulge in informal discussion in free time available.

7.1.3 Alternate Energy initiatives such as:

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

Response: 10

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

Response: 5

7.1.3.2 Total annual power requirement (in KWH)

Response: 50

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<u>View Document</u>

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 13.25

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

Response: 7000

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 52835

File Description	Document
Details of lighting power requirements met through LED bulbs	<u>View Document</u>

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste Management: The College has provision to segregate Bio-Degradable and Non- Bio Degradable waste to ensure its proper disposal. Twelve sets of garbage bins (green and blue) are installed at common locations across the campus. There are two vermi–compost pits where bio-degradable waste is turned into manure for the garden.Red waste bins are used to segregate hazardous waste, if any. We have undertaken massive task of making our campus plastic-free. It has been to the credit of our college fraternity that our college is now plastic-free.

Liquid waste Management: Non harmful and sanitation waste goes into the main sewer.

E-Waste Management: The College disposes its E-waste according to Government guidelines. The e-waste generated in the campus is collected at regular intervals and we have a mechanism to give it to the municipal corporation for proper disposal. Further, the students are sensitized about the e-waste through public lectures e.g., the Department of Physics organized a lecture on harmful effects of radiation and how to tackle the menace of electronic waste such as CD's, Pen drives, crashed hard disks and mobile phones.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The College is located on the plains of Koshi River, the sorrow of Bihar, in the outskirts of Katihar Town. Since the college does not have regular water connection with Katihar Municipal Corporation, it was thought to be necessary to have a rain water harvesting system to augment the ground water. The college has plans for rain water harvesting in the future when such order is issued by competent authority and adequate fund is made available. The region receives adequate rainfall and there is ample scope for better utilization of rain water for irrigation purposes.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

A large number of students and non-teaching staff of the college (close to approximately 90%) and smaller number of teaching staff (approximately 25%) use public transport to commute to college. The college is approachable from the nearby Bus Stand at Shahid Chowk and Katihar Jn. Railway Station.

Several initiatives have been taken to reduce the paper consumption. Routine administrative work is now done through emails, for instance all the notifications and salary statements to the faculty members are sent through this medium.

Important notifications, Guidelines, statutes and ordinances of Purnea University, Purnia have been made available on the college website.

The College community strives hard to promote healthy green practices amongst its stakeholders. Three staff council committees- Cleanliness Committee, Gardening committee and Eco Club works towards green landscaping of the campus with trees and plants. Diversity of a number of trees/plants in the college is ample proof of the above claim. Tree plantation drives are undertaken regularly involving students and guests visitors to the college.

The Eco- Club in collaboration with the local units of NSS/NCC has sensitized students towards renewal of our ecology. To make our existence sustainable one, initiatives such as seminars, exhibitions and awareness campaigns through street play etc. are organized. The cleanliness committee also undertook an awareness drive for segregation of waste.

 In recent past, segregation of disposable waste was also initiated by making provisions for separate garbage bins. Plans are also afoot to dispose of e-waste as per the guidelines of National Green Tribunal.

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

Response: 1.77

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.25410	0.23340	0.21225	0.19520	0.35230

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document]

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document]

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 0

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: No

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 0

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The institution celebrates National festivals to commemorate the great leaders and great historic events of national importance. These create an atmosphere of patriotism in the minds of young students of college. Independence Day and Republic days are celebrated with fervour and festivity. On these days, various events along with flag-hoisting are organised to commemorate the days of freedom struggle. Death anniversaries of great personalities are also observed meaningfully to recall their sacrifices who took part in fight for freedom for India and in building the nation. On Gandhi Jayanti, different competitions are organized to remember the legacy of Mahatma Gandhi. All these events are celebrated with great zeal by every stake holder. The list is as follows:
Sl. No. Title of the program/Activity

1. Republic Day Celebration on 26 January.

2. Independence Day Celebration on 15 August.

3. Gandhi Jayanti/ Swacchta Diwas on 02 October.

4. National voters Day/ Foundation Day of the Election Commission of India on 25 January.

5. Birthday of Swami Vivekanand on 12 January.

6. Teachers Day on 05 September (Birth day of Dr. Sarvepalli Radhakrishnan).

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

Response:

Financial transparency: The College follows Purnea University's general financial rules with regard to its expenditure. The two key persons to look after the above are Bursar and Accountant. Bursar is appointed by the university (on recommendation of the Principal) from amongst the teaching staff. He assists the Principal in day-to-day financial affairs. The Accountant is responsible for the proper maintenance of accounts. All Committees prepare budget to conduct an activity and get it approved by the Principal. All purchases take place through purchase committee.

Academic transparency: College Academic and Activities Calendar is prepared in the beginning of academic session and uploaded on website. CIA marks are displayed on notice board. Internal Quality Assurance Cell (IQAC) ensures quality culture in college to take it towards academic excellence.

Administrative and auxiliary functions: All important notifications are displayed on the website. Personal Records are maintained for all staff. Staff council is a statutory body of college that constitutes different committees to conduct various activities. The college follows RTI Act to set out practical regime of Right to Information.

7.2 Best Practices

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

Response:

(1): Title of Practice : Maintenance and Development of Infrastructure

Goal: To ensure infrastructural support as per the requirement of teaching learning, administrative and other activities in the college and its regular maintenance.

Context: Frequent changes in the UGC post graduate scheme (Annual system, Semester System, and CBCS) created different infrastructural needs. In addition, to cater to the physical needs of differently abled students the college needed to create suitable infrastructure. The growing need of books and sitting capacity, separate reading rooms for the faculty and students with state of the art technology necessitated complete renovation of the college library. To meet the growing needs of the college administration so that the administrative work proceeds smoothly there was an urgent need to renovate the administrative block. With the increase in the number of teaching staff there was also a pressing demand to increase the amenities in the staff room. Keeping up with changing pedagogical needs required development of equipment in the laboratories and ICT facilities some class rooms. Mere Infrastructural changes based on the above needs were not enough. Equipment etc. also required continuous maintenance. The Infrastructure Committee therefore needed to look in to both aspects on a regular basis.

The practice: The Building Committee is one among the crucial Staff Council Committees of the college. The committee plans out the infrastructural growth of the college and its maintenance after getting a feedback from the stakeholders. After getting endorsed by the Staff Council, the plan dealing with additional construction is forwarded to the Development Committee of the college. The Development Committee of the college takes a decision regarding work order, regular monitoring of work, etc. The committee ensures compliance of general financial rules prescribed by Purnea University, Purnia with

regard to purchase, labour payment, etc.

Evidence of success: One measure of success of implementing infrastructural projects is the fact that the college has been able to renovate U.G. laboratories of science departments with state of the art equipment. Ramps are constructed in all the buildings to make the campus disabled-friendly. Few class rooms have been ICT enabled. The media lab of D.S. College students has six desktops with printing facilities. To meet the increasing needs of administrative branch of the college, the administrative block is renovated. To ensure uninterrupted power supply noise-free generator has been installed. The committee takes special care in maintaining the infrastructure as many of these require regular maintenance and replacement. A complaint register has been kept which are attended to in quick time. The AMCs are renewed in time and availability of a technical staff is ensured to deal with computer and website related glitches.

Problems encountered: The infrastructure committee had to encounter several problems while catering to the infrastructural needs of the college. This primarily relates to availability of funds for specific projects and delay in the completion of construction related projects. The college does not have additional source of financing the projects than the ones granted by the funding body. When construction linked projects are handed over to private agencies, it invariably leads to delay in completion due to procedural bottlenecks on their part.

Best Practices-II:

Title of Practice: Clean and Green Campus

Goal: Clean and green campus is one of the fundamental aspects of any academic institution. D.S. College, Katihar keeps the campus clean and green by engaging fourth grade staff. The college NCC unit, along with three NSS units, engages the students to actively take part in the green initiative of the college.

Context: At the college level students are made aware of the consequences of environmental plunder. The necessity for aforestation and the conservation of greenery are among top most priorities of today. The students are sensitized through various events about the maintenance of the eco-friendly milieu of the college.

Practice: In order to make the campus clean the college has put many dustbins at common corners of the campus. The burning of dried leaves is strictly avoided. The bio-degradable solid waste of college is dumped in the vermi-compost pits where it is turned into manure. The plantation drive is regularly organised by college administration with the help of NSS and NCC volunteers. On the 5th of June every year environment awareness and cleanliness march is organised by students, NCC and NSS volunteers. Besides, this college, to a large extent, has replaced CFL bulbs with low power consuming LED bulbs. Students and staff of the college are encouraged to use bicycle instead of motor bikes and cars. We have been able to ensure a plastic free and smoke free campus.

Evidence of success: The College has clean and green campus. There are plenty of old trees and plants inside the campus. The fields of campus covered in dense green grass. Watering and cleaning is done regularly by college students which makes it a beautiful campus. We have installed several solar-rooftop panels which power a small segment of the building.

Challenges: The College is situated in the outskirts of Katihar town. It has a very big campus. There is a Botanical Garden in the college. But due to lack of funds and staff it is very difficult to maintain the eco-

friendly atmosphere of the college. There is the requirement of plenty of Solar Panels to make the campus self sufficient in energy requirement.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Since its inception (1953) D.S. College, Katihar has put premium on imparting quality education with thrust on equity and access. Considering social antecedents/origins of its clientele, systematic efforts have been made over the decades to create an inclusive eco-system in the college where students are enabled to realize their full potential/creative energies. The Equal Opportunity Cell (EOC) was established in the college as a supplementary to IQAC. It strives to enhance institutional inclusiveness and sensitize students from weaker sections of society about their entitlements as provided by the Constitution of India as well as to bring about improvement in their academic performance. Through this body students are informed of different initiatives of the State to empower them to realize their potential, undeterred by historical baggage that they carry. As education is an enabling instrument they are exposed to writings of leading social philosophers. To begin with the EOC launched a drive to register students from social segments such as SC/ST/OBC/Women/persons with disabilities/Minorities. Now more than 50 students are registered with the cell. Out of the registered ones a formal leadership has emerged which is drawing a blue print for the future. They are being mentored by a section of teachers, who too have braved challenges /deprivations to become triumphant in their lives. Recently they organized an interactive session which provided students an opportunity to express their views on prevailing social structures/practices such as caste and gender driven inequities and discriminations. The uniqueness of EOC of the college lies in the fact that it enhances the institutional inclusiveness leading to greater participation of all segments of admitted students besides identifying the slow learners thus helping the college to prepare a customized plan for their academic improvement. Thus by dint of its various initiatives it justifies the existence of institutions of higher learning as a bulwark against socially regressive mind-sets and approaches.

5. CONCLUSION

Additional Information :

The College is coming out of its procedural glitches. Institutional mechanism for admission in the past did not have any provision of collecting the data relating to students' Mobile number and E-mail id. This has led to the non-availability of student data relating to the same. Learning from our past experience we have decided to add columns for Mobile number and E-mail id in the Student Admission Form itself. The Institution has had a glorious journey from a humble beginning to one of the most prestigious and sought after colleges of the region. It is to the credit of all its constituents- the administration, the teaching and non-teaching staff and above all the students. A transparent admission process that strictly adheres to the rules laid down by the state government precedes the process of teaching learning. In catering to a huge number of students, the objective of imparting quality is not lost. The college prospectus apprises the new students about the life at college in adequate detail. Subsequently class room teaching, discussions, debates, cultural activities, sports and community services translate the above ideal into reality. The present dispensation of the institution encourages decentralization and participation of all the stakeholders which in turn has contributed to a congenial teaching learning process. The leadership is very sensitive to the changing academic and infrastructure needs and augmentation of the above is being carried out in right earnest. Participation of students and their elected representatives in a majority of decisions undertaken is a hallmark of the working of our institution in a truly democratic manner. The college also takes pride in its inclusive policy which encourages students from marginalised sections to come out of their shell and showcase their talent. Special attention is given to female and 'Divyang' students. Further, impetus to sports, cultural and extension activities has resulted in all-round development of students.

Concluding Remarks :

D.S. College being the premier college of Purnea University, Purnia is conscious of its role as a model institution. We are firmly rooted to the cause of education in this region plagued by backwardness of several manifestations. The governance of the college is directed towards attainment of its vision and mission. A positive aspect of the structure of governance of the institution is that there is no political interference in day to day functioning of the college. This has been made possible by providing the staff and students, his/her due space in the overall functioning of the college. This ensures a decentralized and participative decision making involving the stakeholders. D.S. College is keen to uphold its glory by fast adapting to requirements of modern day education. Alive to the need of digitalization we have already started online application and admission process. The present leadership with the assistance of a hardworking team of faculty members is making best efforts to match its infrastructural and other facilities with its academic standards. Adopting the new but challenging CBCS pattern, effecting admission reforms, infrastructure augmentation, encouraging ICT use, proposed computerizations of administrative and accounts wing, implementation of University Management Information System very shortly, the college is committed to modernization and increasing overall efficiency and thus change for better. We take pride in our Institution's pristine past and are determined to make it an institution of excellence and eminence.