YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	D. S. COLLEGE, KATIHAR
• Name of the Head of the institution	Dr. Chandra Bhusan Lal Das
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9304768731
• Mobile no	9431471988
• Registered e-mail	dscollegebnmu@gmail.com
• Alternate e-mail	cbldas0017@gmail.com
• Address	D. S. College Road, Ramnagar, Katihar
• City/Town	Katihar
• State/UT	Bihar
• Pin Code	854105
2.Institutional status	
• Affiliated /Constituent	Constituent
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Purnea University, Purnea, Bihar
• Name of the IQAC Coordinator	Sumit Singha
• Phone No.	9733033517
• Alternate phone No.	9733033517
• Mobile	9733033517
• IQAC e-mail address	iqacdscktr@gmail.com
• Alternate Email address	sumit.judean@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.dscollegekatihar.in/images/pdf/AQAR_2019_2020.pdf
4.Whether Academic Calendar prepared during the year?	No
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.dscollegekatihar.in/Minutes_of_IQAC_Meetings.aspx

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.54	Febuarary 14, 2020	14/02/2020	13/02/2025

6.Date of Establishment of IQAC | 19/04/2014

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. MD Quaseem Akthtar	Makhmoor Saeedi (in Urdu)	Sahitya Academy, Rabindra Bhavan, New Delhi	2020	17000

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

• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	**2**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

? Promoting young faculty members to undergo Orientation Programme, Refresher Course, FDP, FIP, different workshops, etc. conducted by various HRDCs across the country: The IQAC has created a forum for sharing information among the young faculty members regarding different courses conducted by various HRDCs across the country. As a result five faculties have attended Orientation Programme, two have attended Refresher Course. The total number of FDP attended is fifteen. In addition to these, two faculty members have attended FTP, while one has attended online workshop. Each stakeholder has been sensitized about the importance of such programmes/ courses as these courses open up vistas of new knowledge so important to nurture the quality culture of the college.

? Organizing international and national webinars/seminars/conferences/workshops on various relevant issues: The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020. Sri Sumit Singha, Assistant Professor of English, D .S. College, Katihar participated in this webinar series as an invited speaker and panelist in the penultimate session and presented his paper on Green Perspectives: Exploring the Eopoetics

of Epidemic. Department of Commerce, D. S. College, Katihar organized a seminar on Stock Market Investment Using Fundamental Analysis on 16 March, 2021especially for B. Com and M. Com students and interested faculty members.

? Promotion of research opportunities for faculty members: Keeping in mind the suggestions of the NAAC Peer Team for the creation of an ecosystem for research activities in the college the IQAC decides to promote research opportunities for the faculty members of the college. The IQAC has created a lobby for inter-faculty discussion on various research avenues. As a result more than 40 research papers, a good many in various reputed national and international journals, have been published by different faculty members of college during the current assessment year.

? Promotion of inclusiveness and better environmental practices in the college such as greater adoption of solar energy, Solid Waste Management and Water Resource Management: As a result of the IQAC initiative towards promotion of inclusiveness and better environmental practices in the college, strong emphasis has been laid on the greater adoption of solar energy, solid waste management, and water resource management. The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.

? Developing and Promoting Innovation in Teaching- Learning: The teaching -learning activity of the college has been hit hard by the COVID-19 pandemic. Adapting to the new normal and greater adoption of ICT in teaching-learning has become incumbent. Most of the departments of the college conducted orientation programme under the aegis of IQAC for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Many of the faculty members have adopted the blended mode of curriculum delivery for academic improvement and quality assurance. Online assignment was given and online quiz was conducted for the slow learners.

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

Plan of Action	Achievements/Outcomes
Promoting young faculty members to undergo Orientation Programme, Refresher Course, FDP, FIP, different workshops, etc. conducted by various HRDCs across the country.	The IQAC has created a forum for sharing information among the young faculty members regarding different courses conducted by various HRDCs across the country. As a result five faculties have attended Orientation Programme, two have attended Refresher Course. The total number of FDP attended is fifteen. In addition to these, two faculty members have attended FTP, while one has attended online workshop. Each stakeholder has been sensitized about the importance of such programmes/ courses as these courses open up vistas of new knowledge so important to nurture the quality culture of the college.
Organizing international and national webinars/seminars/conferences/workshops on various relevant issues.	The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020. Sri Sumit Singha, Assistant Professor of English, D .S. College, Katihar participated in this webinar series as an invited speaker and panelist in the penultimate session and presented his paper on Green Perspectives: Exploring the Eopoetics of Epidemic. Department of Commerce, D. S. College, Katihar organized a seminar on Stock Market Investment Using Fundamental

	Analysis on 16 March, 2021especially for B. Com and M. Com students and interested faculty members.
Promotion of research opportunities for faculty members	Keeping in mind the suggestions of the NAAC Peer Team for the creation of an ecosystem for research activities in the college the IQAC decides to promote research opportunities for the faculty members of the college. The IQAC has created a lobby for inter-faculty discussion on various research avenues. As a result more than 40 research papers, a good many in various reputed national and international journals, have been published by different faculty members of college during the current assessment year.
Promotion of inclusiveness and better environmental practices in the College such as greater adoption of solar energy, Solid Waste Management and Water Resource Management.	As a result of the IQAC initiative towards promotion of inclusiveness and better environmental practices in the college, strong emphasis has been laid on the greater adoption of solar energy, solid waste management, and water resource management. The college is in initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.
Institutional Collaboration	The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A

	Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020. The college is in initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.
Developing and Promoting Innovation in Teaching- Learning	The teaching -learning activity of the college has been hit hard by the COVID-19 pandemic. Adapting to the new normal and greater adoption of ICT in teaching-learning has become incumbent. Most of the departments of the college conducted orientation programme for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Many of the faculty members have adopted the blended mode of curriculum delivery for academic improvement and quality assurance. Online assignment was given and online quiz was conducted for the slow learners.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Development Committee, D. S. College, Katihar	16/12/2021

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2019	10/06/2020

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

1.1   36

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   9045

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

2.2   **1875**

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

File Description	Documents
Data Template	[View File]()

2.3   **2524**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]()

3.Academic

3.1   **28**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **70**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	36

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	9045

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1875

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	2524

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	28

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**70**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**16**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**21.62958**
4.3 Total number of computers on campus for academic purposes	**45**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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. Presently it follows the curriculum developed by Purnia University, Purmia and 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 ensures 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 workshops, to facilitate exposure to the curriculum more effectively. Due to COVID-19, with effect from Lockdown Phase-2 (15th April, 2020 onwards) the teachers are encouraged to take online classes. In addition to that soft copies of study materials have been provided to students for their convenience. Few teachers have proactively provided video lectures via Youtube so that students can watch the lectures according to their convenient time. Such lectures are also helpful to the students in revising the topics as and when they need it.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institution follows the academic calender provided by Purnea University. Even the dates of internal examination for the purpose of continuous internal evaluation are declared by the university. Due to COVID the events decided in the academic calender are largely affected. As per the decision of Purnea University, the internal examinations for the purpose of continuous internal evaluation for PG students have been conducted through Online Mode during April 2020 to August 2021.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

14

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

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

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.

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.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

33

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.dscollegekatihar.in/images/pdf /Faculties%E2%80%99_Feedback_on_Curriculum _2020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.dscollegekatihar.in/images/pdf /For_Alumni.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

3152

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

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

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

2569

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

2.2 - Catering to Student Diversity

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

Some of the departments of the college are using traditional methods for slow learners like asking the students whether they have any doubt in a particular completed topic and sometimes arranging separate doubt clearance classes. On the other hand, some of the departments like Department of Commerce, and Department of BCA have taken up new initiatives. For the assessment of advance and slow learners multiple choice questions (MCQs) are framed on the basis of Blooms Taxonomy and shared through Google Forms links on every weekends with automatic marks distribution on submission. The detail discussion of answers is done on first working day of next week. For advance learners, the faculties encourage the students to practically apply the acquired knowledge, even burning topics are assigned to students where they need to give presentation in front of all students where students and faculties of other departments can participate and even few classroom debates are also conducted in order to update knowledge and to improve communication skills among students. The advanced learners are also motivated to prepare for various competitive examinations for job. PG Students having conceptual and in-depth knowledge in the subjects are encouraged for NET examination. Faculties of Commerce department are also engaging the students to learn the use of excel for calculations, data analysis and presentation. Slow learners are being provided with extra classes on Monday afternoon. Moreover, small assignments with progressive difficulty levels are provided to build in-depth knowledge. They are also being motivated by mentors to use ICT to generate interest in learning more. Few of the faculties have also recorded video lectures and uploaded in Youtube so that the slow learners can revise their topics by rewinding or repeatedly watching the lectures as per their convenience.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1ZQdsB7jyz-NybOaF_IJ8COFNJBq6qZoC/edit?usp=sharing&ouid=104560277154541756780&rtpof=true&sd=true
Upload any additional information	View File

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

Number of Students	Number of Teachers
9045	28

File Description	Documents
Any additional information	View File

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

The teaching-learning in the college has been hit hard by COVID 19 pandemic. The application orientation of the curriculum based on student centric methods, such as experiential learning, participative learning and problem solving methodologies have also been largely compromised. Only the BCA department f the college has made some contribution in this regard. M.M.C.E (a unit of S.R.C. Pvt.Ltd.), locted at New Market Road, Katihar has been given permission to conduct project work of BCA 6th semester students of the college vide BCAdepatment letter having Ref. No. BCA/DSC/55/20, dated 09.12.2020. A total of 33 students from the department have prepared their projects on various topics ranging from Online Tour and Travel Booking System, Business Management System, Smart Browser, Library Management System, to Block Chain Trading System.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1Af4tgJY_c7khTi9n9z9z1AADtZIhMdFu/view?usp=sharing

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

In the college there are three ICT Enabled classrooms. Majority of the teachers are using various ICT enabled tools to make the classroom teaching more effective. During COVID pandemic most of the faculties were using Google Classroom, Google Meet, Zoom and Teachmint, Skype, etc for curriculum delivery. Many of the faculties were providing recorded lectures uploaded in Youtube so that the students could watch it according to their convenience. Such recorded lectures are also being used as an effective means for revising various topics. For the pursose of numericals Pen Tab has been used in various online platform for better understanding.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

42

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

2.4 - Teacher Profile and Quality

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

28

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

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

476

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

2.5 - Evaluation Process and Reforms

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

The college follows a transparent and robust evaluation process in terms of frequency and variety. For this, a meeting is convened by the principal of the college with all the head of departments regarding conducting internal assessment of the students on concerned department levels. All departments hold a meeting with their departmental faculties, regarding internal assessment of the students. Internal assessment of the students is done by teachers by taking chapter-wise test after completion of each chapter and moreover monthly test is also conducted by concerned subject faculty. Besides these, teachers ask some questions based on previous lecture to check the comprehension level of the students. Students are also asked to give presentation on different topics related to the subject through Powerpoint presentation and assignments. These types of internal checks and presentations also encourage students to attend classes on regular basis. Moreover, all the students of various departments are clearly informed through orientation program, about the allotment of weightage of internal marks and external marks and evaluation procedure, as per the regulation provided by the university.

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

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

A transparent, time-bound and efficient mechanism is being followed in D S College, Katihar in terms of dealing with internal examination related grievances. All the students of various departments are clearly informed through orientation program, about the weightage of internal marks and external marks allotment and evaluation procedure, as per the regulation provided by the university. Various internal examinations are being conducted throughout the semester/year. Some of them are- chapter-wise test, assignments, topic-wise presentation, project evaluations, etc.

Action taken for transparent internal examination

- Day to day performance of the students is assessed through viva, presentation, regularity, performance.
- To ensure proper conduct of unit-wise tests through google form. Evaluation is automatically done through pre-loaded answer in google form by the course handling faculty

members.

- ○ The marks obtained by the students in internal assessment tests are shared in Google Class room /WhatsApp group of the department along with their attendance.
- ○ Open discussion class based on chapter-wise test for re-solving the paper are done by the concerned faculty via online class on Google Meet or Google Classroom.

Redressal of grievances at college level:

- In the college examination controller are assign to conduct smooth internal examinations. If students are facing any problems, they are solved by the examination controller and team. The grievances during the conduction of online/internal examinations are considered and discussed in consultation with the Principal and HOD, if necessary forwarded to the university by examination section.
- The grievances during the conduction of online/internal examinations at examination rooms   considered and discussed in consultation with the Principal and if necessary than suitable actions are taken by examination section under the guidance of principal.
- The queries related to results, corrections in admit card, registration, mark sheets, other certificates issued by university are handled at administrative section, after that such quires are forwarded to university through the college examination section.
- Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary fee to university if they are not satisfied with the university evaluation through college.
- Review on the question papers are made by faculties to find out the level of toughness in the question paper and the feedback is given to the department Head.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated

and displayed on website and communicated to teachers and students.

The course outcomes of each of the PG level courses run in the college are clearly stated in the syllabus of the concerned department. The syllabus of all the fourteen Post Graduate CBCS courses run in the college are displayed on the website for being easily accesible to both the teachers and the students.

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

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

The course outcomes of each of the PG level courses run in the college are clearly stated in the concened syllabus. At present only the department of English evaluates the outcome of the courses through assessing the qualitative improvement reflected in the students once they finish a particular paper during their PG programme. For example, a PG 1st semester student who has done the paper titled Shakespearean Drama, Paper Code- CC-2, is able to understand and differentiate different sub-genres of Shakespearean drama like, historical tragedy, tragi-comedy, problem play, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.governor.bih.nic.in/ORDER/bsu(regulation)-1550.pdf

2.6.3 - Pass percentage of Students during the year

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

1500

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

2.7 - Student Satisfaction Survey

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

https://www.dscollegekatihar.in/images/pdf/SSS_Analysed_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.17000

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	http://sahitya-akademi.gov.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

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. 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. The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020. Sri Sumit Singha, Assistant Professor of English, D .S. College, Katihar

participated in this webinar series as an invited speaker and panelist in the penultimate session and presented his paper on Green Perspectives: Exploring the Eopoetics of Epidemic. Department of Commerce, D. S. College, Katihar organized a seminar on Stock Market Investment Using Fundamental Analysis on 16 March, 2021especially for B. Com and M. Com students and interested faculty members.

Keeping in mind the suggestions of the NAAC Peer Team for the creation of an ecosystem for research activities in the college the IQAC decides to promote research opportunities for the faculty members of the college. The IQAC has created a lobby for inter-faculty discussion on various research avenues. As a result more than 40 research papers, a good many in various reputed national and international journals, have been published by different faculty members of college during the current assessment year.

The teaching -learning activity of the college has been hit hard by the COVID-19 pandemic. Adapting to the new normal and greater adoption of ICT in teaching-learning has become incumbent. Most of the departments of the college conducted orientation programme for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. Comprehensive orientation has been 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.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

44

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

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

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

1

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

3.4 - Extension Activities

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

Due to COVID19 protocols enforced by the Govt. of India, Govt. of Bihar and University administration, no extention activity was carried out outside the campus. But some of the activities carried out by NSS units during National Youth Week, 2021 were aimed at sensitizing students to social issues and their holistic development.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

0

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

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

community and NGOs) during the year

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

2

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

50

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

8

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

university statutory bodies:

1. Total Class rooms- 16

2. Class room with Projection System -in 3 out of the afore-mentioned 16 class rooms.

3. Systems -64 systems

4. Wi-Fi- Entire campus

5. Seminar Room ICT enabled-1 (in BCA department)

6. ICT enabled classroom-2 (one in Gallery-1 and another in BCA department).

7.Total number ofLaboratories-11(Physics-2, Chemistry- 2, Botany- 2, Zoology- 2,Psychology-1, BCA-1, English- 1)

8. Library-2(College Library, B.C.A. Library)

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://docs.google.com/document/d/1Sk5xxPg9e4AIJoQrix6Xk4R1MNNK6DbFTFm-qgLf8rI/edit?usp=sharing

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

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.

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

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

3

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://drive.google.com/drive/folders/1s0wElZ086BX3dd4fxCu4y7Lv395UUAdR?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2.17125

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

4.2 - Library as a Learning Resource

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

The library of the college which has four rooms and a central lawn

has been temporarily renovated. 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://docs.google.com/document/d/1K_px-oHO46GLNv7b6S_Nmq10O-4IDvhNkojaJjfKodQ/edit?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   E. None of the above

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

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

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

0

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

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

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

31

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

4.3 - IT Infrastructure

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

The 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 enduser gets the best out of the available. Our institution frequently upgrades IT facilities to keep pace with the academic growth and technological advancements.

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

4.3.2 - Number of Computers

63

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

7.22188

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

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

The College has deputed qualified officials who work in consultation with the 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. The Infrastructure committee and Purchase committee look after the purchase and maintenance of all IT related equipment and infrastructure. College has part time

hired care-takers 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 the sports ground and library. 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, the 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 equipments/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'.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

500

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

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

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

0

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

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

D. 1 of the above

File Description	Documents
Link to Institutional website	https://www.dscollegekatihar.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

00

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

00

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

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

D. Any 1 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

144

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

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

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

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

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

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. 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 iwas 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. 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.

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

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

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

0

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

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 construction work of the approach road to D. S. College from NH-131A has been done from the LAD fund of the local MLA, Mr. Tarkishor Prasad, an alumnus of the college. Mr. Prasad now is the Finance Minister and Deputy Chief Minister of the Government of Bihar.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

D.S. College is located at Katihar-a border district of Bihar at a short distance from international border of Bangladesh and Nepal.The area consists of a varied population minorities and scheduled castes,scheduled tribes and other deprived sections.Keeping in mind the need of modern education late Darshan Shah proposed for this college in 1953 with a donation of one lakh ten thousand only.This gesture of his was supported by various communities of the society.Hence the college came into existence and since then has been playing a pivotal role in imparting

education in this region.

D.S. College is running all three faculties arts ,science and commerce since its beginning.The vision of the college is to provide affordable and quality education to students across various sections of the society and to 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 the institution.

The institution with the mission "Sa vidya Ya vimuktaya" is engaged in promoting and propogating higher education in the backward region.The students need to be equipped with adequate knowledge and skills to compete in the present employment market using latest learning resources and sensitising the students towards Gender,Social justice,Environment and Human Rights.This college is committed towards imparting education for as enshrined in the vision and mission.

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

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

D.S. College emphasizes on democratic decision making.It follows decentralization and participative management in all the activities through well established "Commitee System"which includes the -Academic Standards Committee,the Sports Committee,the Anti Sexual Harassment Committee, Internal Complaints Committee,the IQAC and the Staff Council. All policies and plans for University maintained colleges are drafted by a team of experts at a centralized level.The College enjoys greater autonomy in the implementation and formulation of policies at micro level.All the committees are appointed by the head of the institution.Every member of the committee feels empowered with decentralized decision making at all levels viz. departmental level, student level, curricular and extra curricular society level.The institution aims to instill democratic values, tolerance,inclusivity,compassion and sensitivity so that the

students become responsible citizens of the country. The staff council is the general body of college and overseas all academic and other activities.Conveners and members of the societies return to both Council and the Principal with their experiences ,learning and challenges,hence informing the college of implementation details and improvement possibilities.The committees are all centered on making the college conducive to student's activities.IQAC maintains quality benchmark of various academic and administrative activities of the college. The quality policy is therefore based on the interflow of following steps: decentralisation,student faculty interaction.The College has a culture of participative functioning which includes regular elections to the student union for various posts viz. President,General Secretary,Treasurer etc.The Union is invariably consulted in many policy matters.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year:

Plan of Action

Outcome Achieved

Promoting young faculty members to undergo Orientation Programme, Refresher Course, FDP, FIP, different workshops, etc. conducted by various HRDCs across the country.

The IQAC has created a forum for sharing information among the young faculty members regarding different courses conducted by various HRDCs across the country. Each stakeholder has been sensitized about the importance of such programmes/ courses as these courses open up vistas of new knowledge so important to nurture the quality culture of the college.

Organizing international and national webinars/seminars/conferences/workshops on various relevant issues.

The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020. Sri Sumit Singha, Assistant Professor of English, D .S. College, Katihar participated in this webinar series as an invited speaker and panelist in the penultimate session and presented his paper on Green Perspectives: Exploring the Eopoetics of Epidemic.

Department of Commerce, D. S. College, Katihar organized a seminar on Stock Market Investment Using Fundamental Analysis on 16 March, 2021especially for B. Com and M. Com students and interested faculty members.

Promotion of research opportunities for faculty members

Keeping in mind the suggestions of the NAAC Peer Team for the creation of an ecosystem for research activities in the college the IQAC decides to promote research opportunities for the faculty members of the college. The IQAC has created a lobby for inter-faculty discussion on various research avenues. As a result more than 40 research papers, a good many in various reputed national and international journals, have been published by different faculty members of college during the current assessment year.

Promotion of inclusiveness and better environmental practices in the College such as greater adoption of solar energy, Solid Waste Management and Water Resource Management.

As a result of the IQAC initiative towards promotion of inclusiveness and better environmental practices in the college, strong emphasis has been laid on the greater adoption of solar energy, solid waste management, and water resource management. The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.

Institutional Collaboration

The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020.

The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.

Developing and Promoting Innovation in Teaching- Learning

The teaching -learning activity of the college has been hit hard by the COVID-19 pandemic. Adapting to the new normal and greater adoption of ICT in teaching-learning has become incumbent. Most of the departments of the college conducted orientation programme for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Many of the faculty members have adopted the blended mode of curriculum delivery for academic improvement and quality assurance. Online assignment was given and online quiz was conducted for the slow learners.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]
Paste link for additional information	https://www.dscollegekatihar.in/images/pdf/Plans_of_the_Institution_and_Outcome_achieved_2020-21.pdf
Upload any additional information	No File Uploaded

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

Administrative set up- The college administrative set up is headed by the Principal.The Principal is assisted by the Section officer, Bursar and the Accountant beside a host of support staff.

Appointment and Service Rules- Appointment in teaching positions is done as per roster after calculating the total requirement of teachers. Process of recruitment (advertisements , scrutiny of forms and calling for interview and convening selection committtee meetings, recommendations 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 Purnia University, Purnea.

Service Rules-The service rules of the Principal,teaching and non teaching staff is determined by the provisions laid by UGC and adopted by government of Bihar and Purnia University,Purnea 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 ,promotions,purchase of equipment and other objects and construction for augmenting infrastructure of the college are followed as per UGC, Bihar Government and Purnea University, Purnea guidelines.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The welfare schemes for teaching and non-teaching staff are as follow-

Teaching

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. Child Care Leave: There is provision for child care leave with full pay for 24 months up to a maximum of two children till their attainment of 18 years of age.

4. Casual leave: Twelve days of casual leave is permissible per

year for all employees.

5. Earned leave: Twelve days of earned leave per year for teaching staff and 30 days for nonteaching staff is permissible.

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

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

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

9. Conveyance charges: Conveyance charges incurred or official work are reimbursed as per entitlement.

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

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

12. Special Leave: Special leave of two days per month for the lady faculty.

Non-teaching

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 NonTeaching 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 7/8th of the amount at credit.

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

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

12. Special Leave: Special leave of two days per month for the lady staff.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

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

00

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

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

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

00

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

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

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

9

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

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

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.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

DS College, being a constituent unit of Purnia University, Purnea, there is a provision for internal audit to be done by the audit committe 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 Director General of Audit Central Revenue on behalf of Comptroller and Auditor General of India (CAG). Whenever any audit objection arise it is noted for compliance and the head of the institution is informed.Head of the institution takes the required corrective measures.The auditing could not be done in the last few financial years as the government of Bihar did not appoint auditor for the same purpose.The details of external audits are as follows... External Audit for Financial Year 21.03.2017 to 27.04.2017 , 2016-17- Audit not done, 2017-18-Audit not done, 2018-19- Audit not done, 2019-20- Audit not done, 2020-21- Audit not done.

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

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

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

000

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

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

The college receives funds from UGC (Grants-in Aid), Maintenance

Grant 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 maitenance grant 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 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, newspapers 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. 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.

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

6.5 - Internal Quality Assurance System

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

1. **Promoting young faculty members to undergo Orientation Programme, Refresher Course, FDP, FIP, different workshops, etc. conducted by various HRDCs across the country:**

The IQAC has created a forum for sharing information among the young faculty members regarding different courses conducted by various HRDCs across the country. As a result five faculties have attended Orientation Programme, two have attended Refresher Course. The total number of FDP attended is fifteen. In addition to these, two faculty members have attended FTP, while one has attended online workshop. Each stakeholder has been sensitized about the importance of such programmes/ courses as these courses open up vistas of new knowledge so important to nurture the quality culture of the college.

2. Organizing international and national webinars/seminars/conferences/workshops on various relevant issues:

The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020. Sri Sumit Singha, Assistant Professor of

English, D .S. College, Katihar participated in this webinar series as an invited speaker and panelist in the penultimate session and presented his paper on Green Perspectives: Exploring the Eopoetics of Epidemic. Department of Commerce, D. S. College, Katihar organized a seminar on Stock Market Investment Using Fundamental Analysis on 16 March, 2021especially for B. Com and M. Com students and interested faculty members.

3. Promotion of research opportunities for faculty members:

Keeping in mind the suggestions of the NAAC Peer Team for the creation of an ecosystem for research activities in the college the IQAC decides to promote research opportunities for the faculty members of the college. The IQAC has created a lobby for inter-faculty discussion on various research avenues. As a result more than 40 research papers, a good many in various reputed national and international journals, have been published by different faculty members of college during the current assessment year.

4. Promotion of inclusiveness and better environmental practices in the college such as greater adoption of solar energy, Solid Waste Management and Water Resource Management:

As a result of the IQAC initiative towards promotion of inclusiveness and better environmental practices in the college, strong emphasis has been laid on the greater adoption of solar energy, solid waste management, and water resource management. The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.

5. Institutional Collaboration:

The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020.

The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.

6. Developing and Promoting Innovation in Teaching- Learning:

The teaching -learning activity of the college has been hit hard by the COVID-19 pandemic. Adapting to the new normal and greater adoption of ICT in teaching-learning has become incumbent. Most of the departments of the college conducted orientation programme for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Many of the faculty members have adopted the blended mode of curriculum delivery for academic improvement and quality assurance. Online assignment was given and online quiz was conducted for the slow learners.

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

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

recorded the incremental improvement in various activities

There is no such established practice through which the institute reviews the teaching process, structures, methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms. The institute aims to practice this in the forthcoming assesment year.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.dscollegekatihar.in/Action_taken_report.aspx
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Most of the departments of the college conducted orientation programme under the aegis of IQAC for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and

online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Internationl Womens Day was observed on the 8th of March, 2021. The speakers present put premium on the all round empowerment of women for the eradication of all kinds of gender inequalty.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1njqbuMnPtf-djN0KUBdtAhLfwqqjlGypBp2Ap_75ayM/edit?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment   **C. Any 2 of the above**

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

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

As a result of the IQAC initiative towards promotion of inclusiveness and better environmental practices in the college, strong emphasis has been laid on the greater adoption of solar energy, solid waste management, and water resource management. The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: C. Any 2 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the   E. None of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

C. Any 2 of the above

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

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

Considering social antecedents/origins of its clientele,

systematic efforts have been made by D.S. College, Katihar over the decades to create an inclusive eco-system in the college where students are enabled to realize their full potential/creative energies by putting premium on imparting quality education with thrust on equity and access. . The objective of the college isto enhance institutional inclusiveness and sensitize students from weaker sections of society about their entitlements as provided by the Constitution of India. The 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. Besides, most of the departments of the college conducted orientation programme under the aegis of IQAC for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Internationl Womens Day was observed on the 8th of March, 2021. The speakers present put premium on the all round empowerment of women for the eradication of all kinds of gender inequalty.

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

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

Among others, Republic day , Martyrs day, Constitution day, International Womwns day, World Environment day, National Integration day, Independence day, etc. were observed in the college with an objective of sensitizing the students and employees of the college to the constitutuional obligations: values, rights, duties and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1kRiGE-n12n73FBBtuSvGeVnJAm1YAuCD/edit?usp=sharing&ouid=106555833258886889797&rtpof=true&sd=true
Any other relevant information	**Nil**

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

E. None of the above

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

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

The institution celebrates/ organizes national and international commemorative das, events and festivals each year. In 2021 National YouthWeek was observed by all three units of NSS in the college. Various activities were organised on each day of the week. The college has observed many days f special importance such as the Republic day on January 26, Foundation day on August 1, Independence day on August 15. The International Womens Day was observed in the college by all three units of NSS.

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

7.2 - Best Practices

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

Best practice- I:

Title of the Practice: Gender Awareness and the Empowerment of Women

The Context: The need was felt to study gender within an interdisciplinary and comparative framework, thereby providing the space for creating a vibrant community of students, activists and artists concerned with the issues of gender, sexuality and the wider issue of power in the society. The college community while fully engaged in empowerment of young women through Internal Complaints Committee and Anti-Sexual Harassment Committee further involve various department students and faculty by organizing specific events ranging from conducting orientation programme for the newly inducted first year/semester students of the college to organizing seminar on the cross-cutting issue of Gender Sensitization. Other imperative frames that provided a context for this practice included addressing Safety and Security of female students, Environmental Issues, Prevention of Drug Abuse, etc.

Objectives: The primary aim is to produce an awareness and sensitivity towards gender and women's issues. This would lead further to the empowerment of young women by providing them with strategies to achieve sustainable goals for personal, academic and social growth creating responsible citizens for nation building.

The Practice: As a part of the Women Welfare Advisory Committee, its students' wing, called Vidyottama Club, enthusiastically implements its activities. In the year 2020-21, several activities were conducted with the active help of the NSS units in the college. International Womens' Day was observed on the eighth of

March, 2021. The thoroughly enthralling talks delivered by the speakers focused on gender equality in the society and women's empowerment.

Evidence of Success: The vision of creating an inclusive learning community has led to the success of D. S. College students establishing themselves on the national arena in terms of service to society. The following are some indicators of the success of the practice of empowerment that begins with awareness:

- Programmes were held to support the victims of domestic violence in the nearby locality of Hariganj Mohalla.
- The college has Gender Studies and Women's Issues integrated into the curriculum of various departments that creates a robust atmosphere for taking up women-centric topics at the doctoral level research. For example, Renu Kumari, an alumina of the college, presently enrolled for doctoral research programme in the Department of English, Purnea University, Purnia is working on 'The Psychological Aspects of Female Characters in Select Novels of Anita Desai'. The title of the doctoral dissertation of Nida Zaki, an ex-student of the Department of English, D.S. College, Katihar, presently enrolled for doctoral research programme in the Department of English, Purnea University, Purnia is 'An Enquiry into the Identity of Muslim Women: A Study of Selected Muslim Women Novelists'

Problems Encountered and Resources Required: Though there are problems which are encountered in the effective implementation of a practice such as creating Gender Awareness and Empowering Women, its long-term benefit and impact has been tangible. The challenges include the lack of support from external agencies, vulnerability of young women, and need for better networking amongst institutions to mention a few. The lack of resources to conduct programmes has been one hindrance for the conduct of many programs.

Best Practice-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 organized by college administration with the help of NSS and NCC volunteers. On the 5th of June every year environment awareness and cleanliness march is organized 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.

File Description	Documents
Best practices in the Institutional website	https://www.dscollegekatihar.in/images/pdf/Best_Practice.pdf
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness

The performance of the institution in one area distinctive to its vision, priority and thrust

Since its inception (1953) D.S. College, Katihar has put premium on imparting quality education with thrust on equity and access. 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. 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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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. Presently it follows the curriculum developed by Purnia University, Purmia and 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 ensures 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 workshops, to facilitate exposure to the curriculum more effectively. Due to COVID-19, with effect from Lockdown Phase-2 (15th April, 2020 onwards) the teachers are encouraged to take online classes. In addition to that soft copies of study materials have been provided to students for their convenience. Few teachers have proactively provided video lectures via Youtube so that students can watch the lectures according to their convenient time. Such lectures are also helpful to the students in revising the topics as and when they need it.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institution follows the academic calender provided by Purnea University. Even the dates of internal examination for the purpose of continuous internal evaluation are declared by the university. Due to COVID the events decided in the academic calender are largely affected. As per the decision of Purnea University, the internal examinations for the purpose of continuous internal evaluation for PG students have been conducted through Online Mode during April 2020 to August 2021.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 of the above**

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

1.2 - Academic Flexibility

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

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

14

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

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

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.

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.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

33

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://www.dscollegekatihar.in/images/pdf/Faculties%E2%80%99_Feedback_on_Curriculum_2020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.dscollegekatihar.in/images/pdf/For_Alumni.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

3152

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

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

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

2569

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

2.2 - Catering to Student Diversity

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

Some of the departments of the college are using traditional methods for slow learners like asking the students whether they have any doubt in a particular completed topic and sometimes arranging separate doubt clearance classes. On the other hand, some of the departments like Department of Commerce, and Department of BCA have taken up new initiatives. For the assessment of advance and slow learners multiple choice questions (MCQs) are framed on the basis of Blooms Taxonomy and shared through Google Forms links on every weekends with automatic marks distribution on submission. The detail discussion of answers is done on first working day of next week. For advance learners, the faculties encourage the students to practically apply the acquired knowledge, even burning topics are assigned to students where they need to give presentation in front of all students where students and faculties of other departments can participate and even few classroom debates are also conducted in order to update knowledge and to improve communication skills among students. The advanced learners are also motivated to prepare for various competitive examinations for job. PG Students having conceptual and in-depth knowledge in the subjects are encouraged for NET examination. Faculties of Commerce department are also engaging the students to learn the use of excel for calculations, data analysis and presentation. Slow learners are being provided with extra classes on Monday afternoon. Moreover, small assignments with progressive difficulty levels are provided to build in-depth knowledge. They are also being motivated by mentors to use ICT to generate interest in learning more. Few of the faculties have also recorded video lectures and uploaded in Youtube so that the slow learners can revise their topics by rewinding or repeatedly watching the lectures as per their convenience.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1ZQdsB7jyz-NybOaF_IJ8COFNJBq6qZoC/edit?usp=sharing&ouid=104560277154541756780&rtpof=true&sd=true
Upload any additional information	View File

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

Number of Students	Number of Teachers
9045	28

File Description	Documents
Any additional information	View File

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

The teaching-learning in the college has been hit hard by COVID 19 pandemic. The application orientation of the curriculum based on student centric methods, such as experiential learning, participative learning and problem solving methodologies have also been largely compromised. Only the BCA department f the college has made some contribution in this regard. M.M.C.E (a unit of S.R.C. Pvt.Ltd.), locted at New Market Road, Katihar has been given permission to conduct project work of BCA 6th semester students of the college vide BCAdepatment letter having Ref. No. BCA/DSC/55/20, dated 09.12.2020. A total of 33 students from the department have prepared their projects on various topics ranging from Online Tour and Travel Booking System, Business Management System, Smart Browser, Library Management System, to Block Chain Trading System.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1Af4tgJY_c7khTi9n9z9z1AADtZIhMdFu/view?usp=sharing

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

In the college there are three ICT Enabled classrooms. Majority of the teachers are using various ICT enabled tools to make the classroom teaching more effective. During COVID pandemic most of the faculties were using Google Classroom, Google Meet, Zoom and Teachmint, Skype, etc for curriculum delivery. Many of the faculties were providing recorded lectures uploaded in Youtube so that the students could watch it according to their convenience. Such recorded lectures are also being used as an effective means for revising various topics. For the pursose of numericals Pen Tab has been used in various online platform for better understanding.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

42

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

2.4 - Teacher Profile and Quality

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

28

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

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

476

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

2.5 - Evaluation Process and Reforms

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

The college follows a transparent and robust evaluation process in terms of frequency and variety. For this, a meeting is convened by the principal of the college with all the head of departments regarding conducting internal assessment of the students on concerned department levels. All departments hold a meeting with their departmental faculties, regarding internal assessment of the students. Internal assessment of the students is done by teachers by taking chapter-wise test after completion of each chapter and moreover monthly test is also conducted by concerned subject faculty. Besides these, teachers ask some questions based on previous lecture to check the comprehension level of the students. Students are also asked to give presentation on different topics related to the subject through Powerpoint presentation and assignments. These types of internal checks and presentations also encourage students to attend classes on regular basis. Moreover, all the students of various departments are clearly informed through orientation program, about the allotment of weightage of internal marks and external marks and evaluation procedure, as per the regulation provided by the university.

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

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

A transparent, time-bound and efficient mechanism is being followed in D S College, Katihar in terms of dealing with internal examination related grievances. All the students of various departments are clearly informed through orientation program, about the weightage of internal marks and external marks allotment and evaluation procedure, as per the regulation provided by the university. Various internal examinations are being conducted throughout the semester/year. Some of them are- chapter-wise test, assignments, topic-wise presentation, project evaluations, etc.

Action taken for transparent internal examination

- Day to day performance of the students is assessed through viva, presentation, regularity, performance.
- To ensure proper conduct of unit-wise tests through google form. Evaluation is automatically done through pre-loaded answer in google form by the course handling faculty members.
- The marks obtained by the students in internal assessment tests are shared in Google Class room /WhatsApp group of the department along with their attendance.
- Open discussion class based on chapter-wise test for re-solving the paper are done by the concerned faculty via online class on Google Meet or Google Classroom.

Redressal of grievances at college level:

- In the college examination controller are assign to conduct smooth internal examinations. If students are facing any problems, they are solved by the examination controller and team. The grievances during the conduction of online/internal examinations are considered and discussed in consultation with the Principal and HOD, if necessary forwarded to the university by examination section.
- The grievances during the conduction of online/internal examinations at examination rooms considered and discussed in consultation with the Principal and if necessary than suitable actions are taken by examination section under the guidance of principal.
- The queries related to results, corrections in admit card, registration, mark sheets, other certificates issued by university are handled at administrative section, after that such quires are forwarded to university through the college examination section.
- Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary fee to university if they are not satisfied with the university evaluation through college.
- Review on the question papers are made by faculties to find out the level of toughness in the question paper and the feedback is given to the department Head.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The course outcomes of each of the PG level courses run in the college are clearly stated in the syllabus of the concerned department. The syllabus of all the fourteen Post Graduate CBCS courses run in the college are displayed on the website for being easily accesible to both the teachers and the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The course outcomes of each of the PG level courses run in the college are clearly stated in the concened syllabus. At present only the department of English evaluates the outcome of the courses through assessing the qualitative improvement reflected in the students once they finish a particular paper during their PG programme. For example, a PG 1st semester student who has done the paper titled Shakespearean Drama, Paper Code-CC-2, is able to understand and differentiate different sub-genres of Shakespearean drama like, historical tragedy, tragi-comedy, problem play, etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.governor.bih.nic.in/ORDER/bsu(regulation)-1550.pdf

2.6.3 - Pass percentage of Students during the year

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

1500

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

2.7 - Student Satisfaction Survey

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

https://www.dscollegekatihar.in/images/pdf/SSS_Analysed_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.17000

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

5

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://sahitya-akademi.gov.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

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.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. The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020. Sri Sumit Singha, Assistant Professor of English, D .S. College, Katihar participated in this webinar series as an invited speaker and panelist in the penultimate session and presented his paper on Green Perspectives: Exploring the Eopoetics of Epidemic. Department of Commerce, D. S. College, Katihar organized a seminar on Stock Market Investment Using Fundamental Analysis on 16 March, 2021especially for B. Com and M. Com students and interested faculty members.

Keeping in mind the suggestions of the NAAC Peer Team for the creation of an ecosystem for research activities in the college the IQAC decides to promote research opportunities for the faculty members of the college. The IQAC has created a lobby for inter-faculty discussion on various research avenues. As a result more than 40 research papers, a good many in various reputed national and international journals, have been published by different faculty members of college during the current assessment year.

The teaching -learning activity of the college has been hit hard by the COVID-19 pandemic. Adapting to the new normal and greater adoption of ICT in teaching-learning has become incumbent. Most of the departments of the college conducted orientation programme for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. Comprehensive orientation has been 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.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

44

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

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

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

1

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

3.4 - Extension Activities

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

Due to COVID19 protocols enforced by the Govt. of India, Govt. of Bihar and University administration, no extention activity was carried out outside the campus. But some of the activities carried out by NSS units during National Youth Week, 2021 were aimed at sensitizing students to social issues and their holistic development.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

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

2

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

50

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

8

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

university statutory bodies:

1. Total Class rooms- 16

2. Class room with Projection System -in 3 out of the afore-mentioned 16 class rooms.

3. Systems -64 systems

4. Wi-Fi- Entire campus

5. Seminar Room ICT enabled-1 (in BCA department)

6. ICT enabled classroom-2 (one in Gallery-1 and another in BCA department).

7.Total number ofLaboratories-11(Physics-2, Chemistry- 2, Botany- 2, Zoology- 2,Psychology-1, BCA-1, English- 1)

8. Library-2(College Library, B.C.A. Library)

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://docs.google.com/document/d/1Sk5xxPg9e4AIJoQrix6Xk4R1MNNK6DbFTFm-qgLf8rI/edit?usp=sharing

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

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.

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

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

3

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://drive.google.com/drive/folders/1s0wElZ086BX3dd4fxCu4y7Lv395UUAdR?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2.17125

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

4.2 - Library as a Learning Resource

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

The library of the college which has four rooms and a central lawn has been temporarily renovated. 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://docs.google.com/document/d/1K_px-oHO46GLNv7b6S_Nmq1OO-4IDvhNkojaJjfKodQ/edit?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above

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

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

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

0

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

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

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

31

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

4.3 - IT Infrastructure

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

The 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 enduser gets the best out of the available. Our institution frequently upgrades IT facilities to keep pace with the academic growth and technological advancements.

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

4.3.2 - Number of Computers

63

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution	**D. 10 - 5MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

7.22188

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

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

The College has deputed qualified officials who work in consultation with the 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. The Infrastructure committee and Purchase committee look after the purchase and maintenance of all IT related equipment and infrastructure. College has part time hired care-takers 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 the sports ground and library. 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, the 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 equipments/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'.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

500

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above

File Description	Documents
Link to Institutional website	https://www.dscollegekatihar.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

`00`

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

`00`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

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

D. Any 1 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

144

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

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

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

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

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

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. 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 iwas 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. 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.

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

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

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

0

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

5.4 - Alumni Engagement

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

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 construction work of the approach road to D. S. College from NH-131A has been done from the LAD fund of the local MLA, Mr. Tarkishor Prasad, an alumnus of the college. Mr. Prasad now is

the Finance Minister and Deputy Chief Minister of the Government of Bihar.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

D.S. College is located at Katihar-a border district of Bihar at a short distance from international border of Bangladesh and Nepal.The area consists of a varied population minorities and scheduled castes,scheduled tribes and other deprived sections.Keeping in mind the need of modern education late Darshan Shah proposed for this college in 1953 with a donation of one lakh ten thousand only.This gesture of his was supported by various communities of the society.Hence the college came into existence and since then has been playing a pivotal role in imparting education in this region.

D.S. College is running all three faculties arts ,science and commerce since its beginning.The vision of the college is to provide affordable and quality education to students across various sections of the society and to 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 the institution.

The institution with the mission "Sa vidya Ya vimuktaya" is engaged in promoting and propogating higher education in the

backward region.The students need to be equipped with adequate knowledge and skills to compete in the present employment market using latest learning resources and sensitising the students towards Gender,Social justice,Environment and Human Rights.This college is committed towards imparting education for as enshrined in the vision and mission.

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

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

D.S. College emphasizes on democratic decision making.It follows decentralization and participative management in all the activities through well established "Commitee System"which includes the -Academic Standards Committee,the Sports Committee,the Anti Sexual Harassment Committee, Internal Complaints Committee,the IQAC and the Staff Council. All policies and plans for University maintained colleges are drafted by a team of experts at a centralized level.The College enjoys greater autonomy in the implementation and formulation of policies at micro level.All the committees are appointed by the head of the institution.Every member of the committee feels empowered with decentralized decision making at all levels viz. departmental level, student level, curricular and extra curricular society level.The institution aims to instill democratic values, tolerance,inclusivity,compassion and sensitivity so that the students become responsible citizens of the country. The staff council is the general body of college and overseas all academic and other activities.Conveners and members of the societies return to both Council and the Principal with their experiences ,learning and challenges,hence informing the college of implementation details and improvement possibilities.The committees are all centered on making the college conducive to student's activities.IQAC maintains quality benchmark of various academic and administrative activities of the college. The quality policy is therefore based on the interflow of following steps: decentralisation,student faculty interaction.The College has a culture of participative functioning which includes regular elections to the student union for various posts viz.

President,General Secretary,Treasurer etc.The Union is invariably consulted in many policy matters.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year:

Plan of Action

Outcome Achieved

Promoting young faculty members to undergo Orientation Programme, Refresher Course, FDP, FIP, different workshops, etc. conducted by various HRDCs across the country.

The IQAC has created a forum for sharing information among the young faculty members regarding different courses conducted by various HRDCs across the country. Each stakeholder has been sensitized about the importance of such programmes/ courses as these courses open up vistas of new knowledge so important to nurture the quality culture of the college.

Organizing international and national webinars/seminars/conferences/workshops on various relevant issues.

The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health

from 05.06.2020 to 10.06.2020. Sri Sumit Singha, Assistant Professor of English, D .S. College, Katihar participated in this webinar series as an invited speaker and panelist in the penultimate session and presented his paper on Green Perspectives: Exploring the Eopoetics of Epidemic.

Department of Commerce, D. S. College, Katihar organized a seminar on Stock Market Investment Using Fundamental Analysis on 16 March, 2021especially for B. Com and M. Com students and interested faculty members.

Promotion of research opportunities for faculty members

Keeping in mind the suggestions of the NAAC Peer Team for the creation of an ecosystem for research activities in the college the IQAC decides to promote research opportunities for the faculty members of the college. The IQAC has created a lobby for inter-faculty discussion on various research avenues. As a result more than 40 research papers, a good many in various reputed national and international journals, have been published by different faculty members of college during the current assessment year.

Promotion of inclusiveness and better environmental practices in the College such as greater adoption of solar energy, Solid Waste Management and Water Resource Management.

As a result of the IQAC initiative towards promotion of inclusiveness and better environmental practices in the college, strong emphasis has been laid on the greater adoption of solar energy, solid waste management, and water resource management. The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.

Institutional Collaboration

The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020.

The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.

Developing and Promoting Innovation in Teaching- Learning

The teaching -learning activity of the college has been hit hard by the COVID-19 pandemic. Adapting to the new normal and greater adoption of ICT in teaching-learning has become incumbent. Most of the departments of the college conducted orientation programme for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Many of the faculty members have adopted the blended mode of curriculum delivery for academic improvement and quality assurance. Online assignment was given and online quiz was conducted for the slow learners.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.dscollegekatihar.in/images/pdf/Plans_of_the_Institution_and_Outcome_achieved_2020-21.pdf
Upload any additional information	No File Uploaded

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

Administrative set up- The college administrative set up is headed by the Principal.The Principal is assisted by the Section officer, Bursar and the Accountant beside a host of support staff.

Appointment and Service Rules- Appointment in teaching positions is done as per roster after calculating the total requirement of teachers. Process of recruitment (advertisements , scrutiny of forms and calling for interview and convening selection committtee meetings, recommendations 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 Purnia University, Purnea.

Service Rules-The service rules of the Principal,teaching and non teaching staff is determined by the provisions laid by UGC and adopted by government of Bihar and Purnia University,Purnea 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 ,promotions,purchase of equipment and other objects and construction for augmenting infrastructure of the college are followed as per UGC, Bihar Government and Purnea University, Purnea guidelines.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The welfare schemes for teaching and non-teaching staff are as follow-

Teaching

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. Child Care Leave: There is provision for child care leave with full pay for 24 months up to a maximum of two children till their attainment of 18 years of age.

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

5. Earned leave: Twelve days of earned leave per year for teaching staff and 30 days for nonteaching staff is permissible.

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

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

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

9. Conveyance charges: Conveyance charges incurred or official work are reimbursed as per entitlement.

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

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

12. Special Leave: Special leave of two days per month for the lady faculty.

Non-teaching

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 NonTeaching 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 7/8th of the amount at credit.

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

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

12. Special Leave: Special leave of two days per month for the lady staff.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

00

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

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

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

00

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

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

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

9

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

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

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.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the

various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

DS College, being a constituent unit of Purnia University, Purnea, there is a provision for internal audit to be done by the audit committe 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 Director General of Audit Central Revenue on behalf of Comptroller and Auditor General of India (CAG). Whenever any audit objection arise it is noted for compliance and the head of the institution is informed.Head of the institution takes the required corrective measures.The auditing could not be done in the last few financial years as the government of Bihar did not appoint auditor for the same purpose.The details of external audits are as follows... External Audit for Financial Year 21.03.2017 to 27.04.2017 , 2016-17- Audit not done, 2017-18-Audit not done, 2018-19- Audit not done, 2019-20- Audit not done, 2020-21- Audit not done.

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

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

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

000

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

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

The college receives funds from UGC (Grants-in Aid), Maintenance Grant 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 maitenance grant 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 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, newspapers 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. 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.

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

6.5 - Internal Quality Assurance System

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

1. **Promoting young faculty members to undergo Orientation Programme, Refresher Course, FDP, FIP, different workshops, etc. conducted by various HRDCs across the country:**

The IQAC has created a forum for sharing information among the young faculty members regarding different courses conducted by various HRDCs across the country. As a result five faculties have attended Orientation Programme, two have attended Refresher Course. The total number of FDP attended is fifteen. In addition to these, two faculty members have attended FTP, while one has attended online workshop. Each stakeholder has been sensitized about the importance of such programmes/ courses as these courses open up vistas of new knowledge so important to nurture the quality culture of the college.

2. Organizing international and national webinars/seminars/conferences/workshops on various relevant issues:

The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series

on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020. Sri Sumit Singha, Assistant Professor of English, D .S. College, Katihar participated in this webinar series as an invited speaker and panelist in the penultimate session and presented his paper on Green Perspectives: Exploring the Eopoetics of Epidemic. Department of Commerce, D. S. College, Katihar organized a seminar on Stock Market Investment Using Fundamental Analysis on 16 March, 2021especially for B. Com and M. Com students and interested faculty members.

3. Promotion of research opportunities for faculty members:

Keeping in mind the suggestions of the NAAC Peer Team for the creation of an ecosystem for research activities in the college the IQAC decides to promote research opportunities for the faculty members of the college. The IQAC has created a lobby for inter-faculty discussion on various research avenues. As a result more than 40 research papers, a good many in various reputed national and international journals, have been published by different faculty members of college during the current assessment year.

4. Promotion of inclusiveness and better environmental practices in the college such as greater adoption of solar energy, Solid Waste Management and Water Resource Management:

As a result of the IQAC initiative towards promotion of inclusiveness and better environmental practices in the college, strong emphasis has been laid on the greater adoption of solar energy, solid waste management, and water resource management. The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes

of the college.

5. Institutional Collaboration:

The IQAC, D.S College, Katihar as an organizing associate partnered with MACINSERCH, Maharaja Agrasen College, (Delhi University) to organize the First International Webinar Series on COVID 19 Pandemic: A Crisis of Human Health or Global Health from 05.06.2020 to 10.06.2020.

The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.

6. Developing and Promoting Innovation in Teaching- Learning:

The teaching -learning activity of the college has been hit hard by the COVID-19 pandemic. Adapting to the new normal and greater adoption of ICT in teaching-learning has become incumbent. Most of the departments of the college conducted orientation programme for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Many of the faculty members have adopted the blended mode of curriculum delivery for academic improvement and quality assurance. Online assignment was given and online quiz was conducted for the slow learners.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

There is no such established practice through which the institute reviews the teaching process, structures, methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms. The institute aims to practice this in the forthcoming assesment year.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.dscollegekatihar.in/Action_taken_report.aspx
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Most of the departments of the college conducted orientation programme under the aegis of IQAC for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Internationl Womens Day was observed on the 8th of March, 2021. The speakers present put premium on the all round empowerment of women for the eradication of all kinds of gender inequalty.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1njqbuMnPtf-djN0KUBdtAhLfwqqjlGypBp2Ap_75ayM/edit?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation	**C. Any 2 of the above**

Use of LED bulbs/ power efficient equipment

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

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

As a result of the IQAC initiative towards promotion of inclusiveness and better environmental practices in the college, strong emphasis has been laid on the greater adoption of solar energy, solid waste management, and water resource management. The college is in the initial stage to sign an MoU with a registered NGO, called NISHA, having two years of experience in waste management, for managing the solid wastes of the college.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly	C. Any 2 of the above

washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

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

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

Considering social antecedents/origins of its clientele, systematic efforts have been made by D.S. College, Katihar over the decades to create an inclusive eco-system in the college where students are enabled to realize their full potential/creative energies by putting premium on imparting quality education with thrust on equity and access. . The objective of the college isto enhance institutional inclusiveness and sensitize students from weaker sections of society about their entitlements as provided by the Constitution of India. The 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. Besides, most of the departments of the college conducted orientation programme under the aegis of IQAC for UG-I and PG, Semester-I students for making them aware of their curriculum, physical and online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Internationl Womens Day was observed on

the 8th of March, 2021. The speakers present put premium on the all round empowerment of women for the eradication of all kinds of gender inequalty.

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

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

Among others, Republic day , Martyrs day, Constitution day, International Womwns day, World Environment day, National Integration day, Independence day, etc. were observed in the college with an objective of sensitizing the students and employees of the college to the constitutional obligations: values, rights, duties and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/1kRiGE-n12n73FBBtuSvGeVnJAm1YAuCD/edit?usp=sharing&ouid=106555833258886889797&rtpof=true&sd=true
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	E. None of the above

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

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

The institution celebrates/ organizes national and international commemorative das, events and festivals each year. In 2021 National YouthWeek was observed by all three units of NSS in the college. Various activities were organised on each day of the week. The college has observed many days f special importance such as the Republic day on January 26, Foundation day on August 1, Independence day on August 15. The International Womens Day was observed in the college by all three units of NSS.

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

7.2 - Best Practices

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

Best practice- I:

Title of the Practice: Gender Awareness and the Empowerment of Women

The Context: The need was felt to study gender within an

interdisciplinary and comparative framework, thereby providing the space for creating a vibrant community of students, activists and artists concerned with the issues of gender, sexuality and the wider issue of power in the society. The college community while fully engaged in empowerment of young women through Internal Complaints Committee and Anti-Sexual Harassment Committee further involve various department students and faculty by organizing specific events ranging from conducting orientation programme for the newly inducted first year/semester students of the college to organizing seminar on the cross-cutting issue of Gender Sensitization. Other imperative frames that provided a context for this practice included addressing Safety and Security of female students, Environmental Issues, Prevention of Drug Abuse, etc.

Objectives: The primary aim is to produce an awareness and sensitivity towards gender and women's issues. This would lead further to the empowerment of young women by providing them with strategies to achieve sustainable goals for personal, academic and social growth creating responsible citizens for nation building.

The Practice: As a part of the Women Welfare Advisory Committee, its students' wing, called Vidyottama Club, enthusiastically implements its activities. In the year 2020-21, several activities were conducted with the active help of the NSS units in the college. International Womens' Day was observed on the eighth of March, 2021. The thoroughly enthralling talks delivered by the speakers focused on gender equality in the society and women's empowerment.

Evidence of Success: The vision of creating an inclusive learning community has led to the success of D. S. College students establishing themselves on the national arena in terms of service to society. The following are some indicators of the success of the practice of empowerment that begins with awareness:

- Programmes were held to support the victims of domestic violence in the nearby locality of Hariganj Mohalla.
- The college has Gender Studies and Women's Issues integrated into the curriculum of various departments that creates a robust atmosphere for taking up women-centric topics at the doctoral level research. For example, Renu Kumari, an alumina of the college, presently enrolled for doctoral research programme in the

Department of English, Purnea University, Purnia is working on 'The Psychological Aspects of Female Characters in Select Novels of Anita Desai'. The title of the doctoral dissertation of Nida Zaki, an ex-student of the Department of English, D.S. College, Katihar, presently enrolled for doctoral research programme in the Department of English, Purnea University, Purnia is 'An Enquiry into the Identity of Muslim Women: A Study of Selected Muslim Women Novelists'

Problems Encountered and Resources Required: Though there are problems which are encountered in the effective implementation of a practice such as creating Gender Awareness and Empowering Women, its long-term benefit and impact has been tangible. The challenges include the lack of support from external agencies, vulnerability of young women, and need for better networking amongst institutions to mention a few. The lack of resources to conduct programmes has been one hindrance for the conduct of many programs.

Best Practice-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 organized by college administration with the help of NSS and NCC volunteers. On the 5th of June every year environment awareness and cleanliness march is organized 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.

File Description	Documents
Best practices in the Institutional website	https://www.dscollegekatihar.in/images/pdf/Best_Practice.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Institutional Distinctiveness

The performance of the institution in one area distinctive to its vision, priority and thrust

Since its inception (1953) D.S. College, Katihar has put premium on imparting quality education with thrust on equity and access. 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. 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.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plans of the Institution for the Year 2021-2022

https://www.dscollegekatihar.in/images/pdf/Plans_of_the_Institution_for_the_Year_2021-22.jpeg

The Institution plans the following for the next academic year:

1. Creation of an Online Faculty database for faculty members.
2. Organizing workshop on Google Apps for the faculty members.
3. Creation of Institutional ID through purchasing Institutional Domain.
4. Organizing capacity building programme for non-teaching staff.
5. Constitution of Research Council.
6. Conducting workshop on Research Methodology.
7. Conducting workshop on Research Ethics/ Intellectual Property Rights.
8. Promotion of research opportunities for students.
9. Establishment of a full-fledged Alumni Association and getting it registered.
10. Creation of a Yoga Centre and organizing stress management workshops for students and staff.
11. Incorporation of MIS based systems in the College and

greater integration of ICT based set up.
12. Increasing industry-academia interface through consultancy and projects.
13. Ensuring greater participation of the students in policy-making by providing more space for their representation.
14. Enhancing the role, accuracy and timelines of information for student support.
15. Making the campus disabled-friendly.