



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SRI GURU GOBIND SINGH COLLEGE, PATNA CITY

QUILA ROAD, SRI GURU GOBIND SINGH COLLEGE, PATNA CITY
800008

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sri Guru Gobind Singh College (also known as S.G.G.S College) is a Constituent College of Patliputra University, Patna. It is a co-educational institution, situated on the bank of holy Ganga river and in vicinity of the holy shrine of “Takht Sri Harmandar Jee Patna Saheb”. The college is associated with the cherished and revered name of “Badshah Darvesh Sri Guru Gobind Singh Jee”- who was born in this holy and historic city Patna Saheb on 22nd December, 1666. The college is easily accessible and well connected to airport and various railway stations of Patna. The College was established in January 1960 at Patna City to spread Higher Education among the people of this locality. The plans for starting this institution were chalked out during the 42nd All India Sikh Educational Conference, which was organized to commemorate the 300th birth anniversary of Sri Guru Gobind Singh Jee in the first week of January, 1960. The conference was convened by then Chief Khalsa Deewan, Amritsar and inaugurated by the first President of country, Dr. Rajendra Prasad. Since its inception in 1960, this College was managed and run by Gurudwara Prabandhak Committee with Sikh minority character until 1986. Since 1986 the college became a Constituent part of Magadh University, Bodh Gaya. In March 2018, Magadh University became bifurcated to form Patliputra University in Patna. Presently S.G.G.S College is a Constituent College of Patliputra University, Patna (Bihar). The College offers courses in Science, Humanities, Social Science and Commerce at the Undergraduate level. At present the college offers semester system based Post-graduation courses in two subjects, Geography & Commerce. The College also offers Vocational Courses in B.C.A and B.B.M with self-financed mode. By the order and directions of Patliputra University, the college has started four-year C.B.C.S (Choice Based Credit System) curriculum at Undergraduate level from the academic session 2023-24. This College caters to the need of education and character building of urban as well as rural population of Bihar. NSS and NCC unit of the college are intensively engaged in extension activities. We have a team of well qualified faculty members.

Vision

‘Essence of wisdom is Service to Humanity’ is the vision of S.G.G.S College. These are the words which also reflect the core-value of the institution. The inspiration derived from the legendary tenth Sikh Guru, Sri Guru Gobind Singh Jee Maharaj. This College is committed to provide high quality education and value added humanity development. This institution strives to attain excellence in all aspects and aspires to become a premier institution. It envisions itself as a place of not only academic learning but also of holistic development of students. Our Aim is to prepare our students to face new challenges of the inexorable march of technology, solving growing demands and aspiration of the society in unlocking and harnessing new knowledge and innovative ideas, building cultural understanding and modeling environment that promote dialogue and debate. S.G.G.S College, despite the entire infrastructure which it has kept adding to its repertoire since its inception, has always sought to stay rooted to its indigenous origins, devoted to the cause of social and spiritual well-being of the community. S.G.G.S College proudly claims and continually endeavors to create a congenial environment conducive to progressiveness. Thrust for knowledge, service to humanity, freedom of expression and respect for indigenous culture is the hallmark of this college. Our aim is to nurture a repertoire of students generation after generation with optimistic, resourceful, committed, analytical and scientific bent of mind and passionate future leaders who will sensible towards their responsibilities and human values and continue transforming this society and nation.

Mission

Sri Guru Govind Singh's philosophy is our inspiration. The motto of the college is to empower the students with latest technology to prove their worth in the society for building strong nation. SGGGS College creates an environment for students to develop themselves academically and holistic ways. Students from diverse educational, social, and economic backgrounds come together to carry forward and contribute to the ideas the college promotes. We envisage our mission in following ways:

- To promote the Value added education.
- To inculcate self discipline and services to the community.
- To develop humanity as well as innovative ideas.
- To provide higher education in all Section of Society.
- To promote awareness ecological environmental.
- To encourage Critical thinking and analytical Skill among the Students to instill sense of responsibility.
- To inculcate “Gender Equality” and “Respect for Individuals right” in multi-cultural society as sacrosanct principle.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Sri Guru Gobind Singh College is one of the oldest higher educational institutions of Patna City locality established in August 1960. Following is the institutional strength of the college:

- S.G.G.S College is a co-educational institution imparting NEP-2020 based education in a large number of Undergraduate courses from all streams of sciences, humanities, social sciences, commerce and vocational subjects. It also offers Post-graduate course in Geography and Commerce.
- The college enjoys a nodal location in the Patna City, close to Ganga river bank and is well connected to all parts of Patna and the neighboring parts of Bihar.
- Drawing students from Patna as well as from other districts of Bihar. Thus the college boasts of a culturally diverse student community fostering the ethos of cultural tolerance and social harmony.
- Holistic and all round development of students is ensured through a well planned and executed system aiming at achieving excellence in academic and extra co-curricular fields.
- Efforts are made to integrate the curricular and co-curricular activities and students are motivated to develop an analytical aptitude.
- The multiplicity of the courses in the college facilitates interaction among students from diverse disciplines thereby helping them develop a multi-disciplinary approach.
- Dedicated and well qualified set of faculty members.
- Clean & Airy Class Rooms. Blackboards and LCD projector Room, Seminar Hall, Computer Laboratory, Physics, Chemistry, Botany, Zoology & Geography laboratories and Staff Rooms etc. NCC & NSS which is very enthusiastic in taking activities for the neighboring society.
- A number of programmes organized time to time for students such as debate competition, Cultural meets etc.
- Availability of free Wi-Fi and Internet facilities in college campus.
- Semi-automated Library enriched with reference and text books, competitive books, guides and journals.
- Administrative functioning of the college is efficient and transparent.

Institutional Weakness

- Serious lack of infrastructure such as shortages of class rooms, spacious and modern laboratories, separate examination halls, auditorium and sports ground.
- Introduction of any new academic programme is restricted due to limited resources and infrastructure.
- There is a serious need to increase the number of faculties in the college. Most of the departments have either single or two faculty members. Some subject has even without faculty. There is lack of sanctioned posts for vocational courses.
- Availability and generation of financial resources is often a constraint in the expansion of infrastructure as well as for organizing extension and academic activities like seminars and conferences.
- Lack of proper infrastructure/ resources pertaining to research facility.
- Extra burden on the college to run Intermediate courses (11th & 12th) and conduct its examinations on time. Due to it, academic activities of undergraduate courses hamper.
- College functioning and academic activities get affected due to time to time take-over of the college by Election Commission of India

Institutional Opportunity

- The College is planning construction of an additional academic block in near future. This block has provision of additional classrooms, seminar hall and research laboratories and it will give impetus to research activities.
- The College has applied for short term skill oriented vocational training courses for the approval from its parent university, Patliputra University, Patna.
- S.G.G.S College alumni have excelled in different walks of life. Their support can be sought for networking with industry for student internships, placements and generating additional resources.
- We have opportunity to empower our female students to groom their sport's related skill and job oriented skills.

Institutional Challenge

- Due to the need for approvals from multiple authorities and financial adversity, efforts of the college to construct new building block, ICT enabled class rooms, and modernization of science laboratories has slowed down.
- Academic activities of the college are dominated by teaching and related learning activities. Due to this research related activities get a relatively lower priority. All students in the college are of undergraduate courses, so our more focus is on the holistic development of the students. There is a need to find a better balance between teaching and research activities carried out in the institution.
- Sport plays an important role in student's holistic development. Due to the lack of proper sports ground the college face challenges to organize various sports activities perpetually. Despite of having no playground in the campus, few students have always excelled and won laurels in the events of "Weight-lifting & Power-lifting" and "Judo-karate" at the University, state, national and international levels. In order to organize the outdoor sports activity, the college used to borrow the ground from various government agencies located in the Patna City region.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college offers 18 undergraduate courses leading to the Bachelor with Honours Degree under three years undergraduate programme with annual examination system. From the current academic session of 2023, by the order of Governor's Secretariat, Bihar and under the directions of Patliputra University, Patna, the college has started four-year Choice Based Credit System (C.B.C.S) for the undergraduate students. The college also offers three vocational courses, Bachelor in Business Management (B.B.M), Bachelor in Computer Administration (B.C.A) and Bachelor in Commerce (B. Com) with self-financed mode. With a focus on the holistic development of the students, excellence in both curricular as well as the extracurricular activities is promoted. The faculty works towards encouraging an attitude of enquiry, a critical outlook and an analytical approach among the students. The concept of parallel education runs deep in our curriculum and all departments in the college organize seminars, symposia, conferences, study tours, and other academic activities to achieve this end. The various students' associations, departments, committees as well as robust NCC and NSS units are running comprehensive programmes for the betterment of the students in particular, and society at large. The committees like the Grievance Cell, Counselling Committee and Women Empowerment Cell have been created to address the special needs of the students. The curriculum is prepared by Patliputra University & is followed by the college. The curriculum is translated into action through lectures, assignments, discussion, seminars, workshop and other academic activities. Curriculum enrichment would remain incomplete, if technological developments are not incorporated in the life of an educational institution. Continuous efforts are being made to update all college infrastructures like the college library, website, staff room, the classrooms etc. with the latest technology. The college has set up Internal Quality Assurance Cell (IQAC) which monitors and evaluates the quality of academic delivery and enrichment programmes offered by the college. The academic calendar prepared by Patliputra University as per guide line of the Governor's Secretary and the Govt. of Bihar. A centralized routine is prepared by the routine committee of the college which is followed by all the departments.

Teaching-learning and Evaluation

Teaching-Learning at S.G.G.S College is an innovative blend of traditional and modern methodologies aimed at holistic growth of students. The focus of student-teacher interaction involves the exploration of multidisciplinary opportunities to bring out new perspectives and fresh thoughts in their field of knowledge. Admission in the college are made centrally through our parent University, i.e., Patliputra University, Patna on the basis of merit (marks obtained in class 12th Board exam). The various norms for admission to various courses are decided by the Patliputra University as per the reservation policy of Bihar Govt. Students enrolled in the college come from diverse backgrounds and different parts of states; obviously they differ in competency level in the diverse fields like subject knowledge, communication skills etc. There is no provision to access knowledge and skill requirement of the student prior to admission. After admission, introduction/orientation courses are held to acquaint them with college and its facilities. Students interact with teachers and this helps the teachers to access the nature of the support required by the students. Following strategy have been adopted by the college to bridge knowledge gap are:

1. Special classes are held for them to bridge gap. Emphasis is laid on fundamentals of the subject to make them prepared for advance learning.
2. Language classes are taken to enhance the communication skills for students of rural

background.

3. Remedial classes are also conducted.

A scheme of CIE (continuous internal evaluation) under C.B.C.S curriculum includes mid-semester test, routine quizzes, assignments/presentations reflect the academic performance of the students. Head of the departments remain attentive to the problems of poor performance of students, causes of absenteeism, punctuality etc. Special attentions are given to slow learn by arranging extra classes for them. Faculty members also provide counseling to these students through Mentorship program. Advance learners are identified through merit list of previous exams and interactions, with teachers in the theory and practical classes. These students have higher aspirations, more zeal and inquisitiveness for acquiring more knowledge. Teachers take special care of them and try their best to quench their thirst for knowledge.

Research, Innovations and Extension

One of the recognized objectives of the institutions of higher learning is to foster a spirit of research amongst students. S.G.G.S College understands the pivotal role of research to improve educational standards and the quality of teaching. Though under the limited resources and infrastructure, the college has been putting efforts to promote research-related activities among faculty and students alike. The college has constituted a Research Promotion Cell which is headed by the Principal as Chairman and few faculty members as its members. The college is producing new knowledge and exposing students to that knowledge. They not only generate new ideas but prepared knowledgeable inventive and motivated graduates who can carry those ideas into business, government and non-government organizations. The teachers and students are encouraged to undertake and pursue research activities as well. An inter-disciplinary approach is encouraged to enhance social value of the research. Teachers play an important role in research and they are instrumental in arousing curiosity among students. The college acts as a facilitator in promoting academics and research among students and teachers alike. Most of our faculty members have already completed their doctorate and others are encouraged to pursue their doctoral degree. College strives to create an environment conducive to research through granting academic leaves (such as duty leave for presenting papers and attending conferences) as per UGC rules.

Infrastructure and Learning Resources

Infrastructures form the integral part of effective implementation of the curriculum through quality teaching and learning process. The college recognizes the fact that good infrastructure provides conducive ambience and environment. For teaching and learning, it directly impacts the performance of the students. Not only the students but teachers and staffs are also provided a good working environment to deliver their best. The college has academic block which consist of 18 classrooms, 3 science laboratories and 1 computer laboratory. In addition, there is a fully air-conditioned ICT enabled seminar hall, a botanical/herbal garden. Taking into consideration the increasing number of students being admitted each year, there is still a need to add additional classrooms and laboratories to the existing infrastructure. The college proposes to add another academic floor over existing building. There is a generator-based power backup in the college to maintain uninterrupted power supply. R.O systems have been installed to ensure safe drinking water for college students. The Building Committee comprises - the Principal as Chairperson, Bursar as Coordinator, University Representative (C.C.D.C of Patliputra University), University Engineer, Architecture, selected faculty members and Section Officer (Accounts). The policy of the college has been to provide the requisite infrastructures to the teachers, staffs and students which states the following:

- Upgrading and creating essential infrastructures to support quality education and to provide conducive ambience for teaching and learning.
- Proper allocation of funds for enhancement of infrastructures and optimum utilization of these funds.
- Acquisition of funds from state, central governments and other funding agencies for augmenting and expanding infrastructures.
- Providing adequate infrastructural support for extension activities along with curricular, co-curricular and extra-curricular activities.

Student Support and Progression

All round development of the students is the prime objective of any academic institution. All efforts are made to provide facilities to the students for their betterment and improving their performance in academic and allied fields. The college encourages its meritorious students academically by mentoring them through Mentorship programme. Students from General/OBC categories and those from economically weaker sections are provided financial assistance in the form of scholarships provided by Bihar Government. SC/ST/Female students are exempted from admission fees as per the norms of Bihar Govt. The college has temporary health care facility for students and teaching/non-teaching staffs. Additionally, a grievance redressal cell for students, complaints committee (against Sexual Harassment) and the anti-ragging committee address issues pertaining to students' problems. S.G.G.S College has a record of good examination results and constant efforts are always made to improve the performance of the students further. Special efforts are made by means of tutorials, practice tests and counseling to help them achieve higher levels of learning and performance in examinations.

There are NCC units for both boys and girls that train the cadets and give them exposure through camps and participation in various events like blood donation camps, Republic Day Parade etc. The students are groomed in various sports. They actively participate in many inter university and inter college competitions. The college has cultural societies and the students are encouraged to participate in inter college and inter university competitions. Cultural activities are also organized in the college. The students have won many prizes and brought laurels to the college. The students are involved in the college activities in many ways. Student representatives are included in some of the committees such as Eco club, Sports club, Magazine committee and Cultural Committee. Apart from them each department has an exclusive society to organize events like seminars, conferences and activities related to the discipline. These activities are managed by students who hold various executive positions in the societies.

Governance, Leadership and Management

S.G.S.S College is committed to provide high quality education and value added humanity development. This institution strives to attain excellence in all aspects and aspires to become a premier institution. It envisions itself as a place of not only academic learning but also of holistic development of students. S.G.G.S College promotes equality of education irrespective of social class, gender, religion and caste. The college organizes various activities to sensitize the students towards social issues, gender bias, nature and environment. Thrust for knowledge, service to humanity, freedom of expression and respect for indigenous culture is the hallmark of this college.

The college administration believes in collaborative governance and delegation of duties to teaching and non-teaching staff. The college functions under the leadership of the Principal. College administration includes the Principal, Bursar, Nodal officer and Examination Controller. The Principal appoint Head of the Department by

delegating administrative as well as academic autonomy to run their respective departments efficaciously. The Principal holds regular meetings and deliberates on issues related to governance of the college and takes policy decisions. In order to improve the overall architecture of governance, ideas and suggestions of faculty members are encouraged and accepted by the college administration after due consideration.

The IQAC is an important component in assurance of educational quality of the college which functions through interactions with heads of the Departments, teachers, non-teaching staff, students and alumni. It formulates the quality policy for achievement of vision and mission of the college and thus it develops drives and deploys the policies. In departmental council meeting, the Head of the departments get inputs from teachers and relay these to the members of IQAC. Based on inputs from all quarters and past experience, the IQAC gives final shape to the quality policy. Recognizing the various perspectives of growth and development, infrastructural development plans, including augmentations, and expansions etc. are undertaken in line with the objectives of Vision and Mission statements. This detailed plan gives the direction to the development of the college in which the spirit for achieving excellence and preparing students for future are well articulated.

Institutional Values and Best Practices

The citizens of our country have the responsibility towards the holistic development of the society. Therefore, to address this issue, various initiatives have been undertaken by the college towards the training of the overall growth of the students. Such as directing youth exuberance towards social responsibility, and the social issues addressed by the college under the umbrella of NSS activities include environment related problems in our vicinity, Drug abuse, Stress Management, and Gender inequality, Sex crime and role of youth in its prevention and Sanitation. Awareness workshops were organized by the college on AIDS, Physical disability and Mass cleanliness.

Mentorship Programme has been initiated by IQAC. Since the majority of students are from urban areas and belong to lower middle-class income family. They are generally very shy and not bold enough to openly express their difficulties in study as well as personal problems. Due to the lack of individual attention, performance of the students in academics as well as extracurricular activities would suffer. To overcome this problem and to decentralize control, mentor system was set up. Groups of students are made as per the strength of teachers present in the department and teachers is allocated to each group as a mentor. Periodic counseling sessions are held to redress their grievances and interaction with their parents is also made if necessary.

Energy Conservation is practiced. The college has taken many steps to minimize energy consumption. This includes replacement of energy consuming tube-light and bulb with energy saving LED bulbs. The college imparts an energy saving attitudes among students through different programs, discussion and organizing power quiz.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SRI GURU GOBIND SINGH COLLEGE, PATNA CITY
Address	QUILA ROAD, SRI GURU GOBIND SINGH COLLEGE, PATNA CITY
City	PATNA
State	Bihar
Pin	800008
Website	www.sggscollegepatnacity.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	KANAK BHUSHAN MISHRA	0612-2641391	9811804277	-	iqac.sggsc@gmail.com
IQAC / CIQA coordinator	VIKAS KUMAR	-	7903634456	-	vikas.sggsc@gmail.com

Status of the Institution	
Institution Status	Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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State	University name	Document
Bihar	Patliputra University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	30-11-1984	View Document
12B of UGC	30-11-1984	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	QUILA ROAD, SRI GURU GOBIND SINGH COLLEGE, PATNA CITY	Urban	2.75	29300

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,A I And A S	48	INTERMEDIATE	English,Hindi	76	72
UG	BCom,Commerce	48	INTERMEDIATE	English,Hindi	813	669
UG	BCA,Bca	36	INTERMEDIATE	English,Hindi	60	32
UG	BA,English	48	INTERMEDIATE	English	130	130
UG	BA,Hindi	48	INTERMEDIATE	Hindi	60	60
UG	BA,Urdu	48	INTERMEDIATE	Hindi,Urdu	20	11
UG	BA,Sanskrit	48	INTERMEDIATE	Hindi,Sanskrit	40	1
UG	BA,History	48	INTERMEDIATE	English,Hindi	180	180
UG	BA,Political Science	48	INTERMEDIATE	English,Hindi	207	207
UG	BA,Sociology	48	INTERMEDIATE	English,Hindi	60	59
UG	BA,Psychology	48	INTERMEDIATE	English,Hindi	144	144
UG	BA,Philosophy	48	INTERMEDIATE	English,Hindi	45	45
UG	BA,Geography	48	INTERMEDIATE	English,Hindi	60	60
UG	BA,Economics	48	INTERMEDIATE	English,Hindi	140	140
UG	BSc,Physics	48	INTERMEDIATE	English,Hindi	186	143
UG	BSc,Chemistry	48	INTERMEDIATE	English,Hindi	186	94

UG	BSc,Mathematics	48	INTERMEDIATE	English,Hindi	186	112
UG	BSc,Botany	48	INTERMEDIATE	English,Hindi	185	121
UG	BSc,Zoology	48	INTERMEDIATE	English,Hindi	186	186
UG	BBM,Bbm	36	INTERMEDIATE	English,Hindi	60	14
PG	MCom,Commerce	24	B.COM	English,Hindi	30	30
PG	MA,Geography	24	B.A	English,Hindi	30	30

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	2				17				80			
Recruited	2	0	0	2	15	2	0	17	11	1	0	12
Yet to Recruit	0				0				68			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				43
Recruited	17	3	0	20
Yet to Recruit				23
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	0	0	15	2	0	9	1	0	29
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2
UG	0	0	0	0	0	0	0	0	0	0

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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	4642	0	0	0	4642
	Female	2429	0	0	0	2429
	Others	0	0	0	0	0
PG	Male	53	0	0	0	53
	Female	67	0	0	0	67
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	251	203	208	165
	Female	106	88	83	59
	Others	0	0	0	0
ST	Male	22	21	21	22
	Female	5	10	10	2
	Others	0	0	0	0
OBC	Male	664	728	807	765
	Female	333	256	151	187
	Others	0	0	0	0
General	Male	554	569	507	487
	Female	414	427	355	342
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2349	2302	2142	2029

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>S.G.G.S College, Patna City is focusing and preparing to incorporate the multidisciplinary/interdisciplinary subjects as per NEP 2020. Since, the curriculum of undergraduate programmes have been upgraded from three-year annual mode of examination to four-year semester system Choice Based Credit System (C.B.C.S) based system from the current academic session 2023-24. In order to develop the all-round capacities of the students such as intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the college will be proposing to include multidisciplinary subjects as per the National Educational Policy 2020. In this regard, the college is</p>
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	<p>planning to set up short term skill-oriented courses and ask for its permission from Patliputra University, Patna. The aim is to make the students equipped with the latest skills, so that they don't need to rely on any kind of jobs but instead pave a way towards self-employment. As the College is preparing itself to have more of multi-disciplinary subjects it tries to identify the programme learning outcomes along with courses and unit learning outcomes that define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that each programme achieves its goal.</p>
2. Academic bank of credits (ABC):	<p>Regarding the implementation of Academic Bank of Credits, the college has to wait for the parent University notification to give a green signal. The pedagogical approach of the college is student's centric where the faculties' pedagogical approaches are constructivist, inquiry-based, reflective, collaborative and integrative. Summative and Formative assessments and assignments are used to evaluate the Students learning outcome.</p>
3. Skill development:	<p>The vision of the college is promoting Value-Based Quality Education; hence the college takes efforts to inculcate positivity among the learners. The college offers two vocational courses in the form of BCA and BBM. The college also provides value-based education through celebrating various activities such as Environment Day, Yoga Day, Women's Day, National Tiger's Day, Independence Day, Republic Day etc.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The college offers under-graduate degree courses for linguistic subjects such as Hindi, English, Sanskrit and Urdu. Rest of the subjects are taught in bilingual mode mainly in Hindi and English. Integration of local languages are also used by teachers in the interactive sessions during mentor-mentee meeting. Mentorship program has been specially designed to communicate with students having any academic or non-academic issues. Local folk songs and dance performances are the core of cultural program presented by students at various occasions.</p>
5. Focus on Outcome based education (OBE):	<p>The college offers outcome-based education to its students in all the under-graduate and post-graduate programmes. Each programme has its Outcomes (POs) and Programme Specific Outcomes (PSOs).</p>

	There are few outcomes mentioned as follows: "Disciplinary knowledge", "Communication, thinking, reasoning and problem-solving ability", "leadership quality and team spirit", "Digitally literate" and "Environment with sustainability".
6. Distance education/online education:	The college doesn't offer any distance education or online education course. The college utilizes its limited resources to conduct on-line classes time to time. During COVID conditions, educators uses the optimum opportunity to conduct on-line classes through various platforms.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	YES. An Electoral Literacy Club is a platform to engage college students through interesting activities and hands-on experience to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes the students' co-ordinator and co-ordinating faculty members are appointed by the College and the ELCs are quite functional. Students (volunteers) of this club are mostly from NSS (National Service Scheme). They are representative in character. NSS Co-ordinator of the college has been made "Nodal officer for ELC" and a student of NSS has been nominated as "Campus Ambassador".
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The College conducts activity to create sensitization of students and neighboring population (people resides nearby college) through conducting awareness program like "voter's awareness program", "Constitutional day", "Youth day", and voter's registration drive for adopting the values, rights, duties and responsibilities of citizens. The constitutional day on 26th November has been conducted every year and a pledge is taken by all students and staff members. The college has an Electoral Literacy Club (ELC) in which the college conducts voter awareness programs. The Club organizes some speech program on the importance of casting the vote and how it helps in protecting the constitutional obligations. The success of democracy depends upon strong legislation by electing right

	<p>person for right place to give importance to constitutional values protecting social justice of the citizens. In this regard, SVEEP (Systematic Voters' Education and Electoral Participation) program was organized in the college campus to create awareness about the value of vote among the students.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Awareness program has been organized by the ELC to create awareness about electoral process, how and where to register for voter id card and importance of casting the vote as a democratic value. Following is the list of programs organized by the college: 1. Voters' awareness program- 28/10/2023 2. Constitution Day- 26/11/2022 3. Youth Day celebration- 12/01/2022 3. Constitution Day- 26/11/2021</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>ELC has organized voter awareness program-2023 under which campus students were made aware of the enrolment process in the electoral roll at ELC 184- Patna Sahib Assembly Constituency. A list of students for voter enrolment was made to inform, help and expedite the enrolment process with the help of local BLO at Patna City region.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
6314	5639	5745	5340	4684
File Description		Document		
Institutional data in prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 56

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
47	43	51	52	51

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
279	303	96	158	128
File Description		Document		
Upload Supporting Document		View Document		

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The college imparts teaching in the subjects of Arts, Science and Commerce up-to under-graduate level and post-graduate level in Geography and Commerce. The college also offers under-graduate vocational courses with self financed mode in Computer Application (B.C.A) and Business Administration (B.B.M) respectively. The curriculum/syllabi of all courses is prepared by the parent university, i.e., Patliputra University. Recently, the under-graduate courses have been revamped from the previous three year Annual mode examination pattern to four year undergraduate programme with C.B.C.S semester based examination pattern on the line of NEP. The first batch of The curriculum is translated into action through lectures, assignments, discussion, seminars, workshops etc. The college prepares time-table to complete the syllabus within stipulated time. Principal along-with the Heads of the departments keep a watch-full eye towards progress of syllabus completion and running of classes according to Time-Table. The S.G.G.S. College takes different initiative for effective curriculum delivery time to time. Apart from giving extra care to the completion of the course in time, the college gives sufficient importance to overall development of students by encouraging them to work with various forums of the college, such as student council, Debating Society, Cultural Society, NSS, NCC and IQAC etc. College prepares its academic calendar in line with the university calendar. The calendar contains information e.g., weekly working days, government holidays, internal assessment dates, practical exam dates, workshops schedule, technical seminars schedule, educational tour dates sports/events dates, cultural programme dates etc. Lesson plans and Class time table are then prepared based on the academic calendar and distributed to the students through e-mail/Whatsapp group. The Strategic Perspective Plans prepared by the Departments and the Cells are also in sync with the University Calendar of events. This also takes care of curriculum plans, community activities by Cells.

Besides Continuous Internal Evaluation strategies like tests, assignments, quiz, presentations etc. Examination Controller issues a circular to all departments to prepare the Internal Assessment Test's timetable 10 days in advance to the test as per the scheduled dates. The same is then notified and circulated to students and staffs. Common date and time are followed for the courses common to all branches. CIE includes Tests, homework, problem solving, Group discussion, quiz and seminars throughout the session. Internal assessment test for Practical subjects is also intimated in the Academic calendar. Before starting of each internal assessment test, assignments are given to the students for each subject which includes homework, problem solving, Group discussion and quiz. Seminars are carried out by the students on particular topic in a subject during the respective subject hour. Internals tests are conducted, evaluated and also the display of marks and attendance is done as per the calendar of events. The laboratory Schedule is prepared by the concerned department and batch-wise details are specified in laboratory schedule. Time Table of regular lectures is prepared as well and displayed on the notice board and website. The academic monitoring is done on daily basis by the Principal through

departmental heads. A mechanism of Progress Report is placed for individual teacher which is submitted in a given format to college office on monthly basis.

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 0

File Description	Document
Institutional data in the prescribed format	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 0

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The S.G.G.S. College in its vision and mission states that the college being the critical component of human development, is striving to equip students with knowledge and skills that allows them to make greater contribution to the society. The college is more conscious of its social responsibilities and is endeavoring hard to inculcate a value system among the students to address the cross cutting issues such as gender, climate change, environmental education, human rights, ICT etc. The college focuses on sustainable way of life, that involves integration of water quality, air quality, education and healthcare, agriculture and dairy practices, innovation and human values. Environment Day, Earth Day and Water Day are annually celebrated. The College is continually engaged in providing eco-friendly ambience by developing green area and garden to preserve environment and heritage. It has rainwater harvesting system to recharge ground water, vermi-compost pit to produce its own organic fertilizer. NSS wing of the college is regularly organizing camps in different parts of Patna and other places to make people aware of sanitary conditions, environment protection, illiteracy eradication etc. NSS and NCC Wings of the college have done commendable jobs during "Guru Govind Singh Ji Prakash Parv" in Patna City by acting in tune with Gurudwara prabandhak machineries in executing as volunteers.

The college has a "Women Cell" which facilitates deliberations on pressing social issues related to women like sexual harassment, domestic violence etc. The college has also established "equal opportunity cell", Student's Grievance and Redressal Cell etc. Although the college has no value added course separately, yet the under-graduate syllabus of Social Sciences, Humanities, Philosophy address issues like regionalism, casteism, communalism, environmental pollution, climate changes, sustainable developments, moral and ethical issues related to human development and environmental protection, patriotism, respect for other cultures, ecological imbalance, bio-diversity pluralism etc. The placement and guidance cell, NSS Wing, Sociology, and Philosophy departments of the college are intensively engaged in addressing these issues comprehensively. The college lays strong emphasis on gender, caste equality, social justice etc., poster exhibition, drama are organized to address these issues time to time in cultural programmes.

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 1.08

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 68

File Description	Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from

various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: D. Feedback collected

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 68.89

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
2349	2302	2142	2032	1583

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3085	3025	3025	2987	2987

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 97.72

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
1542	1513	1513	1494	1322

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

2022-23	2021-22	2020-21	2019-20	2018-19
1542	1513	1513	1494	1494

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 134.34

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Students' centric learning involves the method of teaching which is intensively focused on students. The college provides holistic education. Apart from classes teaching through traditional and ICT methods, it organizes different programmes to enhance knowledge. Teachers of the college are given space to develop their own teaching learning materials so as to utilize these materials in the best possible way as for examples charts, posters, models etc are used to enhance students' interest and learning efficiency.

The college imparts the **Experiential learning practices** to enhance creativity and cognitive levels of the students through:

1. Laboratory Sessions are conducted in science subjects with content beyond syllabus experiments. Students get hands on training while working in the company.
2. Group discussions and debate sessions conducted on the syllabus-oriented topics and current social scenarios in humanity subjects.

Participatory Learning:

In this type of learning, students participate in various activities such as seminar, group discussion, projects, and the skill based add on courses. Students are encouraged to participate in activities where they can use their specialized skills. Following are the methods adopted for participatory learning:

1. Regular quizzes are organized for student in their respective subjects.
2. Seminar Presentation – Students develop technical skills while presenting the given topic in the seminar.
3. Field trip projects- In the subject like Geography at under-graduate and post-graduate level, field trips are organised for students to learn the subject through participation.
4. Cultural program – It is organised for the students of the college to give an opportunity to show their creativity as a team and solo participation.

Problem-solving methods: Departments encourage students to acquire and develop problem-solving skills. For this, college organizes expert lectures on various topics, motivate students to ask questions to experts regarding their doubts, participate in various competitions. Regular Assignments based on problems, Project development (for B.C.A & B.B.M.) Regular Quizzes, Case studies, Discussion, Class presentations, Debates, Participation at college events etc.

Use of ICT tools by Teachers for effective teaching and learning process: S.G.G.S. College positively believes that in present modern time, it is essential for the teachers to learn and master the latest technologies to execute effective teaching process. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. The following ICT tools are used by the college teachers:

1. Desktop and Laptops are available at Computer Lab and Principal Office and library etc,
2. Printer, Photocopier machine and Scanner- They are installed at Principal's office, Examination department, Departmental cabins etc. Seminar hall is equipped with all digital facilities. Smart and ICT

Class- Two smart class and Two ICT class is installed in the campus.

3. Online Classes/ Webinars through Zoom, Google Meet, Whatsapp videos etc were taken by teachers during COVID LOCKDOWN.

4. Each department is having their own Whatsapp group/community of students & teachers to deal various student related affairs such as all the relevant informations.

4. Digital Library resources such as INFLIBNET has been incorporated used by teachers.

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 49.29

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

2022-23	2021-22	2020-21	2019-20	2018-19
99	99	99	99	99

File Description

Document

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 84.02

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
35	38	42	45	45

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

S.G.G.S. College is affiliated to Patliputra University, Patna and hence, follows its rules and guidelines regarding the assessment and evaluation process of performance of students. The internal assessment is carried out in a systematic manner for theory courses, laboratory courses, seminars and project. Students know about the dates of class tests, submission of assignments well in advance and can plan accordingly. The dates and schedule of internal assessment of laboratory courses, seminars, summer internship and project are displayed through the notices to the students well in advance. For theory assessment the question papers are prepared at the department level with reference to old question paper/question bank/book followed by faculty members. Question papers are prepared by individual faculty/ faculty members teaching the same subject. Quality of question papers are checked and final question paper is approved by concerned authority. Assignments are allocated on semester basis by faculty teaching the subject. Answer sheets are evaluated and checked. answer sheets are shown to the students. Result analysis is discussed at HoD level. For assessment of laboratory course an internal practical viva conducted by respective faculty member at the end of course. Continuous Internal Assessment/Evaluation includes assignment marks, mid-semester exam marks and attendance with conduct of the student in the class. Every department endeavor to make this process more reliable and more equitable so that justice can be done to the students. After receiving the circular, guidance from the Parent University, the college makes concerted effort for effective implementation of evaluation reforms, these include a series of meeting of Head of the Departments and the Principal are convened in which details of reforms are discussed and deliberated upon. Head of the departments in the departmental meeting with the teacher spell out in detail the reforms to be introduced. All teachers being well conversant with the reforms, explain to the students and resolve their queries.

There is a well-established mechanism for redressal of grievances relating to evaluation. In case of dissatisfaction with the marks obtained, a student can apply for redressal at the Examination branch of the College. The University has provisions for re-totaling. The application of the student is forwarded by the College to the university. The University looks into grievance and after re-totaling takes a final decision. In case of internal assessment, redressal of student's grievance is executed by the

concerned department with the help of subject teacher and Head of the department. Immediately, after the internal exam or mid-semester test, the solution of the test along with question wise marking scheme is displayed on notice board to maintain transparency and uniformity in the assessment of the internal exam. The teacher evaluates the papers within a week of conduction of exam. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student. If any discrepancies are reported by the students, then they are resolved by the faculty immediately.

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Program Outcomes (POs): It represents the knowledge, skills and attitudes the students should have at the end of a course completion of their respective Under-graduate and Post-graduate program.

Course Outcomes (COs): It gives the resultant knowledge and skills the student acquires at the end of each course. It defines the cognitive processes a course provides.

The soft Copy of Curriculum along with Program Outcomes (POs) and Course Outcomes (COs) of all C.B.C.S based Under-graduate programmes offered by the College are displayed on the website of the college for reference. The importance of the learning outcomes is communicated to the teachers during the department meetings in the starting of the academic session. The students are also made aware of the same through induction/orientation programme of the department. The long-term learning outcomes have been delineated in vision and mission statement of the institution. For Annual examination based Under-graduate Programmes, respective departmental teachers and Heads determine the learning objective for a curriculum. Respective teachers and head of each department determine the learning outcomes commensurate to the prescribed curriculum. Each department communicates the envisaged and clearly defined learning outcomes to concerned structure through class-room lectures.

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

S.G.G.S. College takes utmost care of measuring the level of attainment of POs and COs and follows formal as well as informal mechanism for the measurement of attainment of the outcomes. Even the College takes feedback from all the students in this respect and try to take necessary steps

accordingly. Subsequently, the College takes care of the attainment to measure the POs and COs and implemented the mechanism as follows: -

- The College follows the Academic Calendar provided by the parent University.
- All the subject teachers maintained Academic Diary/Register in every academic year.
- All the subject teachers prepare Session-Wise internal examination/continuous internal evaluation Reports.
- Each department analyse evaluation reports of results.
- The College considers Feedback from the students for the attainment of PO and CO.

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 93.71

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1544	1190	1156	1278	1298

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1637	1195	1296	1278	1494

File Description	Document
Institutional data in the prescribed format	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Institutional data in the prescribed format

Document

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Ecosystem for innovation: S.G.G.S College has an active Research and Development Cell, with members drawn from different departments. The Cell encourages students and faculty members to make a common beneficial and practical situation with collaborations. Research Events such as organizing National Conferences, Workshops, Guest Lectures, Seminars for faculty members and students to interact on research and innovation. The objective of the college is to motivate, guide, support, and train the young budding graduates.

Ecosystem for Indian Knowledge System: The college has always imbibed Indian Knowledge System into all areas of learning and activities. The under-graduate curriculum includes studies into the rich cultural heritage of Ancient India, historical perspective through the History Discipline, the political thought through the Political Science, the psychological aspects through Psychological studies, the demography and geographical aspects through Geography and the economic landscape of India in the past through the various subjects under Commerce and Economics. The college also observe, practice and inculcate the significance of nationally significant days and events without fail every year such as

Independence Day and Republic Day.

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 2

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	1	0

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.52

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
5	0	7	6	11

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document

3.3.2

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

Response: 1.02

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

2022-23	2021-22	2020-21	2019-20	2018-19
18	7	3	12	17

File Description	Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

S.G.G.S. College promotes regular engagement of faculty, students and staff with neighbourhood community for their holistic development and sustained community development through various activities. Every Year, NSS and NCC wings of college are organized programmes under which students and staff participate voluntarily in community-based activities with neighbourhood.

- Various awareness programs, rallies and road shows with themes like cleanliness, green environment & tree plantation, gender sensitization, COVID 19 protective measures, traffic rule awareness and empowerment of girls and women are organized.
- Continuous voluntary activities by students to maintain cleanliness in and around the Campus, create awareness about the role of clean environment in human health and contribute to the National Swachh Bharat Abhiyan.
- Health Check-ups Camp, Farmer Training on sustainable agricultural practices.

Impact & Sensitization: Exposure to extension and outreach activities sensitize the students towards social issues and also to legal and social remedies for matters like domestic violence, dowry, child abuse, beggars, female child, victims of violence, etc. The activities conducted lead imbibing the values of social responsibility such as:

- To help people in need and distress
- To understand and share the need of under privileged children
- To promote cleanliness in all span of life and common places and Jhuggi areas.
- To acquire social values and a deep interest in environmental related issues.

Learning outcomes of the activity:

- Enlarge the knowledge of societal issues and problems and to search solution by getting involved with their lives.
- Build up relation and tie up with organizations/NGO to carry forward humanitarian work in future.
- Develop a passion and brotherhood towards community, affected people/animals and destitute.
- Develop skill and aptitude for problem solving.

The skills developed include social skills communication skills, management skills, leadership skills, analytic skills, perceptual skills etc.

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The institution has not received and recognized for any kind of award pertaining to extension activities from the government/government recognised bodies.

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 56**3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
28	8	0	13	7

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration**3.5.1**

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 01

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The S.G.G.S. college recognizes the fact that good infrastructure provides conducive ambience and environment. For teaching and learning, it directly impacts the performance of the students. Not only the students but teachers and staffs are also provided a good working environment to deliver their best.

- 1.For Teaching-Learning: Class rooms for teaching and other academic events, Laboratories in Science disciplines and Geography. One seminar hall (named as Guru Arjan Dev Sabhagar) has been built to organise seminars and conferences in the campus.
- 2.For ICT- enabled facilities: College has two smart classes (with projector and screen facility), Free wi-fi facility provided by Govt. of Bihar, e-Library with NLIST/INFLIBNET facility, common computer room for students of regular and vocational courses.

Facilities for Cultural and sports activities: The college has indoor game facilities for sports like Kho-Kho, Kabaddi, Carrom, Chess etc. Gymnasium facility has been given for students participate in Power-lifting and weight-lifting events. All the cultural programmes including Yoga organised in the college campus either in the spacious class room or in the Seminar Hall. No separate auditorium has been built up.

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 77.03

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
245.84	188.73	78	108.57	121.4

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The S.G.G.S. College has a central library facility. The reading room is well furnished to accommodate students at a time and provides conducive environment for study. Exclusive reference section is available in the library. A visitor's book is maintained for students and staff. New arrivals of books and journals are displayed on separate stands and racks. Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users. Visitors are also required to sign noting the time of entry and exit. CCTV cameras are installed in the library for strict surveillance. Library has a collection of 10000 Text books approximately, reference books and others books with foreign, peer-reviewed journals and bound volumes of journals. The reading room is well furnished (with attached washroom and drinking RO water facility) to accommodate 70 students at a time and provides conducive environment for study. A visitor record is maintained for students and faculty members, New Arrivals of books and journals are displayed on rack. The library has under closed circuit television (CCTV) surveillance Cameras.

OPAC: The library has developed the database of its own collection through the library software. Library is fully computerized with barcode-based issue-and return process, online public access catalogue (OPAC) facility is made available in the central library. OPAC which is used students and faculty member for search of books by Title, Author, Subject name etc.

e-Resources: The library is a member of N-list consortia of information library network (INFLIBNET) under this consortia library provides more than 3135000+ e-books and 6000+ ejournals to students and faculty member. Internet and reprography facility with computer system. Library Automation: All the active book collection is update in the library software database and the online public access catalogue (OPAC) is available for students and faculty members. The issue and return of book have been activated in the library software.

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The S.G.G.S. College has developed IT facilities to meet the Learning requirements of students and faculty. The college has a small but common Computer Lab which consists of computers with Internet connectivity for the purpose of the students of vocational courses (BCA & BBM) and students who opted Basic IT tools paper as part of their under-graduate curriculum as well as for general purpose. All the required software as per the curriculum are installed and updated as and when required and the maintenance of the computers is done by the technicians as and when required. The computer lab is also equipped with a wide range of licensed software. Computer lab is well connected to the internet which help students and faculty to carry out their academic and other work. Lab assistant is available to support students and faculty for their queries.

The college believes that continuous up gradation of technology and the infrastructure is one of the quality policies of the college. The college provides IT enabled teaching-learning environment in the campus round the clock. Leased web connectivity is in place to cater to administrative office through Wi-Fi and physical connectivity. Wi-Fi facility has spread throughout the campus with a speed the 30 mbps. The Wi-fi has been installed in the college through a scheme initiated by the Government of Bihar and as such the responsibility of maintaining the server also lies with the Government who has outsource these activities to local agency. The representatives of the agency visit irregularly as hence college sometimes faces critical problems with the Wi-fi connectivity. When such problems emerge the college however calls and requests them to look into the problem and they respond within a day and the problem gets resolved. In so far as the IT facilities are concerned, the college maintains them as when required.

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 332.32

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 19

File Description	Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 1.61

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

2022-23	2021-22	2020-21	2019-20	2018-19
2.8	8.92	1.49	0.93	1.42

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 0

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: E. None of the above

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career

counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**5.1.4**

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description**Document**

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)**5.2 Student Progression****5.2.1**

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1544	1190	1156	1278	1298

File Description	Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 24

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

2022-23	2021-22	2020-21	2019-20	2018-19
5	5	0	5	9

File Description	Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 3.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	5	1	6	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

S.G.G.S College is looking forward to create and register it's Alumni Association.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices. ‘Essence of wisdom is Service to Humanity’ is the vision of S.G.G.S College. These are the words which also reflect the core-value of the institution. This College is committed to provide high quality education and value-added humanity development. This College is committed to provide high quality education and value-added humanity development. The policy and planning are carried out according to consultation with stake holders of the institution. Creating robust principles, frameworks, systems and processes the institution intends to reinforce the culture of excellence. All the systems work together as a team aiming to be champions of organizational change.

College has adopted the decentralisation and participative management in the process of academics and administration. The University administration gives freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the college.

Practice of Decentralization is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections.

The college enhance the quality at various levels- College Development Committee, Principal, Bursar, IQAC Committee, NAAC Committee, various committees, Examination Controller, Administrative and Non-teaching Staff, NCC, NSS, all the stakeholders involve in the decentralisation and participative management. All are working together for efficient functioning of the college.

Participative management:

Administration: Administration is the backbone of the Institution. The college firmly believes to provide quality education to the society. The college administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiatives that are associated with the vision and mission of the college. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, releasing important Notices, Record Keeping and Maintenance.

Faculty Members: Faculties maintain the healthy relationship with students, colleagues, and community. The faculties execute the policies and programs accurately and constructively. The College faculties represent the ethics and attend the professional ethics in the education.

Departments: The Primary role of the department is to provide the academic excellence in all activities. The Departments and Head of the Department perform their role and responsibilities initiated with the vision and mission of the college.

Non-Teaching Staff: In the administration, non-teaching staff plays crucial role in managing the day-to-day work. The tasks assigned to non-teaching staff is to meet and accomplish operational and strategic objectives.

Various committees are constituted and responsibilities are assigned to them. Committee convenor and members of the committee report to the principal and I.Q.A.C about the planning and implementation of the decision. They take steps for the improvements as far as they are within the capacity for further corrective action. The Administrative and academic duties are controlled by the Principal of the College. Mentorship is introduced in all the departments and it is effectively monitored by the Principal.

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

In S.G.G.S. College, with the help of experience of the past administration, the institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures. A hierarchical sets up is established from the Principal to down the level clearly demarking the duties, responsibilities, accountability and authorities at every stage. The parent University (Patliputra University, Patna) to monitor and achieving the vision and mission of the college. It has an effective organizational structure which monitors and improves the institution. The Unniversity administration reviews the performance of the institution and decisions taken in the Development Committee meeting and also approves the policy decisions including the budget of the current academic year and all new proposals. It look after the following function of the college:-

- Approval of new courses and curriculum recommended by the academic advisory committee. Recently FYUP (four year under graduate programme) based on NEP 2020 C.B.C.S (choice based credit system) pattern has been adopted.
- To appoint Principal, the teaching and non teaching staff on the recommendations of the selection committees constituted by the Vice-chancellor.
- Scrutinizing and approving the budgetary proposals.
- To monitor and evaluate the teaching programs in the college and suggest remedial measures.
- To constitute committees, sub committees & standing committees for specific purpose delegating appropriate powers.
- Fix the fees and other charges payable by the students of the institute on the recommendations of the internal Committee

The Institute has IQAC which is responsible for fixing quality parameters for various academic and, administrative activities, monitoring the organization of class work and related academic activities, measures taking in reaching the quality parameters, documenting various programs/academic activities leading to quality, improvement and reviewing their effectiveness in quality improvement/ sustenance.

Service rules, Policies and Procedures for effective functioning of the institution: The College follows the service rules, policies and procedures as per the rules and regulations given in The Bihar State Universities Act, 1976.

Appointment of teaching and non-teaching staffs are done by the affiliating university, Patliputra University, Patna.

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: E. None of the above

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The Teaching & Non- Teaching staff of the S.G.G.S. college recruited before 2004 cover under old pension scheme. They contribute general provided fund contribution of their account which is maintained by the college. NPS (New Pension Scheme) is deplaid for newly recruited teaching employoes. The college also provides GSLI and other welfare scheme e.g Group Insurance. The college has implemented following welfare measures for the teaching and non-teaching staff:

- A separate vehicle parking facility is provided for the staff.
- Provident Fund facility is also provided for teaching and non-teaching staff. Employees Provident Fund as per the PF rules keeping in view the future safety of employees, the University contributes specific amount towards PF and NPS of an employee as per PF and NPS rules.
- Gratuity is applicable to every staff after five year of permanent service.
- Encashment of Earn leave at the end of service. At the end of service of an employee, he/she can en-cash his/her earned leaves as per the rules of university.
- Medical leave Facility of maximum 180 days for the entire service period.

The College firmly believes that success of any educational institution depends on the quality of its staff- both teaching and non-teaching. Together they play a significant role and are the backbone of the institution. Institutions cannot achieve their goals -the vision and mission- without them. To achieve the targets, the staff need to be motivated at work. For assessment of employee's skill, adeptness, knowledge, ability and job performance, the performance appraisal system is an important tool. As the college is a constituent college of Patliputra University, Patna it follows the appraisal system as per the guidance and mandate of the university. The faculty members get promotion after satisfactory performance appraisal. Appraisals are made on a number of parameters. Non-teaching employee's performance appraisals are also made as per the university guidelines. The college follows the performance appraisal system mandated by the university. At the time of promotion, one has to submit a self- assessment report to the Principal. After considering the report, the Principal recommends it to the university. The university with the help of experts and committee member decides upon the proposal of the teacher for promotion. Thus, performance appraisal serves as vital parameter for promotion.

6.3.2

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 2.03

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3	2	3	0	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
25	27	29	34	36

File Description	Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The College ask requirements of each department and requirement of the students collected and conveyed to the Principal. The Principal organizes meeting of concerned committee and take decisions to utilize funds. Each decision taken is in the best interest and benefits of students. Fees amount is collected by the college from the students as per the direction of the University and the Bihar government. The same amount is utilized as per the prescribed set of norms. To monitor the utilization of financial resources the college has its account department for all its financial management. The college is planning to computerize its financial management for the effective monitoring of financial resources. The College has following Sources of funds:

1. Fees: Fees charged as per the University and government norms from students of various regular and self-financed courses.
2. Salary: Individual staff members (teaching & non-teaching staff) receive their salary from the University through from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as part-time teachers working on granted posts.

The College Development Committee takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings.

The College conducts its internal audits from the Chartered Accountant on annual basis to make sure that the mobilization of the resources is being done properly. External audits are done by the Department of Higher Education, Govt. of Bihar time to time.

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC in S.G.G.S. College is an important body that is responsible for all quality matter. The IQAC takes care to maintain the quality in the process of teaching learning and evaluation. In this regard, IQAC plan and execute the following function:

1. Holding extra classes for course completion on time.
2. Arrangement of doubt clearing classes for slow learners.
3. Preparation of course plan at the beginning of every session.
4. Mentorship program executed by all the departments and digitalization of library.
5. Provision of Wi-fi facility and arrangement of on-line classes organised through video conferencing method time to time.

Methodologies of operations:

1. IQAC collects feedback from students in a specially designed format questionnaire annually.
2. A daily teaching progress report in a given format developed by the IQAC of each faculty members, signed by the HODs is presented every month to the principal for the approval.

It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution. IQAC and Planning Board prepare the road map of development of the college and articulate guideline to manifest qualitative improvement in teaching and learning environment with ethos to achieve academic excellence. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in overall performance of the Institutions. The IQAC will make a significant and more meaningful contribution in the post-accreditation phase of the Institution. During the post accreditation period, the IQAC will channelize all

efforts and measures of the Institution towards promoting its academic excellence.

The objectives of the IQAC are:

- To ensure continuous improvement in the entire operations of the Institution.
- To ensure stakeholders connected with Education, namely parents, teachers, staff, employers, neighbouring society in general, of its own quality and probity.
- To develop a quality system for conscious, consistent and programmed action to improve the academic and administrative performance of the institution.
- To promote measures for driving institutional functioning towards quality enhancement and institutionalization of best practices.
- The various committees of the college comprised of the faculty members are actively involved in decision making process. Development committee approves development related matters like construction and renovation of buildings, while head of the departments approve the proposal pertaining to purchases of various items like laboratory instruments etc.

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: D. Any 1 of the above

File Description	Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The Institution shows gender sensitivity in providing following facilities in the college campus:

1. Safety and Security: There is no problem of safety and security of Students, Teachers and Non-Teaching Staffs because most of the students come from adjacent area. In spite of that college provides facility of safety to female students. To ensure a safe campus and a secured environment the college has embarked upon the initiatives of Identity Cards issued to all the students, teachers and the non-teaching staff. The college is planning to install CCTV cameras in the college campus to ensure the safety and security effectively. Furthermore, security guards have been deployed to look after the general security of the college campus.
2. Separate washrooms for the male and female teaching and non-teaching staff in the college campus.
3. Fire Extinguisher placed in every floor
4. Counselling: The College started running a counselling through mentorship program which provides benefits to students through personal counselling.

Gender equity & sensitization in curriculum is being taught in the subject of Sociology as women empowerment; in Geography as gender wise demographic statistics of India; scientific/biological concepts of gender basis in endocrinology in the course of Zoology.

Gender equity & sensitization through co-curricular activities: By celebrating women's day, organising debate and poster making competition, students participate in various cultural events as a team (male and female students together participate in folk dance and theme based drama).

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: B. 3 of the above

File Description	Document
Geo-tagged photographs/videos of the facilities.	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: E. None of the above

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Institutional efforts/initiatives in providing an inclusive environment:

S.G.G.S. College has always been at the forefront of sensitising students to the cultural, regional, linguistic, communal and socioeconomic diversities of the Patna City and state of Bihar. The College believes in an inclusive and harmonious society. The College always encourages the students to organise and participate in different programmes organised in the campus, Inter-college, University and other organization to make them sensitize towards cultural, regional, linguistic, communal and socio-economic diversities. Some of the major programmes organised by the college in this connection are listed below:

- **Celebration of Cultural festival Eid, Holi & Guru Govind Singh Jayanti**

To ensure religious harmony among students, the college premises has historic temple and gurudwara since the establishment of the College. All students optionally participate in the various kinds of religious celebrations. These festivals are the annual religious festival of Muslims, Hindus & Sikhs and celebrated with enthusiasm & passion. The college celebrates these festivals as an opportunity to inculcate values like loving everyone, caring the needy, and sharing with family and society.

- **NCC Activities**

NCC in the college plays a vital role in promoting inclusive environment towards cultural, regional and socioeconomic diversities among students. The students have wider opportunity to explore their talents and skills. NCC provides various local, state level camps for their cadets to explore these diversities.

Sensitization of students and employees to the constitutional obligations:

The College sincerely sensitises the students towards their responsibilities as citizens of India. Most of the fresher's are new voters. The college provides them with a democratic environment where they can ask questions, debate and dialogue among themselves and with the faculty to develop an open-minded attitude, essential for becoming conscious citizens.

- Every year the college organises flag-hoisting ceremony and other programmes on the Independence Day and Republic Day. All staff and students are encouraged to participate actively in these programmes. Speeches are delivered by the Principal and senior faculty on those occasions, whereby the students learn the importance of constitutional obligations.
- Students, Faculties and non-teaching staffs take the pledge on the occasion of 'Constitution Day' on 26th November every year and readout the Pre-ambule of the Constitution of India. Students and employees are encouraged to follow the Fundamental Duties of the citizens of India.
- The college runs B.A. (H) in Political Science where students gather in-depth knowledge about the Constitution of the country.
- The staff of the college is always granted special leave, whenever they avail of this leave to cast their votes in any election. Whenever any staff of the college is given electoral duties, due facilities and encouragement is extended by the college authority.
- A part of the college building is provided for electoral works during every election. College Staff including teaching and non-teaching both render their service in state assembly elections and others as, asked by the election commission. In these various ways the institution fosters a sense of constitutional obligations among the students and staff.

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1:

National Social Services Best Practices

All the citizens of India have the responsibility towards the holistic development of the society. Therefore, to address this issue, various initiatives have been undertaken by the college towards the training of the overall growth of the students.

- Directing Youths exuberance towards social responsibility.

- To inculcate and embed the sense of social responsibility amongst the youth.
- The social issues addressed by the college under the umbrella of NSS activities include Environmental issues in our society, Drug abuse, Stress Management, and Gender inequality, Sex crime and role of youth in its prevention and Sanitation. Awareness workshops were organized by the college on AIDS, Physical disability and Mass cleanliness.
- One of the most important problems encountered during the implementation of the initiatives is lack of awareness and education amongst the people in the society. One important point to be noted here is the cavalier approach of the Government officials towards the plight of the citizens.

Best practice 2:

Mentor system

Goal:

- Continuous monitoring of student performance.
- To maintain discipline in the college.
- To give individual attention to the students and help them to develop homely feeling about the college
- To ensure healthy relationship between the students, teachers and non-teaching staffs.
- To provide support, guidance and encouragement for the all-round development of the students.
- Student counseling and redressing their grievances. Majority of the students are from urban areas and belongs to lower middle class. They are generally very shy and not bold enough to openly express their difficulties in study as well as personal problems. Due to lack of individual attention, performance of the students in academics as well as extracurricular activities would suffer. To overcome this problem and to decentralize control, mentor system was set up.

Practice:

Groups of 25 students each are made and a teacher is allocated to each group as a mentor. Periodic counseling sessions are held to redress their grievances and interaction with their parents is also made if necessary.

Evidence of success:

The following outcome has been witnessed:

- Increase in student attendance.
- Progress in students’ academic performance.

Maintenance of the college rules, regulations and discipline. Improvement in the participation of extracurricular activities Improvement in students’ behaviour.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Giving Back to society and Environment

"This society should sincerely serve the cause of the education needs of the common man of this historical city on the name of Guru Govind Singh Ji Maharaj; a symbol of wisdom and fighting spirit." With this spirit of sincerity, S.G.G.S. college believes in high standards of academic, professional, and societal performance.

The institution believes that college life is not all about academics, games, friends and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues, and inequities in the society.

The college provides an opportunity to every student to contribute to make the society in which they live a better place and to grow as better individuals. The institution has committed itself to the task of inculcating social values and responsibilities in its students through various social service schemes. In line with its vision of working towards the socio-economic development of the country, the college has taken utmost care to give back to the community.

1. **Community Service during Guru-Purab (Birth Anniversary of Guru Gobind Singh Ji):** Every year Guru-Purab is celebrated on the birth anniversary of Shri Guru Gobind Singh Ji Maharaj by Takht Shri Harmander Patna Saheb Gurudwara. Pilgrims visit in large number on this occasion from all across the world. The College is committed to give its devotional services to Patna Saheb Gurudwara on this pious occasion. First of all, College offers its building for the stay of pilgrims during the entire occasion. Secondly, the college sends its NCC cadets who are always ready to serve and carry out self-less duties during the occasion as a volunteer. The one-week long intense service work gives the NCC cadets a sense of fulfilment and an insight into the institute's values and vision "Service to Humanity".
2. **Helping Hands to Traffic Police during Festival time:** In another instance, our NCC cadets work as a helping hand to Patna City traffic police during the pious occasion of Chhath Puja. Chhath Puja is considered as the most pious festival in Bihar where almost all Hindu family celebrates the occasion of three days. By looking at the crowd situation during the festival, NCC cadets of the college offers its self-less duties in managing the crowd with City Traffic Police.
3. **Social Service during COVID-19 outbreak:** During the difficult period of corona virus 2019 outbreak, our NCC department made a huge contribution to the society. They came up with the idea of home-made mask preparation and distributed to the under-privileged section of society. Besides, they ran a small rally to aware the local people regarding adoption of COVID-19 safety protocol with the help of self-made banner, poster and pamphlets.

Along with other sports cultural and technical activities, the NSS unit plans activities like tree plantation

and field visits to expose the students to the pressing issues in our society.

So, the college not only educate the students and staff community but also practice values and ethics so that students can realize and actualize all goodness with human values and professional ethics. The present education system has become largely skill-based. The prime emphasis is on science and technology. However, science and technology can only help to provide the means to achieve what is considered valuable in terms of facilities. Value Education is a crucial missing link in the present education system. Because of this deficiency, most of our efforts may prove to be counterproductive and serious crises at the individual, societal and environmental level are manifesting.

As a special thrust, societal development is instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values. Throughout the year, the NSS unit undertakes a number of events ranging from cleanliness drives, tree plantation drives, electoral awareness drive, gender equity, field visits and many more. The NSS unit has also been was also a part of the campus and neighbourhood cleanliness drive which was successfully implemented in the campus.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

S.G.G.S College has collaborated with Heritage Society, Patna for the academic purpose. This academic collaboration is to promote the academic excellence by conducting various discipline related workshops, conference, research projects etc. Under the joint collaboration with Heritage Society, Patna the college has conducted some quality on-line workshop (on "Sculptural Heritage of Bihar" related to the subject of Ancient Indian & Asian Studies), on-line lecture (on "Decolonization of Nationalism" related to the subject of Political Science), Heritage Walk on the occasion of "world Heritage Day" and a National Conference has been conducted in the current academic session on "RETHINKING COMPLEXITY IN HUMAN EVOLUTIONARY TRENDS THROUGH ARCHAEOZOOLOGY" in the inter-disciplinary area of Science. The conference was primarily funded by Bihar Council on Science & Technology, Department of Science, Technology and Technical Education, Govt. of Bihar. The two days program of the conference had been meticulously designed and prepared by the Department of Zoology in collaboration with Centre for scientific Heritage studies, Heritage Society, Patna.

2. The winners of various events conducted in Patliputra University Inter-College Annual Sports Tournament-2023 has been invited for Reward function organized by the University. It is a matter of immense pride for S.G.G.S College that the 17 students have been officially invited for this function. All students will be rewarded by the Hon'ble Governor of Bihar. Among all colleges of Patliputra University which participated in the annual sports event, S.G.G.S College stood second in total medal tally.

Concluding Remarks :

S.G.G.S College, Patna City is a constituent college of Patliputra University, Patna. The college is a co-educational institution which comes under section 12(f) & 2(b) of UGC Act, 1956. The College offers the general courses of Science, Arts and Commerce in Under-graduate Programs and Geography & Commerce subjects in Post-graduate Program. The College also offers Vocational courses in B.C.A & B.B.M under self-financed Programs. The College believe that education cannot be confined to classroom teachings but it should aim at the holistic development of the students so that they grow up as good citizens capable of contributing to human welfare at large. This manifests in our output in academics, sports, arts, National Cadet Corps, National Service Scheme, and so on. The College welcomes students of all communities and provides equal opportunities to all kinds of gender on merit. The college is also conscious of social-responsibility. Our endeavor is to preserve heritage and environment. The college has small green area, rainwater harvesting unit to recharge ground water. There are few Post lamp lighting run through solar energy. NSS and NCC unit of the college are intensively engaged in extension activities.