



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>HARSH PATI SINGH COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Umesh Kumar Chaudhary</b>	
• Designation	<b>Principal (in-charge)</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>06273283226</b>	
• Mobile No:	<b>9431400196</b>	
• Registered e-mail	<b>hpscollegemadhepur@gmail.com</b>	
• Alternate e-mail	<b>ranjan.ku.thakur@gmail.com</b>	
• Address	<b>Harsh Pati Singh College, Madhepur, Madhubani, Bihar</b>	
• City/Town	<b>Madhepur</b>	
• State/UT	<b>Bihar</b>	
• Pin Code	<b>847408</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>UGC 2f and 12(B)</b>	

• Name of the Affiliating University	Lalit Narayan Mithila University				
• Name of the IQAC Coordinator	Prof. Ranjan Kumar Thakur				
• Phone No.	06273283226				
• Alternate phone No.	9431400196				
• Mobile	8130120991				
• IQAC e-mail address	hpscollegemadhepur@gmail.com				
• Alternate e-mail address	ranjan.ku.thakur@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://www.hpscollege.com/iqac_aqar.asp">https://www.hpscollege.com/iqac_aqar.asp</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.hpscollege.com/academic_calendar.asp">https://www.hpscollege.com/academic_calendar.asp</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	5.7	2006	02/02/2006	01/02/2011
Cycle 2	B	2.29	2014	10/12/2014	09/12/2019
6.Date of Establishment of IQAC	23/08/2012				
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
H.P.S.College	RUSA 2.0	Govt. of India & Govt. of Bihar	2018-20 (2 Years)	2,00,00,000.00	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				
• Upload latest notification of formation of IQAC	<a href="#">View File</a>				

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. Implementation of Online Feedback System from the stakeholders and the subsequent analysis and submission of the same with suggestions to the college and higher authority.		
2. Maintaining the Institutional Database and providing the same for COVID-19 vaccination programme, in response to different government notifications, university circulars.		
3. IQAC provided suggestions to the Principal to take necessary steps on different aspects such for fund allotment for the procurement of protection equipment and consumables against COVID-19.		
4. Subscription of online journals.		
5. Waste management in the college campus and environment friendly initiatives, fire-fighting arrangement and purchase of server to introduce the online issue of college journal.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Construction of reading room	achieved	
Renovation of main gate	partially achieved	
Construction of flag hoisting stage	achieved	

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
<b>Nil</b>	<b>Nil</b>
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
<b>2020-2021</b>	<b>01/12/2021</b>
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<b>20. Distance education/online education:</b>	

## Extended Profile

### 1. Programme

1.1

16

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

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 **1599**

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 **1311**

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **432**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 **12**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **28**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	1599
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	1311
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	432
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	12
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	28
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	13
Total number of Classrooms and Seminar halls	
4.2	37.71835
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	12
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>No, in the field of curriculum designing, institution does not have any role to play. But at the beginning of the class commencement notice is circulated by the Principal in accordance with the college academic calendar and university notifications. The routine in charge prepares the master routine, and circulates to the departments for the preparation and circulation of departmental routines. Teachers prepare their lesson plans based on the no. of lectures allotted to each topic in the University curriculum. Students are informed about the lesson plan, course curriculum, course outcome and mode of curriculum delivery through orientation programmes. Teaching modes include chalk and talk, student seminar, interactive learning, expert lectures, group discussions etc. Formative assessments are conducted to identify the learning levels of students and curriculum is delivered considering the needs of slow learners and advanced learners through effective mentoring process throughout the session. During the academic session 2020-21, due to the pandemic situation, the</p>	

college was closed during the entire academic session. The curriculum delivery was conducted entirely through the online mode using Google Classroom and Meet, YouTube streaming, etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.hpscollege.com/admission.asp">https://www.hpscollege.com/admission.asp</a>

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

At the beginning of each academic session, the academic calendar is prepared in consistency with the University Academic Calendar and the Government Holiday list. Teaching days and the tentative dates of examinations are mentioned in the academic calendar which is subject to changes depending on the university notifications from time to time. Based on the College academic calendar and the university notifications, departments prepare the schedule of internal assessment of each course and notify the dates and time of the internal assessments to the students. The evaluative and the non-evaluative assessments are conducted by each department following the teaching days of the academic calendar with careful consideration of the learning outcomes of each course, especially after the introduction of the learning outcome based curriculum framework from academic session 2020-21. Each department maintains proper documentation of the assessment conducted during each academic session.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.hpscollege.com/academic_calendar.asp">https://www.hpscollege.com/academic_calendar.asp</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for**

**D. Any 1 of the above**



**UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**
**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**
**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

**number of students during the year****2****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****1599**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The course curriculum consists of several courses which integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. The course "Environmental Studies" is offered to all UG students as the ability enhancement. Departments of Maithili, Economics, English, History, Philosophy, Political Science and Sanskrit offer courses relevant to the importance of nature and environment, women empowerment, human values, gender issues, inculcating ethical values in students through four noble truths of Buddhism and Yoga Darshana, moral issues and Dharma, professional ethics, concept of equality and fraternity, environmental movements of India, sustainable development, environmental protection, women and social change, human values through slokas, Vedas, Upanishads, metaphysics, logic and ethics, ethical teachings of Bhagwad Geeta, human moral consciousness etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field**

**work/internship during the year****6**

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships****28**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

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

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.hpscollege.com/igac_sss.asp">https://www.hpscollege.com/igac_sss.asp</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

3854

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

1311

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Each department takes sincere initiatives to assess the learning levels of students. Before the pandemic situation, the learning levels were assessed through face to face orientation sessions, class lectures, problem solving sessions, quizzes, feedback on classes, and viva-voce. During the academic session 2020-21, learning levels were assessed through online mode using all of these strategies. Departments use the online classes to organize group discussions for students. For slow learners, special revision classes are organized by departments along with remedial classes, group discussions and academic counseling by the mentors. Frequent tests are conducted for slow learners. Video lectures are recorded by teachers and uploaded on YouTube so that students can learn at their own pace and time and understand the topics which help the slow learners significantly. Special classes are also organized separately for the advanced learners and slow learners. Advanced learners are encouraged and helped to participate in competitions, debates, research webinars, creative article writing and also presentations are organized to consider their varied dimensions of intelligence and abilities.

File Description	Documents
Link for additional Information	<a href="https://www.hpscollege.com/elibrary/digitallectures.asp">https://www.hpscollege.com/elibrary/digitallectures.asp</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1599	12

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

In our institution, we always encourage learning by doing. The experiential learning strategies include open ended lab work through case studies for the projects, field work is conducted by departments of botany, zoology included in the course curriculum. During the pandemic situation, zoology students were encouraged to do field work at home by studying life cycles and species in their own garden and nearby places. Teachers of Department of English apply Experiential Learning Cycle, visualization and inquiry based instruction. Participatory learning is encouraged through student seminars, group discussions, debates, role-playing of teacher by a student in a class. Students are taught to first identify the problem and collect necessary data and think to generate alternative solutions to the problem and then select the best one to implement and review the same, which enhances their problem solving skills.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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

Teachers use a wide range of ICT enabled tools to ensure an effective teaching and learning process, which has considerably improved during the academic session 2020-21, due to the online learning mechanism in the pandemic situation. College has its own separate link site on its website to upload study materials, give assignments, share links to further learning etc. In additions, some faculty members have also created their own You Tube platform. Google Classroom is used by most of the teachers for classes and assignments and power-point presentations are prepared and presented by students. Online teaching platforms are Google Meet, Zoom, and Cisco-Webex Meetings. E-texts are prepared and video lectures are uploaded by faculty members so that students

can learn at their own pace and time after the regular class hours. Free E-learning database has also been proposed by the IQAC, which is planned to be implemented from the next academic session.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.hpscollege.com/elibrary/digitallectures.asp">https://www.hpscollege.com/elibrary/digitallectures.asp</a>

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

#### 2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc.

**/ D.Litt. during the year (consider only highest degree for count)**

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

**8**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

**2.4.3.1 - Total experience of full-time teachers**

**71**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

The schedule of internal assessment (class tests, viva-voce and practical experiments as prescribed by the university) for each course is prepared by the departments keeping consistency with the college academic calendar and university notification. The departments notify students about the date and time of the internal assessment. The schedule is strictly maintained by each department. All classes for the academic session 2020-21 were conducted through online mode due to the pandemic situation. After each class, teachers point out the deficiencies of students in the evaluated answer scripts and give comments for further improvement. Assessments are conducted by the teachers on each topic taught by them and the average of all assessments. Each



department preserves all records of the assessment conducted during the academic session. The non-evaluative assessments include power-point presentations by students, surprise tests, debates, quizzes, students playing role of teachers, group discussions, assignments of writing poems and stories etc which not only develop their subject knowledge but also improve their interpersonal skills and creative thinking.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.hpscollege.com/academic_calendar.asp">https://www.hpscollege.com/academic_calendar.asp</a>

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

For the internal assessment examinations, the institution has developed an efficient mechanism to deal with the grievances. Feedback is collected from the students every year by the IQAC about the fairness of the internal evaluation and whether their performance in the internal evaluation was discussed with them by the department. Departments have provided the liberty to its students to write to the departmental email id for any issues/ grievances related to the internal examination. The departments have always been well-prepared to solve any issues/grievances regarding the internal examination efficiently in a transparent way within a short period. Students can also apply stating their grievance to the Principal if they are not satisfied by the departmental explanations to their grievances. Students can also apply to the Grievance Redressal Cell to report such grievances. A complaint box is provided at the entrance of the administrative building to lodge complaints. During the pandemic situation, the common problem reported by few students from remote areas was slow or poor internet connectivity during submission of online assignments.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.hpscollege.com/grievance_cell.asp">https://www.hpscollege.com/grievance_cell.asp</a>

## 2.6 - Student Performance and Learning Outcomes

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

The Learning Outcome Based Curriculum framework was introduced by the affiliating university from the academic session 2020-21. The cumulative program outcomes and course outcomes of all discipline are uploaded and displayed on the college website in the webpage [https://www.hpscollege.com/exam\\_result.asp](https://www.hpscollege.com/exam_result.asp). In the orientation session for the newly admitted students, the program outcomes are communicated to them by the teachers. For each session, before delivering a course, in the interactive class, teachers inform the students about the course outcomes and also address their queries related to the same. In each academic session, the Internal Quality Assurance Cell (IQAC) collects feedback from the students that whether the expected competencies, course outcomes and programme outcomes were informed to them by the teachers. On the basis of the feedback report, IQAC gives suggestions to the departments. The Internal Quality Assurance Cell (IQAC) also collects feedback from the faculty members that whether the course outcomes mentioned in the syllabus are well defined and clear and IQAC forwards the feedback report through the Principal to the affiliating University for necessary action.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.hpscollege.com/exam_result.asp">https://www.hpscollege.com/exam_result.asp</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The program outcomes are mapped with the course outcomes as mentioned in the university curriculum. The final university examination is conducted by the university. Thus, the attainment of the course outcomes and program outcome is assessed by the university from the performance of students in the continuous internal assessment examinations. For the class tests, the course outcome of each student is calculated from the marks obtained by the student. The target varies in the humanities, science and arts courses. The attainment is also assessed from the class tests, such as viva-voce, student seminar, group discussions, and practical experiments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NA</a>

### 2.6.3 - Pass percentage of Students during the year

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

432

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.hpscollege.com/exam_result.asp">https://www.hpscollege.com/exam_result.asp</a>

### 2.7 - Student Satisfaction Survey

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

[https://www.hpscollege.com/igac\\_sss.asp](https://www.hpscollege.com/igac_sss.asp)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NA</a>

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

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

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

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

The institution believes in the holistic development of students and sincerely works to cultivate their academic, social, moral and cultural development, also focussing on their physical fitness. Extension activities are carried out through the NSS Unit. During the COVID-19 pandemic situation, students acted as the volunteers in the Institution's initiative to supply cooked food to the poor people in the neighbor-hood and the adopted villages and also distributed masks and sanitizers. They acted as volunteers and created awareness in the locality about the COVID-19 prevention measures. Strictly following the COVID-19 government guidelines, the NSS Unit organized tree plantation program, awareness campaign on Fit India, Campus Cleaning Program, participated in COVID-19 awareness programme. The Independence Day, Republic Day and

International Yoga Day were celebrated by the NSS Unit along with organization of a one day program on Yoga.

File Description	Documents
Paste link for additional information	<a href="https://www.hpscollege.com/nss.asp">https://www.hpscollege.com/nss.asp</a>
Upload any additional information	<a href="#">View File</a>

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

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

6

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

212

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

30

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution offers 16 undergraduate programmes and the newly inducted student strength in academic session 2020-21 is 1599. Classes of arts and science streams are held regularly. There are 12 classrooms. The institution has 1 Conference Room, 1 Seminar Room and 2 computer laboratories. There are total 4 science laboratories for the departments of Botany, Chemistry, Physics and Zoology. Presently, there are total 8 computers available for academic purposes. Total 2 rooms have fixed ICT facility with ceiling mount overhead LCD projectors. Central library has a collection of 32600 books. Separate examination department also operates. There are separate boys and girls common rooms. College has also a gymnasium facility which helps the student to keep them fit.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hpscollege.com/facility.asp">https://www.hpscollege.com/facility.asp</a>

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

The institution has Sports Department and the "Games and Sports Sub-Committee" to organize sports activities. The institution has a playground for sports activities. The institution also has a Gymnasium, which is used by both male and female students in different shifts. Annual athletic meet is organized every year by



the college. Due to COVID-19 pandemic situation, the sports activities could not be organized during the academic session 2020-21. Boys' Common Room and Girls' Common Room are used for the indoor sports activities such as Chess, Carrom, etc. The playgrounds are also used for open stages during cultural activities such as cultural program, celebration of Republic Day, Independence Day etc. The cultural programmes like-Sone-Shiv Purashkar, Banshipati Singh Pratibha Purashkar, etc are organized every year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hpscollege.com/facility.asp">https://www.hpscollege.com/facility.asp</a>

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

2

##### **4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

33.77982

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The Integrated Library Management Software is used since 2014. Partial digitization is presently in process. The institution has applied for complete digitization of the central library under the RUSA Scheme.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.hpscollege.com/online_lib.asp">https://www.hpscollege.com/online_lib.asp</a>

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

E. None of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The institution has separate Wi-Fi connections provided by the Govt. of Bihar with 10 mbps, unlimited data. The broadband connection enables Wi-Fi availability in all departmental computers and the students throughout accessible the entire college campus with the password. There are two computer laboratories. All departments are equipped with computer, printer and broadband internet connection. The regular maintenance of Wi-Fi broadband is done by the state agency. Books and other resources are available for student access in the central library. The college website is regularly updated to provide online access of notices, events, feedback collection, and online learning facilities for the students and all stakeholders.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

**4.3.2 - Number of Computers****12**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****37.71835**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**Departmental Heads and the concerned units/cells apply to the Principal for the purchase and maintenance of the academic facilities such as equipment, computers, books, journals, contingencies, organizing seminars etc stating proper**

justification and budget, which are subsequently approved by the Principal and forwarded to the Purchase Committee to ensure the purchases in accordance to the Government and University Guidelines. The library sub-committee headed by the Librarian proposes the purchase and maintenance of the library resources which are subsequently approved by the Principal in consultation with the Departmental Heads and the concerned units/cells. Being a Government institution, the construction and maintenance related works of all buildings, electrical appliances and other physical infrastructure are done by the College Developmental Committee through proper agency. Upgradation of the existing laboratories was also done under the RUSA Scheme. Maintenance of basic physical facilities such as electricity, telephone services, office expenses, travelling allowances, etc. is done from the college fund. Regular cleaning and maintenance of the classrooms, laboratories, offices and laboratory equipment is done by the non-teaching staff. The maintenance of IT infrastructure is done by the skilled computer operator as per requirement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

981

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

D. 1 of the above

File Description	Documents
Link to institutional website	<a href="#">NA</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

450

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

450

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

0

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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



0

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

Students' Union is the elected body of students which contributes significantly in the functioning of the College. The General Secretary of the Students' Union is the member of the Advisory body of the College. Students are represented as members in the Anti Ragging Committee and the Internal Complaints Committee. Student Union communicates different student issues such as university examination related matters, students' problems etc which are resolved/forwarded to the Competent authority by the Principal for necessary action. Student Union organizes different cultural programmes to observe important days such as "Swami Vivekananda birthday", "Republic Day", "Independence Day"etc. Due to Pandemic no election is held, previous union is running this year. During the academic session 2020-21, students union in association with the NSS took the initiative to make people aware about Covid 19 and also helped in the distribution of masks and sanitizers in the neighborhood.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the**

<b>Institution participated during the year</b>	
0	
File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template))	<a href="#">View File</a>
<b>5.4 - Alumni Engagement</b>	
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	
<p>Alumni contribute significantly in the functioning of the institution. Alumni meets are organized by departments every year where the existing students get the opportunity to interact with the alumni who share their suggestions and experiences which helps students in career selection and improvement of performance in the examinations. Feedback on curriculum is also received from the alumni, analyzed by the IQAC and forwarded to the affiliating university for necessary action. Most of the departments have YouTube Channels and Face book pages with wide participation and suggestion of alumni in these sites.</p>	
File Description	Documents
Paste link for additional information	<a href="https://www.hpscollege.com/alumni.asp">https://www.hpscollege.com/alumni.asp</a>
Upload any additional information	<a href="#">View File</a>
<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

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

Harsh Pati Singh College was established as the follow up of an effort to set up a institution of higher education with minimal fee structure at the gradually emerging area of Madhepur. Maintaining its singularity as the sole constituent college in the area, the institution envisions including and empowering students from various sections of the society and also from remote rural areas. Our mission is to cultivate all students with the best education possible, instilling values to go forth into the world as good human beings, and to be equipped to meet the challenges of the world outside the campus walls. We have gradually emerged as a premier learning centre of women education with 50% female students. We value the contribution of all stakeholders in the functioning of the college. For each academic session, Teachers' Council nominates the committees related to the academic affairs. Teachers and the IQAC contribute significantly in the planning and implementation of the targeted goals. Teachers act as mentors to take care of the intellectual and emotional needs of students. Feedback collected from the stakeholders is analyzed and considered in the decisions taken for the institution's continual march towards improvement.

File Description	Documents
Paste link for additional information	<a href="https://www.hpscollege.com/aboutus.asp">https://www.hpscollege.com/aboutus.asp</a>
Upload any additional information	<a href="#">View File</a>

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

At the beginning of each academic session, the first meeting of the teachers' council is held to frame the sub-committees related to the academic affairs. Teachers propose their suggestions and after thorough discussions, the composition of each committee is nominated unanimously by the council. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of teachers. The IQAC and all sub-committees have teachers' representatives, while the Anti-Ragging Committee and Internal Complaints Committee have

student representatives. All administrative committees include Non-teaching staff representatives. Participative management is ensured at the strategic, functional and operational levels. The Principal, Teachers' Council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. Teachers share knowledge and expertise among themselves, students and staff members while working in a committee. The Principal interacts with affiliating university, and teachers also maintain academic interactions with the concerned departments. Students and office staff contribute significantly to execute the academic, administrative, extension related, co- and extracurricular activities.

File Description	Documents
Paste link for additional information	<a href="https://www.hpscollege.com/committees.asp">https://www.hpscollege.com/committees.asp</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has defined the strategic plan and works accordingly for effective deployment. The strategic plans are

- 1: To create teaching excellence in departments with optimal use of resources
- 2: To make the students more equipped in practical training and hands on experience
- 3: To increase the percentage of students progressing to higher studies and jobs
- 4: To utilize alternating sources of energy, improved waste management practices and make a green college campus.

All these have been implemented successfully during the academic session 2020-21.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hpscollege.com/strategic_plan.asp">https://www.hpscollege.com/strategic_plan.asp</a>
Upload any additional information	<a href="#">View File</a>

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

The institution is a constituent college and is fully controlled by the rules, regulations and policies of the university. Recruitment, promotion, transfer and other service related matters of staff are fully controlled by university in accordance to the State Government Service Rules as per Raj Bhawan instruction. Recruitment of Faculty Members is done by the Government of Bihar on recommendation of the University Service Commission. Curriculum designing and examination pattern and modalities are decided by the affiliating university. The institution involves participation of Internal Quality Assurance Cell (IQAC), Teacher's Council, non-teaching staff and Students' Union for implementation of the policies and guidelines.

File Description	Documents
Paste link for additional information	<a href="https://www.hpscollege.com/committees.asp">https://www.hpscollege.com/committees.asp</a>
Link to Organogram of the Institution webpage	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

**D. Any 1 of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

1. All benefits of the Bihar Government Employees are applicable to the Teaching and Non-Teaching Staff of this institution. Some of them are listed below:

- Provident Fund (PF) with nomination and loan facilities.
- Medical allowances to all the employees of the institution.
- Gratuity and Pension Scheme of Government of Bihar after retirement
- Different types of leaves are admissible to teachers and non-teaching staff
- House rent allowances to the employees.

2. Faculty Members are provided duty-on-leave to participate in orientation programmes, refresher courses, short term courses, seminars, workshops and other professional development programmes

3. Training programmes on soft skill for the teachers and non-teaching staff

4. Health awareness programmes

5. Ramps and washrooms to cater to the needs of the differently-abled employees

6. Stress management through different recreational programmes such as Celebration of Durga Puja, Cultural Programs, Teachers'

**Day, and Annual Function etc.**

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

**1**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**The Performance Appraisal System for teaching and non-teaching staff is followed as per the Government and University Guidelines. In pursuance of the University, the Internal Quality Assurance Cell (IQAC) of the institution invites applications from the**



faculty members in the prescribed proforma, which are verified and checked by the IQAC and the Head of the Institution and then forwarded to the Screening/Selection Committee comprising of the Government Nominee and the Subject Experts from the affiliating University. The Performance Appraisal System of non-teaching staff is followed as per the government Service Rules.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The Institution is a constituent government institution. Financial audit is conducted by Chartered Accountant and the frequency of audit is once in three years. The last audit was conducted by the Auditors on December 20, 2021. Being a Government institution, the internal financial audit is also applicable for the institution. Bursar from among teacher is appointed to check the financial transaction of the institution. It is to be done regularly. FCR and DCR are to be maintained along with the cash book.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

Being a constituent institution, the source of funds is from the Government of Bihar. The salary component of funds is fully under the jurisdiction of the Government of Bihar. Excluding the salary component, the institution applies to the government for administrative approval stating the justification and fund requirement for academic, physical and support facilities. Funds were also received under the RUSA Scheme. Library and different units apply to the Principal for the purchase, maintenance of equipment, books and journals, computers, contingencies, organizing events and other requirements stating proper justification and budget. The Principal conducts meetings with the Departmental Heads, Coordinator, IQAC, Secretary Teachers' Council and Librarian to finalize the allotment of funds. Subsequently, the "Central Purchase and Tender Committee" performs all activities such as inviting tender/quotations, preparing comparative statement and payments strictly following the Government and university Guidelines in all purchases. While purchasing equipment, it is always ensured that the installation charges and maintenance charges are provided by the company, which delivers the equipment.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

### 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

The IQAC sincerely reviewed and has suggested strategies to

improve the quality of teaching-learning process from time to time during the post-accreditation period. In 2014, the NAAC report suggested that computer-aided methods were not used by the teachers.

IQAC suggested:

- Procurement and installation of ICT tools for classroom teaching.
- The feedback of students, teachers, alumni and employers on curricular aspects are to be reviewed.
- For implementation of the program outcomes and course outcomes are to be uploaded in the institutional website.
- Effective mentoring mechanism was also to be implemented.
- Students convey their learning problems to the mentors, which are resolved.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

The IQAC sincerely reviewed and has suggested strategies to improve the quality of teaching-learning process from time to time during the post-accreditation period. In 2014, the NAAC report suggested that computer-aided methods were not used by the teachers. IQAC suggested procurement and installation of ICT tools for classroom teaching. LCD projectors to display power-point presentations in teaching were installed. All teachers now use ICT-enabled tools for teaching. The feedback of students, teachers, alumni and employers on curricular aspects are reviewed by the IQAC to provide suggestions for implementation such as the program outcomes and course outcomes are uploaded in the institutional website and orientation programs are also organized to make students aware of the learning outcomes. Effective mentoring mechanism was also implemented by the IQAC through proper notification. Students convey their learning problems to the mentors, which are resolved.

File Description	Documents
Paste link for additional information	<a href="https://www.hpscollege.com/exam_result.asp">https://www.hpscollege.com/exam_result.asp</a>
Upload any additional information	<a href="#">View File</a>

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.hpscollege.com/igac_actionreport.asp">https://www.hpscollege.com/igac_actionreport.asp</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The institution puts sincere efforts to promote gender equity and sensitization in several activities. The Internal Complaints Committee carries on interactive sessions, seminars and class campaign building awareness on gender sensitization throughout the year. Some facilities for women include Girls common room, security in college campus, Anti ragging committee, Anti ragging squad and equal opportunity cell to monitor and ensure women safety, Health and Hygiene Sub-Committee to address female health issues. Female students are encouraged to participate in all co-curricular and extra-curricular activities. Female students have

joined NSS Units. Equal representation of women in both academics and administration is ensured.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.hpscollege.com/gender_sensitization.asp">https://www.hpscollege.com/gender_sensitization.asp</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.hpscollege.com/facility.asp">https://www.hpscollege.com/facility.asp</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

#### **PROCEDURE OF WASTE MANAGEMENT ADOPTED IN THE COLLEGE**

##### **Solid waste management**

**1. Coloured dustbins are used to collect the solid waste in segregated form.**

**? The Green-colored dustbins are used for wet and biodegradable wastes.**

**? Blue dustbins are used for disposal of plastic wrappers and nonbiodegradable wastes.**

**? Yellow dustbins are meant for papers and glass bottles.**

? Red dustbin is used for metal wastes.

2. The entire campus is a "plastic free zone" and the institution sincerely puts efforts to maintain the same.

3. Portion of the Biodegradable waste is used as manure for the plants in the garden.

#### Liquid waste management:

Liquid chemical waste products produced from the laboratories are treated before disposal. During the academic session 2020-21, the college was closed during the entire academic session, so the practical classes were conducted online and hence the liquid chemical waste was not generated during the academic session 2020-21.

#### Biomedical waste management:

During the academic session 2020-21, the college was closed during the entire academic session, so the practical classes were conducted online and hence the biomedical waste was not generated during the academic session 2020-21.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://www.hpscollege.com/photogal.asp">https://www.hpscollege.com/photogal.asp</a>
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution is committed to maintain the diversity in the student profile to uphold the mandate of inclusive education. Under the Government admission policy, reservations of seats apply to SC, ST, OBC, minority, and physically challenged (PC) category. A nominal fee structure for all students allows quality education for economically challenged ones. Some students who belong to economically challenged sections also apply to the Principal for exemption of fees. Girls of all categories are not to be charged with any fees. For those students, only the tuition fee is taken by the institution, as approved by the Principal for the benefit of the students, Departments work sincerely to cater to the needs of the first generation learners from socially challenged background and also organize remedial classes for the slow learners. The institution has constituted an "Equal Opportunity Cell" comprising of teachers and non-teaching staff to cater to the needs of all students irrespective of religion, caste, creed and gender. Special lectures focusing on the basic moral teachings of different religions are organized.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution sincerely takes initiatives to sensitize students and employees towards the values, duties, rights and responsibilities of citizens. One Day lecture on "INDIAN DEMOCRACY AND CIVIL SOCIETY" organized by NSS in collaboration with the IQAC is organized to highlight the importance of civil society in Democracy at present time. The institution celebrates Independence Day and Republic Day and students also take part in it. Online awareness program on Fit India was also organized. Every year, all students and employees read out the Voters' Pledge on the occasion of the National Voters' Day. However, due to pandemic situation, this program could not be conducted during the academic session 2020-21.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Every year, the institution celebrates/organizes national and international commemorative days, events and festivals in the college campus. Owing to the COVID-19 pandemic situation, these events were organized through online mode during the academic session 2020-21 with active participation of students, faculty members and non-teaching staff. These events were organized by different units, committees and departments of the institution. The events included Celebration of 74th Independence Day (15-08-2020), Teachers' Day Celebration, Republic Day Celebration (26-01-2021), Celebration of International Women's Day (08-03-2021), and Celebration of World Environment Day (05-06-2021).

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Best Practice 1

#### Title of the Practice

## Student Centric Strategies to Ensure An Effective Two-Way Teaching-Learning Mechanism Keeping Pace With The Outcome Based Education

### Objectives of the Practice

The present day education is worldwide experiencing a paradigm shift from the input output based education to the outcome based education. The student-centric teaching learning process is essentially required in the present scenario. How much the students learn is important rather than how much we teach to them. The institution has therefore taken initiatives to implement the teaching-learning strategies from the students' point of view and how it will help them in their further studies. Most of the students of this institution progress to higher studies or appear for competitive examinations, relative to the minimal percentage availing the job opportunities. Thus, keeping pace with the modern day higher education is intended from this practice. The context Outcome based education has arrived with its own challenges for the higher education sector of India, especially when the gross enrolment ratio in higher education is less compared to other countries. The use of ICT enabled tools is ubiquitous in every sphere of life and is one of the powerful strategies of student-centric teaching-learning mechanism of the outcome based education. Our teachers had to equip themselves on the use of ICT for teaching-learning process by attending training programmes, workshops, watching online videos, practicing the use of online platforms and fixing the related issues by discussions. The methods of experiential learning had to be devised considering the pandemic situation. Correlating the practical experiences of the students with their applications to the real life problems was a challenge in some departments, especially during the pandemic situation. Cultivating the life-long learning habits of critical thinking and problem solving are essential in the student-centric teaching-learning system, and strategies were adopted accordingly. The developing of communication and presentation skills of students was also intended to keep pace with the modern day education.

The first step of student-centric teaching-learning process involved assessing the learning levels of the students and accordingly designing the teaching process. This was done through interactive sessions, question-answer sessions during classes, formative assessments and academic counselling by the faculties.

### Best Practice 2

## Title of the Practice

BEYOND THE CURRICULUM INITIATIVES FOR SENSITIZING STUDENTS TO WORK FOR THE BENEFIT OF OTHERS, BECOME RESPONSIBLE CITIZENS AND DEVELOP THE RESPECT FOR ENVIRONMENT AND CULTURE

## Objectives of the Practice

Students are trained on the curricular aspects by every institution, but the process of imparting education should also be in line with the simultaneous development of their interpersonal skills and making them aware of their social, national, environmental and cultural responsibilities. This can only be implemented if an institution takes sincere steps beyond the syllabus and curriculum to sensitize students on social issues, ethics, human values, and environmental consciousness and promote their cultural development. This practice is intended to shape the students as good, cultured and responsible human beings when they leave the campus walls.

## The context

The present century has witnessed considerable erosion of human values and social responsibilities. This is witnessed in daily life, newspapers and media incidents. If we expect individuals to work for the society and develop the sense of respect for its people, the nation, culture and the environment, then sensitization is essentially required in their student phase. Progressively, in their subsequent phases of life, they will develop the lifelong habit to contribute for the society and the nation. One small step taken by each individual can create a big difference in the nation. The Practice Sensitizing students towards the social responsibilities and develop sense of respect for all individuals

- The first National Service Scheme (NSS) unit of H.P.S. College was started in 1972 and has a glorious past since its inception. NSS Volunteers organize awareness campaigns on social issues; organize blood donation camps, cleanliness campaign in the college campus and neighbouring villages and areas under Swachh Bharat Abhiyan.

- One Day lecture on, "Indian Democracy and Civil Society" organized by NSS in collaboration with the IQAC to highlight the importance of civil society in Democracy at present time.

- Every year, all students and employees read out the Voters' Pledge on the occasion of the National Voters' Day Sensitizing students to develop respect for culture and environment.
- During the COVID-19 pandemic situation, students themselves took initiative to make the people aware about COVID 19.
- Students took part in the distribution of masks and sanitizers in the neighboring areas.
- In some departments, there is shortage of faculty members which imposes huge pressure of academic and administrative pressure on the faculty members, thus allowing them with very less time to contribute for beyond the curriculum activities with the students.
- Shortage of non-teaching staff is also a major concern for successful maintenance of the environment-friendly initiatives.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

Inclusive education without compromising quality is one of the domains of our institutional distinctiveness. Best quality teaching to all sections of the society irrespective of religion, caste, creed, gender and economic situation is our priority area. Being a constituent Institution, the college has a nominal fee structure. Girls of any caste do not pay any fee. This allows students from the socially/economically challenged backgrounds to get education in our college. This makes the college distinct in the district compared to other colleges. As per the Government policy, reservation of admission seats for SC, ST, OBC (Muslim) and OBC-(other) students is followed. Our teachers are appointed by the University Service Commission. Since the inception of the institution, we have empowered several students from socially and economically challenged backgrounds of the villages and remote areas within and the nearby districts who have been placed in reputed institutes. We have also empowered women students in higher education.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Following are the plan of action for the next academic year:

- Implementation of formal Academic Audit in all departments by the Internal Quality Assurance Cell (IQAC)
- Organization of events related to career counselling of students for