



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		HARSHPATI SINGH COLLEGE
• Name of the Head of the institution	Dr. Umesh Kumar Chaudhary	
• Designation	Principal (in-charge)	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	06273283226	
• Mobile No:	9431400196	
• Registered e-mail	hpscollegemadhepur@gmail.com	
• Alternate e-mail	ufarooque4@gmail.com	
• Address	Harshpati Singh College, Madhepur, Madhubani	
• City/Town	Madhepur	
• State/UT	Bihar	
• Pin Code	847408	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Rural	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	L.N.Mithila University, Darbhanga				
• Name of the IQAC Coordinator	Dr. Umar Farooque				
• Phone No.	06273283226				
• Alternate phone No.	06273283226				
• Mobile	9771866890				
• IQAC e-mail address	hpscollegemadhepur@gmail.com				
• Alternate e-mail address	ufarooque4@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.hpscollege.com/aqar.asp				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.hpscollege.com/academic_calendar.asp				
5.Accreditation Details					
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	14/12/2014	09/12/2019
6.Date of Establishment of IQAC			23/08/2012		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
H.P.S.College	Govt. of Bihar & Govt. of India	RUSA	2021-22	50 Lakhs	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
? Training for Academic Improvement of campus to promote NAAC accreditation.		
? Regular Meetings of IQAC, timely submission of AQAR 2020-21 to NAAC, collection of feedback from stakeholders.		
? Participation in NIRF 2022 and achievement of financial assistance of Rs. 50 Lakhs from RUSA for the strengthening the college infrastructure.		
? Development of 01 Smart Classrooms and Video conferencing room.		
? Preparation of departmental profile with curriculum implementation.		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
To collect feedback from stakeholders for effective implementation of curriculum.	Academic departments collected feedback from different stakeholders, analysed the same and taken corrective measures for quality enhancement.	
To strengthen Online Teaching Learning Mechanism.	College made available ICT facility, Wi-Fi facility, Video Lecture Recording Centre and	

	Internet connectivity of 100 MBPS to strengthen online teaching-learning process.
To develop online resources for the benefit of students.	Faculty members of the college created video lectures, power point presentations and e-resources for the benefit of students.
To upgrade ICT facility on college campus.	Faculty members of the college created video lectures, power point presentations and e-resources for the benefit of students.
To upgrade ICT facility on college campus.	Developed Video Lecture Recording Centre, and increased Internet connectivity of 100 MBPS.
To develop Wi-Fi facility on college campus.	Wi-Fi routers were installed on college campus by govt. of Bihar to provide Wi-Fi facility to students and faculty.
To renovate Reading Rooms of Central Library.	Reading room of central library was renovated with round tables, new chairs for the reading room.
To organize induction programmes for freshers of UG.	IQAC of the college conducted induction programme for freshers of UG students and gave information about different facilities available on college campus.
To conduct 02 Meetings of IQAC	02 Meetings of IQAC were conducted on 28/08/2021, and 20/02/2022.
To Submit AQAR for year 2020-21.	AQAR for academic year 2020-21 was submitted to NAAC online on 20/01/2022
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	23/12/2022

15. Multidisciplinary / interdisciplinary

Harshpati Singh College provides a holistic multidisciplinary educational environment. The institution aims to attain the highest global standards in providing quality education. The Vision of National Education Policy, to provide high quality education to develop human resources in our nation as global citizens, is well implemented by the college. A discussion among the faculty members were initiated on the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. To support the same, the college organized National Seminar on "NaiRashtriya Shiksha Niti" on July 22, 2021 and Seminar on "New Education Policy 2020: Opportunities and Challenges" on February 12, 2022.

Further, in view of the NEP, university has initiated interdisciplinary courses through Choice Based Credit System Pattern. In order to attain holistic academic growth of students, Inter-disciplinary curriculum has been proposed by the university which gives freedom to the student to choose their preferred options from the range of programmes offered by the institution. Academic programmes are redesigned to include Multidisciplinary / Interdisciplinary courses as electives. The college has adopted the policy of University of L. N. Mithila University that will support students to get maximum flexibility to choose elective courses. The college is proactively working towards implementation of the suggestions given in the NEP.

16. Academic bank of credits (ABC):

The college is affiliated to L. N. Mithila University and heading towards the implementation of choice based credit system. The implementation of Academic Bank of Credits will be institutionalized as per the guidelines of University. Academic Credits earned by the students in each semester are maintained. The university will store

the academic credits earned by the student from various courses digitally for declaration of final results of degree programme. The stored ABC can be used for credit transfer of students who wants to avail the benefit of multiple entry and multiple exit as expected in NEP. The college will formally get registered in the ABC portal after receiving the guidelines from the competent authority

17.Skill development:

The college has to introduce the career oriented courses for the promotion of technical skills, soft skills and employability among students. The university has also to introduce skills based syllabi of core papers viz. Communication Skills in English and Business Communication at UG level. The structure and contents of aforesaid courses are designed as per the guidelines of UGC and National Skill Qualification Framework (NSQF). The college aims at providing quality vocational education combining class room centered formal education. The NSS Unit regularly organizes activities to promote community responsibility: cleanliness campaigns, health screenings, blood donation camps, skill-building seminars, literacy campaigns and social awareness programs, etc. The Women's Development Cell has made consistent efforts in creating awareness about gender issues. All these steps are the initiatives taken by the college for effective implementation of NEP.

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

The college has been promoting Indian Knowledge System since its establishment in 1972 in terms of classroom interaction in Maithili (Regional Language) and Hindi (National Language) with respect to UG programmes of Humanities and Social Sciences. Harshpati Singh College offers the undergraduate course in Hindi, Sanskrit and History. The curriculum of all three programmes comprises courses that impart the history and knowledge traditions of India. All three programmes offer courses are integral to each other in foregrounding and shaping the relationship between language, culture and history of India. In addition to the curricular prospects, these departments conduct several co-curricular programmes that foster the dissemination of Indian history, culture, and knowledge traditions among the young students at the college. In an attempt to enrich the quality of formal education by increasing awareness about different aspects of Indian heritage, our college organizes various events.

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

The college offers various programmes across Humanities, Social Sciences, and Sciences. All these are offered as Outcome Based

Education (OBE) which are designed keeping in mind the regional and national requirements. The university has designed all courses with outcomes centred on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating and Creative Thinking. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so that student can contribute proactively to economic, environmental and social development of the nation. Mentoring and continuous assessment of learners as Mentor-mentee meeting conducted on regular basis to address several problems of students. The curriculum of all courses has been designed with due consideration to macro-economic and social needs at large as expected in NEP.

20.Distance education/online education:

Due to Covid -19 pandemic, educational institutions in the country have compulsorily involved in using the digital platforms for engaging classes, conducting conferences, meetings and online academic activities. Keeping aside the negative impact of lack of face-to-face interaction, online education has broken the geographical barriers creating platform for interaction of experts and students from distant geographies. Covid-19 pandemic has opened up an arena of online education to provide remote access to all that inspired the institution to strengthen ICT facilities on the college campus. Students and Faculties are encouraged to attend and offer MOOC courses which promote the blended teaching-learning. The following ICT facilities are developed by the college as prerequisites of distance / online education ensure its preparedness for NEP:

- Wi-Fi facility with 100 mbps bandwidth.
- Upgraded ICT facility by procuring new computers and laptops.
- Created academic videos, power point presentations and study materials in soft forms.
- Trained faculty for use of software and social media for effective teaching.

Online lectures on YouTube are provided to students/learners.

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	View File

2.Student

2.1 **1760**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **1952**

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

File Description	Documents
Data Template	View File

2.3 **742**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **12**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

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	View File

2.Student

2.1	1760
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1952
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	742
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	12
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	28
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	17
Total number of Classrooms and Seminar halls	
4.2	52.59
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	8
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As Harshpati Singh college of Lalit Narayan Mithila University, Darbhanga, the College strictly adheres to the curriculum set forth by the university. Sincere efforts are made by our college to implement the curriculum in letter and spirit both at the level of the college and at the level of each department with its individual teachers.

College administration provides a well-constructed time table for each academic year for UG classes. Classes are held according to the schedule under the supervision of college administration. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as:

1. Chalk and talk method

2. ICT enabled teaching-learning method.

3. Use of different software.

5. Distribution of class notes by teachers.

10. Project work, dissertations are conducted for fulfillment of their degrees.

14. Departments maintain the detailed record of the classes, assessments, project reports, etc.

College administration with the help of IQAC keeps a vigilant eye on teaching-learning activities, development and improvements of different methods of effective curriculum delivery, results, departmental proceedings, etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.hpscollege.com/Downloads/babsc_regulation.pdf

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

Harshpati Singh College strictly adheres to the academic calendar of the University of L.N.Mithila for the admission schedule, commencement and completion of classes. In addition, each department designs its academic calendar that outlines the tentative schedule for co-curricular activities. The academic calendars are displayed on the website and on the college notice board. The college ensures timely completion of syllabus, revision and internal evaluation through lesson plans and reviews in departmental meetings. In addition, timetables are prepared before the beginning of the academic session.

The functioning of each department, the academic performance of students and teachers, documentation, and adherence to the calendar are reviewed by the Academic Committee at the end of each semester. Time table plays a vital role in execution of teaching plan. The Time Table is prepared and circulated to all departments and also displayed on the notice board for the students. The head of the department organises a departmental meeting of faculty on the first day of the academic year to discuss the departmental issues and distribution of workload among the faculty and ensure

it is documented properly. Faculty members make extensive use of various ICT tools for a effective curriculum delivery.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.hpscollege.com/academic_calendar.asp

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

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

0

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

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Responses :

The college implements curriculum designed by university across all academic programmes. The affiliating university has taken care of crosscutting issues related to Professional Ethics, Gender, Human Values, Environment and Sustainability course as follows:

Ø Professional Ethics: - Professional Ethics are integrated in the curriculum of courses like Foundation Course, Communication Skills in English.

Ø Gender: - Gender related crosscutting issue is the integral part of the curriculum of courses Feminist Movement in History and Feminist literature of languages. The literature-based courses of English, Hindi and Maithili promote women empowerment, gender equity, gender sensitivity and socio-economic status of women.

Ø Human Values: The curriculum of Communication Skills in English integrates human values to be inculcated among students. Further, the curriculum of languages, Economics, Psychology, History and Political Science includes different human values.

Ø Environment and Sustainability: The curriculum of Chemistry, Botany, and Zoology includes environment and sustainability through the topics Green Chemistry form and function, plant diversity, environmental biology.

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

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

01

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

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

29

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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	View File
URL for feedback report	https://www.hpscollege.com/naacssr_feedback.asp

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

3904

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1477

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Identification of Advanced learner and Slow learners:

The aptitude test is being conducted by each department, in which students are identified as advanced learners and are identified as slow learners. Each department prepares a list of advanced and slow learners and notifies them.

Extra Coaching: Each department organizes extra coaching for advanced and slow learner.

Personal Attention: Mentors give personal attention to advanced/slow learners during Mentor-Mentee Meetings and practical sessions.

Information is given to advanced learners to gain maximum marks in examinations. Similarly, guidance is given to slow learners about how to secure passing marks in examinations.

Other activities: Guidance and motivation is given to advanced and slow learners to participate in research activities, various competitions, MOOC courses and webinars.

File Description	Documents
Link for additional Information	https://www.hpscollege.com/elibrary/digitallectures.asp
Upload any additional information	View File

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

Number of Students	Number of Teachers
1760	12

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Harshpati Singh College enhances the learning experience of students by adopting student-centric methodologies.

Ø Organization of extracurricular and co-curricular activities by academic departments and support services

Ø Laboratory Learning by all Science departments.

Ø Organization of Group Discussions by all academic departments.

Ø Organization of Competitions by all academic departments

Ø Organization of Guest/Expert Lectures by all academic departments under Faculty Exchange Programme.

Ø Conduct of Tests/Quizzes/Assignments by all academic departments

Ø Organization of Question-Answer Sessions by some academic departments

Ø Organization of Problem-solving Sessions by some academic departments

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

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

Ø Use of Computers, Laptops and Smartphone by all academic departments

Ø Use of Internet/Wi-Fi facility by all academic departments

Ø Use of Learning Management System by all academic departments

Ø Use of Online Platforms by all academic departments

Ø Use of Software/Applications for creating e-content by all academic departments

Ø Use of Interactive Smart Boards in Smart/Virtual classrooms by all academic departments

Ø Use of E-books by all academic departments

Ø Use of Social Media platforms by all academic departments.

Ø Faculty members also used PowerPoint presentations, simulations, virtual labs and videos for effective curriculum delivery.

Ø YouTube have also been used by the faculty members. Faculty members also use subject specific open access as well as paid software.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.hpscollege.com/eLibrary/digitallectures.asp

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

1:147

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****12**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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****08**

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****83**

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The 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. 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. EachThe 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.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.hpscollege.com/academic_calendar.asp

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	View File
Link for additional information	https://www.hpscollege.com/grievance_cell.asp

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 2021-22. 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. 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	View File
Paste link for Additional information	https://www.hpscollege.com/exam_result.asp
Upload COs for all courses (exemplars from Glossary)	View File

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	View File
Paste link for Additional information	NA

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****742**

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

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

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA
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	
01	

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

09

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

03

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

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. The Independence Day, Republic Day, Constitution Day, women's Day, Shaurya Diwas and International Yoga Day were celebrated by the NSS Unit along with organization of a one day program on Yoga. The NSS Unit organized tree plantation program, awareness campaign on Fit India, Campus Cleaning , Society cleaning Program. A seven days special camp of NSS has been organized in March 2022.

File Description	Documents
Paste link for additional information	https://www.hpscollege.com/nss.asp
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

29

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution offers 16 undergraduate programmes and the newly inducted student strength in academic session 2021-22 is 1760. Classes of arts and science streams are held regularly. There are 17 classrooms. The institution has 1 Conference Room, 1 Seminar Room and 2 computer laboratories, ICT Lab. There are total 4 science laboratories for the departments of Botany, Chemistry, Physics and Zoology including Psychology lab. Presently, there are total 8 computers available for academic purposes. Total 2 rooms have fixed ICT facility with one Interactive Flat Panel Smart Board and one 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	View File
Paste link for additional information	https://www.hpscollege.com/facility.asp

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. 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	View File
Paste link for additional information	https://www.hpscollege.com/facility.asp

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	View File
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

52.59

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Integrated Library Management Software is used since 2014. Digitization is presently in process. The institution has applied for complete digitization of the central library under the RUSA Scheme. Books are catalogued through this process. College uses its own automated software through its website. It can be seen and uploaded on the college official website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.hpscollege.com/online_lib.asp

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.055

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

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

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

36

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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 with ICT enabled. One Interactive Flat Panel is used for smart classes. 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	View File
Paste link for additional information	NA

4.3.2 - Number of Computers**15**

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****52.59**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Departmental Heads and the concerned departments 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.

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/Building Committee through proper agency. Upgradation of the existing laboratories and Academic/Administrative Building 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	View File
Paste link for additional information	NA

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

903

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

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

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

0

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

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

D. 1 of the above

File Description	Documents
Link to institutional website	NA
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

650

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

650

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

0

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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

0

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

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

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. During the academic session 2021-22, students union in association with the NSS took the initiative to make people aware about the health and hygiene, Swach Bharat Abhiyan under Azadi ka Amrit Mahotsav..

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

127

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

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. With their active participation in academic and developmental committee is very much on the card.

File Description	Documents
Paste link for additional information	https://www.hpscollege.com/alumni.asp
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

Vision Statement:

To provide quality education to all classes of the society

Mission Statement:

To provide value based education to make the students competent, accountable and civilized citizens

Nature of Governance:

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	https://www.hpscollege.com/aboutus.asp
Upload any additional information	View File

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

The college promotes decentralization and participative management through involvement of all its stakeholders. The Principal, Vice Principals, IQAC co-ordinator, HoDs, look after academic and administrative work with the help of faculty members and support staff. Participative management is ensured at the strategic, functional and operational levels. Some of the participative practices are as follows:

1. The Principal is academic and administrative head of the institution and looks after the governance of institution with the recommendation of IQAC.

2. 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.

3. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of teachers.

4. 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.

5. Teachers share knowledge and expertise among themselves, students and staff members while working in a committee.

6. Students and office staff contribute significantly to execute the academic, administrative, extension related, co- and extracurricular activities.

7. The participative governance of the institution is reflected through Student representation and involvement of stakeholders.

File Description	Documents
Paste link for additional information	https://www.hpscollege.com/committees.asp
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan

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

- 1: To create teaching excellence and conducive atmosphere in departments with optimal use of resources.
- 2: To make the students more equipped in practical training and hands on experience with Project, Practical and field works.
- 3: To increase the percentage of students progressing to higher studies and jobs after completing their graduation through the institution.
- 4: To utilize alternating sources of energy, improved waste management practices and make a green college campus.
5. To organize induction Programs for freshers of UG programs.
6. To renovate infrastructural facilities.
7. To create Reading Rooms of Central library.
8. To develop Wi-Fi facility on the entire college campus.
9. To upgrade ICT facility on the college campus.
10. To collect feedback from stakeholders for effective on curriculum and other activities.

All these have been implemented successfully during the academic session 2021-22

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

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 framed by Raj Bhawan. 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.

The Principal is academic and administrative head of the college. The Principal appoints Vice Principals to promote decentralization of administration and for effective functioning of the institute. The head of departments look after academic planning and its execution. The same mechanism is adopted for other support services. The Administrative Office mainly looks into matters related to accounts, admissions, scholarships, eligibility and examinations. Statutory and Non-statutory Committees help the college in monitoring and facilitating daily administration and organization of various activities.

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

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>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:</p> <ul style="list-style-type: none"> • 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. <p>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</p> <p>3. Training programmes on soft skill for the teachers and non teaching staff</p> <p>4. Health awareness programmes</p>	

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.

7.Provision of advance payment in case of emergency.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

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

01

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

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

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

thefaculty 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 and by the head of the institution at the college level.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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 hence, 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 till for the period of 2020. 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. All these records is supervised by the head of the institution regularly.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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	NA
Upload any additional information	View File

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 on institutional website.
- Students convey their learning problems to the mentors, which are resolved.
- Wi-Fi enabled campus is made through the assistance of Govt. of Bihar under "7 Nischay Yojna".

IQAC makes every arrangement to make the College campus eco-friendly, and, particularly, to make the College campus plastic free in full cooperation with teachers, students and office employees.

As part of community extension programme, the NSS unit of the college organized a special camp and took a village of outskirts and gave awareness programme there.

IQAC has already submitted AQARs for five years (2016-17, 2017-18, 2018-19, 2019-20 and 2020-21) to NAAC. IQAC works methodically to submit the SSR of the college to NAAC within the stipulated time for assessment and accreditation.

File Description	Documents
Paste link for additional information	https://www.hpscollege.com/iqac_sss.asp
Upload any additional information	View File

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 Interactive Flat Panel is installed for the Smart Classes. 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	https://www.hpscollege.com/exam_result.asp
Upload any additional information	View File

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	https://www.hpscollege.com/igac_actionreport.asp
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

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. Women Cell has been constituted under the women faculty members to handle the cases of gender equity. Cases of women related, have been resolved through this cell within the stipulated time frame. 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.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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 non-biodegradable 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.

E-waste management:

The waste like broken furniture is brought in reuse after assembling the useable parts. Other E-waste materials like totally damaged furniture, out of function computers, non-functioning digital apparatus like Mother Board, Hard Drive and other office E-wastes are stored in a separate room for appropriate disposal. The college actively organizes Swach Bharat Abhiyan to create awareness and consciousness among students, teaching and non-teaching staff.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File
Any other relevant documents	View File

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

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

D. Any 1 of the above

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

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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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. A Seven Days special camp on different social, educational and constitutional obligation theme has been organized under the aegis of college NSS unit.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	View File
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	View File
Any other relevant information	View File

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.

These events were organized by different units, committees and departments of the institution under the aegis of College NSS Unit.

Some of them are as:

- The events included Celebration of 75th Independence Day (15-08-2021)
- Teachers' Day Celebration
- Republic Day Celebration (26-01-2022)
- Celebration of International Women's Day (08-03-2022)
- Celebration of World Environment Day (05-06-2022)
- International Day of Yoga (21.06.2022)
- Constitution Day (26.11.2021)
- Nasha Mukti Diwas (26.11.2021)
- Lalit Narayan Mishra Jayanti (02.02.2022)
- Science Day (28.02.2022)

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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

Objectives of the Practice

The student-centric teaching learning process is essentially required in the present scenario. The context Outcome based education has arrived with its own challenges for the higher education sector of India. 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.

Best Practice - 2

Title of the Practice**The Curriculum Initiatives for Sensitizing Students****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.

The context

- NSS Volunteers organize awareness campaigns on social issues; organize blood donation camps, cleanliness campaign in the college campus and neighboring villages
- One Day lecture on, "Indian Democracy and Civil Society".
- Every year, all students and employees read out the Voters' Pledge on the occasion of the National Voters' Day.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 distinctive 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	View File
Any other relevant information	View File

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 job opportunities.
- Organizing Faculty Development/ Workshops/Seminars Programme.
- Creating of separate department all faculties.
- Creation of highly equipped ICT.
- Creation of smart classes.
- Creation of new reading room for student in central library.