



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

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**A. P. SINGH MEMORIAL COLLEGE**

- Name of the Head of the institution **Dr. Mukesh Kumar**
- Designation **Principal (In-charge)**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **06279232315**
- Mobile No: **8789532805**
- Registered e-mail **apsmcollege@gmail.com**
- Alternate e-mail **apsmcollegedigital@gmail.com**
- Address **Barauni**
- City/Town **Begusarai**
- State/UT **Bihar**
- Pin Code **851112**

#### **2.Institutional status**

- Type of Institution **Co-education**
- Location **Semi-Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Lalit Narayan Mithila University, Darbhanga**
- Name of the IQAC Coordinator **Dr. Anindra Sharma**
- Phone No. **06279232315**
- Alternate phone No.
- Mobile **8178297029**
- IQAC e-mail address **iqac@apsmcollege.ac.in**
- Alternate e-mail address **anindrasharma2007@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://www.apsmcollege.ac.in/glassimg/naac/16-1645385697.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[http://www.apsmcollege.ac.in/naac\\_iqac](http://www.apsmcollege.ac.in/naac_iqac)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>C</b>	<b>1.62</b>	<b>2015</b>	<b>14/09/2015</b>	<b>13/09/2020</b>
<b>Cycle 1</b>	<b>C+</b>	<b>61.50</b>	<b>2005</b>	<b>20/05/2005</b>	<b>19/05/2010</b>

**6. Date of Establishment of IQAC**

**22/08/2012**

**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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>0.0</b>

**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**      **5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **No**

- 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**

- If yes, mention the amount

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

Academic planning for effective curriculum delivery

The online process for admission and filling of examination form to avoid gathering students at a particular place

compilation of student satisfaction survey for further analysis

Renovation of the area in front of Vishwanath Singh Sharma block or Arts Block completed

Renovation of laboratories completed

**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
Academic planning for effective curriculum delivery	In the pandemic situation, we have finished the syllabi on time
To expedite the repairing of boundary wall	Completed
To intensified extension activities	Large number of extension activities done
To intensify plantation of medicinal plants	Medicinal Plants such as Neem, Indian Bael, Tulsi, Lemon grass, Madagascar Periwinkle etc have been planted
Renovation of laboratories	Completed

**13. Whether the AQAR was placed before statutory body?** No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

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• Pin Code	<b>851112</b>
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• Location	<b>Semi-Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
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• Phone No.	<b>06279232315</b>

• Alternate phone No.					
• Mobile	8178297029				
• IQAC e-mail address	iqac@apismcollege.ac.in				
• Alternate e-mail address	anindrasharma2007@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.apismcollege.ac.in/glassing/naac/16-1645385697.pdf">https://www.apismcollege.ac.in/glassing/naac/16-1645385697.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.apismcollege.ac.in/naac_iqac">http://www.apismcollege.ac.in/naac_iqac</a>				
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• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			No		

website?	
<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>
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<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
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Year	Date of Submission				
<b>2019</b>	<b>14/01/2020</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

18

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 7258

Number of students during the year

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

2.2 2303

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 1752

Number of outgoing/ final year students during the year

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

**3.Academic**

3.1 10

Number of full time teachers during the year

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

3.2 42

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>18</b>
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	<b>7258</b>
Number of students during the year	

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

2.2	<b>2303</b>
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File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>1752</b>
Number of outgoing/ final year students during the year	

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

### 3. Academic

3.1	<b>10</b>
Number of full time teachers during the year	

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

3.2	42
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	11
Total number of Classrooms and Seminar halls	
4.2	0
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	0
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

Academic planning for ensuring session 2020-21 was done during the COVID-19 situation. It was resolved in the meeting that

1. HoDs of the concerned departments will assign topics/chapters of different papers of various courses to each teacher. HoDs will continuously monitor the progress and will devise strategies accordingly for effective teaching and coverage of the syllabi. It was decided that online classes would run in full swing until the situation improves. Even after the improvement of the situation, arrangements have to be made to run classes in dual mode.
2. Along with the traditional "chalk and talk" method, each department should encourage teachers to use ICT-enabled tools.

Planning for Co-curricular and Extra-curricular Activities

All members agreed that "Co-curricular and Extracurricular activities are extensions of formal and informal learnings. These complement and supplement curricular activities are essential for in-calculating various facets of personality development and cultural assimilation of students. The members outlined different activities like;

1. Debate
2. Science, Social sciences, Humanities and General Knowledge, and Current Affairs quizzes.
3. Essay writing, story writing.
4. Programs for the moral and spiritual development of students.
5. For the holistic development of the students, sports infrastructure be strengthened and cultural activities should be intensified.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The pandemic and consequent Lockdowns have had a severe adverse impact on almost all things. Examinations could not be held on time and sessions got delayed. We do not have a CBCS system in undergraduate courses. Therefore, there is no provision for continuous internal assessment (CIA). However, we have monitored students' progress through the routine tests conducted by the concerned departments. Despite the difficult situation, we tried to adhere to the academic calendar by holding online tests in various subjects. The college within the scope of the university guidelines tries its best to bring reliability and accountability to the evaluation process. The college conducts class tests and oral examinations in undergraduate classes. Year-end Examinations were conducted by the University.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

**C. Any 2 of the above**

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

## 1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

**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**

0

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

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

The institution has been catering to crosscutting issues in line with its noble motto, "?? ?????? ?? ??????????" ( Meaning: ?????? (?? ?????? )?????? ?? ?????? ?? ???!). As enunciated in the vision and mission, the college is the critical component of human development and is motivated to equip students with knowledge and skills that allow them to make a more significant contribution to society. Appertained to it, the college is more conscious of its social responsibilities and is endeavoring hard to teach a value system among the students to address cross-cutting issues such as gender, climate change, environmental education, human rights, ICT, etc. It is continually engaged in providing eco-friendly ambiance by developing green parks/garden

to preserve the environment and heritage. It has a pond to conserve rainwater and recharge groundwater. Various cells under the IQAC are active to address these issues. The Ethics to be followed by students are stated on the website as the Code of Conduct for students. The women's empowerment cell is active in addressing issues relevant to gender. All activities in 2020-21 have been carried out online due to restrictions of the COVID pandemic.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

0

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

## 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**      **A. All of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**      **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.apsmcollege.ac.in/naac_igac">https://www.apsmcollege.ac.in/naac_igac</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



3839

File Description	Documents
Any additional information	No File Uploaded
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**

2318

File Description	Documents
Any additional information	No File Uploaded
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

All the departments of APSM College assess students' performances by organizing unit tests by the departments just after the completion of the concerned chapter. Through which one can assess the performance of the students. After the unit test is organized by the department's concerned teachers also conduct an analysis of the mistakes committed by the students so that they can improve their performances.

As advanced learners and slow learners are concerned; they are pointed out by the teacher and facilitated as per their learning speed and power.

Special Programmes for Advanced Learners:

- Advanced learners are encouraged to make poster and PPT presentations.
- Student are also promoted to participate in different seminars and symposiums.
- Advanced learners are informed about various competitive exams as per their interest.

- They are advised to go through standard reference books in the library.
- They are encouraged to write model answers based on the University question paper.
- Advanced learners are given opportunity to represent the institution as anchors for various online/ offline programmes

#### Special Programmes for Weak Learners:

- Special attention in classes is taken regularly.
- Faculty members help slow learners by assignments periodically.
- Tutorial classes has also been conducted for the slow learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
7237	10

File Description	Documents
Any additional information	No File Uploaded

### 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

Mentoring students and support occupies a crucial position in its policies and provisions. Special care has been taken to facilitate the students, instead of classroom teaching-learning fields and courts for games or sports and other extra and co-curricular activities like cultural activities facilitate the students. The college provides a variety of learning experiences

- Academic: Seminar, Library/Book Bank, specialized

teachers, and other infrastructural support, Language/science labs, and wifi connectivity. Extra hours/week/each teacher for consultation Tutors for individual guidance (tutorial classes), innovative techniques, and strategies of teaching, discussions, seminar presentations, and learning in the form of internal assessments, assignments, Common Room (for boys and girls separately), educational tours, etc.

- **Class management and writing skills:** Appoint students in the administration of the class of each department, volunteer in seminars, workshops, and any other functions, Student participation in different sports, cultural activities, and NCC and NSS functions.
- **Central Facilities:** Favourable Central Library with Reading Hall opened till college hours, Career Counselling Cell, Gender Sensitization, Anti-Ragging Committee, and Disciplinary Committee, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Teachers of APSM College always try to accomplish the demands of hours and students as well. Almost all the faculty members are techno-friendly and they use it as per the requirements of the class. They also incorporate ICTs to make more effective teaching-learning. To demonstrate and deliver more and more information and knowledge to the students they use all the means they can. Including Black/whiteboards, Projectors, Charts, Maps, and other means to inculcate and transfer values as well as skills.

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

### 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

0

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

## 2.4 - Teacher Profile and Quality

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

10

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

06

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

64

File Description	Documents
Any additional information	No File Uploaded
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 assessment of students of this college is annual. We do not have a CBCS system at the U.G level. However the progress of the students are monitored by class tests.

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

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

There are no internal examination-related grievances.

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

## 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 institution has prepared Programme Outcomes, Programme Specific Outcomes, and Course Outcomes for different B.A. and B.Sc. Programmes. Programme Outcomes, Programme Specific Outcomes, and Course Outcomes of these courses are also displayed on the college website, and also the concerned faculties spell out the learning outcomes in the classroom at the beginning of each session. Thus, students are made aware of course/programme expectations at the very commencement of the teaching-learning process. The Student Satisfaction Survey (SSS) is also another instrument by way of which the college takes feedback on the extent of student attainment of learning outcomes. Thus, the college employs multiple channels to make students and teachers aware of the learning outcomes of courses and programmes.

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

Programme and Course outcomes, as demonstrated by NAAC have been designed for students and other stakeholders. They aim at making the students ready and equipped with knowledge and skill sets required for future. Evaluation of outcomes serves the institution as an effective tool for self-analysis and improvement

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

### 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

1610

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	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

[https://www.apsmcollege.ac.in/naac\\_agar](https://www.apsmcollege.ac.in/naac_agar)

### 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)

Nil

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

### 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

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 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	No File Uploaded
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

5

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded
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 students are exposed to cross-cutting issues, through rallies, street plays, and webinars. Health and hygiene, Gender sensitization, emergencies, environmental consciousness, and values are also imbibed and strengthened for redressal at a society level. Various celebratory days, weeks, and months increase the awareness of students toward society. Extension during COVID is being carried out online through webinars for all stakeholders, encompassing diverse social topics. They have made students more aware and responsible. The NCC and NSS unit of the college has distributed Masks and Sanitizer to poor and needy people.

APSM College students have organized the following activities/camps:

- Blood Donation Camp,
- International Women's Day
- World Diabetes Day
- Swatch Bharat Programme
- Aids Awareness,
- Gender Issue,
- Water Conservation,
- Vigilance Awareness Week,
- Constitutional Day, etc.

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

**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**

Nil

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

**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	No File Uploaded
Any additional information	No File Uploaded
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

424

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
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

Nil

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 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	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## 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.

2020-21 had 3 separate periods: I the first wave of COVID-19, which occurred between July 2020 and November 2020 and was dominated by online activities; (ii) the waning phase of the first wave, which occurred between December 2020 and March 2021; and (iii) the second wave of COVID 19 and the subsequent Lockdown period, during which the digital platform proved to be of immense significance and practical value. The Routine in charge and Principal work closely with the HoDs to ensure each department has the resources necessary to carry out its academic, extracurricular, and research obligations. Sports equipment is given to students with the sports director's agreement. The "book issuing and return counter" helps students. The boys' and girls' common area has magazines and newspapers. The college seeks to strengthen its policies and procedures to increase student academic, extracurricular, and co-curricular engagement. The institution has adopted the following policies and measures to maintain its physical and academic facilities: (i) Increasing the size and scope of existing infrastructures for laboratories, classrooms, sports, etc. (ii) Organizing social gatherings such as Yuva Mahotsava, a quiz competition, a seminar, and a workshop and allocating sufficient resources to improving, maintaining, and fully using existing infrastructure. (iii) Grants, loans, and other monetary contributions from municipal, state, and central governments, and other financial

entities were the only options during the COVID-19 epidemic.

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

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

Colleges have sufficient facilities to support and encourage extracurricular activities like athletics and the arts. Students can play football or cricket on the expansive field or use the basketball court, badminton court, gymnasium, etc.

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

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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)**

0

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

**4.2 - Library as a Learning Resource**

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

At present, library automation work is in progress. In one month, it will be completed.

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

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

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

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

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-**

**journals during the year (INR in Lakhs)**

0

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

**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**

100

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

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The library, administrative office, and all other departments also have access to computers and printing capabilities. Wi-Fi connectivity means the internet can be accessed from any of the machines. The majority of the administrative offices, labs, and other places that require constant power have online UPS systems. The college is constantly modernising its IT infrastructure and related facilities to keep up with the latest advances in software and technology. The college has upgraded some of the computers in the computer department to core i5 machines because computers, projectors, etc. are essential components of technology-enhanced teaching and learning processes. The older machines are redistributed to less demanding environments where sophisticated software is not needed. With the support of L & T, the university was able to successfully build an underground optical fibre network, enabling Wi-Fi throughout the campus.

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

#### 4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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

#### 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)

0

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



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.

2020-21 had 3 separate periods: I the first wave of COVID-19, which occurred between July 2020 and November 2020 and was dominated by online activities; (ii) the waning phase of the first wave, which occurred between December 2020 and March 2021; and (iii) the second wave of COVID 19 and the subsequent Lockdown period, during which the digital platform proved to be of immense significance and practical value. The Routine in charge and Principal work closely with the HoDs to ensure each department has the resources necessary to carry out its academic, extracurricular, and research obligations. Sports equipment is given to students with the sports director's agreement. The "book issuing and return counter" helps students. The boys' and girls' common area has magazines and newspapers. The college seeks to strengthen its policies and procedures to increase student academic, extracurricular, and co-curricular engagement. The institution has adopted the following policies and measures to maintain its physical and academic facilities: (i) Increasing the size and scope of existing infrastructures for laboratories, classrooms, sports, etc. (ii) Organizing social gatherings such as Yuva Mahotsava, a quiz competition, a seminar, and a workshop and allocating sufficient resources to improving, maintaining, and fully using existing infrastructure. (iii) Grants, loans, and other monetary contributions from municipal, state, and central governments, and other financial entities were the only options during the COVID-19 epidemic.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

400

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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

### 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

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

**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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 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	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

### 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	No File Uploaded
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

0

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

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

The college students participate in various sports, cultural, and extracurricular activities, such as NSS and NCC. The indoor games include Badminton, Table Tennis, Chess, Carrom, and Weight Lifting. Outdoor sports include cricket, football, volleyball, and kabaddi. Additionally, students engage in wrestling. NSS and NCC have played an active role in raising awareness about social issues, health issues, relief operations, and environmental protection, among other topics. N.S.S.: The NSS branch of the college has provided important community service. Extension programmes link the college and the community, which may spur societal advancement. One NSS volunteer was chosen for the Republic Day parade in New Delhi. This Wing has actively participated in South Korea's "Youth Exchange Programme" NSS boys have volunteered to assist the government of Bihar with the distribution of "old age pension." The key accomplishments of the NSS over the past four years are

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

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

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

**Institution participated during the year**

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

**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 are the most dedicated supporters of an institution. They may make essential contributions to the development of their alma mater. Once a year, alumni meetings are held at which they provide essential feedback. The college strives to develop a robust alumni network for the development and advancement of its students. The college's Alumni Association participates in and contributes positively to college development initiatives. It has a well-drafted memorandum of association and operates by its regulations. In addition to registering on the college's website, alumni are well-connected to teachers and other alumni via numerous Whatsapp groups, Facebook, Twitter, etc. They actively interest in the institutions' operations and provide valuable suggestions. They assist their junior pupils in making career decisions and provide guidance accordingly. Additionally, they participate in environmental protection and preservation initiatives, traffic safety, and energy conservation, among others.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

Our vision statement describes our long-term aspiration to deliver a high-quality, reasonably-priced education to everyone without prejudice. It stresses comprehensive education that contributes considerably to society's rapid transformation. The vision statement nourishes our aspirations that the students of our institution will be capable of addressing the escalating needs of society, sprouting creative ideas, fostering cultural understanding, and creating a model environment for addressing global sustainability issues. Our current operations, such as encouraging scientific temper among students and measuring human and cultural qualities for holistic growth, are governed by our mission statement. The college provides and promotes higher education by UGC regulations. All college activities are designed and carried out to provide Bihar students with an optimal learning environment and platform from which they may assert themselves in all sectors of life and launch a career as qualified professionals in a diversified global setting. In a multicultural Culture, we nurture in our pupils a feeling of respect for gender equality and individual rights, as well as critical thinking and analytical abilities. Moreover, the ideals and spirit of Indian culture are transmitted to the pupils through an abundance of cultural and athletic activities. NSS and NCC play a vital role in this regard.

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

6.1.2 - The effective leadership is visible in various institutional practices such as

decentralization and participative management.

The Principal is both the academic and administrative leader of the college. He serves as chairman of all college committees. The principal, IQAC, and Planning Board drafted the organisation's strategic plan. Growth of the college and articulation of guiding principles for enhancement of the teaching and learning environment with a philosophy for academic greatness. The principal serves as chairman of IQAC, which plays a crucial role in ensuring efficient Communication and necessary networking with diverse stakeholders are required. Several committees, such as the "Development and Building Committee," "Purchase Committee," "Vocational Committee," "Heads Committee", and so forth. Faculty members are actively involved in decision-making. Making method. The Development and Building Committee approves construction projects, whereas the Purchase Committee approves the proposals for the acquisition of diverse objects such as equipment, instruments, furnishings etc. The Heads and Vocational Committee are responsible for developing an effective implementation plan.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The mission's policies and action plans: The principal runs College. Together with department heads, senior instructors, staff, and other stakeholders, the college's principal and IQAC create mission-aligned policies and action plans. • Action plans for all activities and implementation into the institution's strategic plan: Since the principal is the college's leader, action plans prepared with IQAC's help are the intuitive strategic plan. The principal supervises Department Committee action plans. Heads implement plans. IQAC analyses the plan's qualitative execution. • Stakeholders: The college's principal communicates with alums, parents, community, business leaders, NGOs, and social events to promote its vision and goal. Their suggestions help him improve the service. Analysis of requirements, research contributions, and relationships with relevant parties: Instructors, staff, and students remark on the



requirement, and the Department Head's demands establish department requirements. Without social partner participation, every complete framework is pointless. So, society's feedback is collected. Interactions with the university, state government, Chancellor's Secretariat, businesses, UGC, DST, etc., inform future policies and planning. Changing global conditions also affect demand. After examining existing and future needs, plans and policies are created. The UGC, the college's principal, and internal college resources are used to implement the institution's strategic plan.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

A decentralised governance system is a crucial component of an institution's democratic and representative nature. The head of the department is appointed by the principal, who grants administrative and academic liberty to manage the department effectively. Faculty members, Heads, Vice-Principals, staff members, and students are all included in the college's various committees and given the necessary autonomy and freedom to carry out their duties under the principal's direction, plans and policies in line with their intended goals. The department head oversees academic planning and the distribution of responsibility among teaching and nonteaching employees at the departmental level. According to each department's unique needs, each department plans and carries out academic activities within that department. Faculty members and non-teaching personnel are given a variety of duties at the administrative and financial levels. The principal leads all significant committees, and the rules and duties of the various committees are laid out. The head assistant is in charge of allocating administrative tasks, and the college's accountant is in charge of allocating financial tasks. The Principal, Vice-principal, and IQAC evaluate the college's operations and take the appropriate actions to align the operations with the institution's vision and mission.

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

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** C. Any 2 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

Welfare schemes available for teachers and non-teaching staff are the Employee Provident Fund (EPF) and Group Medical Insurance. All employees of the college avail of the above two schemes.

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

### 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	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**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).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**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**

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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 is crucial for evaluating employees' competence, adeptness, knowledge, aptitude, and job performance. The college follows the appraisal method by the direction and mandate of the university because it is a constituent part of Lalit Narayan Mithila University in Darbhanga, Bihar. Following favourable performance reviews, faculty members are promoted. Evaluations are based on a variety of factors. University standards also conduct performance reviews for non-teaching staff members.

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

### 6.4 - Financial Management and Resource Mobilization

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

Internal audits are carried out annually after the end of the financial year. In addition to it, external audit is done by the university auditors.

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

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

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

0

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

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

The College receives grants from UGC and Govt. of Bihar under different schemes. The College has an adequate budget to meet day-to-day expenses. The college is trying to start several self-financing courses. Accounts are audited.

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

### 6.5 - Internal Quality Assurance System

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

**IQAC, college administration, and teachers contact students constantly. Fair participation of students in bodies,**

committees, and cells helps teachers and administration analyse requirements, implementation, and monitoring. Student council and student representation on academic and administrative bodies/committees. IQAC, AntiRagging Committee, Student Union, NCC and NSS administrative wings, several societies, and Placement and Guidance Cell have student representatives. The student union is elected. The college's student union features a separate area with facilities. Students union's representative nature determines tasks and obligations. It helps college students. It advocates student issues on many venues and in university committees. It helps maintain discipline, and organise seminars, workshops, cultural events, annual sports, etc. Student representation is on each of the above committees. College student representatives register in IQAC. IQAC's inclusive and representative nature ensures student participation in policy decisions and college development strategies. Authorities listen to them and address their concerns. Anti ragging committees assist curb ragging and promote university order. Student representatives in the placement guidance cell, and administrative wings of NCC and NSS aid with job awareness, campus placements, extension activities, green initiatives, social services, awareness campaigns, gender sensitivities, etc. Even during Lockdown, students contacted classmates, formed Whatsapp groups, launched awareness activities, made masks, and controlled crowds.

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

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

IQAC, College Administration and teachers remain in constant interaction with the students. This institution has a fair representation of students in various bodies, committees, and cells. The presence of students in various committees helps teachers and administration assess requirements, implementation and monitoring. Activities of the student council and representatives of students on academic and administrative bodies/Committees of the institution. The following academic and administrative bodies have student representatives: (i) IQAC

(ii) Anti Ragging Committee (iii) Student Union (iv) Administrative wings of NCC and NSS (v) Various societies (vi) Placement and Guidance Cell. The college has an active student union whose members are elected. The College's student union has been allocated a separate room with the requisite facilities. The representative character of the student union defines its roles and responsibilities. It is a facilitator between the college and the students. It raises the issues of the students on various platforms and in the committees of the college and senate of the university. It helps maintain discipline, organise seminars, workshops, and cultural activities like Yuva Mahotsava, hold annual sports etc. The student representatives are in each committee responsible for the above events. Student representatives also record their presence in the IQAC of the college. Through the inclusive and representative character of IQAC, students' participation in planning the policies and strategies for the development of the college is ensured. The concerned authorities attentively heed their voices, and the issues they raise are effectively addressed.

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

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## 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 college has a well-established and full-fledged cell to prevent sexual harassment on the college campus. The college, through the working of the sexual harassment cell, observes zero tolerance toward gender inequity and sexual harassment. The Sexual harassment cell oversees gender-related issues, carrying out activities throughout the year to promote gender equity and sensitisation. It also organises talks and awareness programs on women's rights, breast cancer, legal ramifications of discrimination, self-defence and Health and Hygiene of Young Girls. For developing the physical and mental strength of the girl students, necessary workshops, debate competitions, presentation competitions, book displays, etc., are regularly organised. The college also takes care of the redressal of gender-related grievances through a grievance redressal cell.

File Description	Documents
Annual gender sensitization action plan	<a href="#">NIL</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="#">NIL</a>

#### 7.1.2 - The Institution has facilities for C. Any 2 of the above



**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**

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

Awareness programmes about the segregation of solid and liquid waste are carried out. Various pollution issues and difficulties in waste disposal are spread among students through talks on environmental conservation. They are encouraged to leave the least waste and properly dispose of it. Talk on waste management and preservation of energy resources are conducted. Lecture series on environmental issues are also arranged to sensitise the students. The common solid waste is leaf litter, which is allowed to decompose in place to enrich the soil quality. Other regular anthropogenic solid waste is collected in dust bins placed at strategic locations, brought together and taken away periodically by the waste collection agency of the municipal body.

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

**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**

**C. Any 2 of the above**

**campus**

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

**7.1.5 - Green campus initiatives include**

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

**A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

**D. Any 1 of the above**

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

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

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

**C. Any 2 of the above**

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

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

**The college is committed to ensuring the values like tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and any other diversities among students. To achieve this goal, IQAC keeps organising various programmes. The**

classes are full of students from different social strata or religious backgrounds. The institution encourages interactions among different types of students. Sports activities, NCC activities and NSS programmes are designed so that students from different backgrounds encounter each other and become friendly with each other. The institution runs several programmes in association with IQAC of the college to remove the various stereotypes and prejudice toward other religions, cultures, regions, languages, sex etc.

College tries to prepare students capable of handling any situation that life offers without comprising the values enshrined in the constitution for being responsible citizens of India. Students are prepared and motivated here in this college to respect all kinds of ideas, no matter how different or opposite they seem. In other terms, students are trained to be tolerant.

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

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

Students and employees of this college are sensitised to the various obligations like values, rights, duties and responsibilities of citizens as described in the relevant section of the constitution of India. Many important days are observed in the college such as unity day, constitution day, independence day, republic day, Gandhi Jayanti to inculcate the feeling of mutual brotherhood and respect for co-citizens. Students and employees of this institution are motivated for having such behaviour and temperament through different Lectures, Talk and Seminars conducted in association with IQAC of the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**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**

**A. All of the above**

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

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

**In this college Independence Day, Republic Day, Earth Day, World Environmental Day, World Wild Life Day, Bihar Prithwi Diwas, International Womens Day, etc are celebrated.**

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

## 7.2 - Best Practices

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

### 1. Using youth to benefit society:

Since 2020 began, we've been through an unprecedented difficult period. Students must be healthy, mentally sound, and quick. Youths are the nation's future, and their energy, excitement, and vitality may benefit society. The College's NSS and NCC planned this carefully. NSS and NCC volunteers help the community by launching awareness programmes on social and environmental issues, plantations, blood donation camps, gender issues, yoga, etc. NCC helped government agencies inform COVID vaccination dates. The College tries to instil a sense of social responsibility for society's overall growth. Such activities boost students' confidence and enthusiasm for social improvement.

### 2. Nurturing pupils' potential and empowering them to build a future: Students have the potential to transform society.

They are a source of economic and social change. We encourage our students to navigate challenging routes on their own by changing their attitudes and beliefs and boosting their self-esteem, self-efficacy, and confidence. We also ran Student Development Programs to build their talents. Our students should have the scruples and understanding to compete globally. NSS and NCC extension programmes foster confidence and teamwork. Our workshops, seminars, panel debates, and speech completions motivate and support creativity and entrepreneurship.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 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

Our mission statement expects our students will have a flair for answering expanding societal demands, spawn novel ideas, and model global sustainability. The ultimate purpose of serious scientific study and endeavours is to solve societal problems and build technological and scientific wonders for society's benefit. Arsenic and fluoride in drinking water are ubiquitous in Bihar. Following its Vision and Mission, the college has concentrated its R&D on societal advantages. Local botanicals were used to generate fluoride-free drinking water. There are also clean water awareness programmes. Action research has become a mutual learning platform for academia and a "local laboratory" to tackle societal challenges. In this way, we motivated teachers, researchers, and students to pursue novel academic endeavours that meet humane and societal goals.

## 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

Academic planning for ensuring session 2020-21 was done during the COVID-19 situation. It was resolved in the meeting that

1. HoDs of the concerned departments will assign topics/chapters of different papers of various courses to each teacher. HoDs will continuously monitor the progress and will devise strategies accordingly for effective teaching and coverage of the syllabi. It was decided that online classes would run in full swing until the situation improves. Even after the improvement of the situation, arrangements have to be made to run classes in dual mode.
2. Along with the traditional "chalk and talk" method, each department should encourage teachers to use ICT-enabled tools.

#### Planning for Co-curricular and Extra-curricular Activities

All members agreed that "Co-curricular and Extracurricular activities are extensions of formal and informal learnings. These complement and supplement curricular activities are essential for in-calculating various facets of personality development and cultural assimilation of students. The members outlined different activities like;

1. Debate
2. Science, Social sciences, Humanities and General Knowledge, and Current Affairs quizzes.
3. Essay writing, story writing.
4. Programs for the moral and spiritual development of students.
5. For the holistic development of the students, sports infrastructure be strengthened and cultural activities should be intensified.



File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The pandemic and consequent Lockdowns have had a severe adverse impact on almost all things. Examinations could not be held on time and sessions got delayed. We do not have a CBCS system in undergraduate courses. Therefore, there is no provision for continuous internal assessment (CIA). However, we have monitored students' progress through the routine tests conducted by the concerned departments. Despite the difficult situation, we tried to adhere to the academic calendar by holding online tests in various subjects. The college within the scope of the university guidelines tries its best to bring reliability and accountability to the evaluation process. The college conducts class tests and oral examinations in undergraduate classes. Year-end Examinations were conducted by the University.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

**C. Any 2 of the above**

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

## 1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

### 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**

0

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

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

The institution has been catering to crosscutting issues in line with its noble motto, "?? ?????? ?? ??????????" ( Meaning: ?????? (?? ?????? )?????? ?? ?????? ?? ???!). As enunciated in the vision and mission, the college is the critical component of human development and is motivated to equip students with knowledge and skills that allow them to make a more significant contribution to society. Appertained to it, the college is more conscious of its social responsibilities and is endeavoring hard to teach a value system among the students to address cross-cutting issues such as gender, climate change, environmental education, human rights, ICT, etc. It is continually engaged in providing eco-friendly ambiance by developing green parks/garden to preserve the environment and heritage. It has a pond to conserve rainwater and recharge groundwater. Various cells under the IQAC are active to address these issues. The Ethics to be followed by students are stated on the website as the Code of Conduct for students. The women's empowerment cell is active in addressing issues relevant to gender. All activities in 2020-21 have been carried out online due to restrictions of the COVID pandemic.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

0

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

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<b>No File Uploaded</b>
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)	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.apsmcollege.ac.in/naac_igac">https://www.apsmcollege.ac.in/naac_igac</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>3839</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
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**

2318

File Description	Documents
Any additional information	No File Uploaded
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

All the departments of APSM College assess students' performances by organizing unit tests by the departments just after the completion of the concerned chapter. Through which one can assess the performance of the students. After the unit test is organized by the department's concerned teachers also conduct an analysis of the mistakes committed by the students so that they can improve their performances.

As advanced learners and slow learners are concerned; they are pointed out by the teacher and facilitated as per their learning speed and power.

Special Programmes for Advanced Learners:

- Advanced learners are encouraged to make poster and PPT presentations.
- Student are also promoted to participate in different seminars and symposiums.
- Advanced learners are informed about various competitive exams as per their interest.
- They are advised to go through standard reference books in the library.
- They are encouraged to write model answers based on the University question paper.
- Advanced learners are given opportunity to represent the institution as anchors for various online/ offline

programmes

#### Special Programmes for Weak Learners:

- Special attention in classes is taken regularly.
- Faculty members help slow learners by assignments periodically.
- Tutorial classes has also been conducted for the slow learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
7237	10

File Description	Documents
Any additional information	No File Uploaded

#### 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

Mentoring students and support occupies a crucial position in its policies and provisions. Special care has been taken to facilitate the students, instead of classroom teaching-learning fields and courts for games or sports and other extra and co-curricular activities like cultural activities facilitate the students. The college provides a variety of learning experiences

- Academic: Seminar, Library/Book Bank, specialized teachers, and other infrastructural support, Language/science labs, and wifi connectivity. Extra hours/week/each teacher for consultation Tutors for individual guidance (tutorial classes), innovative techniques, and strategies of teaching, discussions,

seminar presentations, and learning in the form of internal assessments, assignments, Common Room (for boys and girls separately), educational tours, etc.

- **Class management and writing skills:** Appoint students in the administration of the class of each department, volunteer in seminars, workshops, and any other functions, Student participation in different sports, cultural activities, and NCC and NSS functions.
- **Central Facilities:** Favourable Central Library with Reading Hall opened till college hours, Career Counselling Cell, Gender Sensitization, Anti-Ragging Committee, and Disciplinary Committee, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Teachers of APSM College always try to accomplish the demands of hours and students as well. Almost all the faculty members are techno-friendly and they use it as per the requirements of the class. They also incorporate ICTs to make more effective teaching-learning. To demonstrate and deliver more and more information and knowledge to the students they use all the means they can. Including Black/whiteboards, Projectors, Charts, Maps, and other means to inculcate and transfer values as well as skills.

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

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	
0	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded
2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
10	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
06	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<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

64

File Description	Documents
Any additional information	No File Uploaded
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 assessment of students of this college is annual. We do not have a CBCS system at the U.G level. However the progress of the students are monitored by class tests.

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

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

There are no internal examination-related grievances.

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

### 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 institution has prepared Programme Outcomes, Programme Specific Outcomes, and Course Outcomes for different B.A. and

B.Sc. Programmes. Programme Outcomes, Programme Specific Outcomes, and Course Outcomes of these courses are also displayed on the college website, and also the concerned faculties spell out the learning outcomes in the classroom at the beginning of each session. Thus, students are made aware of course/programme expectations at the very commencement of the teaching-learning process. The Student Satisfaction Survey (SSS) is also another instrument by way of which the college takes feedback on the extent of student attainment of learning outcomes. Thus, the college employs multiple channels to make students and teachers aware of the learning outcomes of courses and programmes.

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

Programme and Course outcomes, as demonstrated by NAAC have been designed for students and other stakeholders. They aim at making the students ready and equipped with knowledge and skill sets required for future. Evaluation of outcomes serves the institution as an effective tool for self-analysis and improvement

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

**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**

1610

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	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

[https://www.apsmcollege.ac.in/naac\\_agar](https://www.apsmcollege.ac.in/naac_agar)

## 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)**

Nil

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

**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**

<b>Nil</b>	
File Description	Documents
List of research projects and funding details (Data Template)	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Supporting document from Funding Agency	<b>No File Uploaded</b>
Paste link to funding agency website	<b>Nil</b>
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>1</b>	
File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>
<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
<b>5</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
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	No File Uploaded
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 students are exposed to cross-cutting issues, through rallies, street plays, and webinars. Health and hygiene, Gender sensitization, emergencies, environmental consciousness, and values are also imbibed and strengthened for redressal at a society level. Various celebratory days, weeks, and months increase the awareness of students toward society. Extension during COVID is being carried out online through webinars for all stakeholders, encompassing diverse social topics. They have made students more aware and responsible. The NCC and NSS unit of the college has distributed Masks and Sanitizer to poor and needy people.

APSM College students have organized the following activities/camps:

- Blood Donation Camp,
- International Women's Day
- World Diabetes Day
- Swachh Bharat Programme
- Aids Awareness,
- Gender Issue,
- Water Conservation,
- Vigilance Awareness Week,
- Constitutional Day, etc.

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

### 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

Nil

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

### 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	No File Uploaded
Any additional information	No File Uploaded
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**

424

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
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**

Nil

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

**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	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## 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.

2020-21 had 3 separate periods: I the first wave of COVID-19, which occurred between July 2020 and November 2020 and was dominated by online activities; (ii) the waning phase of the first wave, which occurred between December 2020 and March 2021; and (iii) the second wave of COVID 19 and the subsequent Lockdown period, during which the digital platform proved to be of immense significance and practical value. The Routine in charge and Principal work closely with the HoDs to ensure each department has the resources necessary to carry out its academic, extracurricular, and research obligations. Sports equipment is given to students with the sports director's agreement. The "book issuing and return counter" helps students. The boys' and girls' common area has magazines and newspapers. The college seeks to strengthen its policies and procedures to increase student academic, extracurricular, and co-curricular engagement. The institution has adopted the following policies and measures to maintain its physical and academic facilities: (i) Increasing the size and scope of existing infrastructures for laboratories, classrooms, sports, etc. (ii) Organizing social gatherings such as Yuva Mahotsava, a quiz competition, a seminar, and a workshop and allocating sufficient resources to improving, maintaining, and fully using existing infrastructure. (iii) Grants, loans, and other monetary contributions from municipal, state, and central governments, and other financial entities were the only options during the COVID-19 epidemic.

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

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

Colleges have sufficient facilities to support and encourage extracurricular activities like athletics and the arts. Students can play football or cricket on the expansive field or use the basketball court, badminton court, gymnasium, etc.

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

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

11

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

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

**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)**

0	
File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded
<b>4.2 - Library as a Learning Resource</b>	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
At present, library automation work is in progress. In one month, it will be completed.	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
<b>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</b>	E. None of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	

0	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
100	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded
<b>4.3 - IT Infrastructure</b>	
<b>4.3.1 - Institution frequently updates its IT facilities including Wi-Fi</b>	
<p>The library, administrative office, and all other departments also have access to computers and printing capabilities. Wi-Fi connectivity means the internet can be accessed from any of the machines. The majority of the administrative offices, labs, and other places that require constant power have online UPS systems. The college is constantly modernising its IT infrastructure and related facilities to keep up with the latest advances in software and technology. The college has upgraded some of the computers in the computer department to core i5 machines because computers, projectors, etc. are essential components of technology-enhanced teaching and learning processes. The older machines are redistributed to less demanding environments where sophisticated software is not needed. With the support of L &amp; T, the university was able to successfully build an underground optical fibre network, enabling Wi-Fi throughout the campus.</p>	

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

**4.3.2 - Number of Computers**

20

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution**

C.10 - 30MBPS

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

**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)**

0

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

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.

2020-21 had 3 separate periods: I the first wave of COVID-19, which occurred between July 2020 and November 2020 and was dominated by online activities; (ii) the waning phase of the first wave, which occurred between December 2020 and March 2021; and (iii) the second wave of COVID 19 and the subsequent Lockdown period, during which the digital platform proved to be of immense significance and practical value. The Routine in charge and Principal work closely with the HoDs to ensure each department has the resources necessary to carry out its academic, extracurricular, and research obligations. Sports equipment is given to students with the sports director's agreement. The "book issuing and return counter" helps students. The boys' and girls' common area has magazines and newspapers. The college seeks to strengthen its policies and procedures to increase student academic, extracurricular, and co-curricular engagement. The institution has adopted the following policies and measures to maintain its physical and academic facilities: (i) Increasing the size and scope of existing infrastructures for laboratories, classrooms, sports, etc. (ii) Organizing social gatherings such as Yuva Mahotsava, a quiz competition, a seminar, and a workshop and allocating sufficient resources to improving, maintaining, and fully using existing infrastructure. (iii) Grants, loans, and other monetary contributions from municipal, state, and central governments, and other financial entities were the only options during the COVID-19 epidemic.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

400

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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

<b>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</b>	<b>C. 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<b>No File Uploaded</b>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<b>No File Uploaded</b>
<b>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</b>	<b>A. All of the above</b>



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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 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	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

### 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	No File Uploaded
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

0

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

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

The college students participate in various sports, cultural, and extracurricular activities, such as NSS and NCC. The indoor games include Badminton, Table Tennis, Chess, Carrom, and Weight Lifting. Outdoor sports include cricket, football, volleyball, and kabaddi. Additionally, students engage in wrestling. NSS and NCC have played an active role in raising awareness about social issues, health issues, relief operations, and environmental protection, among other topics. N.S.S.: The NSS branch of the college has provided important

community service. Extension programmes link the college and the community, which may spur societal advancement. One NSS volunteer was chosen for the Republic Day parade in New Delhi. This Wing has actively participated in South Korea's "Youth Exchange Programme" NSS boys have volunteered to assist the government of Bihar with the distribution of "old age pension." The key accomplishments of the NSS over the past four years are

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

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

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

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

### 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 are the most dedicated supporters of an institution. They may make essential contributions to the development of their alma mater. Once a year, alumni meetings are held at which they provide essential feedback. The college strives to develop a robust alumni network for the development and advancement of its students. The college's Alumni Association

participates in and contributes positively to college development initiatives. It has a well-drafted memorandum of association and operates by its regulations. In addition to registering on the college's website, alumni are well-connected to teachers and other alumni via numerous Whatsapp groups, Facebook, Twitter, etc. They actively interest in the institutions' operations and provide valuable suggestions. They assist their junior pupils in making career decisions and provide guidance accordingly. Additionally, they participate in environmental protection and preservation initiatives, traffic safety, and energy conservation, among others.

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

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

Our vision statement describes our long-term aspiration to deliver a high-quality, reasonably-priced education to everyone without prejudice. It stresses comprehensive education that contributes considerably to society's rapid transformation. The vision statement nourishes our aspirations that the students of our institution will be capable of addressing the escalating needs of society, sprouting creative ideas, fostering cultural understanding, and creating a model environment for addressing global sustainability issues. Our current operations, such as encouraging scientific temper among students and measuring human and cultural qualities for holistic growth, are governed by our mission statement. The college provides and

promotes higher education by UGC regulations. All college activities are designed and carried out to provide Bihar students with an optimal learning environment and platform from which they may assert themselves in all sectors of life and launch a career as qualified professionals in a diversified global setting. In a multicultural Culture, we nurture in our pupils a feeling of respect for gender equality and individual rights, as well as critical thinking and analytical abilities. Moreover, the ideals and spirit of Indian culture are transmitted to the pupils through an abundance of cultural and athletic activities. NSS and NCC play a vital role in this regard.

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

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

The Principal is both the academic and administrative leader of the college. He serves as chairman of all college committees. The principal, IQAC, and Planning Board drafted the organisation's strategic plan. Growth of the college and articulation of guiding principles for enhancement of the teaching and learning environment with a philosophy for academic greatness. The principal serves as chairman of IQAC, which plays a crucial role in ensuring efficient Communication and necessary networking with diverse stakeholders are required. Several committees, such as the "Development and Building Committee," "Purchase Committee," "Vocational Committee," "Heads Committee", and so forth. Faculty members are actively involved in decision-making. Making method. The Development and Building Committee approves construction projects, whereas the Purchase Committee approves the proposals for the acquisition of diverse objects such as equipment, instruments, furnishings etc. The Heads and Vocational Committee are responsible for developing an effective implementation plan.

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

## 6.2 - Strategy Development and Deployment

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

The mission's policies and action plans: The principal runs College. Together with department heads, senior instructors, staff, and other stakeholders, the college's principal and IQAC create mission-aligned policies and action plans. • Action plans for all activities and implementation into the institution's strategic plan: Since the principal is the college's leader, action plans prepared with IQAC's help are the intuitive strategic plan. The principal supervises Department Committee action plans. Heads implement plans. IQAC analyses the plan's qualitative execution. • Stakeholders: The college's principal communicates with alums, parents, community, business leaders, NGOs, and social events to promote its vision and goal. Their suggestions help him improve the service. Analysis of requirements, research contributions, and relationships with relevant parties: Instructors, staff, and students remark on the requirement, and the Department Head's demands establish department requirements. Without social partner participation, every complete framework is pointless. So, society's feedback is collected. Interactions with the university, state government, Chancellor's Secretariat, businesses, UGC, DST, etc., inform future policies and planning. Changing global conditions also affect demand. After examining existing and future needs, plans and policies are created. The UGC, the college's principal, and internal college resources are used to implement the institution's strategic plan.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

A decentralised governance system is a crucial component of an institution's democratic and representative nature. The head of the department is appointed by the principal, who grants administrative and academic liberty to manage the department effectively. Faculty members, Heads, Vice-Principals, staff members, and students are all included in the college's various committees and given the necessary autonomy and freedom to carry out their duties under the principal's direction, plans and policies in line with their intended goals. The department head oversees academic planning and the distribution of responsibility among teaching and nonteaching employees at the departmental level. According to each department's unique needs, each department plans and carries out academic activities within that department. Faculty members and non-teaching personnel are given a variety of duties at the administrative and financial levels. The principal leads all significant committees, and the rules and duties of the various committees are laid out. The head assistant is in charge of allocating administrative tasks, and the college's accountant is in charge of allocating financial tasks. The Principal, Vice-principal, and IQAC evaluate the college's operations and take the appropriate actions to align the operations with the institution's vision and mission.

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

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

C. Any 2 of the above

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

**6.3 - Faculty Empowerment Strategies**

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

Welfare schemes available for teachers and non-teaching staff are the Employee Provident Fund (EPF) and Group Medical Insurance. All employees of the college avail of the above two schemes.

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

**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	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**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).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**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**

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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 is crucial for evaluating employees' competence, adeptness, knowledge, aptitude, and job performance. The college follows the appraisal method by the direction and mandate of the university because it is a constituent part of Lalit Narayan Mithila University in Darbhanga, Bihar. Following favourable performance reviews, faculty members are promoted. Evaluations are based on a variety of factors. University standards also conduct performance reviews for non-teaching staff members.

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

**6.4 - Financial Management and Resource Mobilization**

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

Internal audits are carried out annually after the end of the financial year. In addition to it, external audit is done by the university auditors.

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

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

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

0

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

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

The College receives grants from UGC and Govt. of Bihar under different schemes. The College has an adequate budget to meet day-to-day expenses. The college is trying to start several self-financing courses. Accounts are audited.

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

#### 6.5 - Internal Quality Assurance System

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

IQAC, college administration, and teachers contact students constantly. Fair participation of students in bodies, committees, and cells helps teachers and administration analyse requirements, implementation, and monitoring. Student council and student representation on academic and administrative bodies/committees. IQAC, AntiRagging Committee, Student Union, NCC and NSS administrative wings, several societies, and Placement and Guidance Cell have student representatives. The student union is elected. The college's student union features a separate area with facilities. Students union's representative nature determines tasks and obligations. It helps college students. It advocates student issues on many venues and in university committees. It helps maintain discipline, and organise seminars, workshops, cultural events, annual sports, etc. Student representation is on each of the above committees. College student representatives register in IQAC. IQAC's inclusive and representative nature ensures student participation in policy decisions and college development strategies. Authorities listen to them and address their concerns. Anti ragging committees assist curb ragging and promote university order. Student representatives in the placement guidance cell, and administrative wings of NCC and NSS aid with job awareness, campus placements, extension activities, green initiatives, social services, awareness campaigns, gender sensitivities, etc. Even during Lockdown, students contacted classmates, formed Whatsapp groups, launched awareness activities, made masks, and controlled crowds.

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

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

IQAC, College Administration and teachers remain in constant interaction with the students. This institution has a fair representation of students in various bodies, committees, and cells. The presence of students in various committees helps teachers and administration assess requirements,

implementation and monitoring. Activities of the student council and representatives of students on academic and administrative bodies/Committees of the institution. The following academic and administrative bodies have student representatives: (i) IQAC (ii) Anti Ragging Committee (iii) Student Union (iv) Administrative wings of NCC and NSS (v) Various societies (vi) Placement and Guidance Cell. The college has an active student union whose members are elected. The College's student union has been allocated a separate room with the requisite facilities. The representative character of the student union defines its roles and responsibilities. It is a facilitator between the college and the students. It raises the issues of the students on various platforms and in the committees of the college and senate of the university. It helps maintain discipline, organise seminars, workshops, and cultural activities like Yuva Mahotsava, hold annual sports etc. The student representatives are in each committee responsible for the above events. Student representatives also record their presence in the IQAC of the college. Through the inclusive and representative character of IQAC, students' participation in planning the policies and strategies for the development of the college is ensured. The concerned authorities attentively heed their voices, and the issues they raise are effectively addressed.

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

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## 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 college has a well-established and full-fledged cell to prevent sexual harassment on the college campus. The college, through the working of the sexual harassment cell, observes zero tolerance toward gender inequity and sexual harassment. The Sexual harassment cell oversees gender-related issues, carrying out activities throughout the year to promote gender equity and sensitisation. It also organises talks and awareness programson women's rights, breast cancer, legal ramifications of discrimination, self-defence and Health and Hygiene of Young Girls. For developing the physical and mental strength of the girl students, necessary workshops, debate competitions, presentation competitions, book displays, etc., are regularly organised. The college also takes care of the redressal of gender-related grievances through a grievance redressal cell.

File Description	Documents
Annual gender sensitization action plan	<a href="#">NIL</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="#">NIL</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**

**Awareness programmes about the segregation of solid and liquid waste are carried out. Various pollution issues and difficulties in waste disposal are spread among students through talks on environmental conservation. They are encouraged to leave the least waste and properly dispose of it. Talk on waste management and preservation of energy resources are conducted. Lecture series on environmental issues are also arranged to sensitise the students. The common solid waste is leaf litter, which is allowed to decompose in place to enrich the soil quality. Other regular anthropogenic solid waste is collected in dust bins placed at strategic locations, brought together and taken away periodically by the waste collection agency of the municipal body.**

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

**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	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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



<p><b>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</b></p>	<p><b>D. Any 1 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="102 533 510 589">File Description</th> <th data-bbox="520 533 1356 589">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 600 510 723">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="520 600 1356 723">No File Uploaded</td> </tr> <tr> <td data-bbox="102 734 510 835">Certification by the auditing agency</td> <td data-bbox="520 734 1356 835">No File Uploaded</td> </tr> <tr> <td data-bbox="102 846 510 936">Certificates of the awards received</td> <td data-bbox="520 846 1356 936">No File Uploaded</td> </tr> <tr> <td data-bbox="102 947 510 1025">Any other relevant information</td> <td data-bbox="520 947 1356 1025">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	<p><b>C. Any 2 of the above</b></p>
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Any other relevant information	No File Uploaded										
<p><b>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</b></p>	<p><b>C. Any 2 of the above</b></p>										

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

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

The college is committed to ensuring the values like tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and any other diversities among students. To achieve this goal, IQAC keeps organising various programmes. The classes are full of students from different social strata or religious backgrounds. The institution encourages interactions among different types of students. Sports activities, NCC activities and NSS programmes are designed so that students from different backgrounds encounter each other and become friendly with each other. The institution runs several programmes in association with IQAC of the college to remove the various stereotypes and prejudice toward other religions, cultures, regions, languages, sex etc.

College tries to prepare students capable of handling any situation that life offers without comprising the values enshrined in the constitution for being responsible citizens of India. Students are prepared and motivated here in this college to respect all kinds of ideas, no matter how different or opposite they seem. In other terms, students are trained to be tolerant.

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

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

Students and employees of this college are sensitised to the various obligations like values, rights, duties and responsibilities of citizens as described in the relevant section of the constitution of India. Many important days are observed in the college such as unity day, constitution day, independence day, republic day, Gandhi Jayanti to inculcate the feeling of mutual brotherhood and respect for co-citizens. Students and employees of this institution are motivated for having such behaviour and temperament through different Lectures, Talk and Seminars conducted in association with IQAC of the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**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**

A. All of the above

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

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

In this college Independence Day, Republic Day, Earth Day, World Environmental Day, World Wild Life Day, Bihar Prithwi Diwas, International Womens Day, etc are celebrated.

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

## 7.2 - Best Practices

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

### 1. Using youth to benefit society:

Since 2020 began, we've been through an unprecedented difficult period. Students must be healthy, mentally sound, and quick. Youths are the nation's future, and their energy, excitement, and vitality may benefit society. The College's NSS and NCC planned this carefully. NSS and NCC volunteers help the community by launching awareness programmes on social and environmental issues, plantations, blood donation

camps, gender issues, yoga, etc. NCC helped government agencies inform COVID vaccination dates. The College tries to instil a sense of social responsibility for society's overall growth. Such activities boost students' confidence and enthusiasm for social improvement.

2. Nurturing pupils' potential and empowering them to build a future: Students have the potential to transform society.

They are a source of economic and social change. We encourage our students to navigate challenging routes on their own by changing their attitudes and beliefs and boosting their self-esteem, self-efficacy, and confidence. We also ran Student Development Programs to build their talents. Our students should have the scruples and understanding to compete globally. NSS and NCC extension programmes foster confidence and teamwork. Our workshops, seminars, panel debates, and speech completions motivate and support creativity and entrepreneurship.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 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

Our mission statement expects our students will have a flair for answering expanding societal demands, spawn novel ideas, and model global sustainability. The ultimate purpose of serious scientific study and endeavours is to solve societal problems and build technological and scientific wonders for society's benefit. Arsenic and fluoride in drinking water are ubiquitous in Bihar. Following its Vision and Mission, the college has concentrated its R&D on societal advantages. Local botanicals were used to generate fluoride-free drinking water. There are also clean water awareness programmes. Action research has become a mutual learning platform for academia and a "local laboratory" to tackle societal challenges. In this way, we motivated teachers, researchers, and students to pursue novel academic endeavours that meet humane and societal goals.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

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

We worked hard with unwavering conviction throughout the pandemic to help pupils. This period taught us that digital infrastructures are just as crucial as physical ones. Our College's efforts to deliver excellent education, establish needed infrastructures, equip students with critical scruples and skills to compete in a global environment, and achieve excellence in higher education continue unabated. The college works hard to provide holistic education to its students and a suitable academic atmosphere with enough support for curricular, co-curricular, and extracurricular activities.

Action plan for next academic year:

1. Improve digital infrastructures and speed up automation. Acquire lecture recording studios.
3. Accelerate the outfitting of the Auditorium and building of the Multipurpose Building.
4. Establishing a new Computer Centre and converting it into a community centre.
5. Hold workshops, seminars, conferences, debates, quizzes, and poster exhibits more frequently.
6. To expand Extension activities.
7. Plant more medical and beneficial plants like Neem trees and organise more eco-friendly green projects.
8. Renovate gardens and fields and build water harvesting units and drains.
9. Strengthen the Alumni Association.
10. Increase industry-academia interactions to improve students' employability.
11. Improve research facilities.
12. Motivate and prepare the teachers of the college to receive the research project from various agencies like UGC, ICSSR etc.
13. Promote sports and arts.