



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

Munshi Singh College

- Name of the Head of the institution Prof. (Dr.) Arun Kumar
- Designation Professor/ Principal in charge
- Does the institution function from its own campus? Yes
- Phone no./Alternate phone no. 06252232652
- Mobile no 9934731025
- Registered e-mail mscollege.singh1@gmail.com
- Alternate e-mail ak507392@gmail.com
- Address Chandmari
- City/Town Motihari
- State/UT Bihar
- Pin Code 845401

2. Institutional status

- Affiliated /Constituent Constituent
- Type of Institution Co-education
- Location Urban
- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University **B. R. A. Bihar University,
Muzaffarpur**
- Name of the IQAC Coordinator **Dr. Md. Equebal Hussain**
- Phone No. **06252232630**
- Alternate phone No. **06252232630**
- Mobile **9431204401**
- IQAC e-mail address **mcollege.singh1@gmail.com**
- Alternate Email address **hussain.equebal@gmail.com**

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

<https://www.mcollege.ac.in/wp-content/uploads/2023/02/AQAR-2019-20.pdf>

4. Whether Academic Calendar prepared during the year?

No

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

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.42	2013	25/10/2013	24/10/2018
Cycle 2	C	1.61	2019	26/11/2019	25/11/2024

6. Date of Establishment of IQAC

15/03/2011

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
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

A time when the world was hit by concurrent waves of Covid-19 pandemic it was very difficult for the college to be run by traditional methods especially when the students as well as the faculties have reservations in adopting to new techniques. * IQAC conducted a hands on training for teachers to make them competent to conduct classes through online mode on various platforms e.g. Google Meet * IQAC emphasized on the importance of MOOCs in today's learning environment. It also emphasized on the role of teachers to make the class aware about how to be proactive in the online class. * To organize the Covid-19 awareness program. * A record was kept on the mode of delivery of lecture by individual teachers and completion of the course. * Ensured a smooth shift towards conducting the erstwhile offline mode of operations to the online mode across administration, library and teaching.

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
Weekly report on classes delivered by individual teachers	Due to the on-going Covid-19 pandemic, on-line teaching procedure was adopted for different UG and PG courses and the details for the same was send to the University, in effect, ensuring smooth and transparent academic functioning.
Digitalization of library	This important step has ensured that contents of the book be handy with the concerned teachers and teachers could freely distribute it to their class in pdf format.

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

- Name of the statutory body

Name	Date of meeting(s)
Development committee	17/02/2023

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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• Designation	Professor/ Principal in charge
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• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
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• Name of the IQAC Coordinator	Dr. Md. Equebal Hussain

• Phone No.	06252232630				
• Alternate phone No.	06252232630				
• Mobile	9431204401				
• IQAC e-mail address	mscollege.singh1@gmail.com				
• Alternate Email address	hussain.equebal@gmail.com				
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• if yes, whether it is uploaded in the Institutional website Web link:					
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			2		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Development committee	17/02/2023
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	09/03/2022
15.Multidisciplinary / interdisciplinary	
<p>In order to develop the all round capabilities of the students- intellectual, social, physical and moral in an integrated manner, the college is preparing to include multidisciplinary subjects as per the National Educational Policy 2020. Keeping in view the problems faced by the students, the college is planning to set up short term courses and more vocational & regular courses. The aim is to make the students equipped, so that they don't need to rely on Government jobs only, instead pave a way towards self employment. In fact a significant step has already been taken by the department of Industrial Microbiology which runs in</p>	

collaboration with Botany and Zoology departments. Industrial and several hands on training schedules have already been complied with. As the college is preparing itself to have more of multidisciplinary courses and identifying learning outcomes that define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that each programme achieves its envisioned goal. As such the college offers three vocational courses which can be termed multidisciplinary i.e. BCA, BBA and IMB. In near future a certificate course on IPR in collaboration with law and zoology department is in the pipeline.

16.Academic bank of credits (ABC):

The college is a constituent unit of Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur. The affiliating parent University issues degree certificates & mark-sheets to the students, hence, there is no need to get registered for the Institution for Academic Bank of Credits. Academic council of the University will take decision on the process of getting registered to the academic bank of credit.

17.Skill development:

We are living in the age of advanced ICT phase, where new innovations in the field of artificial intelligence and machine learning are posing serious challenges to humans. Proper skilling of upcoming workforces is the only way to be relevant in this era. Educational institutions are gearing right up to upskill their students in the wake of such challenge. New education policy of 2020 is very particular about skill development of students through various programmes and courses offered. Although our parent university BRABU, Muzaffarpur yet to roll out NEP, 2020 but our college has been at forefront of skill development of students through various vocational courses offered to them. The college offers three vocational courses under multidisciplinary i.e. BCA, BBA and IMB. A separate certificate course on speaking English and phonetics is run primarily by the English department. The vision of the college is promoting Value-Based Quality education, hence the college takes efforts to inculcate positivity among the learners. Apart from this, the college has been organizing talks, workshops, seminars etc to educate students on skill development.

The college also celebrates National festivals like Independence Day, observing the Death and Birth Anniversary of our National leaders which help in imbibing the good qualities by the

students.

Mentoring students is also one of the practices of the institution, to enable students to explore future employment path after graduation/post-graduation, and help them get the most.

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

The faculty members of the College are competent enough to impart knowledge bilingually i.e. Hindi & English apart from the regional touch. The majority speaks hindi in this region and it is made sure that the students who report from the rural areas are made to understand their subject without any communication barrier. However, they are also apprised to multiple ways of communication and understand the need of the same. This also instills in them a motivation to learn other ways of communication. Apart from that Sanskrit and Urdu language are being taught in syllabus up to undergraduate level along with Ancient Indian history. Teachers of the science department also emphasize the knowledge possessed by ancient Indian literature and try to correlate the same with recent discoveries.

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

Outcome based Education is a combination of three types of competence:

- practical: knowing how to do things, ability to make decisions
- fundamental: understanding what you are doing and why
- reflective: learn and adapt through self-reflection. Further, apply knowledge appropriately and responsibly.

Outcome-based education (OBE) is one in which emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the Institution. Outcome-Based Education (OBE) is a learning method focusing completely on student competency. It concentrates on the outcomes or goals instead of just marks or results. The educators identify goals which could be a certain number of skills and knowledge that the learner should have at the end of the course. The assessment methods are then defined to measure the achievement of these goals. Irrespective of the time required, or the method used, the only outcome aimed for is success for every student which is

measured by the student's ability to meet the outcome criteria, established previously. There is a continuous evaluation to help students reach their goals.

While OBE primarily focuses on the learner and the learner's capability to achieve the outcomes, the teachers take on the greater role of becoming facilitators and mentors. A well developed OBE-based learning should have alternate teaching learning techniques and various activities to ensure success. Also, insightful feedback from the students also helps in reshaping the curriculum. Teachers are taking various tests & timely evaluations of the students to check their learning outcomes. Feedback system has also been initiated from all stakeholders.

20.Distance education/online education:

Online education is also being imparted by the faculty members to the students through website, google meet and cloud platform mostly due to lock down caused by the ongoing pandemic Covid-19. However, this has emerged as an important tool to educate students during examination & vacations and also according to the need. Online education has particularly been useful to cater to the needs of the weaker students. The recording room being erected will add another feather in the profile of college and will be helpful in imparting online education.

The college also boasts of being a centre for IGNOU and Nalanda Open University. Distance education needs are catered by these centers of flexible learning.

Extended Profile

1.Programme

1.1 28

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

File Description	Documents
Data Template	View File

2.Student

2.1 9428

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2 **5104**

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

File Description	Documents
Data Template	No File Uploaded

2.3 **3421**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 **29**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **110**

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	28
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	9428
File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	5104
File Description	Documents
Data Template	No File Uploaded
2.3 Number of outgoing/ final year students during the year	3421
File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1 Number of full time teachers during the year	29
File Description	Documents
Data Template	View File

3.2	110
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1	58
Total number of Classrooms and Seminar halls	
4.2	228
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	219
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

Though the college being a constituent unit of the BRABU has no say in curriculum development, the college makes sure that it be delivered in an effective and timely manner. Being short of teachers, the departments have been given flexibility in designing their own time table and collaborations apart from the master time table available with the college. A typical calendar year starts with orientation program in which students are briefed about their curricula and ways to go about it. The departments also arrange for field visits, hands on training etc. for effective learning. Our adaptedness to the new tool in the market i.e. online education has come in handy and makes it easy to conduct classes of large volume as seen in undergraduate courses.

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

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

Being bound by the curricula of the university, the college does not have much flexibility in the conduct of examinations. This is the prime reason to not follow CIE at undergraduate level. However, as mandated by the university we do follow CBCS in PG courses and conduct CIE. This CIE includes mid semester test, class presentation, and individual assignments etc. CIE is also followed in the vocational courses viz. IMB, BCA and BBA.

File Description	Documents
Upload relevant supporting document	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

B. Any 3 of the above

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

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
15	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	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	
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

At PG level, as mandated by the CBCS curricula of the parent university, the institute offers a course on environmental sustainability/swachh bharat abhiyan in I semester, environmental science/professional behavior/yoga in II semester and human ethics in III semester as mandatory courses across subjects. Passing the course is required for promotion to the next semester. In addition to this, NSS organizes such programs to sensitize the students as well as the faculties from time to time. The college also takes efforts for integration of ethical and human values through extra-curricular activities.

National festivals such as Independence Day and Republic Day serve as a platform to enliven patriotic and moral values. Different social activities for example Health and Hygiene awareness, Medical check-up camps, AIDS awareness programs, Voter's awareness program, Road safety Campaign, Blood donation camps, etc. have been initiated by the college.

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

4

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
Institutional Data in Prescribed Format	View File

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

1

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

3474

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

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

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

2601

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

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

Various departments of the college use monitoring and mentoring to track the progress of slow learners. Along with teachers, some advanced learners are encouraged to mentor weak students and help them with explanations and notes. Considering the

college is a PG unit, research scholars are encouraged to help the weaker students. Remedial courses and counselling sessions are held, with additional lessons/special classes added as needed. Apart from these, the special class attendance is monitored to understand and monitor the efforts being made to academically improve the slow learners.

For advanced learners, first we identified them by their academic performance. They are encouraged to take part in seminars and various programmes organised in the campus. They are also given opportunities to attend the programmes outside the campus. Special lectures, seminars/conferences, workshops, educational tours are regularly organised for the students and staff.

File Description	Documents
Paste 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
9428	29

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

The college must be student-centric if it has to get maximum outcome of its efforts. During their learning process, the students participate in various academic activities inside and outside the classrooms. The course curriculum followed by our college though primarily dictated by the parent university encourages experimental learning and is as per University guidelines. The guiding principle of experimental learning is to link theory with practice. By experimental learning process students get acquainted with various apparatus, what to use them for and how to operate them. They learn how to evaluate the

experimental outcome and draw conclusions. They also learn through various assignments, field work, training programs and extension activities. To broaden the student horizon they are encouraged to go on educational trips to other institutions, historical places, and field visits, especially for vocational students. The departments organize seminars, symposia, and talks by subject experts to enhance their insight, gain perspectives and have their doubts clarified. We also follow the same strategy in the classrooms too and the end of each class is followed by open discussion sessions in which students freely ask their question and discuss their problems. The college has other learning resources like libraries, computercenters with internet access, e-resources that encourage students in participative learning and motivate them to use various problem solving methodologies.

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

Majority of the teachers are young, dynamic and computer friendly. They make extensive use of ICT technology like Smart Class, Language Lab, Virtual Classrooms etc for effective teaching and learning. The campus is wifi enabled and digitalization of library enables the students and teachers to access books anywhere and everywhere inside the campus. Projectors have also been provided to individual departments so as to use and teach the materials available online.

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

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

2.3.3.1 - Number of mentors	
20	
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	
29	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
20	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

300

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

2.5 - Evaluation Process and Reforms

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

Evaluation in a continuous and transparent mode would help students to improve their academic performance. Internal assessment is a part of the evaluation process of the college. CIE is statutory in PG courses and hence non-negotiable. In the orientation program organized at the beginning of each academic session, the students are informed about internal assessment schedule. The criteria of internal assessment are adopted as per University guideline. In theoretical papers, 30% marks are assigned to internal assessment; while for practical distribution of marks is 50 % for both internal and external assessment. To ensure transparency in such process our institution is implementing a variety of innovative approaches to assess student's subject understanding. The metrics to measure the same are attendance, attitudinal improvement, subject understanding and ability to drive a project. The process of internal assessment starts with classroom interactions. While delivering lectures, student's subject understanding, regularity, conduct, and behavior is closely monitored and observed by the faculty.

Other common practices adopted by our institution are conducting tests and preparatory exams at frequent intervals. Answer sheets are made available to the students on demand to ensure transparency. Seminars with the open question-answer session, assigning individual projects, delivery of assignments through the model and poster presentation, power point presentation followed by open interaction with faculty members are conducted

to ensure the attainment of course outcome.

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

The internal assessment comprises of four modules, attendance, written examination (objective), class presentation and assignment. The transparency of each of these components is self explanatory. Attendance and written examinations are objective metrics of assessment while class presentation provides for the flexibility to express themselves. During class presentation assessment/marks are invited from all the students and the teachers to ensure maximum possible transparency. Assignments are duly marked and given back to students for any possible concern and due diligence is done.

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

2.6 - Student Performance and Learning Outcomes

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

The College displays its vision and mission, programme outcome and course outcome all on the college website.

The same has also been conveyed to students in their orientation program at the commencement of the new session every year for both undergraduate and postgraduate students. The syllabus is designed by the University and being a constituent unit of the university the college follows the same. The IQAC committee of the college discusses the syllabus regularly by inviting subject experts and members of BoS and improvise it by introducing add on courses and certificate courses. The alumni are also invited at regular intervals to interact with the students and teachers, share their work-related experiences and how the particular subject helps them to shape their career. They also provide

important feedback to make the syllabus more relevant to market demands. The college also encourages the faculty members to participate and organize faculty empowerment programs like workshops, seminar, symposia, refresher course, orientation course, extension activities, and other interactive sessions on the regular basis to improve their skills and knowledge in various course components.

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

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

The college follows the affiliating university's instructions regarding examinations for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes. At the end of each academic year, university conducts examinations. Based on the result published by university the course outcomes are measured.

Assignments are given at the end of each module. The assignments are provided to students and they refer the text books and good reference books to find out the answers and understand the expected outcome of the given problem.

Internal tests are conducted in each academic year to meet out the prescribed syllabi of POs, PSOs and COs. Alumni survey is also the part for the same.

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

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
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)**[Nil](#)**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	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 teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

11

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

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

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

0

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

3.2 - Innovation Ecosystem

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

Being a constituent PG unit of the university, the college also has the responsibility to carry out research and train research scholars amounting to their award of PhD by the university. In the departments of humanities this responsibility is being carried out very proactively. However, in science departments there are hurdles in doing so. Today's scientific research uses modern tools which are generally lacking in rural areas like this. However, the college is proactive in keeping students abreast with the current research and regular seminar and conferences are being organized wherein scientists from institutes of international repute are invited to share their research with students. The college encourages the PG students to go for summer training and experience cutting edge research in various institutes across India. With the advent of new

faculties who are willing to extend time and their experience in the field of research the college is expected to see a surge in research output in coming years.

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

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

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

0

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

3.3 - Research Publications and Awards

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

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

0

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

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

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**14**

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year****9**

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

3.4 - Extension Activities

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

NSS unit of the College is very active and constantly look forward to extend its support in creating awareness and sensitize the neighboring communities towards social issues. It also organizes seminars and talks for holistic development of students by sensitizing them towards various social stigmas and inequalities. Two annual camps are organized by NSS every year in the neighboring SC/ST communities in this regard one of them primarily on cleanliness. This year one drive was also organized on 'how to safeguard ourselves from Covid-19' and masks and sanitizer were distributed. The NSS also organizes nukkad natak at various prominent places in the city to create awareness among people against social evils.

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

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

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

2

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

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

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

7

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 during the year (Data Template)	View File

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

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

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

397

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

3.5 - Collaboration

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

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

0

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

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

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

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.

The College campus can be divided into two primary areas, a huge barren field used for sports activities and an academic block encompassing a well-developed lush green campus spread over 4 acres of land ensuring adequate availability and optimal utilization of physical infrastructure with modern facilities for teaching-learning activities to achieve academic excellence, as under:

(a) Learning Resources includes library, laboratories, computer centre, classrooms (including galleries and smart classrooms), auditorium for meetings and conferences.

(b) Support facilities include hostel, canteen, botanical garden, sports grounds, and seminar hall

(c) Utilities include Safe drinking water, restrooms and power generators.

Classes are scheduled for optimal utilization of the available physical infrastructure.

Class-rooms: The College has a sufficient number of well-equipped, well-ventilated and spacious classrooms with LCD projectors for conducting theory classes. Apart from this, the College has ICT classrooms where multimedia learning, Wi-Fi connectivity and Internet access are provided.

Laboratories: The departmental laboratories are equipped with the latest facilities and equipment.

Internet facility: The entire campus is Wi-Fi enabled and offers 24/7 internet facilities for students and staff.

Seminar hall complex: This includes an auditorium. Students are encouraged to actively participate in paper presentations, group discussions, etc.

File Description	Documents
Upload any additional information	No File Uploaded
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.

The college has a well-established system and procedures for the maintenance, use and upgrading of its existing physical facilities viz. sport and cultural. It has got dedicated staff and committee to look after these co-curricular events.

The college has its own cricket and basketball team. It has got a basketball and a cricket ground (which also turns into a football ground or a track and field ground based on the requirements). The basketball ground also turns into a yoga centre as and when required. The auditorium is the hub of all the cultural activities. All these structures are maintained properly to ensure smooth functioning of the events. The auditorium also turns into a place for indoor games such as chess and carom as and when needed.

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

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

3

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

162

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

4.2 - Library as a Learning Resource

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

Library of the college is well equiped with books. Further, it is partially automated using KOHA ILMS software.

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-

D. Any 1 of the above

resources	
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)	
3.8	
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	
0	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
The college has various digital technology facilities. The college has 02 smart classrooms, 01 - language lab, 01 - digitally equipped conference hall. Upgradation work for another	

laboratory is also in progress. A well equipped computer lab also functions at the college premises.

Students have access to computer labs. College buildings and library buildings are facilitated by Wi-Fi connectivity. All students and staff members of the college have open access to WiFi connection. All college departments are equipped with computers and other related accessories. New computers are added to the repertoire of the college on annual basis. Most faculty members use ICT in classrooms and laboratories as needed. Various educational sites are displayed to students using digital devices. Most of the administrative work is also done with the help of ICT. However we are yet to enable MIS in college administrative services. The college regularly maintains its IT equipments.

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

4.3.2 - Number of Computers

219

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

163

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

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

There is a dedicated 3 member committee headed by a faculty member to look after the website maintenance. The media manager of the college heading this committee ensures that all the relevant information related to sports, cultural, academic, tender, admissions etc. be posted on the college website in time.

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**

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)	No File Uploaded

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

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

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

B. 3 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	
Nil	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
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	

1

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

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

5.2.2.1 - Number of outgoing student progression to higher education

5

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

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

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

7

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
0	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	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)	
<p>The college believes in stakeholders' approach, therefore students' representation in day-to-day activities of the college is always appreciated and encouraged. the college has vibrant student council which is being elected by the students themselves according to the Lyngdoh committee recommendations. The elected students' representatives have been given ample representation in IQAC and other administrative affairs of the college. Their role ranges from admission assistance, cultural activities, annual sports event etc. are being appreciated.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)	

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

0

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

5.4 - Alumni Engagement

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

There exists an alumni association of the college. However, it is not registered. Because of non-registration of the association, keeping records of the same is a far fetched goal and we have not been able to extract as much as we could have from our alumni.

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

The college has been functioning according to its vision and mission since its inception. To develop and empower youth through education that fosters knowledge and skills, promotes key constitutional values of equality, national integration. The mission of the college has been to impart quality higher education with a view to acquiring knowledge and to develop skills among the students simultaneously, ensuring accountability to the society. Educating our students about environmental awareness and a community feeling for the locality as well as consciousness on the global issues.

The principal actively participates in meetings with functional committees to ensure that the policy statement and action plan are aligned with the college's mission. Principal, in consultation with faculty members, prepares action plan, reviews the results of action plan implementation through meetings with the functional committees and makes necessary changes to the same as needed. The vision, mission, short-term and long-term goals and quality guidelines are open to all stakeholders for suggestions.

Necessary training is provided for faculties and supporting staff for their development, and team building and teamwork is infused to create a healthy work culture. During this period, the Institute has adopted a number of changes to achieve its vision and mission.

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

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

The Principal heads the academic and administrative activities of the College. He forms various Committees and appoints faculty members to implement all decisions.

The IQAC is responsible for promoting and enhancing the quality culture in the college.

The ARC and examination cell handle all the academic and examination matters in the college.

Purchase-Committee manages all the purchasing of the College and their proper use.

The NCC/NSS Committee is responsible for the various social service schemes that students take up.

These were just a few of the college committees listed. Apart from these, other regular committees are also formed to examine the overall development of the college. We have introduced a mentor-mentee system to share the routine activities of the lecturers.

Parents are fully valued and their suggestions are reflected in key decision-making across departments. Student Union representatives' suggestions on variety of matters related to day-to-day activities of the college are well entertained and respected.

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

Many factors viz. needs of the student/society, changing scenarios in the educational field, conditions of time, space and economic factors etc. are carefully considered before designing a strategy for the future.

A visionary leadership governs the college. Most members of the college management maintain a high ethical and academic stature. On the basis of value based spiritual leadership, they serve society through education.

Institutional Strategic/ perspective plan

Efficient education acquisition procedure

Mounting the physical infrastructure

Constant Internal Quality Assurance Cell**Ensuring effective governance****Overall development of students through participation in extracurricular activities****Constant Growth in Research and Development****Alumni Interaction and Outreach activities****Increased internal revenue****Employees Advancement and Welfare****Placement Escalation**

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.

This college is a constituent unit of B. R. A. Bihar University, Muzaffarpur and operates under its statutes, regulations and legal framework. It also complies with the directives of Bihar Government (its funding agency), DHE and UGC guidelines.

However, the College in particular is headed by the Principal who heads the administrative (which is headed by the Head assistant) and the academic division of college. The Principal is also the default chairman of all the committees statutorily. The Principal, in turn, is reported by the heads of the various departments.

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

As far as welfare measure of concerned, the college administration actively provides financial backup to its employees (both teaching and non-teaching staff) during delayed payments for their salaries. College fund has been used for such kind of financial contingencies.

From career growth point of view, the college administration facilitates and assists teaching staff to attend various programmes and initiatives by various organization to achieve academic excellence. Teachers are financially supported to attend international and national conferences.

There is a scheme for providing advance to non-teaching employees in case of marriage of their dear ones as well as medical excigencies.

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

16

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)	View File

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

The college follows the evaluation scheme (Performance-Based Assessment System (PBAS)) proposed by UGC and B. R. A. Bihar University, Muzaffarpur. Though, being the constituent unit of

the university, ultimate call is taken by the university.

The Performance-Based Assessment System (PBAS) scheme divides performance of individuals into three basic categories:

(i) Teaching - Learning and Evaluation related activities (ii) Research Publications and Academic Contributions (iii) Extra - curricular, Extension and Professional Development related activities.

The weightages (i.e. Academic Performance Indices (API)) are assigned to these categories. The Principal in consultation with senior Professors fix certain minimum API scores to be achieved by the faculty members in the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position. After this the call is taken by the university officials.

Further, at the end of each academic year feedback forms are issued to the students for each of the courses attended by them. This forms the basis of the annual awards being given to the teachers in different categories.

As such there is no performance appraisal system followed for non-teaching staff in the institute.

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

The college regularly conducts internal and external financial audits. There is a full-time Accounts Department to ensure maintenance of annual accounts and audits.

1. For External Audit: External Audit is conducted by the University Auditor - B. R. A. Bihar University, Muzaffarpur

2. For Internal Audit: Internal Audit is conducted by an Internal Auditor (i.e. Chartered Accountant of the Institute)

University Auditor - B. R. A. Bihar University, Muzaffarpur conducts statutory audit covering all financial and accounting activities of the college. This includes scrutiny of all receipts from fee, donations, grants, contributions, interest earned and returns on investments. Apart from this, all payments to staff, vendors, contractors, students and other service providers are also verified by them. All observations/objections of University Auditor are communicated through their report to the B. R. A. Bihar University, Muzaffarpur.

Chartered Accountant of the college conducts regular accounts audit and certifies its Annual Financial Statements. All Utilization Certificates to various grant giving agencies are also signed by the CA and countersigned by the Head of the institution.

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 Principal monitors the use of resources received from the State Government, UGC, RUSA, etc. The funds allocated are used not only to purchase equipment, chemicals, etc. but also for infrastructure, renovation, research, seminars, workshops/conferences, etc. Various committees have been formed to ensure the smooth functioning of the college, each committee investigates its own area and analyzes the requirement of particular departments and then forwards it to the

Principal. The concerned committees along-with Administration review the use of resources including audit, budget and account. They make recommendations for better handling of resources and effective mobilization of available funds.

There is always a need to maintain and improve the facilities provided by the college from time to time. For any need requiring financial assistance, a written request is made from the concerned Department. Proper procedure, e.g. the details of the required equipment, maintenance infrastructures etc are prepared and a due purchase procedure is put in place. In order to make teaching and learning effective, it is very important that the ambience of the campus is adequate, a first step to ensure that being clean and green campus. College staff and students ensure and put their efforts to realize the same.

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

The year 2020-21 was a challenging one owing to the Covid-19 pandemic. The steps taken by the IQAC this year were less on policy front and more on micromanagement/execution front. The IQAC resolved that

- Online classes run properly as per schedule and the report be sent to the university as mandated. This was an important step keeping in mind the syllabus completion.

- It was also made sure that the online teaching be made more effective. For this, various programs/workshops to make the faculties trained in using various online resources were organized. Faculties were also encouraged to create e-contents.

- It was resolved that individual departments be given an annual grant of Rs. 10,000/- for purchase of books to enrich their library. Taking a step further, the departments also received the disbursal of the same for the current year.

- Faculties were encouraged to undergo online training and online refresher and orientation programs to make full use of the lockdown due to Covid-19 pandemic. It was also resolved that cost of the same be reimbursed to the faculties on production of proof of payment and certificate.

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 being a central body which facilitates monitoring and reviews the teaching-learning processes. Numerous initiatives, activities and reforms have been introduced based on the feedback. List of measures are discussed herewith

1. Standard teaching, learning and assessment methods that have been tried and tested over the years are applied. Viability and importance of online and blended teaching learning methods discussed and assessed.

2. The college has a feedback system that evaluates teachers through students. Regular evaluation of teachers by the students, feedback on teaching methods, teaching delivery, attitude, strengths and weaknesses, subject difficulty clarify student problems. Principal also monitors feedback systems and takes appropriate corrective action.

3. Principal, together with IQAC, regularly monitors students' performance based on collected and analyzed data on student

learning outcomes.

Some of them are:

- More classes for weak students to solve their problems.
- To provide Lecture notes through an online and offline as needed.
- Regular class tests and interactions with students.
- - Mid-term and on-going assessment consisting of internal tests, assignments, group discussions, and seminar presentations.
- - Provision of a question bank on various on various topics for the students.
- Timely Redressal of students' complaints.

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)

D. Any 1 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 is committed to promoting gender equality as guaranteed in the Indian Constitution. In this direction, the college promotes a creative, productive and conducive environment that respects all people, regardless of gender identity.

Boys and girls are given equal importance in all activities organized by the respective heads. This allows them to treat each other with respect, dignity and equality, not only at college but also in their personal and professional lives.

At the level of staff, both- teaching and non-teaching, the college witnesses a skewed gender ratio. However, this has not deterred the college's vision on gender equality. Various committees which include male and female staff and student representatives also reflect maintain and promote gender equality in our college campus. Some of them are as follows:

1. NCC and NSS units of our college include both boys and girls. All share equal responsibility and take participation in various types of activities being carried out not only in campus but outside of the campus.

2. Both boys and girls participated in study tour/field visit wherever is needed.

5. Both male and female staffs are also share equal

responsibility in different types of activities.

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

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The college has been proactive in management of different types of bio degradable and non-biodegradable waste. College administration has installed dustbins at various places of the campus to segregate bio degradable and non-biodegradable waste. After segregation, college administration facilitates proper disposal of these waste get transported to civic authority of Motihari and rest taken care by them. As far as Biomedical waste management, the college campus is generally free of biomedical waste, considering it is not a medical institution. However, college takes adequate steps to dispose of masks and other Covid-19 related wastes. The college campus has also been declared a no plastic zone.

Currently, the institute makes arrangement for e-waste management entering in to agreements with the distributors themselves to take back our irreparable electronic equipments to be recycled or processed professionally.

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

D. Any 1 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**

A. Any 4 or All of the above

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

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

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

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 provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, community, socio-economic and other diversities. Different types of sports and cultural activities are organized within the college campus to promote mutual harmony. Commemorative days such as Independence Day, Republic Day, Gandhi Jayanti, constitution day, Teacher's Day, National Unity Day and many cultural festivals such as Vasant Panchami, Diwali, Holi and Navratri, Eid and Christmas are celebrated on college campus. This establishes a positive exchange between people of different belief systems and cultural backgrounds.

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

In addition to preparing a healthy academic foundation for the student community, the College is constantly working in the direction of making individuals into better citizens of the country. For this, the college with active involvement of

department of political science educates constitutional ethics and instills a sense of solidarity among its student communities through educating them regarding constitutional obligation. Faculty member of various departments have always carried out a variety of activities that motivate students to do so, as well as initiating various practices that promote the unity in diversity of the motherland.

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

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

B. Any 3 of the above

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

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

The college has been at the forefront in celebrating/organising date, event etc of national and international importance. The college celebrate national festival of our great country Independence Day, Republic Day, Gandhi Jayanti to Teachers 'day, National Unity Day, constitution day etc. with great pride and zeal. The purpose of celebrating these important days are directly in tune of giving exposure and new body of knowledge to our student by educating them on these particular days. We also celebrate different international event of importance such as world non-violence day, Yoga day, AIDS day, world earth day, world environment day etc. These activities are regularly carried out by N.S.S. and N.C.C. of this college in collaboration with IQAC.

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.

During this ongoing Covid-19 pandemic when most of us were stuck in lockdown, online mode of education has ensured better student faculty interaction. Following best practices initiatives were taken to ensure proper learning environment in the college-

1. Enrolment in online classroom- Enrolment in the virtual classroom was made mandatory. This has helped us in keeping record of the students in terms of attendance, providing online resources of relevant topics, timely assessment of students (CIE) etc. This also helped the institution in promotion of the students to the next grade as the data was ready, objective and was provided to the university promptly considering conduction of offline examination was not in sight.

2. Mentor mentee relationship has grown stronger in these tragic times as mentee had been in constant touch with their mentors. This has become possible because our senior faculty members who

were hesitant to adopt modern tools of learning, has been trained by the initiatives taken by IQAC. This has also helped the mentees in improving their soft skills and exploring the career options better. The online establishment of communication has also helped the parent teacher interaction grow stronger.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Institutional distinctiveness is important in the overall progress and development of the institution. It can be considered as the X-factor in the growth and progress. With this view, our college has its own mission statement and accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. College always tries to implement the distinctiveness in the work. Our college has a large number of students from the surrounding villages. Most of the students from rural areas and belongs to poor background, however, talent, knowledge and humility is not subject to their poor background. Our faculties identify their talent and encourage them as per our mission.

Since, majority of girl students are not interested towards academic enrichment thanks to the family and social pressure, therefore our aim is to bring the girl students into the main stream of higher education'. Constant interaction of teachers with their students and in turn with their parents has sensitized the parents and helped the institution in achieving this mission. Parents who were once hesitant in sending their ward for higher education/ internship etc. have become more amenable to these ideas, thanks to the efforts taken by individual teachers.

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

Considering that there is no relief in sight from the ongoing Covid-19 pandemic and also after realizing the benefits of online education it becomes pertinent to think about implementing online education as far as possible. Should the pandemic be over, it has definitely taught us a new model for education, the hybrid model. This hybrid model, an amalgamation of offline and online classes, will also be helpful in circumventing the difficulties faced because of insufficient number of faculty members. The IQAC proposes development of MOOCs for better online teaching. Further, a new facility for recording the lectures be erected within campus premises. This facility should also be supported with better WiFi facilities.