



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>A. P. SINGH MEMORIAL COLLEGE</b>
Name of the head of the Institution		<b>Prof. B.K. Sharma</b>
Designation		<b>Principal (in-charge)</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>06279232315</b>
Mobile no.		<b>9835497895</b>
Registered Email		<b>apsmcollege@gmail.com</b>
Alternate Email		<b>apsmdigital@gmail.com</b>
Address		<b>Barauni</b>
City/Town		<b>Begusarai</b>
State/UT		<b>Bihar</b>
Pincode		<b>851112</b>
<b>2. Institutional Status</b>		

Affiliated / Constituent	Constituent
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sushil Kumar
Phone no/Alternate Phone no.	06279232315
Mobile no.	9431094766
Registered Email	iqac@apsmcollege.ac.in
Alternate Email	sushil.kumar625@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.apsmcollege.ac.in">http://www.apsmcollege.ac.in</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.lnmu.ac.in">http://www.lnmu.ac.in</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	C	1.62	2015	14-Sep-2015	13-Sep-2020
1	C+	61.50	2005	20-May-2005	19-May-2010

<b>6. Date of Establishment of IQAC</b>	22-Aug-2012
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular quarterly meeting of Internal Quality Assurance Cell (IQAC) conducted	19-Jul-2016 1	9

Regular quarterly meeting of Internal Quality Assurance Cell (IQAC) conducted	19-Oct-2016 1	9
Regular quarterly meeting of Internal Quality Assurance Cell (IQAC) conducted	20-Jan-2017 1	9
Regular quarterly meeting of Internal Quality Assurance Cell (IQAC) conducted	22-Apr-2017 1	9
Feedback from all stakeholders collected, analysed and used for improvements	25-Oct-2016 1	45
Mentor-Mentee Program	19-Jul-2016 365	320
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2017 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. For Security and Safety, CCTV camera has been installed in Offices.
2. Collection of Feedback from all the stakeholders viz. Students, Teachers and Nonteaching staff were started after the initiative of IQAC.
3. Motivated Faculties for applying for Research grants from UGC and other funding agencies.
4. Tree Plantation drive on campus was done to make green campus
5. Motivated Faculties to participate in seminars and workshops

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Feedback form has been designed incorporating all aspects of teaching.	Feedback has been obtained, analyzed and implemented the suggestions.
Renovation of Class rooms	Work completed
Renovation of Football, Cricket and Volleyball ground	Work completed
Development of Garden.	Work completed
Repairing of roads in the college campus.	Work is under progress
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College development committee	05-Jul-2017

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2017

Date of Submission

19-Apr-2017

**17. Does the Institution have Management Information System ?**

No

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution is devoted to a well-planned curriculum for students. Our college is a constituent unit of L.N. Mithila University, Darbhanga hence, curriculum planning is done by the University by taking the help of faculty members of our institution. Their expertise has been sought by the esteemed institution. So far implementation of the curriculum is concerned it is done at our level. As per the advice and instruction of the University different departments and teachers concerned implement the curriculum and maintain lesson-plan and progress-register which is further supervised by the heads of the department and the Principal of the college. The documentation is being done on the attendance of the students to ensure regularity in the discourse of teaching-learning. All efforts have been taken to carry out the implementation of the curriculum for the academic benefit of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	Nil
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
Feedback was obtained manually from different stakeholders and categorized in different categories viz. teaching-learning, quality, infrastructure, and student grievance, etc by Feedback Analysis Committee and their recommendations were placed before IQAC. IQAC had chalked out the plan for quality enhancement after taking account of feedback committee suggestions.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Bachelor of Science	480	Nil	422
BA	Bachelor of Arts	1625	Nil	962
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	2986	Nil	8	Nil	Nil

### 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
8	6	13	Nil	Nil	Nil

[View File of ICT Tools and resources](#)

No file uploaded.

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Every department of the college has its own way of mentoring mechanism. But mostly done one-to-one mentoring is done. Special care has also been taken for students coming from rural and disadvantaged groups.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2986	8	1:373

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
42	8	34	1	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL

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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Bachelor of Arts	2017	01/07/2017	05/10/2017
BSc	Bachelor of Science	2017	30/06/2017	05/10/2017

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Not Applicable

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

A.P.S.M. College, Barauni being a constituent college of L.N. Mithila University, Darbhanga follows the Academic Calendar prepared by L.N. Mithila University, Darbhanga for Admissions and Examinations.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.apsmcollege.ac.in>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
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			appeared in the final year examination	in final year examination	
Nill	BA	Bachelor of Arts	423	386	91.25
Nill	BSc	Bachelor of Science	206	149	72.33
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[http://www.apsmcollege.ac.in/naac\\_igac](http://www.apsmcollege.ac.in/naac_igac)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NILNIL	Nill
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year



Type	Department	Number of Publication	Average Impact Factor (if any)
National	Hindi	1	Nil
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	Nil
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
BIHAR KI UCCH SCHIKSHA KA SYAH PAKSH	SUSHIL KUMAR	BAYA	2017	Nil	A.P.S.M. COLLEGE, BARAUNI	Nil
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness on National Voters Day	NCC, NSS	4	80
Internationala Yoga Day	NSS	5	67
NCC Day	NCC	3	75
Gandhi Jayanti	NSS	2	55

Womens Day	NCC, NSS	2	48
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Aids Awareness	NSS	Poster presentation, Quiz and Discussion	5	55
Swachh Bharat	NSS, NCC	Swachhta Pakhwara	4	65
Gender Issu	NSS	International Womens Day	2	48
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar Halls	Existing
No file uploaded.	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Nil	NIL	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8149	Nil	Nil	Nil	8149	Nil
Reference Books	21633	Nil	Nil	Nil	21633	Nil
Journals	107	Nil	Nil	Nil	107	Nil
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	20	1	2	0	0	1	15	10	0

Added	0	0	0	0	0	0	0	0	0
Total	20	1	2	0	0	1	15	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.1	0	6.5	5.4

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Our college follows the L.N. Mithila University guidelines for general policies and procedures regarding utilization and maintenance of infrastructure and facilities. Physical facilities and academic facilities form the integral part for effective implementation of the curriculum through quality teaching and learning process. The Principal and Routine incharge in consultation with all HoDs strive to provide conducive ambience by allocation of spaces, classrooms, laboratories, access to computers etc. to different departments along with adequate infrastructural support for carrying out curricular, co-curricular, extracurricular and research activities. Common facilities like sports, separate common rooms for boys and girls, canteen etc. are made available to all. With the permission of sports incharge, sport's field, sports kits are given to students for sports activities. Each department conducts classes as per the routine and the curriculum in its allocated space. The library has a Library Advisory Committee along with Prof. incharge library. The college has a library along with seminar library and student can avail the facilities by showing IDs issued by the college/department and adhering to rules/procedures of the library. Service is provided to the students at "book issuing and return" counter. In Hall of boys and girls, magazines and newspapers are also displayed. Helps are rendered by library staffs in locating books, journals and reference books. The policies and strategies adopted by the college for maintaining and utilizing physical and academic facilities are (i) Augmenting and expanding infrastructures for laboratories, classrooms, sports etc. (ii) Organizing cultural events, games and sports, Yuva Mahotsava, Quiz competitions, Seminar workshops etc. (iii) Proper allocation of funds for enhancement, maintenance of infrastructure and its optimum utilization. (iv) Acquisition of funds from state, central governments and other funding agencies for augmenting and expanding infrastructures.

<https://www.apsmcollege.ac.in>

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Nil	Nil	0
b) International	Nil	Nil	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Communication Skill	10/05/2016	100	Department of English
Remedial coaching for weaker section students	25/08/2016	150	All Departments of college
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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	higher education				
Nil	Nil	NIL	NIL	NIL	NIL
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
NIL	NIL	Nil
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	Nil	NIL
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students Union is the most important body representing all the students at the College. The student representatives work as office bearers and members in the Students Union, which works for the general interest and the welfare of all the College students. It brings grievances and the problem of the students into the notice of the appropriate authorities and organizes various activities such as students welfare programmes and cultural activities. The College has students Union affiliated to its parent body, L. N. Mithila University). Every year student's union elections are being held to elect 6 office bearers: a) President b) Vice- President c) Secretary d) Joint- Secretary e) Treasurer and f) FIVE central counsellors. The Students Union is constituted and functions on the guidelines laid by the L.N. Mithila University. Apart from the student union, all the societies and centres of the college have the students as their office bearers who work under the guidance of faculty members. The Internal Quality Assurance Cell (IQAC) of the college has one representative each from amongst the current Students and Alumni.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Democratization and partaking are the contrivances on which any institution must stand to achieve its desired goals. Our college is a suitable example of these aspects. Our Institution follows the principle of participation and decentralization. The institutional mechanism practices delegating authorities and providing operational autonomy to all functionaries or different committee to work towards decentralization and participation. The practices of decentralization and participative management during this academic year may be reflected as follows. 1. Being the constituent college at the principal level the entire academic and all the operational decisions based on policy to be implemented by the principal and the development committee, which has been delegated by the Governing Body. Principal takes the administrative help from bursar in implementing policies by formulating common working procedure with the help of Head of the departments and faculty members. 2. In meeting the procedure and principle of decentralization faculty members are given representation in various committees/cells and allow conducting various programmes to expose and explore their potential. They are encouraged to develop leadership skill by being in charge of various Academic co-curricular and extra curricular activities. They are also given freedom to organise various events and activities related to seminar, carrier counselling and other activities. For decentralization different committees are formed like admission committee, development committee, discipline committee, examination committee, internal quality assurance cell, grievance redresal cell. library committee, student welfare committee, purchase committee etc. Decentralization is realized by giving power to the faculties taking decisions in different matters. With due process responsibilities have been delegated and decentralized to meet the objectives and principles of the institutional set up.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

**6.2 – Strategy Development and Deployment**

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission process is highly structured. It uses the University admission portal.
Industry Interaction / Collaboration	College remains in touch with local industry, Hospitals and big traders for job skill training and placements
Curriculum Development	This College is a constituent unit of L.N. Mithila University, Darbhanga, and adheres to the curriculum prepared by it.
Teaching and Learning	Teaching and learning in this college

are done interactively in which students actively participate. We believe that teaching is student oriented process rather than teacher centred and teachers of this institutions act as facilitators. In order to achieve the institutional goal of qualitative teaching and overall development of students so that they can effectively accommodate with their environment, this institution by means of the sincere teachers do motivate and help the students explore the new ideas. In addition to the regular class room teaching special remedial classes are organised for weaker students. We make our teacher always available for the students no matter where they are through online. Students are encouraged for group discussion, speech competitions etc. Monthly tests are an essential part of the classroom teaching of this college

Examination and Evaluation

Though examination and evaluation are done in accordance with university academic calendar and guidelines, this college regularly conducts monthly and weekly tests and evaluation. Students are given feedback of their performance which helps them improve in the area where they lack.

Research and Development

In this undergraduate college students are not very exposed towards research. However, we motivate them through especially designed lectures focused on interesting thrust areas research. Faculty members are also encouraged to participate in various research activities. Institution always helps the willing teachers to contribute in their respective area of research by means of value study.

Library, ICT and Physical Infrastructure / Instrumentation

All the facilities are available to students and they are encouraged to use the facilities for maximum benefit. All steps have been taken by the institution to ensure quality improvement in the library, ICT and physical infrastructure and instrumentation. The college has a well developed library with a good numbers of Text books, reference books, journals and periodicals. So far ICT is concerned the college has a computer lab with high speed internet facility which were used by the students and faculty members.



Human Resource Management	<p>Different Committees look after curricular, co-curricular, extra-curricular and infrastructural requirements. IQAC obtains regular feedback from on status of different works undertaken. Principles of work allocation, delegation of duties, accountability and humane approach are some of the qualities that have sustained HR management in this college.</p>
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	<p>The institution is under the administrative control of L.N. Mithila University. The college administration runs as per the policies and direction given by the University</p>
Planning and Development	<p>In this academic year our institution has worked as per the planning governed by the guidelines and regulation of Department of Higher Education, Govt. of Bihar and L.N. Mithila University. Taking this in to account the institution formed its planning and developmental strategy. Apart from this the college has under taken number of developmental works by utilizing college development fund. Planning and development has been done on infrastructure both physical and academic.</p>
Finance and Accounts	<p>Taking the help of e transactions, online salary of the staff, arrear bills, NPS, GPF, EPF etc are done. The cash books, daily collection registers and other registers like stock registers are maintained and updated regularly. The college expenditures are audited by the authorized audit team of the University</p>
Student Admission and Support	<p>Admissions are taken on the basis of merit.</p>
Examination	<p>Filling of examination form in the college counter and results are published online.</p>

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

Nill	NIL	NIL	NIL	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Workshop on How to be an effective teacher	Nill	10/11/2016	10/11/2016	6	Nill
2017	Nill	Effective management of office records	15/03/2017	15/03/2017	Nill	5
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	Nill	Nill	Nill	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
As per the Government norms	As per the Government norms	Various government scholarships for SC, ST, EBC, BC and female students as per the Bihar Govt. rules.

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

On a regular basis internal as well as external financial audits are being held in our institution. The external audit is conducted by university regularly
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

2500000.00
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### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>1. Parents are called from time to time for any indiscipline activities by their wards. The departments organize a one-on-one dialogue with parents whose children need further support and counselling to enrich their performance, 2. Valuable feedback has been obtained from the parents. 3. Teachers are members of every administrative committee and motivate students to participate.</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>1. Computer Skill Training 2. Soft Skill Training 3. Personality Development Programme</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. Use of ICT in teaching-learning. 2. Effective feedback system. 3. IQAC structure as per NAAC guidelines.</p>
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	One day workshop on "Writing research article"	10/10/2016	10/10/2016	10/10/2016	6
2017	One day workshop on "How to apply for research project"	12/01/2017	12/01/2017	12/01/2017	6

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens day	08/03/2017	08/03/2017	30	20

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Certain facilities like wi-fi systems are run by solar energy.
2. Green campus and Plantation

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	01/08/2016	15	Swacchta Pakhwada (organized by NSS)	To make the premises and nearby areas cleaner and greener	50
2016	1	1	15/07/2015	1	Plantation Drive (organized by NSS)	To make the premises greener	31
2017	1	1	20/01/2017	1	Sanitation	Health and Hygiene	25

### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	15/05/2017	College Prospectus contains the details about college rules and regulation for students. The information about various committees for student support. The important date of events

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Voter's Day by NSS and NCC unit of the College to promote the new voters to make their voter ids and cast	25/01/2017	25/01/2017	80
Constitution Day by NSS	26/11/2016	26/11/2016	35

[View File](#)

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Our institution takes a promise to keep the campus green and disciplined. For which College has undertaken several eco-friendly initiatives for a cleaner environment and safer campus, for a better teaching learning environment. Out of which followings are worth mentioning. 1. Plantation programme with physically impaired students was organised in the campus. 2. Campus cleaning was organised by NSS Unit. 3. Save nature save earth campaign was done on earth day by NSS unit. 4. Regular awareness programme held to educate the students on how to plant the trees and keep them for ecological balance and clean environmental. 5. Beautification of Pond

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1. Green and Clean Campus with a beautiful pond 2. Directing Youths towards Welfare of the Society: Youths are future of the Nation and their prodigious amount of energy, enthusiasm and exuberance can be purposefully directed towards the Welfare of the Society. This is accomplished through meticulous planning of NSS, sports and NCC wings of the College. Besides launching awareness programs on various issues of social and environmental significance, plantations, blood donation camps, organising free health check-up, gender issues, NSS and NCC volunteers work with community to solve their problems and mitigate their sufferings.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.apsmcollege.ac.in>

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our institution has been putting constant effort in the line of its vision, priority, and thrust. The following institutional performances are reflected:

1. To provide quality education through academic, cultural, and physical activities with active participation of all.
2. To prepare youth by exploring their talent as responsible and useful citizens to participate in all areas of development.
3. Institutional distinctiveness has been put into practice through teaching learning process. Classes are conducted regularly via adopting innovative approach like cooperative learning, brain storming and group discussion.
4. Career counselling programmes have been organised for the benefit of the student. Seminars are being organised through power point presentation which provided a good amount of opportunities for the students.
5. Regular doubt clearing classes have been taking place and previous year questions have been discussed with the students with the help of question banks.
5. Quite a good number of students have been given the opportunity to participate in University, State, and National level games and sports especially in Cricket, football and Volleyball. The contribution of our institution towards sports has been well recognized.
6. Activities of extension services like NCC and NSS are made multi-facet and various activities like Blood donation, Tree plantation, Water harvesting, Campus cleaning, Mass rally, etc were organized which promotes values like dedication, hard work, honor, respect, courage, self-discipline and self-confidence. By giving emphasis on character building the institution had organized lecture series on ethics and human values.

Provide the weblink of the institution

<https://www.apsmcollege.ac.in>

### **8.Future Plans of Actions for Next Academic Year**

1. To complete all the works undertaken and are at various stages of completion
2. To procure books for library taking demand from heads of different departments
3. To procure sports articles and gymnasium station
4. To purchase lab equipments for different laboratories
5. Garden / Students Admission Counter Renovation etc
6. Promotion of ICT-enabled tools and smart classes for effective teaching.
7. Motivating the non-Ph.D. teachers to start Ph.D.
8. To motivate all faculty members to apply for various research grants.