



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	MIRZA GHALIB COLLEGE, GAYA
• Name of the Head of the institution	PROF. (DR.) MD. SARFRAZ KHAN
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0631-2220778
• Mobile no	9473324141
• Registered e-mail	mgcprincipalgaya@gmail.com
• Alternate e-mail	naacmgc2017@gmail.com
• Address	WHITE HOUSE COMPOUND, GAYA BIHAR
• City/Town	GAYA
• State/UT	BIHAR
• Pin Code	823001
<b>2.Institutional status</b>	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	MAGADH UNIVERSITY, BODH-GAYA				
• Name of the IQAC Coordinator	DR. AFTAB AHMAD KHAN				
• Phone No.	06312222556				
• Alternate phone No.	9473031285				
• Mobile	9473031285				
• IQAC e-mail address	naacmgc2017@gmail.com				
• Alternate Email address	aftabkhanmgc@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://mirzaghaliacollegegaya.ac.in/img/pdf/AQAR%20-2020-2021.pdf">https://mirzaghaliacollegegaya.ac.in/img/pdf/AQAR%20-2020-2021.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://mirzaghaliacollegegaya.ac.in/?pg=academic%20calender">https://mirzaghaliacollegegaya.ac.in/?pg=academic%20calender</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.13	2018	03/07/2018	02/07/2023
<b>6. Date of Establishment of IQAC</b>			02/02/2017		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Department of Philosophy	International Yoga Day	ICPR New Delhi	2021	10,000	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p><b>Strengthening of IQAC functioning. • Review of Academic Administrative Functioning. • To Develop a Research Environment. To enrich the Library and Laboratories • Student feedback. Parents Feedback</b></p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
<b>Workshop for gender related issues.</b>	<b>The College conducted a series of lectures and activities focused on women's empowerment and gender problems.</b>	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		
Name	Date of meeting(s)	
<b>Governing Body</b>	<b>08/08/2022</b>	
<b>14.Whether institutional data submitted to AISHE</b>		

Year	Date of Submission
2021-2022	18/01/2023

### 15. Multidisciplinary / interdisciplinary

Mirza Ghalib College, Gaya is a minority institution affiliated to Magadh University, Bodhgaya (Bihar) and follows the curriculum prescribed by the university. A multidisciplinary/interdisciplinary approach in education is a way of learning which gives a major focus on diverse perspectives and different disciplines of learning to illustrate a theme, concept, or any issue. The PG program under Mirza Ghalib College consists of two semesters in each academic session.

The elective courses offered by the main subject/subject of study are called subject specific electives. The College also offers discipline related elective courses of interdisciplinary nature as per the curriculum offered by the University. Mirza Ghalib College runs two Aptitude Enhancement Compulsory Courses (AECC) which are qualifying in nature, and a student has to qualify in both these courses. Students undertake assignment/project work related to Institutional Social Responsibilities including Swachh Bharat Abhiyan activities.

### 16. Academic bank of credits (ABC):

It is a credit facility originally envisioned by the Government of India in the National Education Policy (NEP) 2020. The scheme has the provisions of creating a digital infrastructure that will store the academic credits earned by the students of various higher education institutes within the country. The term 'credit' means the weightage assigned to the course in relation to the instructional hours assigned to it. One credit usually comprises ten hours of instruction. The PG Program under Mirza Ghalib College is following the credit system of Magadh University, Bodh Gaya. The number of credits for each paper of the Master's degree program is specified in the course structure of the concerned subject.

### 17. Skill development:

Skill -based learning has become a necessity today as we live in an era of unprecedented transformation. The National Education Policy 2020 emphasises practical, hands-on skilling rather than classroom-based learning. B.B.M, B.C.A and Bio.Teclike Vocational courses are being run successfully for the past several years. With the help of these courses, students become self-reliant for their social and economic responsibilities. The PG program under Mirza Ghalib College

run a number of Ability Enhancement Courses (AEC) and Skill Enhancement Courses, a student can choose one from these. for example- computer and IT skill, Web Designing, Financial Risk Management, Solid waste Management, Mushroom Culture, Bio-Fertilizer production, Environmental Law, Tourism & Hospitality Management, Life Skill & Skill Development.

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

Ministry of Education (MoE) in October 2020, established the Indian Traditional Knowledge System. To promote the language, the college in guidance with the university offers degree courses in Indian languages such as Hindi, Urdu, Persian, Ancient History. The respective department carry out the talk show or lecture series to inculcate cultural and social values in student mind.

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

Outcome Based Education is an educational methodology where each aspect of education is organized around a set of goals (outcomes). Every department has their Programme Outcome (PO) and Course Outcome (CO). Faculty are encouraged to undergo Faculty Development Program to accommodate the student centric methodology in their teaching-learning process.

#### 20.Distance education/online education:

The college has developed online teaching-learning method. System of Online classes through Zoom and Google meet has been established. Different tools like audio-visual methods, power-point are used by faculties while delivering the lecture.

## Extended Profile

### 1.Programme

1.1 26

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

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

### 2.Student

2.1 9741

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 0

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

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

2.3 2395

Number of outgoing/ final year students during the year

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

### 3.Academic

3.1 72

Number of full time teachers during the year

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

3.2 56

Number of sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	26
Number of courses offered by the institution across all programs during the year	

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

### 2. Student

2.1	9741
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	0
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	2395
Number of outgoing/ final year students during the year	

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

### 3. Academic

3.1	72
Number of full time teachers during the year	

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

3.2	56
Number of sanctioned posts during the year	

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

<b>4.Institution</b>	
4.1	59
Total number of Classrooms and Seminar halls	
4.2	5070000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	120
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

Mirza Ghalib College, Gaya is a minority institution affiliated to Magadh University, Bodhgaya (Bihar) and follows the curriculum prescribed by the university. At the beginning of academic session the college prepares the academic calendar which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum. The academic calendar specifies suitable available dates for significant academic and other activities. The faculty members are briefed on the academic activities of the college on the first meeting of the commencement of every academic year. Each department sets their own Vision and Mission which match with the Institutional Vision and Mission. Meetings are held in each department to discuss about the course distribution for the academic sessions every year. For the effective transmission and delivery of curricula, departments integrate classroom teaching with various ICT tools, laboratory practical, field projects, field survey, students seminars, tutorials, question papers solving, research projects



etc. For the effective curriculum delivery teachers also use participative, problem solving, cooperative and student-centric learning methods. The Internal assessment and evaluation are conducted regularly as per academic calendar.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/drive/folders/1BCDJxqlJAK1pbfK-AoGxvAnFoN8eHbjl?usp=sharing">https://drive.google.com/drive/folders/1BCDJxqlJAK1pbfK-AoGxvAnFoN8eHbjl?usp=sharing</a>

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

Mirza Ghalib College (affiliated to Magadh University, Bodh Gaya) adheres to the academic calendar prepared by Magadh University, Bodh Gaya. In accordance with the Magadh University's academic calendar, the College prepares its own calendar, consisting of various academic activities and the internal evaluation. Academic Calendar is distributed at the beginning of the academic year/semester to all faculties to cover the syllabus as per lesson plan. The calendar is uploaded on college website, displayed on notice boards and is communicated to students through emails. It is updated and revised with respect to any changes suggested by the university. The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. The Academic Calendar for 2021-22 exhibits dates for our annual examination, Internal Assessment tests (IA), assignments, presentations by all Departments, field projects, field survey, students seminars, tutorials and Committees meeting for the annual Academic Audit. There is a well-defined process for the conduct of CIE as per the calendar of events. At the end of academic session students submit their feedback for each subject through online feedback forms maintaining complete anonymity. The Principal, through the academic committee meetings, frequently reviews the progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/drive/folders/1rUJgAridluZ36YqPg6tjZ8jUuoAyDUck?usp=sharing">https://drive.google.com/drive/folders/1rUJgAridluZ36YqPg6tjZ8jUuoAyDUck?usp=sharing</a>

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

**C. Any 2 of the above**

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

## **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**

**26**

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

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

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

0

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

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

0

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

## 1.3 - Curriculum Enrichment

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

Our Institution integrates Cross-cutting issues of the society like Moral Values, Human Values, Professional Ethics, Ethical Values, Gender Equality, Environmental Awareness, which are inseparable part of our curriculum.

Human Values and Professional Ethics - Programs like special lectures, quiz competitions, essay competitions and poster making competitions are organized from time to time in the college to inculcate scientific temper and social awareness among the students. The College celebrates days of National and International importance such as Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values in the students.

Gender Sensitivity: Students are sensitized and encouraged to work

towards gender equity from a cross-cultural perspective. Major gender issues are focused and addressed through the activities like save girl child campaign, Essay and poster exhibitions, wall paper presentations, etc. The college has Grievance and Redressal Cell to provide counseling to students. The college campus is secured with CCTV and high-level security.

#### Environment and Sustainability:

Every year, N.S.S. organizes various environment related programs including tree plantation, village cleanliness, cleaning of gutters, plastic free drive, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability.

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

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

<b>1.3.3 - Number of students undertaking project work/field work/ internships</b>	
<b>14</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="https://drive.google.com/file/d/1JL2xgEkHsSTbOCnk6B2oPmaMc2TxIecR/view?usp=sharing">https://drive.google.com/file/d/1JL2xgEkHsSTbOCnk6B2oPmaMc2TxIecR/view?usp=sharing</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>D. Feedback collected</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://drive.google.com/file/d/1JL2xgEkHsSTbOCnk6B2oPmaMc2TxIecR/view?usp=sharing">https://drive.google.com/file/d/1JL2xgEkHsSTbOCnk6B2oPmaMc2TxIecR/view?usp=sharing</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	

<b>2.1.1.1 - Number of students admitted during the year</b>	
2867	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
0	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>The students are admitted in our institution without considering caste, creed, gender, religion, social and economic status. In addition to the prescribed quota the institution encourages the admission of the poor and the underprivileged section of students. After admissions, the college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified as per their responses in the classroom as well as their performance in the unit test, and internal examination. Faculty members and various Committees regularly review the academic progress and counsel students to improve their performance to ensure their academic growth.</p> <p>Strategies adopted for slow learners</p> <ul style="list-style-type: none"> <li>• Remedial Classes are conducted.</li> <li>• Academic and personal counselling is given to the slow learners by the counselling cell.</li> <li>• Bilingual explanation and discussions are imparted to the slow learners.</li> </ul>	

- Assistance from classmates and senior students is arranged
- Encouraging them to participate in various activities to develop social skills
- Extra time is allotted to slow learners to complete tasks such as reading, problem solving, and analysis of the experiment.
- More attention is given towards slow learners for their academic improvement

#### Strategies for the advanced learners

- Advanced learners are encouraged to enroll in MOOC Courses - Swayam
- Talented students are motivated to participate in extra-curricular activities, exhibitions and cultural competitions.
- Advanced learners are encouraged to study the recommended readings listed in each syllabus.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1XFJvDSqjTSfXnBt3xe8NYeBR5r_PYrNk?usp=sharing">https://drive.google.com/drive/folders/1XFJvDSqjTSfXnBt3xe8NYeBR5r_PYrNk?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
9741	83

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

### 2.3 - Teaching- Learning Process

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

Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning, etc. Lessons are delivered through PowerPoint presentations to make learning interesting besides oral presenting methods. The faculty members

make learning interactive with students by motivating their participation in group discussion, role-play, subject quiz, news analysis, discussion, and questions and answers on current affairs.

- **Experiential Learning:** Departments conduct add-on programs to support students in their experiential learning.
- **Participatory Learning:** In this type of learning, students participate in different activities such as seminars, group discussions, wallpapers and projects etc.
- **Problem-solving methods:** Departments encourage students to acquire and develop problem-solving skills. For this, the department organizes expert lectures on different topics, regular assignments based on problems, regular quizzes, class presentations, and debates as departmental events.
- **Group Learning Method:** Group Learning method is now being adopted through WhatsApp group. Student share their notes and study materials through this method. WhatsApp groups are made by a student or by the teacher. They share the information to one another.
- **Discussions and debates:** Discussions and debates on contemporary issues are encouraged so that students can reflect and analyse by eliciting responses to the subject under discussion.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/folders/1zAiN0BOjSd-oVBJgslmHBJO9Qecs9Vvk?usp=sharing">https://drive.google.com/drive/folders/1zAiN0BOjSd-oVBJgslmHBJO9Qecs9Vvk?usp=sharing</a>

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

The College has been emphasizing ICT enabled tools for effective Teaching-Learning process. ICT tools empower both teachers and learners. They transform the teaching and learning processes from being highly teacher-dominated to becoming student-centric. The teachers are encouraged to use E-Content in their teaching methodology. All teachers use laptop and computers for preparing their notes and presentations. They are encouraged to use power-point presentations in their teaching by using projectors. Seminar rooms are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.



Online quiz- Faculty members prepare online quiz for students after the completion of each unit with the help of Google Forms/ Microsoft form. Online drawing tools like concept maps, and mind maps are used to perform student centric activities. Padlet Dashboard is used where faculty can monitor students by uploading the individual tasks such as solving a problem (hand-written / hand-drawn) assigned during lecture. Students are even counseled on Zoom / Google Meet applications.

Various technical events such as poster making, ad-mad show, project presentations, quiz, debates, paper presentations etc. are being organized with the help of various Information Communication Tools. The faculty members use different methods of teaching focusing on the need of the learners and the subject taught. They use conventional methods like lecturing, which is teacher centered and other methods which are interactive, collaborative and ICT enabled such as Microsoft Teams, Google Classroom.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

83

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

### 2.4 - Teacher Profile and Quality

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

72

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

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

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

76

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

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

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

72

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

#### 2.5 - Evaluation Process and Reforms

##### 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

Assessment is an integral part of instruction, as it determines whether or not the goals of education are being met. Due to internal assessment, the interest of the student towards learning and attending the classes is also increased. The college has transparent and robust evaluation process in terms of frequency and variety. As per the academic calendar, the college prepares tentative schedules of internal assessment and evaluation and displays on the notice board, website and on the WhatsApp groups of classes. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through written test, black-board presentation, power-point presentation, quiz on subject, group discussion, assignments submission, field visit / field work and seminars presentation or by other method, which the subject teacher decides. The college internal evaluation process is decentralized in order to make it more transparent and objective. The transparency is maintained by sharing answer sheet with students and the grievances of the students about assessment if any are addressed. Question papers are set as per the university examination pattern. The attendance record is a part of internal assessment maintained by each subject department. With regular interactions of IQAC and Heads of the Department, internal assessment and evaluation committee makes plan for reforms in evaluation system.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/drive/folders/1M1ibqC-bCrxmfiQob0w7g2hiYZ5ejK91?usp=sharing">https://drive.google.com/drive/folders/1M1ibqC-bCrxmfiQob0w7g2hiYZ5ejK91?usp=sharing</a>

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

The college has a well-organized mechanism for redressal of examination related grievances. The students can approach the teachers, H.O.Ds, the College Examination Officer and the Principal to redress the examination related grievances. Grievance handling mechanism is completely transparent. Various internal examinations are being performed throughout the semester. Some of them are- unit-test, assignments, lab continuous evaluation, project evaluations etc. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to

students in class and faculty undertakes individual grievances with a student on the paper if required by the student. The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism. The principal and in charge of faculty keeps an eye on the overall procedure by conducting the periodical meeting with the. Faculty evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances is any. The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric designed by the faculty.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mirzaghlibcollegegaya.ac.in/?pg=academic%20calender">https://mirzaghlibcollegegaya.ac.in/?pg=academic%20calender</a>

## 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.

Program outcomes and course outcomes help learners achieve higher order learning levels based on revised Bloom's Taxonomy and develop different skills as expected. The head of each department is entrusted with preparing them, reflecting the vision, mission and strategies of the college. The Academic Committee then reviews them, suggests changes, if any, and finally approves the PO and CO, under the guidance of each subject expert. At next stage, the Academic Committee communicates the PO and CO to all teachers through various interaction meetings. Program outcomes and course outcomes for all programs are then stated and displayed on the website of the institution. The students are made aware of the PO and CO pattern through the college website, handouts and orientation by the concerning course teachers. During the Induction and Orientation Programmes, students are briefed about them. Teachers, at the start of their course, explains the course outcomes to students. The internal assessment carried out by course specific teachers is evaluated as to whether desirable course outcomes are achieved by students. The Academic Committee in consultation with each H.O.D and the Principal keeps innovating

the evaluation system and design to evaluate the courses with respect to the desirable outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mirzaghalibcollegegaya.ac.in/img/pdf/B.Sc%20Physics.pdf">https://mirzaghalibcollegegaya.ac.in/img/pdf/B.Sc%20Physics.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

- The level of attainment of Program Outcomes and Course Outcomes is measured using various indicators throughout the academic year.
  - The course outcomes are measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation) and setting up of question paper and result.
  - The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process
1. Unit test in each month as decided in the syllabus
  2. Black board presentation
  3. Quizzes or objective questions
  4. Seminar presentation
  5. Home assignments/tutorials Extension Work
  6. Project work if provided in syllabus.
- All the subject teachers maintained Academic Diary in every academic year.
  - All the subject teachers prepared Semester-Wise evaluation Reports.
  - Internal assessment and evaluation committee analyzed evaluation reports of results.
  - Placement committee took the review of the Students' Progression to Higher Studies and their Placement.
  - Teachers make personal interaction with such students keeping in mind the specific needs of both advanced learner and slow learner, and try to solve their problems so that

proper results can be achieved.

- The 75 percent of compulsory attendance to qualify for writing the examination of the courses is adhered to, to ensure students participation in the class.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/drive/folders/1bfkm-erQ28qMJBjGjvdchApNU0-9fVEw?usp=sharing">https://drive.google.com/drive/folders/1bfkm-erQ28qMJBjGjvdchApNU0-9fVEw?usp=sharing</a>

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

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

2483

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://drive.google.com/file/d/1i4MylgSZuMmrRo-0f4T-hgZUkrf6UdRW/view?usp=sharing">https://drive.google.com/file/d/1i4MylgSZuMmrRo-0f4T-hgZUkrf6UdRW/view?usp=sharing</a>

### 2.7 - Student Satisfaction Survey

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

<https://drive.google.com/file/d/1fR7frzIhOTC-VS0mT5oR9JkG9VkrDHGr/view?usp=sharing>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

13

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

**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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

**3.2 - Innovation Ecosystem**

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

The Institution provides a conducive environment for promotion of innovation and incubation. The institution recruits dynamic and highly qualified faculty to mentor and channelize the young minds. The faculty and students are encouraged to take up research and development activities by utilizing the existing resources. The College has a Research Committee to motivate the faculty members to write research projects and submit it to various supporting agencies. The Research Committee of the college encourages faculty members to apply for major&minor researchproject. Along with this, the Research Committee is working to create and strengthen research environment in the college, and provides timely guidance to teachers to help them come up with quality publications. The Committeeealso helps to create research culture among faculty members and students. The annual performance appraisal system encourages faculty to enhance their teaching, research and administrative skills, as well as social services to the desired level of promotion. Faculty members are encouraged to undergo professional development programmes and organize and participate in Conferences, Seminars and Workshops. All required facilities are provided and guidance is extended to the students. Students are encouraged to actively involve in the application of technology for societal needs. The faculty and students are encouraged to take up research & development activities by utilizing the existing resources. Faculty members are also encouraged to participate in various skill enhancement programs run on govt. portal like swayam, diksha, e- pathshala etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/lipzXv5QYZIgwiv3Yvhl1fcppglRyzDQJ?usp=sharing">https://drive.google.com/drive/folders/lipzXv5QYZIgwiv3Yvhl1fcppglRyzDQJ?usp=sharing</a>

**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**

02



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

### 3.3 - 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

23

File Description	Documents
URL to the research page on HEI website	<a href="https://shodhganga.inflibnet.ac.in/simple-search?location=%2F&amp;query=magadh%5C+university%5C+bodh%5C-gaya&amp;rpp=10&amp;sort_by=score&amp;order=desc">https://shodhganga.inflibnet.ac.in/simple-search?location=%2F&amp;query=magadh%5C+university%5C+bodh%5C-gaya&amp;rpp=10&amp;sort_by=score&amp;order=desc</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

25

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

#### 3.3.3 - 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

09

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

### 3.4 - 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

The various departments of the college are conscious about their responsibilities for shaping students into responsible citizens of the country by making them aware of social issues through various programmes like environmental awareness, personal health and hygiene, diet awareness, road safety, soil and water testing, plastic eradication etc. Several activities were carried out by NSS volunteers addressing social issues which include cleanliness, tree plantation, water conservation, road construction, shramdan, social interaction, group discussion, eradication of superstition, Beti Bacho Beti Padhao, environmental awareness, women empowerment, national integrity etc. All these mentioned activities have positive impact on the students and it develops student community relationship, leadership skill and self-confidence of students. It also helps in cultivating hidden personality of students and creates awareness among students. Working together with other individuals, students learn to negotiate, communicate, manage, conflict and lead others. Such programmes sensitize the student volunteers towards the social issues and take challenges of the lesser privileged sections of the society. By involvement in these extension and outreach activities, the students develop critical thinking skills and time management. Working outside the college campus and with diversified social groups of peoples allow students to gain more self-confidence, autonomy, and appreciation for others. These activities help them become good leaders and well-mannered citizens.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1xbiQwDhlteidY6Pk2nDBVCGuULODopeI?usp=sharing">https://drive.google.com/drive/folders/1xbiQwDhlteidY6Pk2nDBVCGuULODopeI?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 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

05

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

### 3.4.3 - 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

05

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

### 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

182

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

### 3.5 - 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

15

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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

06

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has adequate infrastructure. It provides good infrastructural facilities for the teaching-learning activities and other academic and cultural activities. The institution is also consistently trying to develop infrastructure and improve it in accordance with the requirements of the course or curriculum as per the standards and norms. To provide the academic and personal development to students, the physical infrastructure is optimally utilized beyond the college hours to organize cultural, co-curricular activities, sports activities and seminar and conferences. The entire campus of the college is connected through Wi fi and LAN facilities.

**Offices:** All the important offices are fully furnished with ICT facilities.

**Classroom:** College has well furnished thirty-two classrooms and six smart classrooms.

**Labs and Laboratories:** College has well equipped three computer labs and seventeen separate laboratories for under graduate and post graduate.

**Seminar Hall:** The institution has two seminar hall and one seminar hall is well equipped with ICT including projector and wireless Internet facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1mA-J-fWs0GJ04_cUEyFj85AgtCo9qQtAs?usp=sharing">https://drive.google.com/drive/folders/1MA-J-fWs0GJ04_cUEyFj85AgtCo9qQtAs?usp=sharing</a>

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

The college does not only emphasize on imparting knowledge through books in a traditional way. Rather, for the overall development of students it also offers adequate facilities for sports, games, yoga center and other cultural activities.

**Sports:** The College organizes both indoor and outdoor games and sports. For indoor games, the college has a well-furnished sports hall. For outdoor games like Football, Cricket, Volleyball, Kho-Kho the college uses Gandhi Maidan. The indoor stadium of Gandhi Maidan is used for Badminton. Apart from this; the sports like Table Tennis, Chess, Carom and Wrestling are organized in our well-equipped sports hall.

**Cultural Activities:** NSS in-charge of organizing and planning various cultural activities. The cultural events like teachers' day, fresher day, farewell day are held in the college. Seminar hall and M.M. Hall are used for organizing such functions and cultural events.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/16yE-M2uMux0r4PHL9R2IDgRAtCu716oG?usp=sharing">https://drive.google.com/drive/folders/16yE-M2uMux0r4PHL9R2IDgRAtCu716oG?usp=sharing</a>

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

42

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/spreadsheets/d/1YK VXmv8tFPO0K4zNDuFEMYhnQFKlozJk/edit?usp=sharing&amp;ouid=113698313624516033458&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1YK VXmv8tFPO0K4zNDuFEMYhnQFKlozJk/edit?usp=sharing&amp;ouid=113698313624516033458&amp;rtpof=true&amp;sd=true</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

50,70,000

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

## 4.2 - Library as a Learning Resource

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

Library are the source of information that plays a pivotal role in enhancing the quality of academic and research. Our library is rich in academic books, rare books, documents, journals, magazines, newspapers and so on which is easily accessible to students and faculties. The library is the host of not only physical resources but also of the digital resources. It plays a central role in enhancing the quality of academic and research environment. To make the educational resources within a touch of key, the library of the college is fully computerized. The books which were earlier manually maintained in accession register are now being updated on the software. ILMS (Integrated Library

Management System) adopted in the institution in 2017 has paved the way for automated generation of catalogue, accession register and book issue and return register. Library is also linked with Shodhganga and Inflibnet.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://drive.google.com/drive/folders/1t0KksY8-ifWR-0avrg8Iu0MZugYPrpkB?usp=sharing">https://drive.google.com/drive/folders/1t0KksY8-ifWR-0avrg8Iu0MZugYPrpkB?usp=sharing</a>

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

**B. Any 3 of the above**

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

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

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

**490300**

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

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



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

46

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

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

The innovative use of IT in academic fields are playing a key role in improvising the teaching learning method. It has been instrumental in shifting the learning from teacher centered to student centered and hence is a catalyst for reforms in educational institution. The college continuously updates its IT facilities to ensure the smooth and efficient functioning of the college. Wi-fi facility in the campus was installed by taking the connection of BSNL broadband and Jio Wi-Fi. All buildings, Seminar halls, office, classrooms, labs and libraries are now wi-fi enabled. All of the computers of the institution have been updated phase wise during the past five years. Desktops were added into the computer lab and laptop was provided to some teachers, official and technical staff. The college also moved from dot-matrix printer to laser printer and adopted reprographic facility in the office. The college has purchased overhead projectors and laptop for enhancing the teaching- learning. Looking at the role of IT in educational institutions, the college administration encourages its teacher and support staff to get technical knowledge of computer technology.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1hRxoTHq_9kewBtMyAvbtUtV24S_cTf80?usp=sharing">https://drive.google.com/drive/folders/1hRxoTHq_9kewBtMyAvbtUtV24S_cTf80?usp=sharing</a>

**4.3.2 - Number of Computers**

120

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

A. ? 50MBPS

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

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

945000

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

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

The college has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities. Annually the funds are allocated by the institution in its budget for using and maintaining its infrastructural facilities.

**Laboratory:** To upkeep the laboratory, the college has its own laboratory committee and laboratory policy. Lab technicians and Lab assistants are in-charge of maintaining the equipments. Major problem in sophisticated equipment is done by outsourcing agencies.

**Library:** The College has two rich libraries. For the smooth functioning of the library, the library has two separate reading rooms for teachers and for students. There are also departmental seminars library in the P.G. Department.

**Sports:** Sports committee of the institution looks after the maintenance of the sports equipment and indoor hall. The college has a well-furnished and equipped hall for indoor games.

**Computer Lab:** The college has well-furnished computer labs. The administrative office is fully computerized. Computers Wi-Fi and other technical gadgets and electronic appliances are maintained by outsource agencies.

**Class Rooms:** Classrooms are well equipped with the modern technology to improve the teaching and learning equipment. There are technicians, masons, plumbers, carpenters, electricians, gardeners, sweepers to maintain them.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1QgAVydctR4F5odHNgXaiM5T_hhNlnl21?usp=sharing">https://drive.google.com/drive/folders/1QgAVydctR4F5odHNgXaiM5T_hhNlnl21?usp=sharing</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1952

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

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

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

557

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

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

C. 2 of the above

File Description	Documents
Link to Institutional website	<a href="https://mirzaghlibcollegegaya.ac.in/">https://mirzaghlibcollegegaya.ac.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
195	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
195	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

10

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

40

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

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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

0

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

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

The college ensures that students should have an active representation and can express their views. This help the student in honing their organizational skill as well as developing leadership quality in them. To realize this, the college has setup student council and class representative body. These bodies play a very active role in making the voice of students heard by administration. They also engage the students by planning different co-curricular and extracurricular activities. This can be witnessed in the successful organization of the event such as sports day, arts festivals, college days, fresher days and many other training programs.

The student council works in tune with the academic committee of the college and are actively involved in the undergrad admission. To further ensure their involvement they take part in organizing the orientation program for the new batch of students.

The committee plays the active role in the holistic development of students. The committee coordinates a donation drive with the National Service Scheme (NSS) unit to gather adequate food, medication, clothes and other necessities for individuals in need.

The college also encourage the students to actively participate in various cultural and sports events and also to host them with the help of faculty members.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1faPrdDY1xbK19TmBpcE3wpHQSdeAly4T?usp=sharing">https://drive.google.com/drive/folders/1faPrdDY1xbK19TmBpcE3wpHQSdeAly4T?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

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

01

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

### 5.4 - Alumni Engagement

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

Alumni of the institutions serve as the brand ambassador of the institutions. They provide a strong support to the institutions. By giving their time, money, and love for their alma mater, alumni of the institution play a crucial part in elevating their alma mater to new heights. The college takes great delight in associating its name with its alumni who reached the zenith of their career. Some of them are- Lilliput (Indian actor who has participated in various films Saagar (1985); Shararat (2002); Bunty and Babli (2005) and television shows like Vikram Aur Betaal (1985); Gutur Gu 2 (2013); Vidya (2019-20) and Web Series Mirzapur



(2020). Another is Ali Khan (Indian actor) who has participated in films like Kalka (1983), Khuda Gawah (1992), Sarfaroze (1999). Fund raising, job placement, career assistance, enhancing infrastructure, mentorship and scholarship, encouragement and inspiration, emotional bonding, social networking, and social events are just a few of the areas where the college benefits greatly from the contributions of its alumni. They also help the institution in realizing its vision and mission.

The process of alumni registration has started and is yet to be completed. However, the college takes the immense pleasure in inviting the renowned alumni of the colleges as and when they visit the city. The alumni are invited to the college and contribute in significant ways such as by lending their advice for quality improvement, advocacy at policy level in their professional and academic capacity, organizing function in the college and giving career guidance and counselling to the students.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1L6xap1N34L_gMYp1ZoaTnJUUViTjt-I20?usp=sharing">https://drive.google.com/drive/folders/1L6xap1N34L_gMYp1ZoaTnJUUViTjt-I20?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

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

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

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

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

Mirza Ghalib College is a Deficit Grant Post Graduate Minority College established in 1969. It works in compliance with the directions given by UGC, MHRD, Government of Bihar and Magadh University to which it is affiliated.

The institution is inspired by its vision "to make quality the

defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives".

**Mission:** The mission of the college is to spread the education in every corner of the society.

**Governance of the institution:** The governance of the institution reflects the vision and mission of the college. There are various committees, association and bodies comprising of students, teaching and non-teaching staff. There is IQAC body. The IQAC is the decision-making body and it interacts with faculties, staffs, students, parent, guardians and local industries and technical experts. Two meeting of IQAC is held on 23rd November, 2021 and 8th April, 2022. Different committees have been formed under IQAC like Steering Committee, Academic Committee, Research Committee, Grievance Cell which are working for the betterment of the college as well as stake holders. There is also the provision of feedback system. Feedback from students, parents and guardians are taken.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1FFzw_AvYzoL1YX2fBJG7XfMurbKNSNB?usp=sharing">https://drive.google.com/drive/folders/1FFzw_AvYzoL1YX2fBJG7XfMurbKNSNB?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

The college promotes decentralization and participative management. It ensures the participation of different stake holders in efficient functioning of the college.

**Decentralization:** The institution has a framework for distributing power and ensuring organizational autonomy to different functionaries to pursue a decentralized administrative/governance structure. The highest body of the college is the Governing Body, which carries out all academic and functional decisions based on policy to the Advisory committee chaired by the Principal. Apart from this, the IQAC body and different NAAC Committees also give suggestion and instructions for a smooth working and continuous development of the college. Moreover, to ensure the sense of belongingness and participation in the college environment, Principal/Professor In-charge conducts frequent meetings with the

Heads and faculty members to discuss academic issues and policy matters as well as with the non-teaching staffs of the college.

**Participative Management:** Believing in collective leadership and democratic traditions, the college has ensured the participation of all the teaching and non-teaching staff in the development of the college. Reflection of this practice can be seen in the formation and functioning of the various committees such as Academic Committee, Examination Committee, Research and Development Program Committee. These committees are headed by different faculty members and comprises of teaching and non-teaching staff. Other departments of the College, such as sports and the library have organizational autonomy under the direction of various committees/cells. As and when required committees/subcommittees are formed for efficient functioning of the institution.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1BG_0HJ7v1VXlytQBsFXe6Gdj1P3hp7rz/view?usp=sharing">https://drive.google.com/file/d/1BG_0HJ7v1VXlytQBsFXe6Gdj1P3hp7rz/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

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

Every year the perspective plan is deployed for the growth and development of the college. Institutional perspective plan for the coming year focusses on-

- 1. Admission Plan:** On the college websites all notifications pertaining to admission are made available. A Student Information Center has been established to assist the students regarding the admission process.
- 2. Curricular Aspects/Development:** The college adopts the curriculum provided by University. As per IQAC, all the departments are asked to submit the lesson plan, program outcomes, and course outcomes.
- 3. Teaching and Learning Plan:** The College has smart classes for imparting quality education to the students.
- 4. Research and Development Plan:** To encourage the research

culture, the college grants the reward to faculty members.

5. Library, ICT and Infrastructure Plan: The college has computerized library system.

6. Examination and Evaluation Plan: Every department has devised their own process and mechanism of internal assessment and evaluation.

7. Industry Interaction and Collaboration: The College is collaborating with the different industries/associations of the different areas for the benefit of student, teaching and non-teaching staffs such as-Minority Girls Hostel, Shaheed Abdul Hameed Minority Welfare Hostel.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/16US3my7qaLwznm0yYCqO8f4tvRvuGm4Q?usp=sharing">https://drive.google.com/drive/folders/16US3my7qaLwznm0yYCqO8f4tvRvuGm4Q?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

Rather than being hierarchical in nature, the college in its principal with democratic values and decentralization, management of the college is participatory in nature. Governing Body of the college is appointing authority as per act and statute of state government. Service rule and procedure is followed as per accord of Magadh University. Management is the top executive of the college. In the matter of academics, it is assisted by Professor In-Charge / Principal of the college. Every department of the college has been given the authority to hold departmental meeting as and when required. They also maintain a seminar library. Beside this, all departmental Heads / In-charge are assigned responsibilities for which they remain directly in contact with the Professor In-Charge / Principal. A separate Examination Department is established to carry out the tasks relating to internal examination and assessment under the Examination department. Proctorial Board functions in cooperation with Chief Proctor and Proctors to uphold the discipline in the college. Account Section is responsible for all the account related matter

under the guidance of Bursar. Establishment Section is responsible for maintaining all the records of teaching and non-teaching staff of the college. Professor In-Charge and Librarian In-Charge with other member of the library is responsible for smooth functioning and updating of Central Library.

File Description	Documents
Paste link for additional information	<a href="https://mirzaghlibcollegegaya.ac.in/?pg=governing%20body">https://mirzaghlibcollegegaya.ac.in/?pg=governing%20body</a>
Link to Organogram of the institution webpage	<a href="https://mirzaghlibcollegegaya.ac.in/">https://mirzaghlibcollegegaya.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

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

B. Any 3 of the above

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

## 6.3 - Faculty Empowerment Strategies

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

The institution has an effective welfare mechanism for teaching and non-teaching staff. The institution through its different policies tries to support its teaching and non-teaching staff at different stages of their life.

### 1. Staff Welfare Fund:

It has been established by the institution with an aim to provide financial support for the medical treatment to both teaching and

non-teaching employees. Depending on the severity of the ailment, which is decided by the management, both refundable and non-refundable medical support is given by the institution.

#### 1. Retirement benefit:

Both the teaching and non-teaching staff are given retirement benefits. One Lakh or more than one lakh is being given at the time of retirement. The amount of retirement depends upon the category of employee.

3. In the event of death during the service, the institutions offer the grieving family monetary help depending upon the category of employee to the grieved family.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/17ve-Lhzj4XvCArUx9HCXj4rIxdAmJPs?usp=sharing">https://drive.google.com/drive/folders/17ve-Lhzj4XvCArUx9HCXj4rIxdAmJPs?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

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

03

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

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

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

04

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

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

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

15

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

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

The institution strives to create and maintain an environment to its teaching and non-teaching staff to enhance their professional development. The institution encourages and motivates the faculty members and the employees to perform their assigned duties with



honesty and diligence.

**Teaching Staff:** The College is committed to the overall progress of its faculty members and staffs. The institution rewards the teachers based on their professional contributions to academics and others program. Duty leave is provided to the faculty members to attend Seminar, Conferences, Workshops, Training Sessions and various other academic events. Financial support is provided to the faculty members with the motive to enhance or upgrade their expertise and knowledge.

**Non-Teaching Staff:** The institution rewards the employee by giving them prizes and awards for their performance based on annual confidential report. They are graded on a five point scale- Excellent, Good, Satisfactory, Average and Poor.

The college periodically holds workshops, computer training, short-term training in discharging duties and administrative activities to enhance their professional efficiency.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1fj2wwj9_y0hUEmKdqfgAjYzINMVM3Mtw?usp=sharing">https://drive.google.com/drive/folders/1fj2wwj9_y0hUEmKdqfgAjYzINMVM3Mtw?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

The account department of the collegeregularly conducts internal financial audit. The financial records are maintained by the account sections. The college has a defined process for handling audit concerns and conducting internal audits. The account section is overall under control of Bursar, Principal/Prof. In Charge, Secretary and Governing Body of the college.

**Mechanism for settling audit objections:** All audit objections are promptly replied. In case of any particular objections, the matter is referred to the higher authority.

**Internal audit:** The internal audit is a continuous process. The account department maintains the records of all the receipt and



the balance sheet of internal and external incomes. All the supporting documents and vouchers are maintained and recorded.

**External audit:** A competent Chartered Accountant conducts external audit of the financial records at the end of each financial year.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1mENjDEkl1hez6gcy0HEEtJ_ldWAR2fHg?usp=sharing">https://drive.google.com/drive/folders/1mENjDEkl1hez6gcy0HEEtJ_ldWAR2fHg?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

The college mobilizes the fund from UGC, state government, NGO, sponsored programme and through different national bodies. The college has formed number of committees for the effective mobilization of funds and the best use of resources. Academic Committee, Purchase Committee, Building Committee, Lab and Library Committee are some of them. In close collaboration with the IQAC, Principal/Professor In Charge, Secretary, and Governing Body keep an eye on the mobilization of funds and ensure that they are used for the intended purpose. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. Academic Committee review the mobilization of funds and use of these resources. Lab & Library Committee make sure that lab & library resources are used to their full potential. The campus

cleanliness is monitored by the NSS Committee. The Principal/ Professor In-Charge issues the directions from time to time to ensure the optimal utilization of resources.

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

## 6.5 - Internal Quality Assurance System

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

Since the establishment of IQAC in the Mirza Ghalib College, in February 2017, it has made a substantial contribution in the holistic development of the college. Apart from this, IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes by routinely examining the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals. In order to institutionalize the quality assurance techniques and procedures, the committee submits its recommendation to the college management. The college is working on the recommendation of the IQAC- to create a research atmosphere, to enrich the library and improve the lab infrastructure and create an online mechanism for student input on regular basis.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1qD5s4HSCDvDGIOWmPxxgwoWb3Ou5Bgijk?usp=sharing">https://drive.google.com/drive/folders/1qD5s4HSCDvDGIOWmPxxgwoWb3Ou5Bgijk?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

The college started working with the IQAC suggestion towards quality education and inculcating quality culture among the students and staffs. The IQAC has contributed significantly towards institutionalizing the quality assurance strategies. The college has established different committee on the recommendation

of the IQAC.

**Academic Committee:** The Academic Committee monitors the whole admission process. It looks on entire process of teaching learning. The college has adopted the outcome based learning. The Programme Outcome and Course Outcome have been prepared by each and every department of the college.

**Research and Development Cell:** On the recommendation of IQAC, the research and development cell has been established in the college with an aim of promoting research and development activities in the college. Time to time committee interacts with faculty members of different department. The fact finding from the meetings are the research work that is research paper writing, PhD supervision, participation in faculty induction program/refresher course etc. are going on smoothly.

**Grievance Cell:** On the recommendation of IQAC, the grievance cell has been established in the college. It has carried out awareness programme in different department of college. It also conducts orientation programme.

**Feedback System:** The College is working on to establish the different methods to collect input/ feedback from Students, Parents and Teachers in accordance with the IQAC suggestion.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1BgCf6wdFpKtSCQKtIIzu-xMHiFjt6YUI?usp=sharing">https://drive.google.com/drive/folders/1BgCf6wdFpKtSCQKtIIzu-xMHiFjt6YUI?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://drive.google.com/file/d/li4MylgSZuMmrRo-Of4T-hgZUkrf6UdRW/view?usp=sharing">https://drive.google.com/file/d/li4MylgSZuMmrRo-Of4T-hgZUkrf6UdRW/view?usp=sharing</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Education is not biased and is to be imparted in the society without any differences. It is essential to make the student aware of the gender equity. Gender equity not only promote equality but also looks upon grievances complains and issues of discrimination. It aims to promote fair treatment by both men and women.

There is a Grievance cell in the college. It organizes gender equity promotion programs and looks upon grievances, complaints, and issues of discrimination of the various stakeholders.

1. Orientation Program: It has been conducted to make the students aware of the issues related to gender equity.

2. Safety & Security: The College ensures full safety and security to girl students by deploying female security guards.

3. Awareness Program: Through various awareness program like lectures, talks, debates etc. the cell is trying to aware the stakeholders.

4. Women Empowerment Program: The programme helps in counseling of girl students for developing confidence with moral and ethical values that provide more opportunities and participation in development process and to measure the impact of plan activities on women.

File Description	Documents
Annual gender sensitization action plan	<a href="https://docs.google.com/document/d/1Et9Ar8WlZ8hT5AJcREuu23W22LBFb7lj/edit?usp=sharing&amp;oid=113698313624516033458&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1Et9Ar8WlZ8hT5AJcREuu23W22LBFb7lj/edit?usp=sharing&amp;oid=113698313624516033458&amp;rtpof=true&amp;sd=true</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/drive/folders/1zm9bQcE81nH9jthXSWZDvakW-Pre3aCA?usp=sharing">https://drive.google.com/drive/folders/1zm9bQcE81nH9jthXSWZDvakW-Pre3aCA?usp=sharing</a>

<b>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</b>	<b>A. 4 or All of the above</b>
--	---------------------------------

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

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

**NSS Committee works towards maintaining Hygiene environment within the campus. Awareness programme and rallies are carried out time to time. The college is very much conscious about waste management right from its collection, transportation and disposal.**

- **Solid waste management:** The college has a system of waste segregation. There are dustbins in the college premises at various fixed locations. The Gaya Municipal Corporation's van collects the garbage of the college on the daily basis.
- **Liquid waste management:** The institution has a well-planned drainage system for proper management and disposal of liquid waste.
- **Waste recycling system:** To save paper, the unused papers are collected and disposed off on regular basis.
- **Hazardous chemicals and radioactive waste management:** Carrot

grass has been removed from the college campus. The college has arrangement of buy-back system for old batteries. The suppliers of new batteries take back used batteries.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

**B. Any 3 of the above**

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

**7.1.5 - Green campus initiatives include**

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

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

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

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

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

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

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,**

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college takes several initiatives and efforts for promoting tolerance and harmony towards cultural, religious, regional and linguistic diversities, justice and equality.

1. Curriculum Activities: The college curriculum as guided by Magadh University reflects the constitutional ethos of respect and tolerance towards cultural groups or religious communities. Our teaching methodologies including references and examples are inclusive in nature.

2. Cultural Diversity: The College encourages the exchange of cross-cultural ideas by fervently celebrating various national holidays and cultural festivals like Holi, Eid, Ramzan, Dushehra etc. The celebration of these festivals helps in inculcating values such as national unity, communal harmony, religious fraternity and cultural diversities. Various departments of the College also organize Teachers' Day, Freshers' Day, Farewell Day etc. to strengthen students' participation from socio-economic diversities which ensures community fraternity and gender inclusion

3. Comparative Literature Series: It has been initiated to make the faculties and students aware of how the culture and literature in different languages are expressed over the period of time. This help the students in understanding their cultures.

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

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

The College adheres to the Constitutional values and obligations in its various academic, cultural and extra-curricular activities. The institution sensitizes them to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities.



1. Independence Day: Every year, the college celebrates Independence Day with great enthusiasm. The function starts with the flag hoisting and reading of the Preamble of the Constitution followed by lectures of the Principal.
2. Republic Day: The day begins with the flag hoisting and reading of the Preamble of the Constitution followed by lectures of the Principal. Some theme-based lectures and expert talks are organized to sensitize students and employees towards various aspects of the Constitution.
3. Human Rights Day: The College celebrates the Human Rights Day sensitizing the students about their rights, duties and responsibilities towards the society.
4. Constitutional Day: The College celebrates the Constitutional Day on 26th November. Through different lectures the efforts of the constitutional forefathers are highlighted to the students.
5. World Environment Day: World Environment Day is celebrated highlighting the environmental concern.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://docs.google.com/document/d/1VvLavyNeSN4FhJpm3TljtCSC84OdMnrH/edit?usp=sharing&amp;oid=113698313624516033458&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1VvLavyNeSN4FhJpm3TljtCSC84OdMnrH/edit?usp=sharing&amp;oid=113698313624516033458&amp;rtpof=true&amp;sd=true</a>
Any other relevant information	<a href="https://drive.google.com/drive/folders/1t5lwzCkXRnXfzWnnoUlka54dit03Y_zg?usp=sharing">https://drive.google.com/drive/folders/1t5lwzCkXRnXfzWnnoUlka54dit03Y_zg?usp=sharing</a>

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

A. All of the above

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

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

Institution celebrates different national and International events such as- Independence Day, Republic Day, Gandhiji Jayanti, Martyr Day, Sadbhavana Diwas, National Education Day. Apart from these some webinar and quiz was also organized.

1. One Day National Webinar on Importance of Yoga for Life: One day National Webinar on commemoration of the International Yoga Day was organized by the Mirza Ghalib College in collaboration with ICPR on September 13, 2021.

2. National Online Quiz on the Occasion of 7th International Day of Yoga: To mark the 7th International Day of Yoga online quiz was organized by Department of Philosophy, Mirza Ghalib College in collaboration with ICPR on June 21, 2021.

3. 152nd Birth Anniversary of Mahatma Gandhi: To commemorate the 152nd Birth Anniversary of Mahatma Gandhi, national quiz on "Philosophy and Ethics of Mahatma Gandhi" was organized by Department of Philosophy, Mirza Ghalib College on October 2nd, 2021.

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

## 7.2 - Best Practices

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

1. **IT development:** The college has developed its IT area in administration areas as well as in teaching-learning method. In administration areas, the work like admission process, fee payment, library payment and etc are now has been fully cashless. In teaching-learning method, smart classes, power point and audio-visual are used for delivering lecture. Apart from this, a fully IT developed Seminar hall are also there.

2. **Skill Development/ Vocational Program:** Skill development and Vocational program allow students to gain practical experience in choosing their career path. Vocational courses like BBM, BCA and Bio-Tech are running in the college. Apart from these, Commerce department also undertake the internship program. These vocational program helps the students in developing their capability.

File Description	Documents
Best practices in the Institutional website	<a href="https://drive.google.com/drive/folders/1MG RwJOs9quHS5G7T8AH5Yosw8LT6XUSU?usp=sharing">https://drive.google.com/drive/folders/1MG RwJOs9quHS5G7T8AH5Yosw8LT6XUSU?usp=sharing</a>
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

Institute thrives its best to create a knowledgeable society and to provide all essentials facilities to its faculty in the way of transferring knowledge to younger generation.

1. **Scholarship for weaker section:** Students who belong to weaker section can avail the full/half freeship.

2. **Financial Help:** The College is providing financial help to economically weak students.

3. **Priority to Female Education:** The College gives utmost priority to female students in imparting education and in creating safe and secure environment within campus.

4. IT development: The College has developed its e-governance structure and Cashless system, which in return help in establishing a transparent and paperless system.

5. Online teaching-learning method: The College is providing facilities to the faculty member to take online classes through Zoom and Google Meet. Different tools like audio-visual methods, power-point are used by faculties while delivering the lecture.

6. Academic Achievements: Faculties are enhancing their skills and knowledge through regular participation in conference, workshop, refresher course etc., and regularly publishing academic papers in national and international journals, books and magazines.

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

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

Education plays an important role in the growth and development of the individual as well as society as a whole. Educational institution is a vehicle to disseminate knowledge in the society. In post-Covid era, IT has emerged as an important tool in education sector. To impart quality education in the society, the college is keen to boost its IT and its use in education. Times to time different committees of the college are reshuffled so that there is always the flow of new ideas. At infrastructure level, a new floor consisting of a seminar hall, separate library for vocational courses BBC/BBM has been added. Beside this, a new counter has been opened to help the students in regard to collect information regarding university and college. The college is also planning to introduce several new certificate courses (one year/ or six month duration) in the coming year.