Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MIRZA GHALIB COLLEGE**
Name of the head of the Institution	**PROF. (DR.) ARUN KUMAR PRASAD**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0631-2220778**
Mobile no.	**9431225441**
Registered Email	**mgcprincipalgaya@gmail.com**
Alternate Email	**arunkrpd@gmail.com**
Address	**WHITE HOUSE COMPOUND**
City/Town	**Gaya**
State/UT	**Bihar**
Pincode	**823001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. AFTAB AHMAD KHAN**
Phone no/Alternate Phone no.	**06312222556**
Mobile no.	**9473031285**
Registered Email	**mgcprincipalgaya@gmail.com**
Alternate Email	**aftabkhanmgc@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://mgcgaya.org/iqac/aqar.php

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://mgcgaya.org/iqac/aqar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.13**	**2018**	**03-Jul-2018**	**02-Jul-2023**

6. Date of Establishment of IQAC

22-Feb-2017

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Performance of Academic, Administrative and Financial Tasks	**17-Apr-2019** **3**	**10**

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

- **Strengthening of IQAC functioning.** • **Review of Academic Administrative Functioning.** • **To Develop a Research Environment.** • **To enrich the Library and Laboratories** • **Student feedback.**

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

Plan of Action	Achivements/Outcomes
• **Stengthening of IQAC functioning.** • **Review of Academic and Administrative functioning** • **To Develop a Research Environment.** • **To enrich the Library and Laboratories** • **Student feedback.**	• **The IQAC functioning has been strengthening by meeting with the Departmental Council.** • **Professor incharge has taken various initiative for better Academic and Administrative functioning** • **In progress** • **in progress** • **Implemented**
View File	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	30-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019

Date of Submission	20-Feb-2019

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	• The college believes in delivery of the best quality education. It is not possible to provide the best planning or strategy for the quality education without having data of students, Teachers, Non teaching staff, Books, Equipment, Accounts etc. • Today data is the lifeline for the college. With the evolving of techniques and gadgets it is mandatory for the college to use it for getting the result per excellence to develop the potential of students as well as in adopting new teaching learning methods. • Management information system (MIS) helps in collecting and analyzing the data to yield maximum benefits to students, teachers and management. • Management information system is in the fast state of progress in the college. • The college administrative office is fully computerized. The data concerning students' admission, registration and examination is systematically stored in such a way that any information is easily accessed by pressing the tip of the finger. • Library is fully equipped and computerized with internet facility. The provision of digital library keeps the student well updated. • The smart board classes in the college helps and prepares teachers and students in making well update in the

best delivery of teaching and learning.
• The ICT Labs of BCA, BBM and Biotech are well equipped and fully computerized with internet facility. • The Account section of the college is also fully computerized and managed by experts for making it convenient to handle the financial details of the college. • All relevant information related to college, notices and announcements are uploaded on the website of the college. • SMS through notification gateway is sent to the parent regarding low attendance and academic performance of the students etc. • Staff are informed through SMS, whatsapp group and email. • The college has already adopted Biometric attendance for teaching and non teaching staff to ensure the responsibility and punctuality.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

1. Mirza Ghalib College, Gaya is an affiliated college under Magadh University, Bodh-Gaya. The responsibilities of processes, system and structure for curriculum design and development is on University. The college adopts the curriculum provided by University, taken from models of UGC curriculum. 2. With the commencement of each academic session the college IQAC, academic committee and other committees in consultation with heads of different departments under the Chairmanship of Principal / Professor In-charge charts the academic calendar of the college in line with the academic calendar of the University. 3.The college takes it as a challenge to ensure effective delivery of curriculum within a limited time frame of academic calendar. The class routine is prepared in consultation with the departmental heads. 4. The departmental heads operationalize the curriculum by distributing the topics and chapters among the available resource potential of the teachers and fixed the responsibilities as who, how and when to be carried out. 5. The college has a goal to make it an institution of repute and unique at State and National level through curricular, co-curricular and extra-curricular activities with the mission and vision of – • Fostering innovation and creativity with professional discipline and hard work. • Inculcating a sense of moral values, national pride and universal brotherhood among the students. • Creating an environment of intellectual competence, scientific temper, environmental consciousness and awareness towards social responsibilities. Implementation 1.The college also takes as a challenge to implement and execute the planned curriculum. The college provides class room facilities as per routine to all the departments as well as contingencies for practical classes. Books for seminars, new equipments for lab and class room teaching learning materials are provided to all the departments as per needs. 2.The implementation of the curriculum, co-curricular activities and other related activities are monitored by the Departmental Heads and academic committee, college IQAC and Professor In-charge / Principal. 3.The

Principal / Professor In-charge conducts regular meetings with the Heads of the different Departments to develop different strategies for effective implementation of curriculum and encourages teachers to impart the curriculum through innovative teaching methods. Teachers are also encourage to attend workshop on new teaching learning techniques and styles organized by an Institution. 4.The teachers are encouraged to participate in the orientation / refresher courses / workshops and other training programmes for updating their knowledge and improving teaching skill. 5. The college encourages the teachers to conduct seminars / symposium / workshops / lecturer series and other interactive programmes in their respective departments. 6. The institution provides teaching and reference material in the form of books, journals, magazines etc. 7. The college provides teaching tools such as computers, LCD projectors, and other ICT equipment to boost up teaching – learning process. 8. The planning and implementation of curriculum of college have focus on employability, entrepreneurship and skill development with giving stress on teaching learning outcomes as Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs).

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
GENDER ISSUE	15/01/2019	315
ENVIRONMENTAL ISSUE	20/02/2019	162
HUMAN VALUE	27/02/2019	45
PROFESSIONAL SKILL	09/04/2019	48

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	PSYCHOLOGY	160

BA	ECONOMICS	24
BA	ENGLISH	89
BA	HINDI	33
BA	URDU	160
BA	POLITICAL SCIENCE	93
BA	HISTORY	141
BA	PERSIAN	9
BA	PHILOSOPHY	11
BA	A I & A S	8
BA	GEOGRAPHY	145
BA	HOME SCIENCE	7
BA	SOCIOLOGY	27
BSc	PHYSICS	144
BSc	CHEMISTRY	144
BSc	MATHEMATICS	144
BSc	BOTANY	35
BSc	ZOOLOGY	144
BCom	COMMERCE	524
BCA	COMPUTER APPLICATION	58
BBM	BUSINESS MANAGEMENT	49
BSc	BIOTECHNOLOGY	22
MA	PSYCHOLOGY	120
MA	POLITICAL SCIENCE	58
MA	HISTORY	120
MA	ENGLISH	56
MA	URDU	67
MA	HINDI	25
MSc	PHYSICS	90
MSc	CHEMISTRY	90
MSc	MATHEMATICS	120
MSc	BOTANY	72
MSc	ZOOLOGY	90
MCom	COMMERCE	120

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Overall feedback of 200 students was conducted. For rating calculation and analysis purpose, feedback criterions had been given weightage in the following manners: 1. Strongly Agree: 100 2. Agree: 80 3. Neutral: 60 4. Disagree: 40 5. Strongly disagree: 20 The first part was concentrated course evaluation. On the question whether the present course is beneficial for students' life, the rating was 96. The rating about the question whether the course is completed according to the planning in the class, the rating was 94. On the question whether various activities are conducted while completing the present syllabus, the rating was 82. About the question whether there were sufficient numbers of reference books related to course available in the library, the rating was 74. About the question whether the syllabus have strength to make the students ideal citizen, the rating was 84. The question about the present syllabus is comprehensible for your understanding. They rated 84. The aspect whether the syllabus having ability to make your all round development. The rating was 74. On the question whether the syllabus would be beneficial to build your career, the rating was 58. On the question whether internal evolution completed within the time span, the rating was 84. Whether the various tools / audio visual aids used while completing this syllabus, the rating was 72. The second part was concentrated on teacher evaluation. The rating of about the knowledge base of the teacher was 84 on the scale. The rating on the question about the communication skills of the teacher, the overall rating was 80. On the aspect of sincerity and commitment of the teachers, the students, the rating was 90. The question whether the interest generated by teacher, they rated 90. The question about the ability to integrate course material with environment / other issues to provide a broader perspective, the rating was 74. The ability to integrate content with other issues, the rating was 80. The aspect about the accessibility of the teacher in and out of the class, the rating was 74. The aspect concerning teacher's ability to design quizzes / tests / assignments /examinations and projects to evaluate students for understanding of the cause, the rating was 76. Provision of sufficient time or feedback, the students rated 80. The aspect on the overall rating of teachers they rated was 84. The only grey area was career building which should be taken care of according to the feedback of students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	PHYSICS	90	197	90
MSc	CHEMISTRY	90	111	90
MSc	MATHEMATICS	90	182	90
MSc	BOTANY	90	76	76
MSc	ZOOLOGY	90	166	90
MCom	COMMERCE	120	332	120
BA	PSYCHOLOGY	240	238	238
BA	ECONOMICS	120	171	120
BA	ENGLISH	160	158	158

BA	HINDI	60	74	60
BA	URDU	230	253	230
BA	POLITICAL SCIENCE	180	231	180
BA	HISTORY	220	293	220
BA	PERSIAN	20	6	6
BA	PHILOSOPHY	20	37	20
BA	A I & A S	20	29	20
BA	GEOGRAPHY	240	310	240
BA	HOME SCIENCE	60	77	60
BA	SOCIOLOGY	120	119	119
BSc	PHYSICS	240	287	240
BSc	CHEMISTRY	200	258	200
BSc	MATHEMATICS	220	215	215
BSc	BOTANY	140	137	137
BSc	ZOOLOGY	240	311	240
BCom	COMMERCE	640	640	640
BCA	COMPUTER APPLICATION	90	58	58
BBM	BUSINESS MANAGEMENT	120	49	49
BSc	BIOTECHNOLOGY	40	22	22
MA	PSYCHOLOGY	120	110	110
MA	POLITICAL SCIENCE	120	60	60
MA	HISTORY	120	108	108
MA	ENGLISH	120	79	79
MA	URDU	120	64	64
MA	HINDI	120	43	43

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	8708	2045	81	45	45

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

	Resources)				
81	60	125	8	4	9

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)
• The students mentoring system has been established in the college. • It is a need of time to establish a direct relation between students and teachers. • Students mentoring system in fact established a relation between students and teachers. • It helps in solving all the confusions and problems of students at individual level. • Students often need mentoring, guidance, and counselling. • It contributes in improvement of the overall academic qualities. • Each faculty is the mentor of 50 to 100 students. • It helps in inculcating discipline, punctuality and motivation among the students. • It helps in addressing conflicts in attitude, habits towards learning practices. • A mention is both a friend as well as a role model who supports and encourages a student in his/her academic and personal growth. Responsibilities : • Continuously motivate, monitor, counsel and guide the students in all academic matters. • Maintain progressive report of the student. • Advise students in their career development. • Contact parent / guardians. • Meet group of students at least one in a month. • Mentors communicate with fellow faculties and Head about mentee for further interest. • Critical issues are brought in the motive of Head of the Department and Principal of the college. Benefits: • Individual recognition and encouragement. • Build up confidence among the mentee. • To create a healthy environment. • To support at psycho social level. • To make a strong foundation and base of curriculum to reach greater height in higher education. • To give diverse academic and inter disciplinary exposure. • To make balance between academic and exposure. • To make balance between academic and extra curricular activities. • To recognize individual insider perspective and to encourage. • To develop leadership quality.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
10753	81	1:132

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
57	35	22	0	34

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	001	2018/2019	23/09/2019	05/11/2019
BSc	002	2018/2019	23/09/2019	05/11/2019
BCom	003	2018/2019	23/09/2019	05/11/2019
BCA	007	2018/2019	13/09/2019	15/11/2019
BBM	007	2018/2019	13/09/2019	15/11/2019
BSc	007	2018/2019	13/09/2019	15/11/2019

MA	004	2017/2018	22/10/2019	20/12/2019
MSc	005	2017/2018	22/10/2019	20/12/2019
MCom	006	2017/2018	22/10/2019	20/12/2019
[View File](#)				

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

• Continuous Internal Evolution is an assessment of performance of teaching and learning process. • The college has adopted CIE since a long and taken a number of reforms year wise. • It assesses all aspects of a student's development on a continuous basis throughout the year. • Being an affiliated college, University reforms are followed by the institute. • The university introduced the semester system and credit based system at P.G. level from academic year 2012. • CIE system has been revised as per University guidelines. The 20 weightage for internal assessment. • Topic wise questions are provided to all subjects. Unit test are conducted before each examinations. • Marks are awarded on the basis of performance of student obtained in assignment participation in different activities as seminar workshop, competitions, field trainings, regular attendance etc. • Student are made aware of the evolution process through orientation programmes at the beginning of the session. • The results of students are displayed on the notice board of the respective department. • The performance of the student are monitored by Head and teachers of the department. • The design of continuous internal evaluation is based on uniqueness of the course of each department. • The department decide on the nature of assessment as MCQS, practical project, Power point presentation, field works, seminar etc. • The question are designed to caters all the categories of the student. • The learning of outcomes are measured at each and every stage. • Remedial measures are taken for slow learners as revision of important topics, clarification doubts etc.

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

• Academic calendar of examination, such as date and timing of examination, evaluation and result is designed and prepared by the University. Being an affiliated college, Mirza Ghalib College, Gaya fully adheres and follows the academic calendar laid down by the university. • The college accordingly prepares its own academic calendar on the basis of academic calendar of the university for its internal assessment examination each year. • The college maintains standard procedure and transparency in preparing of academic calendar for internal assessment and evaluation. • The activities of preparation of academic calendar of the college start before the commencement of each semester and session. • Prepared academic calendar is placed before the Governing Body of the college for approval. The suggestions given by the Governing Body are incorporated in it. • The academic calendar is communicated to the students by notice board of each department. • The college follows diverse assessment and evaluation parameters for different subjects and courses. • Each subject and course has its own pattern of internal assessment and evaluation such as projects, practical projects, power point presentations, seminars, group discussion etc. • Academic calendar is a source of information and planner for students and teachers as well as it immensely contributes to achieving the goals of teaching-learning, as programme outcome, programme specific outcome and course outcome. • It lays down a very strong foundation of academic delivery and propagates the vision and mission of the college. • The academic committee ensures effective implementation of the academic calendar by monitoring and reviewing periodically.

2.6 – Student Performance and Learning Outcomes

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

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

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
002	BSc	PHYSICS	304	293	96.38
002	BSc	ZOOLOGY	192	185	96.35
003	BCom	COMMERCE	504	491	97.42
004	MA	PSYCHOLOGY	120	120	100
004	MA	HINDI	25	25	100
004	MA	ENGLISH	56	56	100
004	MA	POLITICAL SCIENCE	58	58	100
004	MA	URDU	67	67	100
004	MA	HISTORY	120	120	100
005	MSc	BOTANY	72	68	94.44
005	MSc	CHEMISTRY	90	90	100
005	MSc	MATHEMATICS	120	120	100
005	MSc	PHYSICS	90	90	100
005	MSc	ZOOLOGY	90	90	100
006	MCom	COMMERCE	120	120	100
001	BA	A I & A S	2	2	100
001	BA	ECONOMICS	57	53	92.98
001	BA	ENGLISH	58	48	82.76
001	BA	GEOGRAPHY	140	133	95.00
001	BA	HINDI	8	8	100
001	BA	HISTORY	170	162	95.29
001	BA	HOME SCIENCE	12	12	100
001	BA	PERSIAN	6	6	100
001	BA	PHILOSOPHY	2	2	100
001	BA	POLITICAL SCIENCE	102	98	96.08
001	BA	PSYCHOLOGY	159	145	91.19
001	BA	SOCIIOLOGY	35	34	97.14
001	BA	URDU	153	153	100
002	BSc	BOTANY	79	75	94.94
002	BSc	CHEMISTRY	215	209	97.21
002	BSc	MATHEMATICS	224	212	94.64

007	BCA	COMPUTER APPLICATION	58	58	100
007	BBM	BUSINESS MANAGEMENT	49	49	100
007	BSc	BIOTECHNOLOGY	22	22	100

2.7 – Student Satisfaction Survey

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

<div align="center">No Data Entered/Not Applicable !!!</div>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Ghalib Day Celebrations	Urdu	16/06/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
HISTORY	1
ZOOLOGY	4
MATH	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)

National	ZOOLOGY	12	0.22
National	PHYSICS	1	0.00
National	HISTORY	5	0.00
National	CHEMISTRY	2	4.95
National	BOTANY	2	4.95

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

Department	Number of Publication
HOME SCIENCE	1

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	22	0	0
Presented papers	3	8	0	0
Resource persons	0	1	0	0

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
National Youth Festival	Nehru Yuva Kendra Sangathan, Department of Youth Affairs, Ministry of Youth Affairs and Sports	3	3

Red Ribbon Club	Aids Control Society, Magadh University, BodhGaya	1	10
Pre Republic Day Parade Cam	National Service Scheme, Regional Directorate, Patna (Bihar)	3	2
Adventure Camp	Atal Bihari Vajpai Trekking Institute, Manali	2	1
National Integration Camp	National Service Scheme, Regional Directorate, Patna (Bihar)	2	2
Republic Day (Dance Performance)	Kilkari Bihar Bal Bhawan, Govt. of Bihar	1	1
NSS, Republic Day Parade Camp, New Delhi	Ministry of Youth Affairs, Sports, Govt. of Bihar	3	1
Golden Jubilee cum Ghalib Day Celebrations	Mirza Ghalib College, Gaya (Bihar)	6	31
International Yoga Day	Gandhi Maidan (Mandup), Gaya, Bihar	1	16
Vijay Kargil Diwas	Magadh University, BodhGaya	3	30
Mrs./Mis. Gaya	Rukhaiyar Palace, Gaya (Bihar)	1	1
Blood Donation Camp	Magadh University, BodhGaya	1	13
Plastic Free Swachhata Awareness	Vishnupath, Gaya (Bihar)	2	6

View File

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Red Ribbon Club	Bihar State Aids Control Society	Training Programs	3	90

Plastic free Swachta Awareness	NSS	Collecting Plastics, Cleaning Places, Slogan Writing and Drama	2	40

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4000000	3200000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added

Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Self Developed	Partially	1.1	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	28162	3520250	1849	462250	30011	3982500
Reference Books	456	114000	44	33000	500	147000
Journals	45	18000	5	2000	50	20000
CD & Video	10	500	53	2650	63	3150
Library Automation	0	0	5900	0	5900	0

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

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	105	3	4	7	3	9	2	100	0
Added	10	0	10	5	2	3	5	0	0
Total	115	3	14	12	5	12	7	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
500000	450000	350000	320000

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

• We believe in delivery the best quality education to the students. Today it is not possible to provide quality education without taking the help of smart procedures and policies. • Physical maintenance is vital component for a college. It sustains and develop an academic excellence in consistency. The college has building committee that look after the maintenance of laboratory, library, sport complex, computer, classroom etc, to ensure maximum benefit to the students as well as teaching and non teaching staff. • The college makes budget provision for every year under different heads for maintaining and utilizing the infrastructure facilities. • The allocated funds are utilized under the observation of various monitoring committees such as Lab maintenance committee, library committee, sports committees, and student feedback committee. • There is a stock maintenance committee in every department under the H.O.D of the concerned departments who maintains the stock register by physically verifying the items round the year such as books of departmental seminar, furniture, tools, equipment etc. Laboratory • Record of equipment is maintained by lab technicians lab assistants under the supervision of the Head of the Department. • Simple and general maintenance of equipment is done by departmental lab technician. • Major problem in sophisticated equipment is done by outsourcing agencies. • There is a system of disposal of waste of all types such as chemicals, biodegradable, e waste etc. Library • The college has a rich library with two separate reading rooms for teachers and two separate reading halls for students besides departmental seminars. • A house staff book binder who helps to preserve old books. Library staff maintains books, journals, magazines and daily news papers. Sports • The college motivates students to take participation in different tournaments. Our students have brought so many trophies and medals every year and make the college proud. • The college has a well furnished and equipped hall for indoor games such as Table Tennis, Boxing, Wrestling, Weight lifting, Gym etc. • The sport incharge of the college looks after maintenance of the indoor hall. Computer • With the evolving of techniques of teaching we have installed smart classrooms where different teaching methods are being practiced by teachers. • The college has well furnished computer labs. The administrative office is fully computerized. • General maintenance of computers and updating of software is done by lab assistants. • Computers WiFi and other technical gadgets and electronic appliances like projectors, printers etc are maintained by outsource agencies. Class Rooms • There are technicians, masons, plumbers, carpenters, electricians, gardeners, sweepers who ensure the maintenance of class rooms and campus infrastructures. • Regular maintenance of the water coolers and water purifiers is done by outsourcing agency.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support	Half Free Ships /	352	125000

from institution	Poor Boys Fund		
Financial Support from Other Sources			
a) National	SC / ST, OBC, Minority Scholarship	4406	15027400
b)International	NIL	0	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
International Yoga Day	21/06/2019	80	NSS

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Personality Development	190	190	61	80
2019	Communicative Skill	190	190	61	80
2019	Personal & Career Counselling	190	190	61	80
2019	Computer Literacy Pragramme	120	120	61	80
2019	Bridge Course	190	190	61	80

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1028	B.A, B.Sc, B.Com Part III (Hons.)	Urdu, Hindi, English, Psychology, Pol.Science, History, Commerce, Physics, Chemistry Mathematics, Botany, Zoology	Magadh University, Bodhgaya, Mirza Ghalib College, Gaya	M.A, M.Sc, M.Com

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1

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

Activity	Level	Number of Participants
Wrestling	Magadh university Inter college wrestling competition	12
Cricket	Magadh university Inter college tournament	18
Cricket	Magadh university Inter college cricket tournament	25
Boxing	Magadh university Inter college boxing competition	5
Vijay Kargil Diwas	Magadh university cultural competition	30

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
		No Data Entered/Not Applicable !!!				

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

The college has a platform of student council representation of students for the active participation of the students in the various academic administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. Selection: • The college has established norms to choose the class representative on the basis of class performance which is judged on the period bases. • These all class representatives constitute a council of students which elects a college representative from them. • The student council and college representative participates and advises different committees and bodies of the college. • The college representative participate in all the meetings of policy making related to academic , administrative and other cocurricular activities. • The suggestions of the class representative assume a lot of significance while taking a decision related to academic and administrative policies. • They also suggest for other activities such as seminars, workshops, group discussion power point presentation etc. which helps to develop the personality, knowledge and skills of the students. • The college also observes teachers day, fresher day, farewell party, yoga day, women day, sports day, cultural festival, etc with the sole and paramount participation of students body which make the event a grand success or a memorable one. Activities: The student council and college representative have major responsibilities to do number of activities: • To represent class representative in particular and all the students of the college in general. • To locate and help in solving problems of students on the college. • To promote and encourage, the involvement of students in organizing and participating all the college activities. • To invite the principal and the Governing Body in the prize/award ceremony function to boost the morale of the students for their distinctive skills and phenomenal performance in different activities. • To help in checking discrimination of caste and gender in college. • To inform and update the students about any issue that concerns them. • To consult students on any issue of importance. • To maintain good and friendly relation, between the college staff and student. • To organize charitable activities for the poor students and other. • To encourage NSS volunteers to organize different activities in the college. • To convey student's opinion and suggestion to concerning Head, concerning committees, Principal and the Governing Body of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

16

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

Career guidance to students

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

• Professor InCharge holds frequent meetings of Heads and faculty members to discuss various academic issues and policy matters with ensuring practicing of decentralization and participative management processes. • Modern teaching aids have been provided to all the departments. Central Library and departmental seminar libraries have been enriched with new books and journals. • Visiting lectures, seminars and participation in refresher / orientation courses have been encouraged. Departmental meetings and Heads meetings are regularly held to discuss academic improvement. • The Library, Admission Section and Accounts Office are being made fully computerized. • The administration is proactive, participatory and student centric. During the last two decades, the college has developed into the most prestigious institution of Bihar. Initiatives are taken at different level for development of the institution. • Being the chief functionary, administrator, academic guide and manager of the institution the Professor InCharge plays a dynamic role in improving infrastructure, providing required academic facilities, implementing new programs and making available new teaching – learning resources for all round development and quality sustenance. • The college has well developed mechanism to do so such as the management information system. There is continuous assessment and evaluation at all levels. The administration from time to time introduces newer innovations in management system and monitors its successful and effective implementation. • The administration has evolved regular and continuous interaction with all its stakeholders through well articulated bodies which work both horizontally and vertically through various committees of the college to informal fora of interactions with students and decided two practices first was the girls education and second was the healthy administrative environment. Girls education: • To impart higher education among the girls of the locality. • To provide modern and vocational education for the girls. • To make aware the girls from the social evils and injustice. • To make aware the girls from hygiene consciousness. • To make self reliant. Administration: • Professor In charge/Principal is the chief academic administrator, forms different committees and assign responsibilities to the staff to acquaint them self with the different functions of the college administration. The committees prepare action plans and submit these along with recommendation of Professor InCharge / Principal. • The committees carry out activities and the IQAC monitors and evaluates these activities periodically. The Professor InCharge / Principal convene departmental meeting, staff meeting and general meetings for feedback and review of the assigned the duties. • There are various committees to assist the Professor InCharge in day to day administration. The administration is proactive, participatory and student centric. Hence, the togetherness prevails on the campus.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	• The responsibilities of processes, system and structure for curriculum design and development is on University. The college adopts the curriculum provided by University. • With the commencement of each academic session the college IQAC, academic committee and other committees in consultation with heads of different

		departments under the Chairmanship of Principal/Professor Incharge plan delivery and execution of curriculum. • The departmental heads distribute the topics and chapters among the available resource potential of the teachers and fixed the responsibilities as who, how and when to be carried out. • The college takes it as a challenge to ensure effective delivery of curriculum within a limited time frame of academic calendar. • The implementation of the curriculum, cocurricular activities and other related activities are monitored by the Departmental Heads and academic committee, college IQAC and Professor In charge/Principal. • The Principal/Professor Incharge conducts regular meetings with the Heads of the different Departments to develop different strategies for effective implementation of curriculum and encourages teachers to impart the curriculum through innovative teaching methods. • The planning and implementation of curriculum of college have focus on employability, entrepreneurship and skill development with giving stress on teaching learning outcomes as Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COS).
	Teaching and Learning	• Student centric teaching learning has to be the norm of the college. • The College is accountable to each and every stakeholder. • It is answerable to the society at large. • The foremost objective of education is to train students to take charge of their own learning. • Systematic implementations of all processes. • Needs of each and every student are served and grievances are addressed. • Evaluation process is impartial and transparent. • Evaluation process is evidence based and feedbacks are uniformly executed. • New smart classrooms. • Use of ICT. • Reading room facilities for teachers in central library. • Reading Hall for students in central library. • Projects and presentation have become part of internal assessment for every department. • Teachers are being encouraged to use ICT. • Methodology of teaching is more based on ICT.
	Examination and Evaluation	• The Academic progress of students is measured on the basis of continuous

	examination and evaluation. • Each and every department has freedom to decide their own process and mechanism of internal assessment based on subject. • Faculties have autonomy and freedom to go for more depth on preparation of modalities of assessment and evaluation. • Such as, unit test, quiz test, group discussion, presentation, project works, seminar, practical skilled observation, field works, participation in extracurricular activities. • Question paper pattern is revised and designed in accordance with the learning outcome and categories of the students. • The examination and evaluation is a tool for enhancing and enriching teaching learning.
Research and Development	• The research promotion cell creates an environment, eco system and a research culture for innovations and extensions in collaborating with difference department councils of the college. • The college extends all the possible support to supervisors and researchers. • Autonomy to the Principal investigator. • Timeoff, reduced teaching load, special leave etc. to teachers. • Support in terms of technology and information needs. • Adequate infrastructure and human resources. • Timely availability or release of the sources. • To prepare proposals for projects of different funding national agencies. • To develop laboratories of science faculties in context of ongoing research. • To develop interdisciplinary research activities and collaborations. • To develop a Central Instrumentation Facility (CIF). • To setup language lab. • To establish elibrary and upgrade the existing facilities of central library and departmental seminars • Active participation of faculty members in seminar / Conferences / Workshops / training Programs. • Facilitation of timely submission of thesis. • To encourage students participation in Research. • Many of the faculty members have been actively engaged in supervising Ph.D. scholars. • A few teachers are on the Editorial Board of Journals and publications homes. • Teachers are also members (Annual/Life/Fellow) of the learned bodies. • A progressive increase in Research Publication is

	evident.
Library, ICT and Physical Infrastructure / Instrumentation	• Computerised library has been developed. • Software for Library Management System has been purchased and installed since 2017 in the library. • The books manually maintained in accession register are being entered through the above software. The library management System Software has provision for • Automated generation of catalogue, accession register and book issue and return register. • The software has been developed to suit the need of our library and has been designed to meet web based requirements. • A collection of rare book, manuscripts such as Khulasa Muntakhabut Tawarikh in Persian, a handwritten manuscript is as proud of the college.
Human Resource Management	• The management encourages and provides conducive environment to its teaching and nonteaching staff to enhance their professional development. • The management encourages and motivates the faculty members and the employees to perform their assigned duties with honesty and diligence. • The college is committed to the overall progress of its faculty members and staffs for this, computer training, short term training programs in discharging duties and other administrative activities are periodically conducted. • The college motivates its employees merit and talent by giving them representation in the various committees. • Regular appointment of teachers as per norms. • Regular appointment of nonteaching staff as per norms. • Shortfall in the staff is met through the adhoc and contractual engagement.
Industry Interaction / Collaboration	• MOU with Symbiotic Software integrated Pvt. Ltd., Gaya.
Admission of Students	• The college being a linguistic minority institution within the meaning of article 30(1) of the constitution is exempted from policies on reservation. • The college is committed to social justice and ensures admission of marginalized and weaker section as SC/ST/OBC/ differently abled. • Admission is very transparent. • In regular courses admission is on the basis of marks, while in vocational

E-governace area	Details
Planning and Development	• Biometrics attendance is installed for making attendance of teaching and non teaching staff.
Administration	• Administrative office is fully computerized with internet facilities. • Fees collection is done through the computerized system. • Communication with Parental University, State Government, UGC, AISHE, NAAC takes place through internet.
Finance and Accounts	• Finance and accounts of the college is also maintained with the software developed by the college.
Student Admission and Support	• Record of students admission is also maintained through the computers. • Different scholarships are applied through the internet.
Examination	• Results of examinations of students are also maintained in computer system.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Prof. Md. Razauddin, Head, P.G. Department of Zoology	CLIMATE SMART AQUACULTURE AND FISHERIES (CSAF)	0	10000
2019	Prof. Md. Razauddin, Head, P.G. Department of Zoology	Workshop on Research Based Pedagogical Tools	0	0
2019	Dr. Md Abul Fatah, Assistant Professor P.G. Department of Zoology	Workshop on Research Based Pedagogical Tools	0	0
2019	Dr. Aftab Ahmed Khan, Assistant Professor P.G. Department of Zoology	CLIMATE SMART AQUACULTURE AND FISHERIES (CSAF)	0	10000

2019	Dr. Aftab Ahmed Khan, Assistant Professor P.G. Department of Zoology	Workshop on Research Based Pedagogical Tools	0	0
2019	Dr. Md. Shalim, Assistant Professor (Adhoc)P.G. Department of Zoology	Workshop on Research Based Pedagogical Tools	0	0
2019	Dr. Reena Kumari, Assistant Professor (Adhoc) P.G. Department of Chemistry	Science and Environmental Sustainability for a Peaceful Society	0	10000
2019	Dr. Reena Kumari, Assistant Professor (Adhoc) P.G. Department of Chemistry	The Indian Science Congress Association	0	0
2019	Dr. Md. Minhaj Alam, Assistant Professor (Adhoc) P.G. Department of Botany	Workshop on Research Based Pedagogical Tools	0	0
2019	Dr. Rizwan Alam, Assistant Professor (Adhoc) P.G. Department of History	Farsi Zaban o Adab Ke Farogh Meain Sufia e Kram Ka Hissa	0	0
2019	Dr. Rizwan Alam, Assistant Professor (Adhoc) P.G. Department of History	A Perspectives of Dr. B.R. Ambedkars Vision and the Constitution of India	0	10000
2019	Dr. Rizwan Alam, Assistant Professor (Adhoc) P.G. Department of History	Human Rights, Human Values and Duties	0	0
2019	Dr. Rizwan Alam, Assistant Professor (Adhoc) P.G. Department of	Buddhist Culture and Modern Society	0	0

| 2019 | Dr. Aftab Alam, Associate Professor .P.G. Department of English | Imaging the World : Literature, Philosophy, Myth and Reality | 0 | 10000 |
| 2019 | Dr. Ehsanullah Danish, Assistant Professor (Adhoc) Department of Urdu | Urdu Main Dalit Adab Rawayat aur Suretehal | 0 | 0 |

History (above first cell header)

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Intellectual Property Rights	Skill Development Programme	24/07/2019	25/07/2019	36	22

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	26/09/2018	17/10/2018	21
Orientation Course	1	20/11/2018	17/12/2018	28

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Post retirement scheme	Post retirement scheme	Free ship

6.4 – Financial Management and Resource Mobilization

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

The account department of the college conduct internal and external financial audit regularly. The account department maintains the records of all the receipt and maintain the income and expenditure and the balance sheet of internal and external incomes. All the supporting documents and vouchers are maintained and recorded. The account section is overall under control of Bursar and Prof.inCharge and Secretary, Governing Body of the college. The college sets its income and expenditure audited by reputed Chartered Accountant.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

20000000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Magadh University	Yes	Governing Body
Administrative	Yes	Magadh University	Yes	Governing Body

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

1. Parent feedback. 2. Sports meet. 3 . Ghalib day meet.

6.5.3 – Development programmes for support staff (at least three)

1. Workshop on skill development for non teaching staff. 2. Workshop on use of ICT for teaching staff. 3. Personality development.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. To strengthen the research promotion cell. 2. Use of ICT in administrative office. 3. Initiatives for a green campus such as installation of solar panels.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Awareness of intellectual property rights	24/07/2019	24/07/2019	25/07/2019	36

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Empowerment	09/04/2019	10/04/2019	143	16

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

Percentage of power requirement of the University met by the renewable energy sources
The college organizes various programme on environmental consciousness. Dustbins are installed at various location in the college campus. The college installed 32 solar panels for supplementing the need of electric supply in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	3000
Ramp/Rails	Yes	35

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

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

Title	Date of publication	Follow up(max 100 words)
Student handbook	20/07/2019	• Respect for ethic and religious differences. • Preparing students to adjust in diverse social world. • Inculcating the value of freedom, equality and fraternity. • Making students socially conscious, morally upright, spiritually oriented, and aesthetically inclined and an intellectually well formed person. • Promote and evolve patriotism, national integration and national culture. • To implement

		the code of conduct for students.
Employee handbook	22/07/2019	• To make all stakeholders understand the human values and professional ethics. • To instill moral and social values and loyalty. • To appreciate the values of rights and duties. • To implement the code of conduct for employees.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation Camp	11/09/2019	11/09/2019	60
Pitripaksha Mela	20/09/2019	25/09/2019	15

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

1. A large cycle shed. 2. Plastic free campus. 3. Gardening in open space. 4. Complete Installation of LED, Tube and Lamp. 5. Installation of Solar Plates on roof top.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice Number : 1 Title: E Administration Objective: The aim is to provide a transparent efficient and fast disposal of works and can be monitored and analyzed by different stakeholders. The Context: There are 22 programs administered by Principal Office, Establishment Section, Account Section, Examination, Central Library, Proctorial Board, NSS and different committees and cells. The process of admission, fee collection, registration, issue of books in library, examination is tremendous task to handle and maintain. There are so many other diverse affairs as accounting and budgeting, these circumstances compel to adopt and administration through ICT. It is a challenge for the college to train all the clerical staff to handle their work through ICT technology. The Practice: E administration is being implemented. Management and Information System (MIS) software is going to be designed to cover the various administrative and financial task of the college. Admission, pay roll fee collection and accounting reports generation are implemented networking of all the departments and sections through wifi. Evidence of Success: The biggest evidence of success is that the functioning of different sections offices has become efficient and swift. Problems Encountered and Resources required: It was a challenge to train the staff. Best Practice No. : 2 Title Program Association Objective : The objective is to provide a platform to become leaders of the future. The Context: The College has interest to develop skill among the learners. The college has initiated the constructive and positive steps to create the congenial and conducive environment among all stakeholders through support based system. The college gives free hand to all the departments for arranging all sorts of extracurricular activities by giving adequate support for getting desired outcome. Evidence of success: The evidence of success in that association provides the students with an opportunity to organize academic activities such as seminars, debate competition quizzes and other cocurricular activities in the departments, and also organize other activities as per the need and demand. Problems Encountered resources required Faculties and students were reluctant in the beginning but now all the activities are being held

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

7.3 – Institutional Distinctiveness

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

The institution imparts general education for all in general and for the female section in particular. The college keeps a vigil eye on each and every more to empower the females of today who feel unsecured and unsafe in the present scenario. Empowering females of today to participate fully in economic life across all sectors is essential. The college has special plan to promote gender equality by ensuring health, safety and well being of female students. They are projected and promoted to have out their skills by taking the community services into consideration. They are prepared to face and meet the challenges of present scenario by giving their best. The college provides platform to the female students to chisel their latent talent in all the fields. The following steps have been taken for the female empowerment in the college. 1. Organizing programs to build self esteem and confidence. 2. Awareness programs related to health and hygiene. 3. Legal rights awareness program. 4. Arrange talks about issues like gender equality. 5. Arrange talks related to value based education. 6. Training program for making safety and security. 7. Teaching skills to do the best for community or society. 8. Providing quality educations in all disciplines. 9. Bringing more and more of those deprived into the fold of formal and higher education. 10. Committed to provide a healthy blend of tradition and modernity in education and looks for innovative pedagogy in teaching research and extension activities. 11. Creating an environment of intellectual competence, scientific temper, environment consciousness, and awareness towards social responsibilities. 12. Educating the new generation in contemporary knowledge and skill to meet the challenges of nation building. 13. Inculcating a sense of moral values, national pride and universal brotherhood among students.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Curriculum Effective implementation, execution and delivery of planned curriculum through innovative teaching methods and co curricular activities. Teaching Learning and evaluation. • To start online admission process. • To strengthen the mechanism of identifying slow and advance learners. • To start awareness programs for slow learners through remedial and tutorial classes. • To organize skill development and personal development programs for advance learners. • To arrange more supportive methods of teaching and learning such as group discussion, seminars, workshops, project works, field works etc. • To develop skill and talent of teachers by encouraging for seminars/workshops/refresher course. • To appoint permanent teachers, for the smooth and proper running of classes. • To appoint Adhoc teachers for organizing other academic and cocurricular activities. • To strengthen the continuous internal evaluation systems. Research Innovation Extension • Promotion of research culture among the faculties. • To setup language lab. • To motivate faculties for regular participation in seminars/conferences/workshops. • To develop research laboratories in science faculties. • Publication of research papers in national and international journals. Infrastructure • Construction of new class rooms. • Renovation of old class rooms. • Construction of two smart

classes. • Renovation of NSS Hall. • To develops ITC facilities. Student support and progression. • To develop a competitive environment for students, to improve their skills in qualifying in state/ National/NET/SLET/GATE/CAT/Civil Services examinations. • To organize more cultural activities and prepare students for outstanding performance in national/International level events. • To win more awards and medals in sports by developing spirit among the students. • To organize more social activities by NSS team. • To strengthen the Alumni association. Governance Leadership and Management. • To achieve new height in academic performances. • To strengthen the working of administrative office. • To create more healthy environment among the teachers and students. • To encourage resource mobilization. • To develop E governance, and ERP system. Institutional values and best practices. • To install more solar plates. • To prepare code of conduct, handbook for students, administrative staff and teachers.