

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**MIRZA GHALIB COLLEGE**

WHITE HOUSE COMPOUND, GAYA

823001

[www.mgcgaya.in](http://www.mgcgaya.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Mirza Ghalib College Gaya, a deficit grant Post Graduate Minority College came into existence in commemoration of Mirza Asadullah Khan Ghalib, a very great poet of Urdu and Persian, in 1969, the centenary year of Mirza Ghalib's death. Some philanthropists like Janab Mahboob Ali Warsi, Advocate, Janab Abdul Hafeez (Founder President), Janab Abdus Salam (Founder Secretary) and Janab Abdus Salam Khan and Muslim intellectuals of the area took great pains in turning their dream into reality by establishing an academic institution for all in general and for Muslim in particular in a small rented building. Ever since its establishment, the college has been imparting education in the faculties of Science, Arts and Commerce up to Degree level by having permanent affiliation by the Bihar State Government on the recommendation of Magadh University, Bodh-Gaya respectively. Now the college offers Post Graduate Education in twelve subjects. The college also offers Vocational courses in Computer Application (BCA), Management (BBM) and Biotechnology (Bio-Tech.). This college has a well developed infrastructure in terms of Library, Laboratories and Buildings for imparting quality education to its students. A very good number of academicians are serving as college faculties. The UGC enlisted this college under 2 (f) & 12(B).

The college is managed by council Mirza Ghalib College, Gaya a society registered under Societies Registration Act, 1860. The college is a linguistic minority college, recognized as deficit grant post graduate minority college by the State Government.

### Vision

"Empowerment through EDUCATION to brighten the future of younger generation".

### Mission

- Qualitative education per excellence to develop the potential of students.
- Optimizing the talents and potential of students by adopting new teaching learning methods.
- Encouraging the students to transform their personality to meet the challenges of future.
- Preparing students to adjust in diverse social world.
- Inculcating the value of freedom, equality and fraternity.
- Making students socially conscious, morally upright, spiritually oriented, aesthetically inclined and an intellectually well formed person.
- Promote and evolve patriotism, national integration and national culture among students.
- Awakening the mind and spirit of the students to look for research and learn whatever is new to them.
- Qualitative education per excellence to develop the potential of students.
- Optimizing the talents and potential of students by adopting new teaching learning methods.
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- Promote and evolve patriotism, national integration and national culture among students.
- Awakening the mind and spirit of the students to look for research and learn whatever is new to them.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The college is situated in the heart of town.
- The college has maintained its identity in all times with high principles of discipline in students, teachers and staff
- The college has always remained the frontrunner in delivering the results in university producing topper in different faculties.
- Dedicated and highly qualified faculty members and outstanding guest faculties are engaged as per need.
- Most of the teachers are Ph.D., Degree holders and supervising research, some teachers are actively engaged in research activities.
- Wi-fi networking in campus facilities and staff are conversant with ICT.

Sufficient number of class rooms with well equipped labs, well maintained library and seminars.

### Institutional Weakness

- Paucity of space to construct more buildings.
- Need of better civic amenities in campus.
- Inadequate sanctioned strength of teaching and non-teaching staff as State Govt. is approval authority for sanctioning the posts.
- Shortage of teaching and non-teaching staff in respect of enrolment in different programs.
- Need of proper training in ICT enabled teaching learning.
- Need of smart classroom and well equipped research labs.

Outdated curriculum need to be modified by the University.

### Institutional Opportunity

- Enhancement in research activities and research culture.
- The college has to be developed into centre of excellence.
- The college facilitates minorities and marginalized section to grow and acquire self esteem.

### Institutional Challenge

- The college is to provide more infrastructure facilities.
- It is challenge to maintain the balance between education and human stature, as Guru-gadget Balance in life and in education.
- Motivating the faculty to involve more vigorously in research.

- Augmenting ICT enabled teaching learning and accustomising teachers and staff.
- Outcome based learning system.
- Successful implementation of MIS Software.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

All the departments follow the model of curricula of syllabus that designed, developed and provided by the University. The college plans and effectively implements the curriculum within the frame work.

As the main purpose of curriculum is the holistic development of a student. The college has started value added courses to sensitize student according to their interest in the curriculum. The college not only collect feedbacks from students but also identifies and analyzes it for proper and effective executions of curriculum with new art, style and techniques of teaching.

The college offers **twenty two** under graduate and **twelve** post graduate programs in the faculties of humanities, social science, natural science, commerce, Bio-Tech., Management and Computer Applications. Popular lectures are organized at the departmental level by the guest faculty to enrich the curriculum. Faculties and students are involved with innovation in higher education to achieve desired outcomes.

### Teaching-learning and Evaluation

Keeping in view the diversity of students coming from different backgrounds of caste, religion, creeds and socio-economic strata, there is flexibility in medium of instruction i.e. Hindi, Urdu and English.

The college maintains a student centric environment conducive for quality education. Result of the College touches 90% to 95% success in almost all subjects with highest percentage of 1st class. Departments conduct class room evaluation of students. Extra classes are organized for sent-up students to augment their study. The college is going to start smart classroom for science departments. Internet connectivity is available in the college campus. The college website [www.mgcgaya.in](http://www.mgcgaya.in) is going to provide useful links to different educational resources available nationally as well as internationally as NPTEL, SAKSHAT, KHAN ACADEMY etc. The college website manager provides logistic support to departments for uploading information and teachers data.

Teachers are encouraged to attend workshop, national seminars, conferences, orientation courses and refresher courses. A number of teachers participated in different National Conferences, presented papers and got national award. National seminars were organized by the college.

### Research, Innovations and Extension

Research activities are going on in almost all departments. A number of research papers have been published during last five years by teachers and research scholars of the college. Research Promotion Cell of the college provides information on research schemes to college teachers. it encourages faculty members to take up research project for which they are facilitated as per norms. Faculty members are being provided logistic support for applying for Minor Research Project.

Research books are available in P.G. Seminar libraries of all the science departments. Science labs have also been upgraded with facilities for research work. A central instrumentation facility is being developed with an objective to provide central facility in the college. Central library has also been enriched with new research and reference books for social sciences and humanities besides text books.

Teachers of the college participate in **National Conferences and International Conference** and present their **Papers** during the last five years. Teachers of this college have published a number of papers in national and international journals. Some teachers also attended workshops, seminars and conferences as **resource person**.

The college has one NSS unit. NSS cadets are involved in various social works. The students are deputed for distribution of scholarship to school children in Gaya District. NSS team of this college is also engaged during Pitripaksha Mela by local administration. NSS unit of this college got various awards.

### **Infrastructure and Learning Resources**

There are six teaching blocks within the campus, comprising a total constructed area of approx 60874 sq. m. The college has sufficient number of class rooms, lecture theaters, laboratory halls, reading rooms, conference halls and support facilities.

Conference halls, class rooms, and labs are well furnished with necessary furniture and equipment. The college has adequate facilities for indoor games and use large play ground of Gandhi Maidan for outdoor games adjacent to the college. Necessary civic amenities as wash room, pure drinking water and cooler, are available in every building blocks.

Differently abled friendly infrastructure has been created by installing two lifts for such students and senior teachers. The college provides well maintained boarding facilities to boys and girls in collaboration with minorities hostel. The college also provides medical facilities by a team of specialized doctors.

The college has an excellent IT infrastructure with internet and Wi-Fi connectivity. The college provides smart class rooms in addition to general class rooms which are quipped with LCD projectors and have PCs with internet connection. Teachers are also assisted in developing computer aided teaching learning materials.

About 105 computers, 20 Laptops, 5 LCD projectors, Laser Printer, Color Printers etc. have been made available to different departments.

### **Student Support and Progression**

Student welfare committee looks after general welfare of students through counseling, disbursement of scholarships, providing students amenities and ensuring participation in co-curricular activities and taking up other students related issued

The college tries its best to provide support for retention of students, quality teaching and higher success rate. Most of the students obtain First class at Degree and PG examination. During the last five years a large number of students got various scholarships besides free studentship by the college to deserving students. Students of this college are preferred in admission at higher level. Special classes are arranged for sent up students. Pass percentage during the last four years have been within the range of 90% to 95% in different faculties.

Placement Cell, Coaching Centers and Counseling Centre have been playing effective role in motivating and guiding students to better learning and achieving high success rate in their academic career.

Students are involved in various cultural and sports activities. Students of this college represented the University in State level annual Trang festival organized by different Universities of the State and games & sports competitions. During the last four years, girls and boys of this college achieved success in various events of Inter College / Inter University and National Competitions.

### **Governance, Leadership and Management**

The college has a mechanism for internal and external audit. Annual account and balance sheets of the college are prepared timely. Meeting of councils of governing Body and different committees of college are being held regularly to strengthen the institutional process.

The college is fortunate to have got dynamic Principal / Professor In-Charge consecutively during the last several decades. Present Principal / Professor In-Charge of the college is a dynamic and academic person. He takes initiatives for all round development of the college.

Principal / Professor In-Charge is the chief executive of the college. He has tried to develop participatory management by involving Heads, faculty members, staff and students towards developing the institution in different spheres.

Heads of the Departments hold meeting of departmental council at regular intervals. Principal remains in regular contact and discussion with the Heads. As per requisition from different departments. Principal orders for provision of funds and facilities to the departments.

Various committees function under the chairmanship of the Principal / Professor In-Charge. IQAC gives suggestions for quality improvement. Bursar monitors the general administration and finance of the college. Proctorial Board maintains discipline on the campus and attends to the grievances and problems of students.

### **Institutional Values and Best Practices**

The college is very much conscious of the environmental issues and cleanliness to bring down the pollution on and around the campus. Energy conservation is in practice and renewable energy, e-waste and bio-waste managements are being in pipe line.

E-administration has been introduced to speed up the work performance. E-learning Centre is being developed to provide teaching presentations to faculty members on different subject. Old records have been digitized for preservation. Faculty and students have been provided free internet connectivity through Wi-Fi on the campus. Language Lab has been established with modern facilities to develop communication skill among students, especially of Management course. The college is making arrangement for developing a learner centric environment conducive for quality education.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	Mirza Ghalib College
Address	White House Compound, Gaya
City	Gaya
State	Bihar
Pin	823001
Website	<a href="http://www.mgcgaya.in">www.mgcgaya.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Khursheed Ahmad Khan	0631-2220778	9431207502	0631-2220185	mgcprincipalgaya@gmail.com
IQAC Coordinator	Aftab Ahmad Khan	631-2223697	9473031285	-	aftabkhanmgc@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	
Linguistic	Linguistic
Any Other	

<b>Establishment Details</b>				
Date of establishment of the college	11-07-1969			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Bihar	Magadh University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>			
2f of UGC	02-01-1970			
12B of UGC	02-01-1970			
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No



<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	White House Compound, Gaya	Urban	14	60874

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Physics	36	Intermediate	English + Hindi	432	432
UG	BSc,Chemistry	36	Intermediate	English + Hindi	432	432
UG	BSc,Botany	36	Intermediate	English + Hindi	432	165
UG	BSc,Zoology	36	Intermediate	English + Hindi	432	432
UG	BSc,Mathematics	36	Intermediate	English + Hindi	432	432
UG	BA,English	36	Intermediate	English	420	221
UG	BA,Hindi	36	Intermediate	Hindi	90	23
UG	BA,Urdu	36	Intermediate	Urdu	480	480
UG	BA,Persian	36	Intermediate	Urdu	30	22
UG	BA,Philosophy	36	Intermediate	English + Hindi	45	33
UG	BA,Economics	36	Intermediate	English + Hindi	300	131
UG	BA,Political Science	36	Intermediate	English + Hindi	480	393
UG	BA,History	36	Intermediate	English + Hindi	480	435
UG	BA,Psychology	36	Intermediate	English + Hindi	480	480
UG	BA,Geography	36	Intermediate	English + Hindi	480	421
UG	BA,Sociology	36	Intermediate	English + Hindi	195	112
UG	BA,Home Science	36	Intermediate	English + Hindi	135	33
UG	BA,A I A S	36	Intermediate	English +	60	36

				Hindi		
UG	BCom,Com merce	36	Intermediate	English + Hindi	1920	1623
UG	BCA,Bca	36	Intermediate	English + Hindi	270	264
UG	BBA,Bbm	36	Intermediate	English + Hindi	360	155
UG	BSc,Biotech nology	36	Intermediate	English + Hindi	120	57
PG	MSc,Physics	24	Graduation	English + Hindi	180	180
PG	MSc,Chemis try	24	Graduation	English + Hindi	180	180
PG	MSc,Botany	24	Graduation	English + Hindi	180	132
PG	MSc,Zoolog y	24	Graduation	English + Hindi	180	180
PG	MSc,Mathe matics	24	Graduation	English + Hindi	240	240
PG	MA,English	24	Graduation	English	240	117
PG	MA,Hindi	24	Graduation	Hindi	240	42
PG	MA,Urdu	24	Graduation	Urdu	240	138
PG	MA,Political Science	24	Graduation	English + Hindi	240	110
PG	MA,History	24	Graduation	English + Hindi	240	240
PG	MA,Psychol ogy	24	Graduation	English + Hindi	240	240
PG	MCom,Com merce	24	Graduation	English + Hindi	240	240

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	18				12				27			
Recruited	18	0	0	18	11	1	0	12	10	2	0	12
Yet to Recruit	0				0				15			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				76
Recruited	66	10	0	76
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	16	0	0	11	1	0	9	2	0	39
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	3	0	0	0	0	0	3

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	19	9	0	28
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	2	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visiting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		17	2	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	909	24	0	0	933
	Female	1092	14	0	0	1106
	Others	0	0	0	0	0
UG	Male	2980	18	0	0	2998
	Female	3807	7	0	0	3814
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	657	699	612	590
	Female	782	768	645	543
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	1553	1441	1236	1095
	Female	1643	1594	1336	1099
	Others	0	0	0	0
General	Male	1710	1714	1562	1479
	Female	2506	2485	2196	1980
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>8851</b>	<b>8701</b>	<b>7587</b>	<b>6786</b>

### 3. Extended Profile

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#### 3.1 Programme

**Number of courses offered by the institution across all programs during last five years**

**Response : 22**

**Number of self-financed Programmes offered by college**

**Response : 3**

**Number of new programmes introduced in the college during last five years**

**Response : 8**

#### 3.2 Student

**Number of students year wise during last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
8851	8701	7587	6786	6308

**Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
5175	5115	5055	4650	4245

**Number of outgoing / final year students year wise during last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
3035	2252	1930	1973	1589

**Total number of outgoing / final year students**

**Response : 10779**

#### 3.3 Academic



**Number of teachers year wise during last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
95	100	103	105	105

**Number of full time teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
42	46	49	51	51

**Number of sanctioned posts year wise during last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
57	57	57	57	57

**Total experience of full-time teachers**

**Response : 6029**

**Number of teachers recognized as guides during last five years**

**Response : 29**

**Number of full time teachers worked in the institution during the last 5 years**

**Response : 238**

**3.4 Institution****Total number of classrooms and seminar halls**

**Response : 29**

**Total Expenditure excluding salary year wise during last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
455	397	563	307	297

**Number of computers**

**Response : 105**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : 17396**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : 5883**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

##### Planning

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 Incharge / Principal.

3.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. 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 Number of certificate/diploma program introduced during the last five years

**Response:** 0

#### 1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

Details of the certificate/Diploma programs

[View Document](#)

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 0.48

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

**Response:** 36.36

1.2.1.1 How many new courses are introduced within the last five years

Response: 8

<b>File Description</b>	<b>Document</b>
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 64.71

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 22

<b>File Description</b>	<b>Document</b>
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

**Response:** 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

### 1.3 Curriculum Enrichment

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

**Response:**

The college provides different value added courses with a vision and mission to achieve the practical aspects of outcome of education. Courses of Political Science, Sociology and History added gender equality value courses irrespective of colour, caste and religion. Courses of Botany, Zoology, Biotechnology, Chemistry and Geography added environmental issues courses. Urdu, Hindi, English Persian and Philosophy added human value courses. Vocational courses like, Biotechnology, BCA and BBM added professional skilled ethics courses.

#### 1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

**Response:** 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during last five years

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

#### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 29.89

1.3.3.1 Number of students undertaking field projects or internships

Response: 2646

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** A. Any 4 of the above

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** B. Feedback collected, analysed and action has been taken

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrolment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.45

##### 2.1.1.1 Number of students from other states and countries year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
63	35	31	26	22

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

List of students (other states and countries)

[View Document](#)

#### 2.1.2 Average Enrolment percentage (Average of last five years)

**Response:** 74.37

##### 2.1.2.1 Number of students admitted year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8851	8701	7587	6786	6308

##### 2.1.2.2 Number of sanctioned seats year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11145	11025	10215	9405	9405

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years



**Response:** 79.12

2.1.3.1 Number of actual students admitted from the reserved categories year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4635	4502	3829	3327	3003

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

1. The assessment of learning levels of the students starts right from the time of admission.
2. The college being a linguistic minority educational institution within the meaning of **article 30 (1)** of the constitution, is exempted from state policies on reservation. As per permitted the law up to 50% of the seats earmarked for applicant from minority candidates. However as its commitment to its social Justice, College ensures admission for marginalized and weaker sections as SC/ST/OBC/ and Differently abled candidates.
3. For the vocational courses the admission is taken through an entrance test and group discussion / interview.
4. In addition to the prescribed quota the institution encourages the admission of the poor and underprivileged Section of students.
5. Direct admission is provided to the outstanding sport persons.
6. Students with extra / co-curricular achievements are given due weightage in admission.
7. The departments of the college arrange the following methodologies and techniques to assess the Advanced Learners and Slow Learners of the students after the admission -
  - Teacher – students interactions in class.
  - Periodically organizing class unit test.
  - Organizing quiz contest.
  - Organizing Group Discussion.
  - Presentation by students.
  - Project works.
  - Seminar and Assignments.
  - Practical skilled observation.
  - Field works and education.
  - Participation in extra curricular activities.
8. The students profiles of Advanced Learners and Slow Learners are prepared on the basis of all above mentioned methodologies and maintained by IQAC in consultation with Departmental Council.

9. The Departments of the college arrange and ensure the following measures for promotion and motivation of **Advanced Learners** –

- Teachers monitor the performance and provide mentoring to group of Advanced Learners.
- The college collects the data and information on academic performance through the internal assessment, assignment and project of the Advanced Learners.
- Exposure of students in e-learning programs.
- Organizing workshops and training programs.
- Participations of students in National and International Seminars.
- Visiting Institutes and research labs of national repute.
- Visiting national library.
- Students of Vocational Courses are send to industries for project works and skill development.
- Giving topics and tasks of higher difficult levels.
- Expert talks.
- Providing multi-media learning resources.

10. The college takes as a challenge for upliftment for Slow Learners. The Departments of the college arrange and ensure following measures for promotion and motivation of Slow Learners -

- Taking individual attention to each and every Slow Learners students.
- Giving special emphasis to generate interest in the concerning subject.
- Restoration and development of self confident to excel in the field of study.
- Identifying individual problems one by one and motivate accordingly.
- Need based academic support.
- Organizing tutorial classes.
- Organizing remedial classes
- Most of the students coming from rural background facing language problems. The department of English runs communicative English programs for Slow Learners students.

**2.2.2 Student - Full time teacher ratio**

**Response:** 96.21

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls**

**Response:** 0.27

2.2.3.1 Number of differently abled students on rolls

Response: 24

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</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

**Response:**

1. The IQAC and the Academic Committee in consultation with Departmental Councils, prepare a teaching plan for the each academic session with focusing and considering student centric methods of learning as experiential learning, participative learning and problem solving methodologies.
2. Student centric method of learning gives autonomy and independence to learners by putting responsibility for the learning path in hands of students. It develops skills and practices that enable and foster them life long learning, problem solving, critical thinking, analyzing arguments and formulating hypothesis.
3. The college gives autonomy to learners to choose what they will learn how they will learn and how they will assess their own learning that make them to be active responsible participants in their own learning and control over learning process.
4. The teachers recognize individual differences in learners as interests, abilities, learning styles, slow learners and advance learners then teachers act as facilitator of learning for individual rather than the class as a whole.
5. **Experiential Learning** is a very effective component of student centric methods of learning, where knowledge is created through transformation of experience. It educates through first hand experience skills and knowledge. It is based on four main components –
  - Concrete experience
  - Reflective observation
  - Abstract conceptualization
  - Active experimentation
6. The teachers contribute significantly to the students overall understanding of the real environment by experiential learning. It helps learners to get opportunity of working or failing and to think about ways to improve on the next attempt made. Every new attempt is informed by previous experience, thought and reflection that develops following abilities to learners -
  - Actively involved in the experience.

- Able to reflect on experience.
- Analytical skills to conceptualize the experience.
- Decision making and problem solving skills

7. **Participative Learning** is also an effective component of student centric methods of learning. The teachers encourage students to value each other's contributions, to co-operate, to learn from each other and help each other. The emphasis is on working together for making the approach effective, motivating and enjoyable with maximum participation of students.

8. The college nurtures critical thinking of the students by encouraging them to contribute their critical writing like poems writing, stories writing, essay writing, reviews plays etc.

9. Field trips, industrial visit excursion trips to places of national importance so as to enhance their environmental consciousness and promotes scientific temper as well as historical knowledge.

10. **Problem Solving Methodology** is an ultimate component of learning as it gives the result whatever a student has learned. The teachers emphasize on solutions and results oriented teaching.

11. The teachers identify the problems of each and every topic of curriculum and discuss with the students after each topic.

12. The teachers encourage both analytical and creative skills in solving the problems.

13. The college monitors and evaluates the quality of teaching learning under guidance of IQAC. The IQAC periodically interacts with faculty members and stakeholders.

**2.3.2 Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response:** 27.17

2.3.2.1 Number of teachers using ICT

Response: 25

**File Description**

**Document**

List of teachers (using ICT for teaching)

[View Document](#)

**2.3.3 Ratio of students to mentor for academic and stress related issues**

**Response:** 210.74

2.3.3.1 Number of mentors

Response: 42

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

#### Response:

1. Innovation and creativity are the essence of teaching and learning. It brings interest and motivation to learners. It is a way of disseminating, sharing and facilitating knowledge among students.
2. New approaches of teaching and learning based upon learning outcomes as POs, PSOs & COs. These approaches empower students to be responsible their own learning that helps in employability.
3. An innovator and a creator constantly think of better ways of doing things as well as formulate new ways to maximize the outputs. It creates passion for testing and discovering new things. As student centric method is a new innovation and creation of teaching and learning that makes two ways communication with students and teachers.
4. It is a challenge for a teacher to capture the student's attention and stay a long with the teacher in a class. It is a creative teaching with the help of creative tools that stimulate and excite the young minds to take interest which not only develop their ability to listen but will also help them to understand the concept better.
5. The teachers link the lesson plan to real and practical examples as well as correlate and demonstrate through real life situations that make the material easy to understand and learn.
6. The teachers engage classes outside the class room as field works relevant to lesson and topic is a best process of direct learning and motivate the students to such a level that interest of students towards topic to be a love your work culture which give their best.
7. Almost all the departments have innovative teaching practices such as tutorial classes, group discussion, field work and project, seminar and assignment, case studies, industrial learning, software based education, multi-media learning resources, smart classes and power point presentation in selective cases for nurturing creativity and creating scientific temper among the learner.
8. Project work is a mandatory work for most of the PG Programs and in all professional programs at UG level as well as in some selected programs. Large numbers of project are informative and make available to respective academic units.
9. Student undertakes projects using in house resources and also in assistance with outside agencies. Academic autonomy has been provided to the departments to decide about these matters. Student projects also result to help in preparation of power point presentation for seminar, poster presentation etc.
10. Individual faculty member takes responsibility of student projects for guiding them to complete their projects by providing all the necessary facilities.
11. Supremacy of technology, computer aided education is an effective tools and agent for innovative and creative teaching and learning. Almost all faculty members are familiar with computer aided teaching and hence use of all possible facilities are available. The computer aided teaching learning materials are prepared by the faculty members using these facilities.
12. Departments have brainstorming session in class room by involving everyone into class discussion

and give a great platform for learners to voice their thoughts without any worry about right and wrong.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 83.86

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 90.48

#### 2.4.2.1 Number of full time teachers with Ph.D. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
39	42	44	45	46

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Average teaching experience of full time teachers in number of years

**Response:** 65.53

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

### 2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 3.34

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	2	2	2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 5.26

##### 2.4.5.1 Number of full time teachers from other states year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	3	3

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

1. The examination and evaluation are major components of our education system. The whole education process of teaching and learning ends with the examination. The entire efforts put in by the teacher on the teaching and the student on learning is focused on getting best results in examination. As examination dominates the education process.
2. Continuous Internal Evaluation (CIE) is the only remedy to get rid from the traditional examination process in higher education institution.
3. The college adopts several measures for Continuous Internal Evaluation. As college has full fledged office of Controller of Examination.
4. The college IQAC academic committee with consultation of Heads and faculties of different departments make a academic calendar for Continuous Internal Evaluation (CIE).
5. Every teacher of the college is involved in very close interaction, monitoring and supervision for various practical components of the course.
6. Students are provided all information related to evaluation process for different components of

evaluation.

7. The stakeholders particularly the students and the faculty members are made aware of the evaluation process in the induction meet at the each academic session.
8. The information is also effectively disseminated through Notice Board, Prospectus, Classroom notices and website.
9. Regarding examination the university publishes communiqué in the newspapers.
10. The institution adopts the major evaluation reforms of the university.
11. Introduction of the semester system in the PG Courses and there is a proposal at the university level to introduce semester in the UG Classes.
12. Introduction of internal assessment system.
13. Introduction of objective question in the UG courses in science.
14. The institution ensures the effective implementation of the evaluation reforms of the university by strictly following the academic calendar.
15. The reforms initiated by the college –
  - Unit test and class test
  - Assignments
  - Projects
  - Departmental Seminars
  - Group Discussion
  - Question – answer session.
16. The reforms initiated by the institution of its own are implemented by the respective departments and monitored and supervised by the IQAC.
17. The institution adopts both formative and summative evaluation assessment approach. The college carries out the tentative evaluation through class test, group discussion, assignment, projects, verbal assessment, question-answer session, departmental seminars etc. The summative evaluation is mainly through the annual / semester examination conducted by the affiliating university, M.U. Bodh-Gaya, followed by Viva-Voce and Interview.
18. The Internal Assessment System has been significant. Improvements have been made in overall development of behavioral aspect, independent learning and communication skills of the students. Due weight-age is given for these parameters of Internal Assessment System.
19. Continuous Internal Evaluation (CIE) in correlates with the Internal Assessment Systems gives a better result in assessment of students.
20. There is a Grievance Redressal Cell in the college that caters to redressal of grievances. The student grievances regarding evaluation are forwarded to the university redressal.

### **2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

#### **Response:**

1. Internal assessment is fully designed and develops by the teacher with the sole objective to get proper and effective feedback and result.
2. Assessment is a vital part of successful teaching and learning because it is need the students.



3. Internal assessment helps teachers to identify and evaluate the students in which teachers give proper and effective instruction to students.
4. The teachers motivate and inspire the students to get the desired result.
5. Proper time, date and day for the internal assessment are displayed on the notice board and website.
6. All the assessments like class test, unit test, presentation and assignments, project works, departmental seminars, group discussion, question – answer session are very transparent and robust.
7. Every teacher is involved in setting of question papers and evaluation of answer books.
8. The college has always been precursor in such practices of transparency in evaluation process.
9. IQAC & BOS of the college take all the decisions regarding examination processes.
10. The college has full fledged office of the Controller of Examination.
11. The office of this Controller of the Examination is well established with modern equipment like Computer, Printer, Xerox – Machine where all the works as typing printing and copying related internal assessment is done confidentially.
12. Departments of the college conduct some programs like quiz contest, oral test to ensure the high level of transparency for awarding the marks and remarks.
13. The date of monthly attendance of the students of vocational courses is displayed on the notice board.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

1. The students are the main stakeholders of the college. The endeavor of the college to make all efforts to ensure transparency in all the activities in general and examination related grievances in particular.
2. The college maintains its transparency, its efficiency within time frame. The transparency enhances the quality assurance in higher education institution.
3. The Higher Education Institutions (HEI) are extra ordinary complex organization. They do many wonderful and paradigm shifting things. It is really fact that a level of Institution depends on how well examination system is transparent, time bounded and efficient. As examination system actually test the POs, PSOs, and COs.
4. The transparency in examination, regularity in conduct of examination, deceleration of examination and feedback system develop confidence among the students.
5. There is a special examination desk in college, student information centre to hear all types of examination related grievances for their redressal.
6. Applications are taken to categories the grievances and the same are sent to the grievance cell which seen thoroughly the complaints of aggrieved students.
7. The complaints are kept under the following heads of the files, Academic, Non-Academic, Grievance related to assessment, Grievance related to victimization, Grievance related to attendance.
8. Grievances related to college concerned is settled down going the top priority and those which related to University are sent to University by special message.
9. The college follows up all the grievances till its redressal.
10. Students are informed the moment their grievances are redressed.

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

1. The college is committed to excellence by giving complete focus in priority basis in maintaining academic calendar to achieve the set goal of academic excellence.
2. The college adheres to academic calendar for the conduct of CIE right from the beginning to the end of each academic calendar in all the evaluation process in both UG & PG level.
3. The college prepares academic calendar, on the basis of which respective departments prepared teaching and Continuous Internal Evaluation (CIE) plan.
4. Each and every teachers is involved in preparation of academic calendar of CIE. There is a very close interaction for various practical components of CIE as –
  - Class unit test
  - Question – answer session
  - Presentation and assignments
  - Project works
  - Departmental Seminars
  - Group discussion
  - Internal Assessment
5. CIE outlines and schedules are prepared before the commencement of each academic session and are made available to the students with the commencement of classes of each academic session.
6. The students are provided all the information related to evaluation process for different components of CIE in presentation programs.
7. The activities mentioned in the schedule of CIE are carried out one after another in a sequential manner.
8. The schedules are strictly followed by all the departments and completed by the entire department well in time as per calendar.
9. CIE system has been decentralized as conduction of all the evaluation rest upon the departments. However Controller of Examination and different academic of committees of the college cooperate, supervise and follow at each and every step with the departments.
10. The qualitative dimensions of evaluation of CIE is in its use for enhancing the competence of students.
11. The college focuses on POs, PSOs, and COs during entire evaluation system of CIE.

## 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 on website and communicated to teachers and students

##### Response:

For every programme (Humanities, Science, Social Science and Commerce) of our college has the following outcomes which are listed below:

- Effective communication makes effective presentations and give and receive clear instruction will all stakeholders of the institution.
- Understanding the impact of literature over social and environmental context.
- Recognize different value based approaches understand the moral dimensions of the decision by accepting responsibility.
- Identify, formulate and analyze research literature.
- Proper usage of modern technology.
- Function effectively as an individual and as in group.
- Acquire the ability to engage in life-long learning.

### **2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

#### **Response:**

1. The outcome based education plays a vital role in higher education system. The system has its own specific approaches to find the solution. It improves the quality of education and recognizes the products and services of education.
2. The outcome based education helps in periodic evaluation of educational institution under specified norms and standards.
3. The academic programs and curriculum are outcome based. The outcomes of the program are met through the courses offered. Some departments have specified the outcomes and some follow in a traditional manner.
4. Following steps are taken to facilitate the achievement of learning outcomes as –
  - Provision of open elective papers.
  - Flexibility in choosing elective papers.
  - Introduction of semester system in PG.
  - Adoption of comprehensive continuous evaluation procedure.
5. Teachers work in accordance with the program objectives, program outcomes, program specific outcomes and course outcomes.
6. The various techniques for the assessment of students' learning outcomes are used. The latest professionals are made available to the students for training and developing operational skills.
7. Each program has an objective in the curriculum itself for POs, PSOs, and COs. The teaching plan and work plan for the courses are provided to all concerned at the beginning of the academic session to keep them aware of the deliverables. It varies from department to department. However, by and large, these are ensured through assignments, projects, group discussions, seminars, field visits, and industry visits, national reputation institute visits, etc.
8. The POs, PSOs, and COs are evaluated through comprehensive as well as continuous evaluation systems, and remedial measures are undertaken wherever there are problems in students' learning.

### **2.6.3 Average pass percentage of Students**

**Response:** 92.33

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

Response: 3035

2.6.3.2 Total number of final year students who appeared for the examination

Response: 3287

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:**

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 17.39

3.1.2.1 Number of teachers recognised as research guides

Response: 16

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

**3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years**

**Response:** 0

3.1.3.1 Number of research projects funded by government and non-government agencies during last five years

**File Description**

**Document**

List of research projects and funding details

[View Document](#)

### 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

1. The college has a research promotion cell that provides all the support for the research activities right from research proposal to submission of research thesis.
2. The research promotion cell creates an environment, eco system and a research culture for innovations and extensions in collaborating with different department councils of the college. The cell also provides all the information and logistic supports for submission of research proposal to national agencies for UGC, DST etc.
3. The college extends all the possible support to supervisors and researchers. The following facilities are provided:-
  - Autonomy to the Principal investigator.
  - Time-off, 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 e-library 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.
  - To introduce innovative teaching to students as group discussion, workshops, field visits, guest lectures, project work and assignments for encouraging students in active participations in innovative research.
4. The impacts of the above activities are as follows :-
  - 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.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

List of workshops/seminars during last 5 years

[View Document](#)

### 3.3 Research Publications and Awards

#### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** No

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

**Response:** Yes

#### File Description

#### Document

List of Awardees and Award details

[View Document](#)

#### 3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response:** 0.66

## 3.3.3.1 How many Ph.Ds awarded within last five years

Response: 19

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

## 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.07

## 3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	8	2

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

## 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.04

## 3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	0	0

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 3.4 Extension Activities



### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

#### Response:

1. The college looks after the general welfare of the students to social issues as social inequity, community issues, gender disparities etc., as well as also provides appropriate encouragement for sound and fruitful relationship between intellectual and social life of the students and for those aspects of the college life outside of the class room, which contribute holistic development as a complete mature human being.
2. The college sensitizes moral and ethical values in students with commencement of each academic session. As knowing this very fact that the sole aim of social activities is to reach the needy, with all sorts of support, to bring them to mainstream.
3. The college arranges awareness programs among the students for reservation policies of the Government, University, for SC / ST / OBC / Women / Minority / Disabled to achieve the goal of social justice.
4. The NSS unit of the college is very active in doing service in society locating the needs; special fund is also generated in college for purpose of financial and to the very deprived section of the society.
5. The college arranges programs based on social activities to provide physical, financial, mental and emotional supports to the needy. The college students represented the University at State level functions of Tarang (cultural) and Eklavya (sports) every year. Girls of this college participated in cultural function (Tarang) organized at the University.
6. The college administration holds meetings of students as well as guardians at regular intervals. Necessary developmental activities are taken up in consultation with different committees and heads of the college.
7. A festival was organized in collaboration with local media on the theme of “Sapno Ko Chali Chhune” involving girl students to display their writings sand paintings.
8. The Alumni Association also gives suggestion on quality improvement. Renowned alumni are contacted on phone and whenever they come over to Gaya, they are requested to visit the campus and give suggestion.
9. The college runs a study centre for children of poor and weaker section from 3:00pm to 5:00pm by NSS program officers and his volunteers in this college. Study materials are also provides to those children.
10. Other NSS Activities of the college are: -
  - Four students participated in Inter University Camp, 2015 at Madhepura, in which college got best Jhaki Award and one got first prize playing flute.
  - Two students participated in Adventure Camp, Manali, 2015.
  - Two students participated in National Integration Camp for Women, Karnatka, 2015.
  - One student participate in National Integration Camp, Agra, 2016.
  - Three students participated in Adventure Camp, Manali, 2016.
  - Three students participated in Digital India Seminar, M.U., Bodh-Gaya, 2016, in which the college got first prize in Skit Show Competition, second prize in Strategy Competition and one student got second prize in Painting Competition.
  - One girl student, Priyadarshni Gupta of this college has been nominated for Indra Gandhi National Award, 2017 from Bihar and Jharkhand.

**3.4.2 Number of awards and recognitions received for extension activities from Government /recognised bodies during the last five years****Response:** 5

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	0	0	0

**File Description****Document**

Number of awards for extension activities in last 5 years

[View Document](#)**3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years****Response:** 14

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	7	0	0	0

**File Description****Document**

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years****Response:** 8.03

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-

Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2169	1363	0	0	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response: 0**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The college understands and has taken adequate steps to ensure the growth of infrastructure facilities keeping pace with the academic development. The college has 28 well furnished classrooms, 10 well equipped separate laboratories for Under graduate and Post Graduate and 2 computer labs. It has also one ICT equipped seminar hall and one smart classroom for enhancement of teaching and learning skills. As infrastructure facilities are vital for effective and efficient conduct of academic and educational programmes.

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

**Response:**

The policy of the institution to provide adequate facilities for sports, games and cultural activities as it thinks that extra curricular activities enhance the skills as well as physical and mental strength to learners and cope stress and strain during academic studies. The college organizes both indoor and outdoor games and sports. It organizes Badminton, Volleyball, Table Tennis, Chess, Carom, Kabaddi, Kho-Kho, wrestling, Football and Cricket. The college has sports hall of about 30x60 feet for indoor games. For outdoor games, the college uses Gandhi Maidan alongwith indoor stadium which is adjacent to the college.

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

**Response:** 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 29

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Response:** 9.62

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
25	20	25	50	50

**File Description**

**Document**

Details of budget allocation, excluding salary during the last five years

[View Document](#)

## 4.2 Library as a Learning Resource

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

**Response:**

The college library is under the process of computerisation. A software for Library Management System has been purchased and installed 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.

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

**Response:**

**Khulasa Muntakhabut Tawarikh in Persian, a handwritten manuscript :** It is a selection of chronicles by Abdul Quadir Badayuni. hand written by Munshi Subhan Rai in 1796. The first persian language text of this book was published in 1864 from Lukhnow but its subscription is not available in current. The work of this book relates to early mughal history of India covering the period from the days of Ghaznaveeds down to the 48th regional mughal emperor of the Akbar. The work is one of the original sources of history of Mughal period.

### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership

- 4.e-books  
5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)

**Response:** 1.92

4.2.4.1 Annual expenditure for purchase of books and journals year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.18	1.47	1.34	2.03	1.56

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 3.06

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 274

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The college provides and updates its I.T. facilities by taking the connection of BSNL Broadband and also wifi from BSNL as well as Jio wifi. The very wifi covers the entire campus of the college including office, classrooms, labs and libraries. The college has updated all the computers phase wise in last five years. College installed desktop in first phase, in 2nd phase college bought laptops for some teachers and official and technical staff. In next phase we changed dotmatrix printer to laser printer and adopted reprographic facility in the office. Now college has purchased overhead projectors and laptop for the purpose of teaching-learning. The college management motivates teachers and supporting staff to get technical knowledge of ICT.

#### 4.3.2 Student - Computer ratio

**Response:** 84.3

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

**Response:** <5 MBPS



File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 10.99

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
34.16	46.93	30.86	48.86	42.26

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</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.

**Response:**

Physical maintenance is vital component for an institution. It sustains and develops an academic excellence in consistency. The college has adopted the policy of decentralization of work. HODs of respective departments are authorized to maintain and utilize the laboratory facilities for which grants are provided as per requirement. Library, sports and computer labs are maintained under the supervision of respective sectional incharge in consultation with Departmental Council. Classrooms are allotted by routine controller. Maintenance is also done under his supervision with the permission of the principal.

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 33.94

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	3802	2472	2205	3842

#### File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

#### Document

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 14.49

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1249	1273	1107	982	923

#### File Description

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

#### Document

[View Document](#)

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 1.91

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
176	156	140	135	123

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years

**Response:** 0

## 5.1.5.1 Number of students attending VET year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

## 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

## 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 3.41

## 5.2.1.1 Number of outgoing students placed year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
75	72	67	62	55

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

## 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 67.18

## 5.2.2.1 Number of outgoing students progressing to higher education

**Response:** 2039

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)**

**Response:** 20.53

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	5	5	4	3

5.2.3.2 Number of students who have appeared for the exams year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
24	26	22	21	18

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 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) during the last five years.**

**Response:** 16

5.3.1.1 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 wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	3	1	3	3

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

There is no presence of Student council since there is no students union election in the colleges of Bihar. The proctorial Board of the college functions for the resolution of issues and problems of the students. The college has adopted the policy of co-opting talented students in consultation and decision making process of academic activities, teaching learning facilities and over all discipline in the college campus. Class Representatives (CR) also help respective HODs in academic decision.

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

#### Response: 1

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

#### Response:

Alumni of the institution Plays a vital role in taking their institution to more height by contributing with their quality time, financial support and love for their alma mater. Today alumni are the brand-ambassadors of that institution from where they passed out. The college feels pride in tagging its name with all those alumni who reach their zenith of their career from where they can do a lot for their institution.

The alumni contributes to institution in the following areas:

1. Fund raising
2. Job placement
3. Career guidance
4. enriching infrastructure
5. Mentorship and scholarship
6. Motivation & inspiration
7. Emotional bondage
8. Social networking
9. Social activities

The process for registration of Alumni – association has been started. However the college invites renowned Alumni of the college, when they visit Gaya. Their cooperation is received by the college in various manners, like their advised for quality improvement advocacy at policy level and organizing national function in the college campus.

**5.4.2 Alumni contribution during the last five years**

**<1 Lakh**

**1 Lakh - 3 Lakhs**

**3 Lakhs - 4 Lakhs**

**4 Lakhs - 5 Lakhs**

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during last five years**

**Response:** 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during last five years



2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

**Response:**

1. Mirza Ghalib College is a Deficit Grant Post Graduate Minority College. It has repositioned itself as a premier institute of higher learning in the State. It combines its commitments to catering to a wide cross section of the Muslim Community while strongly holding on to its secular characters.

2. Vision :

The vision of the institution is to promote education and take it from the classroom to the society. "Empowerment through education to brighten the future of younger generation".

3. Mission :

The establishment of this institution was based on philanthropic ideas. The founder of this institution was of the view that every individual should have an open access to learning irrespective of caste, colour and creed. "Form the class room to the sky". The establishment of this institution was very philanthropist. The founders of this institution were of the view to have an open access to learning in respective of caste, colour and creed with specific focusing on Muslim Minority Community. The founder desired to have an institution which can cater to the diverse needs of the society. The institution encourages innovation and creativity and inculcates sense of moral values in national and international perspective. It has been creating an environment of intellectual competence scientific temper, environmental consciousness and awareness towards social responsibility. The institution has its vision in the backdrop of a global perspective.

- Providing quality educations in all disciplines.
- Bringing more and more of those deprived into the fold of formal and higher education.
- Committed to provide a healthy blend of tradition and modernity in education and looks for innovative pedagogy in teaching, research and extension activities.
- Fostering and encouraging innovation and creativity together with enthusing professional discipline and hard work.
- Creating an environment of intellectual competence, scientific temper, environment consciousness, and awareness towards social responsibilities.
- Educating the new generation in contemporary knowledge and skill to meet the challenges of nation-building.
- Inculcating a sense of moral values, national pride and universal brotherhood among students.
- Diversifying teaching programs in changing situation to keep up pace with the socio-economic demands of the time.

4. The institution has an IQAC comprising of teaching and non-teaching members of the college. The IQAC is the decision making body and it interacts with faculty, staff, students, parents, guardians and local industries and technical experts. This interaction plays an important role in the overall development of the college. Feedback from students, parents and guardians are taken through self appraisal forms for planning proper support for the institutional policies.

5. There are defined rules and regulations of the parent university and the state government within which the institution functions under the Professor In-Charge / Principal of the college. The Professor In-Charge ensures that all the provisions of the university, the statues and the regulations are strictly followed.

6. The vision and mission of the college as stated above reflects the basic features of the national

policy of higher education.

### 6.1.2 The institution practices decentralization and participative management

#### Response:

1. Professor In-Charge / Principal is the chief academic administrator of the college. Professor In-Charge 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.
2. Whenever the State Govt. or UGC launches any scheme or proposal for adoption at the college level, as a case study, execution of sixth pay commission the Professor In-Charge discusses the matter with concerning faculty members and chalks out a detailed strategy for implementation.
3. The Professor In-Charge / Principal 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 In-Charge / Principal.
4. The committees carry out activities and the IQAC monitors and evaluates these activities periodically. The Professor In-Charge / Principal convene departmental meeting, staff meeting and general meetings for feedback and review of the assigned the duties.
5. There are various committees to assist the Professor In-Charge in day to day administration. The administration is proactive, participatory and student centric. Hence, the togetherness prevails on the campus.
6. Modern teaching aids have been provided to all the departments. Central Library and departmental seminar libraries have been enriched with new books and journals.
7. Visiting lectures, seminars and participation in refresher / orientation courses have been encouraged. Departmental meetings and Heads meetings are regularly held to discuss academic improvement.
8. The Library, Admission Section and Accounts Office are being made fully computerized.
9. 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.
10. Being the chief functionary, administrator, academic guide and manager of the institution the Professor In-Charge 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.
11. 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.
12. 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.
13. The college has been providing better facilities of quality education to urban and rural students on subsidized fees and charges. The courses have been diversified during the last two decades. The institution has maintained high standard in its academic and administrative functioning since its inception. Teacher-student and student-student relationship is very cordial. Co-operative attitudes are found among students, employees and teachers.
14. The performance of different committees is judged and appreciation is given to the best working

committees.

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

1. The vision of college of achieving excellence in teaching and research is reflected in the steps that it takes to keep and maintain itself at a particular standard with latest innovation.

2. The college has a prospective plan for development. The aspect considered are :-

- Providing adequate class rooms, updated laboratory and library, civic amenities, computerization, sports and games facilities, developing a charming campus, etc. were the salient components of the perspective plan.

- The management is the chief executive of the college. Professor In-Charge / Principal is administrators of the College. Bursar monitors the accounts.

- Proctor, Examination Controller, Routine Controller, Professor In-Charge (Library), Campus Development In-Charge, Co-ordinator, IQAC and all the Heads of the Departments function within their well defined jurisdiction and report directly to the Professor In-Charge / Principal as their work assignment. College administration is more participatory than hierarchical. Works are accomplished through discussions and consultations. Different committees are constituted to assist the college administration for effective administration, academic performance and financial management. Organizational structure of the college is as follows :-

- Heads of the department are solely responsible for academic management of their respective departments. Conveners / Coordinator / In-Charge of different sections / committee, viz. Examination Section, Proctorial Board, Library Committee, Spots and Athletic Society, Common Room, NSS etc. are delegated responsibility and powers for managing their respective sections. They take steps after obtaining approval of the Professor In-Charge / Principal to their proposals.

3. One of the example of the strategic plan of institution was to built a four layers building with well furnished classes, a well quipped conference hall and some departmental chambers within stipulated time of two years which have been completed in the above said time period.

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

- The management is participatory in nature rather than hierarchical. Management is the chief executive of the college. In the matter of academics, he is assisted by Professor In-Charge / Principal of the college. Every department maintains a seminar library and holds departmental meetings. For management of examination related works, a separate Examination Department runs under Controller of Examination. To maintain discipline on the campus, Proctorial Board functions under Chief Proctor in cooperation with Proctors. The Accounts Section functions under the supervision of Bursar and the Establishment section function under Head Assistant. Professor In-Charge Library is responsible for smooth functioning and updation of Central Library. All departmental Heads / In-charge are assigned responsibilities for which they remain directly in contact with the Professor In-Charge / Principal.

**6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination**  
**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

**6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

Different committees of the college submit their recommendations for development and progress. The College Development Committee prepares a draft perspective plan after discussing the recommendations and suggestion obtained from different committees and individually from students and staff. The draft plan is finally place in the meeting of the Heads under the chairmanship of the Professor In-Charge / Principal to finalize the Perspective Institutional Plan. The college constituted different committees like Academic Committee, Administrative Committee, Library Committee, Admission Committee, Proctorial Board, Sports Committee, Anti Ragging Committee, Grievance Redressal Cell etc.

### 6.3 Faculty Empowerment Strategies

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

**Response:**

The college has created a fund under Mirza Ghalib College Staff Welfare Fund. Financial support is given for medical treatment from this fund to both teaching and non-teaching employees. The medical support is in both refundable and non-refundable form depending upon the seriousness of the ailments that is decided by management. One Lakh or more than one lakh is being given at the time of retirement or on the death during service. The amount of retirement or death benefit depends upon category of employee.

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 3.78

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	4	0	1	3

**File Description**

Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years

**Document**

[View Document](#)

**6.3.3 Average number of professional development / administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Response:** 0.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

**Response:** 1.18

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	2

File Description	Document
Details of of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

1. The institution encourages and provides conducive environment to its teaching and non-teaching staff to enhance their professional development.

- The college provides duty leave to its faculty members to attend Seminar / Symposium / Conferences / Workshops / Training programmes / Refresher / Oriented Courses.
- Study leave is permitted to the teachers for advanced study / Research activities.
- The college encourages its staff to have membership and active involvement in various learned bodies.
- The faculty members are encouraged to apply to the various funding agencies for grants under minor / major project schemes.
- Efforts are made by the college to enhance the professional efficiency of the non-teaching staff by conducting workshop/ short term training for conduction examination and other activities.

2. The institution 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 institution motivates its employees merit and talent by giving them representation in the various committees.

- The employees are also rewarded the institution in the annual day / college foundation day by giving them prizes and awards for their performance.
  - The self-appraisal report submitted by the faculty members are assessed and duly forwarded by the Head of the Institution to the affiliating university, Magadh University, Bodh-Gaya.
  - The management of the institution uses informal evaluation method to assess the working of the staff members.
  - Informal feedback is also obtained from the students.
3. The welfare schemes of the state govt. employees like Health Care Facility, Insurance Facility, and Financial Help Facilities are provided to all the staff.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

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.-in-Charge 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 non-government bodies, individuals, Philanthropers during the last five years (not covered in Criterion III)

**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropers year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources



**Response:**

The college has well established Accounts Section under the control of Bursar, Prof.-in-Charge and Secretary, Governing Body of the college. It makes strategies for mobilisation of funds and the optional utilisation of resources. It monitors effective and efficient use of financial resources in the college. The college has various committees like Development Committee, Purchase Committee, Building Committee with Bursar, Prof.-in-Charge and Secretary, Governing Body as its main members to monitor the effective and efficient use of available resources.

## 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

**Response:**

The IQAC has been established in the college in February 2017. The Co-ordinator organised meetings of IQAC with a few academicians and professionals as special invitees. The committee submitted following recommendation to the management of the college on account of institutionalising the quality assurance strategies and processes.

- Creation of Academic Committee consisting of all Heads of the departments to finalise the academic calendar and course plan in the college.
- The management approved the proposal with Principal as Chairman of the Committee. Thus the system for academic decision making through collective discussion is evolving in the college,

### 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

**Response:**

The Internal Quality Assurance Cell is the decision making body and it interacts with all the stakeholders after discussion with Teachers, committees and students. Internal Quality Assurance Cell recommended for provision of smart classrooms for atleast in science department and purchase of e-journals and e-book with installation of five computers in reading hall of the library. The recommendation has been approved by the management and is under the process of execution. The IQAC has been monitoring all these activities periodically.

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 1

## 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

## 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

6.5.5 Incremental improvements made for the preceding five years with regard to quality (*in case of first cycle*) and post accreditation quality initiatives (*second and subsequent cycles*)**Response:**

The Internal Quality Assurance Cell has also decided to hold workshops and extension lectures on quality improvement of the institution in consultation of departmental council. First programme was organised on general awareness on NAAC criteria of assessment. The meeting of Internal Quality Assurance Cell held periodically with different departmental council and with different sections of the office. The Internal

Quality Assurance Cell try its best towards, quality enhancement and assurance.

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Number of gender equity promotion programs organized by the institution during the last five years**

**Response: 2**

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

1. There is a genders sensitization and women empowerment cell in the college. It organizes gender equity promotion program and looks upon grievances, complaints any discrimination related to gender.
2. It is a fact that there are biological differences between women and men which dictate a difference in social roles and personality and these differences reinforce the notion that men are physically stronger and superior over women. These perception and understanding of socio-economic and cultural factors play roles in sex based discrimination.
3. The cell creates awareness programs through lecturers, seminars, talks, workshops, debates etc. It also facilitates gender sensitive environment, enabling women and men to maximum of their potential in equal way.
4. The cell also tries to make a form for open dialogues and discussion on gender issues. It also deals with cases of sexual, psychological, emotional and physical harassment.
5. The college ensures full safety and security to girl students by deploying female security guards at different locations of the premises. The college arranges separate classes for girls and boys at UG level.
6. The college promotes participation of female faculty members in all the aspects of functioning of the college as academic, extra co-curricular activities, editorial board of the college magazine and other committees.

7. The college uses specific methods and tools as well as calls guest experts for counseling of girl students for developing confidence with moral ethical values that provide more opportunities and participation in development process and to measure the impact of plan activities on women.
8. There is a large girl's common room with all the facilities in the college.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 6

7.1.3.1 Annual power requirement met by the renewable energy sources (In Kilowatt)

Response: 18

7.1.3.2 Total annual power requirement (In Kilowatt)

Response: 300

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 6

7.1.4.1 Annual lighting power requirement met through LED bulbs (In Kilowatt)

Response: 18

7.1.4.2 Annual lighting power requirement (In Kilowatt)

Response: 300

File Description	Document
Details of of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

1. The college is very much conscious about waste management right from its collection, transportation, disposal, treatments, and recycling.

**Solid Waste Management**

There are dustbins in the college premises at various fixed locations. The NSS unit of the college is actively engaged in keeping the campus the clean. It promotes campaign at regular basis and conducts awareness programs on environmental issues with the support of department of Botany, department of Zoology and department of Biotechnology. The Gaya Municipal Corporation's van collects the garbage of the college on the daily basis for disposal, treatment and recycling.

**Liquid Waste Management**

The college has a well planned drainage system for liquid waste management system. The building and constructions department of the college always looks after and maintains it.

**Hazardous Waste Management**

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

**E-waste Management**

All types of e-waste as old and obsolete computers, printers, monitors, lap-tops, projectors, CFLs etc. are collected and stored in a very safe place thereafter deliver to an authorized agency for further disposal.

**7.1.6 Rain water harvesting structures and utilization in the campus****Response:**

The process of capturing, collection and deposition of rain water for reuse is known as rain water harvesting. It is very important to preserve and conserve rain waters as it helps in maintaining of natural cycle of water. It recharges the ground water and maintains its level and helping in to maintain the water cycle. The college preserves the waste water within the camps. The college has a large roof top area. Almost 90% of the roof top area has been provided with harvesting facilities. The million liter water is annually harvested by the harvesting system of the college.

**7.1.7 Green Practices**

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

**Response:**

1. The college has initiated various practices for environment friendly and eco-friendly green campus. The college conducts green audit of its campus from time to time. The Eco-club, the NSS Unit, Department of Botany, Department of Zoology, Department of Bio-Technology of the college are actively engaged in keeping the campus green and eco-friendly.

Efforts for Carbon Neutrality: - A large cycle shed is maintained and free pass is made available to students to encourage them to come on cycle instead of carbon emitting vehicles. The college saves lighting by using energy saving lamp, as LED lamps, energy efficient air conditioners and other power devices. The college has a plan to use solar energy for further energy conservation by installing solar plates on roof top of the building in near future.

- Open space in the campus is very limited however the college has tried for plantation and gardening as possible to maintain the premises green.
- The college arranges various awareness programs for plastic free campus at regular basis.
- The office, Account Section, Examination Section, Library are completely computerized, documents and papers are in digital form for ensuring the paperless office culture that help in maintaining the environment.

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0.07

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.5	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 7.1.9 Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities

5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

#### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 48

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
18	12	9	5	4

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

#### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 48

7.1.11.1 Number of initiatives taken to engage with and contribute to local community during year wise during last five years



2016-17	2015-16	2014-15	2013-14	2012-13
18	12	9	5	4

<b>File Description</b>	<b>Document</b>
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

**7.1.12**  
**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff**

**Response:** Yes

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

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** No

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 10

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

College organizes Republic Day, Independence Day, Gandhi Jayanti, Sir Syed day, Maulana Azad day along with its annual day as Ghalib Day Celebrations. In all the above events teachers, staff and students participated and take part with enthusiasm and perform academic and cultural activities.

Mirza Ghalib College, Gaya established in the year 1969, the centenary year of great Urdu and Persian poet Mirza Asadullah Khan Ghalib who was born in the year 1797 on 27th day of December and died on 15th February 1869.

Thus the management, teachers and staff decided to celebrate the day to pay homage to the great poet under Ghalib day celebration. A two day all India Seminar and Mushaira is organized every year. A souvenir is also published on this occasion.

**7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

**Response:**

The college adopts quality management strategies in all financial academic administrative and auxiliary functioning aspects. The college has strong effective, transparent, well developed systems and processes. The best part is that system each complied for all the matters.

- Budgeting is the most significant tool which the effective and efficient use of financial resources in the college is monitored. The institution has various committees like purchase committee / Building / development Committee with the professor In-charge / Principal and Bursar of the college as its important members, to monitor the effective and efficient use of available resources.
- The accounts department of the college maintains the records of all the receipt, maintains the income and expenditure and the balance sheets. All the supporting documents and vouchers are maintained and recorded. All the type of collections.
- The college gets its income and expenditure audited by Reputed Chartered Accountants and the auditors of the govt. of Bihar. The last audit was done in the month of September – 2017.

## 7.2 Best Practices

### 7.2.1 State at least two institutional best practices (as per NAAC template)

#### Response:

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 wi-fi.

Evidence of Success:- The biggest evidence of success is that the functioning of different sections offices has become efficient and swift. Now one can allocate a fixed time to differentiate to complete it job. Daily accounts register and other reports are automatically generated. Fee collections and timely deposit of cash have been ensured. Salary report is generated without error in time. This has eased the workload on college administration and it has become effective. This gives a holistic solution where one can analyze office functioning and can determine the workload etc, and thus help in decision making.

Problems Encountered and Resources required:- The college has developed and used it by indigenous resources. Most of the staff were accustomed to old practice. It was a challenge to train the staff. To handle the software company has also been hired to assist and train the staff. This has made the office administration responsible and efficient and has increased the faith of stakeholders in the system.

Best Practice No. – 2

Title - Program Association

Objective :- The objective is to provide a platform to become leaders of the future from their own association at the department level and to produce academic excellence as a model of leadership of best students . The association undertakes steps towards developing academic atmosphere by organizing academic activities as group discussion, debates, quiz, competition etc.

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 extra curricular activities by giving adequate support for getting desired outcome. Apart from basic teaching, the college through its departments goes for all round practices of extra curricular activities by involving all the stakeholders in general and the students in particular. The Heads of the departments, with two Class Representative (CR) are assigned the job of arranging all types of extra curricular activities like

seminar, group discussion, debate, workshop, quiz contest, model interview. The department provides the opportunities to chisel the latent talent for the enhancement of skills in academic affairs.

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 co-curricular 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 regularly. Selection and nomination of class representative was also tough. Constitution of program association in each department in well formulated form was also a challenge. Head of the Departments act as an advisor to the program association and responsible for guiding and supervising the activities of program association and gave it a perfect form.

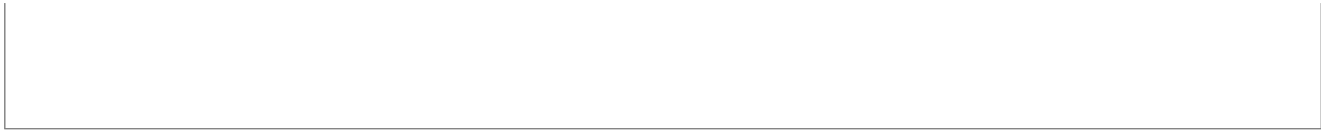
### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

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.



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## 5. CONCLUSION

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### **Additional Information :**

The college serves educationally backward communities of the district belonging to low-income household. The hallmark of this college is being a hub for girl students seeking higher education in the town.

The college is centrally located in the town. Communication facilities are easy for students boarding in different localities of the town.

The college also attracts students, especially girl students from rural areas as well as naxal affected villages.

### **Concluding Remarks :**

Mirza Ghalib College, Gaya is one of the renowned minority college in Bihar. The college has well maintained infrastructure, talented faculty, well furnished labs, computer centre and a rich library.

Gradually new teaching-learning methods are being popularized. Teachers are becoming accustomed to ICT-enabled class teaching. Research activities are going on in almost all the departments.

Besides curricular activities, the college promotes co-curricular and extra - curricular activities for an allround development of students.

Computerization of admission has been implemented towards achieving the goal of e-governance in the college. IQAC has been created and mobilized to continuously think over ways and means to achieve academic excellence.

Besides grant-in-aid on account of salary from the State Govt., the college generates sufficient internal resources to sustain the maintenance and development of the college.

Keeping in view talented teachers, enrolment and success rate of students, teaching-learning facilities, diversified courses, well maintained and sufficient infrastructure and zeal of management and faculty to obtain excellence in coming days, the college is all set to achieve new strides in higher education after getting NAAC accreditation as it deserves.