# YEARLY STATUS REPORT - 2020-2021

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

| | |
|---|---|
| • Name of the Affiliating University | **MAGADH UNIVERSITY, BODH-GAYA** |
| • Name of the IQAC Coordinator | **DR. AFTAB AHMAD KHAN** |
| • Phone No. | **06312222556** |
| • Alternate phone No. | **9473031285** |
| • Mobile | **9473031285** |
| • IQAC e-mail address | **naacmgc2017@gmail.com** |
| • Alternate Email address | **aftabkhanmgc@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://mirzaghalibcollegegaya.ac.in/img/pdf/AQAR%202019-2020.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://mirzaghalibcollegegaya.ac.in/?pg=academic%20calender |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B** | **2.13** | **2018** | **03/07/2018** | **02/07/2023** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **22/02/2017** |

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

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Department of Philosophy | 7th International Yoga Day | Indian Council of Philosophical Research (Ministry of Education) New Delhi | 2021 | 10,000 |
| Department of Philosophy | PERIODIC Lecture Programme | Indian Council of Philosophical Research (Ministry of Education) New Delhi | 2021 | 10,000 |

| | | |
|---|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | Yes | |
| • Upload latest notification of formation of IQAC | [View File](#) | |
| **9.No. of IQAC meetings held during the year** | 2 | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No | |
| • If yes, mention the amount | | |

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

• Strengthening of IQAC functioning. • Review of Academic Administrative Functioning. • To Develop a Research Environment. •

To enrich the Library and Laboratories • Student feedback. Parents Feedback

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| Workshop for gender related issues. | The College conducted a series of lectures and activities focused on women's empowerment and gender problems. |
| Organized training programme on Use of IT (Google Classroom, Zoom, Teachmint etc.) for Teaching and Learning, | Organized by IQAC |
| Feedback from teachers, students and alumni on a regular basis. | Properly Complied. |
| To improve the research quality and its ambience in the college. | Faculty members were encourage pursuing basic and applied research using new techniques. |
| Organize a covid vaccination programs on campus. | On campus, a free vaccination campaign for all students, teachers, and local people. |
| Workshop for non-teaching staff. | Workshops on improvement and digitization of workspace for individual were held for non-teaching college employees so that they could learn more about the technology tools that are now required in their profession. |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Body | 11/10/2021 |

| 14.Whether institutional data submitted to AISHE | |
|---|---|
| Year | Date of Submission |
| **2022** | **28/12/2021** |

| 15.Multidisciplinary / interdisciplinary |
|---|
| |

| 16.Academic bank of credits (ABC): |
|---|
| |

| 17.Skill development: |
|---|
| |

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

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

| 20.Distance education/online education: |
|---|
| |

# Extended Profile

**1.Programme**

1.1                                                                                              **26**

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

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

**2.Student**

2.1                                                                                              **10289**

Number of students during the year

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | <span style="color:blue">View File</span> |

2.2                                                                     **0**

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

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

2.3                                                                  **2522**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

## 3.Academic

3.1                                                                    **69**

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

3.2                                                                    **56**

Number of sanctioned posts during the year

## Extended Profile

### 1.Programme

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

| File Description | Documents |
| --- | --- |
| Data Template | [View File](#) |

### 2.Student

| 2.1 | **10289** |
| --- | --- |
| Number of students during the year | |

| File Description | Documents |
| --- | --- |
| Institutional Data in Prescribed Format | [View File](#) |

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

| File Description | Documents |
| --- | --- |
| Data Template | [View File](#) |

| 2.3 | **2522** |
| --- | --- |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
| --- | --- |
| Data Template | [View File](#) |

### 3.Academic

| 3.1 | **69** |
| --- | --- |
| Number of full time teachers during the year | |

| File Description | Documents |
| --- | --- |
| Data Template | [View File](#) |

| 3.2 Number of sanctioned posts during the year | 56 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

### 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | 59 |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 1585000 |
| 4.3 Total number of computers on campus for academic purposes | 118 |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**Mirza Ghalib College, Gaya is an affiliated college with Magadh University, Bodh-Gaya. The college has the mechanism for delivery and documentation of the curriculum set by the University to achieve the educational, social and cultural objectives. The process involves a number of specific decisions taken at the staff council and department committees to determine workload, allocation of work, preparation of time table and recruitment. Every department has the space to intervene to enhance and enrich the learning outcomes through the curriculum. Departments organize seminars, conferences, workshops, symposia, student paper presentation and projects to supplement and complement the prescribed curriculum in tangential ways. The curriculum is further documented and effectively delivered by the use of ICT tools and e-resources by the faculty. HOD's meetings are held once in a month. Heads of the Department discuss their action plans to arrive an optimal and effective way. A Lesson plan includes course outcomes, course objectives, content topics, reference books and**

the expected outcomes from the students by learning through the topics prepared by respective faculty members at the beginning of each semester. It gives an insight about how the class lecture will be handled throughout the semester. Each department sets its own Vision and Mission which match with the Institutional Vision and Mission.

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 chart the academic calendar of the college in line with the academic calendar of the University. The college takes it as a challenge to ensure effective delivery of curriculum within the stipulated time frame of academic calendar. The class routine is prepared in consultation with the Head of all concerned Departments. They operationalize the curriculum by distributing course topics and chapters among teachers and fix the responsibilities as who, how and when to carry out. In addition, for smooth delivery of the curriculum, the college library is well equipped with books, e- books, research journals, magazines, newspapers, references, and back volumes.

The periodic tutorial / class test / examination are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again and also sometime consulted for their benefits. The examination pattern is strictly followed by the college. The transparency in examination is followed by the college. The curriculum compliance is integral to responsibilities of the staff which is completely achieved by the college. In keeping with its mission and vision, the college through its planned curriculum, is determined to promote innovation and creativity with professional discipline and hard work, inculcating a sense of moral values, national pride and universal brotherhood among students, and also creating an environment of intellectual competence, scientific temper, environmental consciousness and awareness towards social responsibilities.

Implementation:

The college takes every possible step to implement and execute the planned curriculum. It provides class room facilities as per routine to all the departments as well as contingencies for practical classes. The college also provides teaching tools such as computers, LCD projectors, and other ICT equipment to boost up teaching-learning process. A well-equipped seminar hall with a

computer integrated smart display is available to facilitate seminars, symposiums, workshops, and other course-related teaching/training both online as well as offline sessions. Recommended reading materials, references, and lecture notes are provided to students. In fostering academic environment, the departments prepare and organize annual academic calendar which consists of expert talks, seminars, panel discussions, training/mentoring workshops, etc. In addition to the course delivery, model-based learning, group discussions, seminars, workshops, industrial visits, and industry-oriented certification courses are conducted for skill development and to bridge the curriculum gaps.

Remedial classes and counseling support are provided for slow learners as additional support. Heads of Departments regularly monitor the course coverage and effective delivery of the curriculum through student feedback. Each faculty member prepares the course file which includes the time table, lecture plan, course outcomes, mapping of course outcomes with program outcomes & program specific outcomes, attainment levels and targets, identified curriculum gaps, corrective actions, unit wise notes, previous question papers and previous performances. New and innovative teaching techniques, in addition to the traditional lecture method are adopted to deliver the content. Learner-centric techniques such as peer learning, collaborative learning, group discussion, video lectures, quiz etc., are employed to encourage students' active participation. Students-Teacher -Guardian Scheme is implemented for identifying problems of the students regarding academic, social and financial issues. The college offers every possible support in conducting academic events.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | No |

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

Mirza Ghalib College (affiliated to Magadh University, Bodh Gaya) adheres to the academic calendar prepared by Magadh University, Bodh Gaya. At the beginning of each year after the Principal conducts meetings with IQAC,HODs and Coordinator, Examination Controller, Research Committee and Sport Committee members on the

academic calendar which is prepared by the University. Academic calendar is a source of information and planner for students and teachers. The Calendar immensely contributes to achieve the goals of teaching-learning, programme outcomes, programme specific outcomes and course outcomes. The Academic Calendar for 2020-21 exhibits dates for our annual examination, evaluation, sports day, and presentations by all Departments and Committee for the annual Academic Audit. As per the academic calendar, the college follows all the related curricular, co-curricular and extra-curricular activities for a better academic work. Adhering to academic calendar, various Departments of the college schedule their own Departmental programmes and events. It also encourages students in their academic and extracurricular activity planning. In regard to examination dates and schedules, it falls under the ambit of Magadh University. Since the Magadh University conducts the yearly examinations for all the courses in 2020-21, the College follow these dates for examinations.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

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

A. All of the above

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**26**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

**Nil**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**Nil**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | **No File Uploaded** |

**1.3 - Curriculum Enrichment**

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

College curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum that help in this endeavor.

Professional Ethics : Ethical practices such as truthful information, facts, and unprejudiced approach are taught in content of syllabus. Students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these syllabus.

Gender :Numbers of programs are conducted for women and girl students such as organization of folk dance competition, hemoglobin check up camps. The committee for Woman Anti harassment and internal complaint organizes programs on Woman Empowerment, Laws for Woman, Women's Day etc. Major gender issues are focused and addressed through the activities like Save girl child campaign, essay and poster exhibitions, wall paper presentations, etc.

Human Values: Beside the syllabus, the institution organized programmes to inculcate human values in students and staffs. NCC volunteers are sent for Disaster management so that the students get familiar with their social responsibility. Blood Donation Camp is regularly organized. NSS unit is very active and regularly arranged social and cultural activities in the college.

Environment and Sustainability: N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. organizes various environment related programs including tree plantation, campus cleanliness, eradication of Gajar grass, plastic free drive, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

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

**07**

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

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

**446**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

## 1.4 - Feedback System

## 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

**A. All of the above**

**from the following stakeholders Students
Teachers Employers Alumni**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://drive.google.com/file/d/1jtcw1jSFO jm2b_iOza9VedFHqFjN_JV3/view |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

**1.4.2 - Feedback process of the Institution may be classified as follows**    **C. Feedback collected and analyzed**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | https://drive.google.com/file/d/1jtcw1jSFO jm2b_iOza9VedFHqFjN_JV3/view |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of students admitted during the year

**3660**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

**Minority Post Graduate College**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The students admitted in our college are coming from various economic sections and communities of the society. Most of the students are from backward categories i.e. OBC, SC and ST. The college is very much aware about their overall growth and social upliftment in the society. Our college has a fair system for admission process. The students are admitted in our institution without considering caste, creed, gender, religion, social and economc status. In addition to the prescribed quota the institution encourages the admission of the poor and underprivileged section of students. Direct admission is provided to the outstanding sport persons. Students with extra / co-curricular achievements are given due weightage in admission.

The assessment of learning levels of the students starts right from the time of admission. The institution always one step ahead, girl students for enrollment in the college in order to equip them with the higher education so that they can become empowered themselves to face the future competition and to create their own entity. For the vocational courses the admission is taken through an entrance test and group discussion / interview. After admissions, the college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified on as per their responses in the classroom as well as the performance in the unit test, internal examination. The department draws up the schedule for organising remedial classes for slow learners. Teachers are able to give one to one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learner's participation may inhibit others from voicing their problems. The Departments use monitoring and mentoring to keep track of slow learners progress. Alongwith teachers, some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes and counseling

sessions are held and additional teaching taken up if required. Tutoring by peers, senior students and mentors is offered. Corrected assignment and answer scripts are shared with each student and discussed to enable students recognize their problematic areas and improve. Faculty makes it a point to be patient and accessible to students personally, over phone, mail and social apps.

All the Departments 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.
- Advanced learners are encouraged to study recommended readings listed in each syllabus. They are encouraged to maintain a diary.
- Meritorious students are included as members of committees.
- Proficiency in English classes, functional use of English, personality development programs are organized to enhance employability of the students.
- Exposure of students in e-learning programs.
- Students are encouraged to participate in online seminars, conferences and workshops to gain knowledge.
- Organizing quiz contest.
- Organizing group discussion.
- Practical skilled observation.
- Participations of students in National and International Seminars. Visiting Institutes and research labs of national repute.
- 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.

Strategies adopted for slow learners

- Remedial Classes are conducted with an aim to improve the academic performance of the slow learners. This practice helps the struggling learners to understand the basic fundamentals of the subjects.
- Group Study System is also encouraged with the help of the advanced learners.

- **Academic and personal counseling are given to the slow learners by the tutor, mentor and the counseling cell.**
- **Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding.**
- **Provision of simple and standard lecture notes/course materials.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

| Number of Students | Number of Teachers |
|---|---|
| **10289** | **80** |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 2.3 - Teaching- Learning Process

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

**The college practices a teaching methodology which focuses on imparting education through a student centric approach. 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 lifelong learning, problem solving, critical thinking, analyzing arguments and formulating hypothesis. 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. For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experimental method etc. The learning becomes more experiential, participatory and socialistic by organizing activities like group discussions, model making, field visits, debates, quiz, assignments, seminars, project writing,**

exhibitions, publication of wallpapers, writing articles, poetry recitation and power point presentation.

The college organizes co-curricular activities, extra-curricular activities, sports and cultural events which help the students for their all-round personality developments. Experiential learning is the process of learning through experience by doing and reflecting. The activities are planned, conducted and monitored regularly by the faculty to ensure that students are practicing the required skills, reflecting on their experiences and improving their skills. 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. 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. We always strive to enhance the learning experience of learners in class through various interactive and participatory approaches apart from traditional teaching. Students are given exposure to various problem-solving methodologies by solving real-world problems, design problems, and case studies. 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. 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.

Team spirit and leadership qualities are developed in the students through group discussions, project work and organizing workshop on useful topics like stress management, communication skills, personality development and time management. 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. The teachers encourage both analytical and creative skills in solving the problems. The college monitors and evaluates the quality of teaching learning under guidance of IQAC. The IQAC periodically interacts with faculty members and stakeholders.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Link for additional information | **Nil** |

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

**Mirza Ghalib College has always been encouraging its faculty members to use ICT enabled tools for the best outcome of the Teaching-Learning process including online resources for effective teaching and learning process. All the faculty use laptop computers for preparing their notes and presentation. Apart from this each class is equipped with a computer, projector, screen and audio/video equipment. Students are given exercises and assignments which they need to complete at home using their own computer devises and required to present/submit in the class. An ICT based classroom and fully equipped seminar hall has been added to the college infrastructure. Online drawing tools like concept maps, mind maps, are used to perform student centric activities. The online learning environments are designed to train students in open problem-solving activity. Online quizzes and polls are regularly conducted to record the feedback of the students. Online tool called Padlet Dashboard is used where faculty can monitor students uploading the individual tasks such as solving a problem (hand-written / hand-drawn) assigned during lecture. The pallet is used among faculty to collaborate on certain topics, for example "Ek Bharat Shreshtha Bharat", to celebrate the unity in diversity of our nation and to maintain and strengthen the fabric of traditionally existing emotional bonds between the people of our country.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | [View File]() |

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

## 2.3.3.1 - Number of mentors

**80**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

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

**49**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

**07**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

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

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

80

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Unit tests are conducted regularly as per the schedule given in academic calendar. Evaluation method comprises of internal examinations held progressively during the session/semester and is designed to check and report the periodic performance of the student. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit. There is complete transparency in the internal assessment for each assessment method. Model Answers and marking scheme is prepared by every subject teacher before valuation. Answer sheets are shown to all the students and answers are also discussed with the students. After showing the answer sheet to students, the copy of the student is kept in the internal-examination section. A student has to present his answer among other students. This method releases shyness of a student and develop the self confidence in him. This method is very useful for personality development of student also. Assignments questions are discussed with students. For assessment of laboratory course an internal practical viva conducted by respective faculty member at the end of course. Personal guidance is given to the poor performing the students after their assessment.

Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | Nil |

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

The students are the main stakeholders of the college. The college has a well-organized mechanism for redressal of examination related grievances. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations. Time table for test is prepared well in advance and communicated to the students earlier. The final internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks. After evaluation of internal assessment answer scripts, the scripts are shown to the students to check any discrepancy or doubt in checking. After preparing the assessments report by faculty it is shown to HOD and a copy is submitted by the concerned faculty to the department. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by another teacher if necessary. The student can approach the Teachers, College Examination Officer and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance. If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Faculty evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks

**assigned and to resolve grievances is any.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | **Nil** |

## 2.6 - Student Performance and Learning Outcomes

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

**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. The Vision and Mission statements are displayed on the college website as well as in college campus. These outcomes have been set, taking into account the variety of programmes and the heterogeneity of rural and urban students. The Programme Specific Outcomes are closely related to the content of the syllabus. They are syllabus oriented and may vary as per the subject. There are some universal learning outcomes also which are inherent in every syllabus. At the beginning of every session/semester the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects. All these outcomes are explained to students in the classrooms directly or indirectly. The importance of the learning outcomes has been discussed and communicated to the teachers in staff meeting and IQAC meeting. In the beginning of every academic year the programme outcomes are verbally communicated to the students by teachers and during the Principal address. The students are encouraged, guided to learn and imbibe these outcomes. They are also percolated to students through organization and participation of co-curricular and extra-curricular activities. Every department plans and conducts all activities in light of the programme outcomes, course outcomes. For the assessment of students, summative and formative approaches are followed to get intended learning outcomes. The feedback obtained from students on the teaching- learning process help to understand the expected learning outcomes.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File] |
| Paste link for Additional information | **Nil** |
| Upload COs for all Programmes (exemplars from Glossary) | [View File] |

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

Mirza Ghalib College has adopted outcome based education mechanism to ensure the attainment of course outcome and program outcomes. The process of attainment of COs, POs and PSOs starts from writing appropriate COs for each course. The faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students. The course outcomes are written by the respective faculty member using action verbs of learning levels as suggested by Bloom Taxonomy. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the course outcome and program outcomes. The Departments adopt both direct and indirect methods of assessment to ensure attainments of Programme outcomes and course outcomes. The assignments are provided to students and they refer the text books and good reference books to find out the answers and understand the expected outcome of the given problem. The college also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S, Red Cross, Career Counseling, Personality Development Programme, Communication Skills, organizations of Scholarly Lectures and Health Awareness Programs etc. Feedback mechanism is used to improve Teaching learning process in outcome based education. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the COs and PO's. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes. The committee initiates a few steps such as Unit Tests, Field Survey, Study Tours, Practical Work, Seminars, and Internships etc. Feedback mechanism is used to improve Teaching learning process in outcome based education. The College took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows :-

1. The institute followed the Academic Calendar of our

    affiliated university.

2. All the subject teachers maintained Academic Diary in every academic year.
3. All the subject teachers prepared Session/Semester-Wise evaluation Reports.
4. Internal examination committee analyzed evaluation reports of result.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |

## 2.6.3 - Pass percentage of Students during the year

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

**2522**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | Nil |

## 2.7 - Student Satisfaction Survey

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

Yes

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

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

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

**Nil**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

**3.1.2.1 - Number of teachers recognized as research guides**

**27**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

**Nil**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | **Nil** |

**3.2 - Innovation Ecosystem**

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

The college has a vibrant, robust and active eco-system to promote innovations, creation and transfer of knowledge. 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. The research promotion cell creates an enabling environment, eco system and a vibrant research culture for innovations and extensions in collaboration with different departments of the college. Faculties member are continuously engaged in making cutting-edge research in their own fields of interests. Faculties member are attend training workshops, seminars, short-term courses, etc. As for research and development, the various facilities provided by the College include, among other things, time-off, reduced teaching load, special leave to teachers, support in terms of technology and information needs, adequate infrastructure and human resources, timely availability of the sources.

In regard with creation and transfer of knowledge, two noticeable activities by the college are teaching in dual language, and developing E-contents. Since students in our college are coming from diverse backgrounds, our faculties are keenly interested in delivering knowledge in their own linguistic context. Hence in our college, teachers often deploy Hindi and English as medium of instruction and notes-writing.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](View File) |
| Paste link for additional information | Nil |

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

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

02

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

## 3.3 - Research Publications and Awards

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

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

27

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | https://www.researchgate.net/institution/Magadh-University |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

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

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

38

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

## 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

## 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

05

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| List books and chapters edited volumes/ books published (Data Template) | [View File](#) |

## 3.4 - Extension Activities

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

Sensitization to social issues such as social inequality, gender disparities, community vulnerabilities, environment sustainability etc. in this regard, the College takes several steps to inculcate in students a naturalistic perspective and sensibility to social issues. The college 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. The college arranges awareness programs on reservation policies for SCs STs, and OBCs, and state-government policies for such groups. A Cleanliness Drive, Go Green, No Plastics Use etc. are the events, rallies organized by the College with the participation of its students, in keeping with the mission of Swachh Bharat. International Women's Day, International Day of Yoga, International Human Rights Day, International Day of Disability etc. are some of the One-day long events the college organizes every year. The NSS arranges programs on social activities to provide physical, financial, mental and emotional support to the needy.

The college students represent the University at State level functions of Tarang (cultural) and Eklavya (sports). A festival was organized in collaboration with local media on the theme of "Sapno Ko Chali Chhune" involving girl students.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

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

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

03

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

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

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

09

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

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

**3.4.4.1 - Total number of Students participating in extension activities conducted  in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

359

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

## 3.5 - Collaboration

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

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

**22**

| File Description | Documents |
|---|---|
| e-copies of related Document | View File |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

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

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

**06**

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

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

The institution has always endeavored to create infrastructure and enhance it according to the needs of the course/curriculum as per the standards and norms. The students get the most enabling infrastructural support which facilitates scholastic as well as personality development. The college has excellent infrastructural facilities; all the important offices are fully furnished with ICT facilities. College has well furnished twenty-eight classrooms, two computer labs, ten well equipped separate laboratories for Under graduate and Post graduate. The institution has also one ICT equipped seminar hall and six smart classroom for enhancement of teaching and learning skills. The campus is connected through Wi-fi and LAN facilities.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

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

For the overall development of the students, the institution provides the adequate facilities for sports, games and cultural activities. The college has sports hall of about 30x60 feet for indoor games. 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. For outdoor games, the college uses Gandhi Maidan along with its indoor stadium which is adjacent to the college.

Students are encouraged to participate in the cultural events held in the College like Ghalib Day, Annual Day, and Sports Day to exhibit cultural talents of the college. For this, college has NSS which is responsible for organizing different cultural events. For this, seminar hall and M.M. Hall are there for organizing annual functions and cultural events.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |

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

35

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | (1) https://drive.google.com/file/d/15vCzC jnHi8UBN_dsMYNBz8CbthVR2iKd/view?usp=shari ng (2) https://drive.google.com/file/d/1pr HjTwuECy6jgdmvusXRTE0twANCE8Qy/view?usp=sh aring (3) https://drive.google.com/file/d/ 17wQ2Zdze1LlnY_ur_liZ- clJFZ-0lGvj/view?usp=sharing |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | [View File](#) |

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

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

1585000

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Upload audited utilization statements | [View File](#) |
| Upload Details of budget allocation, excluding salary during the year (Data Template | [View File](#) |

## 4.2 - Library as a Learning Resource

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

**The Library plays a central role in enhancing the quality of academic and research environment. It is a place where huge collections of academic books, journals, magazines, rare books and newspapers are kept. These books are made available to the students to increase their knowledge and understanding on various subjects. The library of the college is under the process of computerization. The books which were earlier manually maintained in accession register are now being updated on the software. The institute installed Institute Library Management System (ILMS) in 2017. 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.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | **Nil** |

**4.2.2 - The institution has subscription for the** **A. Any 4 or more of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | [View File](#) |

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

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

**137550**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

**31/267**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

## 4.3 - IT Infrastructure

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

**The college continuously updates its ICT facilities to ensure efficient functioning. Wi-fi facility in the campus was installed by taking the connection of BSNL broadband and Jio WiFi. All buildings, Seminar halls, office, classrooms, labs and libraries are now wi-fi enabled. In the last five years all the computers of the institution has been updated phase wise. Desktops were added into the computer lab and laptop was provided to some teachers, official and technical staff. The college also moved from dot-matrix printer to laser printer and adopted reprographic facility in the office. The college has purchased overhead projectors and laptop for enhancing the teaching- learning. The college management motivates teachers and supporting staff to get technical knowledge of ICT.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | **Nil** |

## 4.3.2 - Number of Computers

**118**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| List of Computers | View File |

## 4.3.3 - Bandwidth of internet connection in the Institution    A. ? 50MBPS

| File Description | Documents |
|---|---|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

## 4.4 - Maintenance of Campus Infrastructure

## 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

## 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**1585000**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

**The college has various committees that look after the maintenance of laboratory, library, sport complex, computer, classroom etc. The college makes budget provision for every year for maintaining and utilizing the infrastructure facilities. The allocated funds**

are utilized under the observation of various monitoring committees.

Laboratory: Equipment is maintained by lab technicians and lab assistants. Major problem in sophisticated equipment is done by outsourcing agencies. There is a system of disposal of waste such as chemicals, biodegradable, e waste etc.

Library: The College has a rich library with two separate reading rooms for teachers and for students, besides departmental seminars.

Sports: The college has a well furnished and equipped hall for indoor games such as Table Tennis, Boxing, Wrestling, Weight lifting, Gym etc. The sport in-charge looks after maintenance of the indoor hall.

Computer: The college has well-furnished computer labs. The administrative office is fully computerized. General maintenance of computers and updating of software is done by computer lab assistants. Computers Wi-Fi and other technical gadgets and electronic appliances like projectors, printers etc are maintained by outsource agencies.

Class Rooms : There are technicians, masons, plumbers, carpenters, electricians, gardeners, sweepers who ensure the maintenance of class rooms and campus infrastructures.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

4529

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

**436**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to Institutional website | https://mirzaghalibcollegegaya.ac.in |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

177

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

177

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

08

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

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

**5.2.2.1 - Number of outgoing student progression to higher education**

54

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

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

00

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | View File |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

**5.3 - Student Participation and Activities**

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

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

23

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template) | View File |

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

The college has a dynamic student council and student representative body. It aims to develop the career, personality and organizational skills of the students through co-curricular and extracurricular activities. This is accomplished by the coordination of different activities, such as sports days, arts festivals, and college days, as well as various other training programs.

The student council is actively involved in the admission of the new batch of student into the UG programme. The student council assists the college UG admission committee. They are also involved with the orientation programme for the new batch of incoming students.

The council plays an essential role in holistic development of students. The council in collaboration with the National Services Scheme (NSS) unit organizes a Donation Drive that collects enough food, medicines, clothing, etc. for the wellbeing of those who are needy people. The college supports the council members in planning and organizing programs as required. The students council and college representatives pursue a number of different activities.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

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

**09**

| File Description | Documents |
|---|---|
| Report of the event | [View File](#) |
| Upload any additional information | [View File](#) |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | [View File](#) |

## 5.4 - Alumni Engagement

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

**Alumni of the institution play a vital role in taking their institution to a greater height by contributing with their quality time, financial support and love for their alma mater. Today alumni are the brand-ambassadors of the institution from where they passed out. The college feels pride in tagging its name with all those alumni who reach the zenith of their career. Some of the areas in which the institution receives immense contribution from its alumni include fund raising, job placement, career guidance, enriching infrastructure, mentorship and scholarship, motivation & inspiration, emotional bondage, social networking and social activities**

**The process for registration of Alumni – association has been started. The registration is yet to complete. However the college**

invites renowned alumni of the college, when they visit Gaya. Their cooperation is received by the college in various ways, like their advice for quality improvement, advocacy at policy level in their professional and academic capacity and organizing national function in the college campus.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

E. <1Lakhs

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

Established in 1969, on the death centenary year of great Urdu poet, Mirza Asadullah Khan Ghalib, this is a Deficit Grant Post Graduate Minority College.

Vision : The vision of the institution is to promote education and take it from the classroom to the society. It talks of "Empowerment through education to brighten the future of younger generation". For this the institution has been creating an environment of intellectual competence, scientific temper, environmental consciousness and awareness towards social responsibility.

Mission: Taking the education out "from the classroom to the sky", the institution has made provision that every individual should have an open access to learning irrespective of caste, colour and creed.

Governance of the institution: The governance of the institution reflects the vision and mission of the college. 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. Feedback from students, parents and guardians are taken through self appraisal forms for planning proper support for the institutional policies. There are defined rules and regulations of the parent university and the state government

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

Decentralization: To pursue a decentralized administrative/governance structure, the institution has a system for delegating authority and ensuring organizational autonomy to all the different functionaries. The Governing Body doles out all academic and functional decisions based on policy to the Advisory Committee chaired by the Principal. The Principal (Professor In-charge) and Vice Principal, as well as the Executive Administrator, are provided full autonomy in preparing instructional and administrative activities for a smooth working and continuous development of the college in both teaching and non-teaching areas. Principal/Professor In-charge conducts frequent meetings with the Heads and faculty members to discuss academic issues and policy matters.

Participative Management: To ensure the participation of all the teaching and non-teaching staffs in the development of the college, various committees are formed. Some of them are- Academic committee, Examination Committee, Research and Development Program Committee. These committees are headed by the different teachers. Other departments of the College, such as sports, the library, and the CEC, have organizational autonomy under the direction of various committees/cells. As and when required committees/subcommittees are formed for efficient functioning of the institution. The Decision taken by the committees are placed before Principal/Professor-In Charge and IQAC for the needful actions.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**1.Human Resource Management- To maintain the harmony and overall development of the college, a conducive environment is provided to its teaching and non-teaching staff to enhance their professional development. The meritorious employee is rewarded by the authority.**

**2.Library, ICT and Physical Infrastructure - The college is upgraded its computerized library system. It has provisions for automated generation of catalogue, accession register, book issue and return register.**

**3.Research and Development- Research and Development Committee of the college monitors the research and development activity. The rewards are granted to encourage the research culture among the teaching staffs.**

**4.Examination and Evaluation- Every department has their own process and mechanism of internal assessment.**

**5.Teaching and Learning- College is moving towards establishing smart classes for imparting quality education to the students.**

**6.Curriculum Development- The college adopts the curriculum provided by University. All the departments are asked to submit the lesson plan, program outcomes, program specific outcomes and course outcomes as per IQAC.**

**7.Admission of Students- In regard to admission, all notifications are made available on the college websites for all the admission related details. Student Information Center has been set up to guide the student.**

**8.Industry Interaction/Collaboration- The College is looking for probable industries for collaboration and future scope to work with.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | <u>View File</u> |
| Paste link for additional information | **Nil** |
| Upload any additional information | <u>View File</u> |

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

**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.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | **Nil** |
| Upload any additional information | <u>View File</u> |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**      **A. All of the above**

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

**1. Staff Welfare Fund has been established by the institution. This fund aims at providing financial support for the medical treatment to both teaching and non-teaching employees. The medical support given by the institution is both refundable and non-refundable depending upon the seriousness of the ailments that is decided by management.**

**2. Retirement benefit is also provided to the teaching and non-teaching employees. One Lakh or more than one lakh is being given at the time of retirement. The amount of retirement depends upon the category of employee.**

**3. In case of death during the service, the institutions provides the monetary help depending upon the category of employee to the grieved family.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

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

**03**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | [View File](#) |

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

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

399

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

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

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

13

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

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

**Teaching Staff:-**

- **The college provides duty leave to its faculty members to attend Seminar/Conferences/Workshops/Training & various programmes**
- **The performance of the faculty is evaluated based on professional contribution to academics, & other programs.**
- **Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge.**

**Non-Teaching Staff :-**

- **All non-teaching staff are assessed through annual confidential reports.**
- **They are graded on a five point scale- Excellent, Good, Satisfactory, Average and Poor.**
- **To enhance the professional efficiency of the non-teaching staff the college periodically conducts the workshop, computer training, and short term training in discharging duties and other administrative activities.**
- **The employees are also rewarded by the institution in the annual day / college foundation day by giving them prizes and awards for their performance.**

**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.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

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

The account department of the college conduct internal and external financial audit regularly. College has a formal mechanism for internal and external audits as well as for settling audit objections.

The account section is overall under control of Bursar, Principal/Prof. In Charge, Secretary and Governing Body of the college.

Internal audit: The internal audit is a continuous process. The account department maintains the records of all the receipt and the balance sheet of internal and external incomes. All the supporting documents and vouchers are maintained and recorded.

External audit: The financial records are audited by qualified Chartered Accountant at the end of each financial year.

Mechanism for settling audit objections: Any audit objection is promptly replied. The financial records are maintained by the audit sections. The account section is overall under control of Bursar, Principal/Prof. In Charge and Governing Body of the college. In case of any objections, the matter is referred to the higher authority.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

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

**NIL**

| File Description | Documents |
|---|---|
| Annual statements of accounts | [View File](#) |
| Any additional information | [View File](#) |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | [View File](#) |

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

**For the effective mobilization of funds and the optimal utilization of resources, the college has established various committees. Such as Development Committee, Purchase Committee, Health Committee, Library Committee. Principal/Professor In Charge, Secretary, Governing Body in close coordination with the IQAC monitors the mobilization of funds and make sure that the funds are spent for the purpose for which they have been allocated. The Purchase Committee takes care that purchase are done properly and in accordance with the rules. Development Committee takes a review of the mobilization of funds and the utilization of these sources in their meetings. Library Committee takes care that the resources in library are utilized optimally. Health Committee monitors the campus cleanliness. To ensure the optimal utilization of resources, the Principal/Professor In Charge issues the directions.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File]() |

## 6.5 - Internal Quality Assurance System

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

**The IQAC has been established in the college in February 2017. Since its establishment, IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals. The committee submits its recommendation to the management of the college on account of institutionalizing the quality assurance strategies and processes. The college is working on the recommendation of the IQAC- to develop a research environment, to enrich the library and laboratory system and to develop the online student feedback system.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File]() |

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

**On the recommendation of IQAC, the college started working towards quality education and inculcating quality culture among the students and staff. The IQAC has contributed significantly towards institutionalizing the quality assurance strategies.**

**1. The Academic Committee formed on the recommendation of IQAC constantly keeps a watch on entire process of teaching learning. The assessment is also monitored by the respective Head of the department.**

**2. The college has adopted the outcome based learning. Each department has prepared its course outcome and programme outcome.**

**3. Research and Development cell of the college aims at promoting research and development activities in the college.**

**4. On the recommendation of the IQAC, the college is working on to establish the various processes to take feedback from various stakeholders.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | **Nil** |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 - Institutional Values and Social Responsibilities

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

**There is a Gender Sensitization and Women Empowerment cell in the college. It organizes gender equity promotion programs and looks upon grievances, complaints, and issues of discrimination. The Cell is actively engaged in promoting the female staff including**

the non-teaching staff to move towards higher positions and posts, excel in their professional and academic life, and equip themselves with latest technologies.

The College through its gender cell tries to challenge gender/sex stereotypes and prejudice, and advocates a gender equity perspectives. The cell creates awareness programs through lecturers, seminars, talks, workshops, debates etc. It also deals with cases of sexual, psychological, emotional and physical harassment.

The college ensures full safety and security to girl students by deploying female security guards at different locations of the premises. 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. The college uses specific methods and tools as well as calls guest experts for counseling of girl students for developing confidence with moral and ethical values that provide more opportunities and participation in development process and to measure the impact of plan activities on women.

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

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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

Solid waste management: In keeping with its value of cleanliness and hygiene, the college has a system of waste segregation and thereof collection. 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.

E-waste management: For E-Waste Management, the college submits the waste to local dealers. Regular awareness programme for students are done for E- Waste Management.

Waste recycling system: The college recycles paper through the proper channel to save paper.

Hazardous chemical and radioactive waste management: Carrot grass has been removed from the college campus. The college has arrangement of buy-back system for old batteries. The suppliers of new batteries take back used batteries.

Swachh Campus Programme carries out the awareness programme and rallies and nukkad natak time to time on eco-friendliness.

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

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | View File |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**    **B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**    **A. Any 4 or All of the above**

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

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the**    **E. None of the above**

**following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | View File |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen            reading**

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | View File |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Ascribing to the Constitutional ethos of respect and tolerance for**

cultural, religious, regional and linguistic diversities, and justice and equality, the College takes several initiatives and efforts to build an inclusive environment. The college has no bias against any cultural groups or religious communities. Our teaching methodologies including references and examples are inclusive and not exclusive or discriminatory of any distinct groups/students on the basis of sex, religion or caste and/or place of residence. The College fervently celebrates various national holidays and cultural festivals like Holi, Eid, Ramzan, Dashehra etc. to promote values such as national unity, communal harmony, religious fraternity and cultural diversities. Various departments of the College also organize Teachers' Day, Freshers' Day, Farewell Day etc. to strengthen students' participation from socio-economic diversities which not only ensures community fraternity and gender inclusion but also enhances tolerance and respect for diversities and differences. Respecting the existing communal and cultural differences is an ethos the college tries to foster and inculcate among its students, teaching and non-teaching staff. The college observes Yoga Day, Women's Day, Human Rights Day, Gandhi Jayanti etc. for the enhancement of constitutional and human values.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

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

The Constitution is the law of the land. The College is bound by the Constitutional morality in its administrative and academic activities. The College adheres to the Constitutional values and obligations in its various academic, cultural and extra-curricular activities. Every year, the college observes Republic Day, and Independence Day with great enthusiasm and preparation. On such important days, the function starts with the flag hoisting and reading of the Preamble of the Constitution followed by lectures of the Principal, teachers' representatives, proctor and professors. Some theme-based lectures and expert talks are organized to sensitize students and employees towards various aspects of the Constitution and law-abiding values based citizenship. The institution sensitizes them to the constitutional obligations about values, rights, duties and responsibilities and

**constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The Department of Political Science of the College is actively engaged in various programmes and events on the enhancement of students' knowledge about Articles and Directive Principles of the Constitution. The College website runs news platter on various days of national importance with short essays and quick links for deeper insights on the Constitutional values and ethos.**

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,          teachers, administrators and other staff      4. Annual awareness programmes on Code of Conduct are organized**      **B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Code of ethics policy document | [View File]() |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | [View File]() |
| Any other relevant information | [View File]() |

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

Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders.

Republic day: The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world.

Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India.

Gandhi Jayanti is celebrated every year on 2ndOctober to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff.

Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year.

Sadbhavana Diwas celebrated on 20th August every year to commemorate the birth Anniversary of Sardar Vallabh Bhai Patel.

International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp and a speech is conducted.

National Education Day: On every 11th November of the year, the College observes the Education Day in the memory of India's first education minister Late Maluana Abul Kala Azad.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

## 7.2 - Best Practices

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

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, and by other sectionsNSS and different Committees and Cells.

**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.

**Evidence of Success:-** The biggest evidence of success is that the functioning of different sections offices has become efficient and swift. This has eased the workload on college administration.

**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.

**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 .

**Evidence of success:-** The association provides the students with an opportunity to organize academic in the departments.

**Problems Encountered resources required:-** Faculties and students were reluctant in the beginning but now all the activities are being held regularly.

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

## 7.3 - Institutional Distinctiveness

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

The prime vision of the college is to create a knowledgeable society and such a society can be created only by transferring knowledge to the younger generation. Knowledge is transferred through various courses imparted by the college. In imparting education, the college gives the utmost priority to female students.

A conscious effort has been made to promote ideals of national integration, secularism, and scientific outlook, cosmopolitan and humanistic approach towards life. The national character in the College has been maintained by selecting students from the different classes of the society. There is also the provision for the scholarship for the weaker section of the society. The admissions are made entirely on the merit list taken out by the college. To meet the rapid technological development in the world, a consistent effort has been made for the technical skills of the students, faculties and non-teaching staffs. With the advancement of technology, new teaching and learning methods are developed. Different tools like audio-visual methods, power-point, excel etc. are used by faculties while delivering the lecture. The faculty members keep themselves engaged in enhancing their skills and knowledge through regular participation in conference, workshop, refresher course etc., and regularly publishing academic papers in national and international journals, books and magazines.

| **Part B** |
|---|

| CURRICULAR ASPECTS |
|---|

| **1.1 - Curricular Planning and Implementation** |
|---|

| 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process |
|---|

Mirza Ghalib College, Gaya is an affiliated college with Magadh University, Bodh-Gaya. The college has the mechanism for delivery and documentation of the curriculum set by the University to achieve the educational, social and cultural objectives. The process involves a number of specific decisions taken at the staff council and department committees to determine workload, allocation of work, preparation of time table and recruitment. Every department has the space to intervene to enhance and enrich the learning outcomes through the curriculum. Departments organize seminars, conferences, workshops, symposia, student paper presentation and projects to supplement and complement the prescribed curriculum in tangential ways. The curriculum is further documented and effectively delivered by the use of ICT tools and e-resources by the faculty. HOD's meetings are held once in a month. Heads of the Department discuss their action plans to arrive an optimal and effective way. A Lesson plan includes course outcomes, course objectives, content topics, reference books and the expected outcomes from the students by learning through the topics prepared by respective faculty members at the beginning of each semester. It gives an insight about how the class lecture will be handled throughout the semester. Each department sets its own Vision and Mission which match with the Institutional Vision and Mission.

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 chart the academic calendar of the college in line with the academic calendar of the University. The college takes it as a challenge to ensure effective delivery of curriculum within the stipulated time frame of academic calendar. The class routine is prepared in consultation with the Head of all concerned Departments. They operationalize the curriculum by distributing course topics and chapters among teachers and fix the responsibilities as who, how and when to carry out. In addition, for smooth delivery of the curriculum, the college library is well equipped with

books, e- books, research journals, magazines, newspapers, references, and back volumes.

The periodic tutorial / class test / examination are conducted in order to assess the understanding of the students. The examination results are reviewed and the weaker students are taught again and also sometime consulted for their benefits. The examination pattern is strictly followed by the college. The transparency in examination is followed by the college. The curriculum compliance is integral to responsibilities of the staff which is completely achieved by the college. In keeping with its mission and vision, the college through its planned curriculum, is determined to promote innovation and creativity with professional discipline and hard work, inculcating a sense of moral values, national pride and universal brotherhood among students, and also creating an environment of intellectual competence, scientific temper, environmental consciousness and awareness towards social responsibilities.

Implementation:

The college takes every possible step to implement and execute the planned curriculum. It provides class room facilities as per routine to all the departments as well as contingencies for practical classes. The college also provides teaching tools such as computers, LCD projectors, and other ICT equipment to boost up teaching-learning process. A well-equipped seminar hall with a computer integrated smart display is available to facilitate seminars, symposiums, workshops, and other course-related teaching/training both online as well as offline sessions. Recommended reading materials, references, and lecture notes are provided to students. In fostering academic environment, the departments prepare and organize annual academic calendar which consists of expert talks, seminars, panel discussions, training/mentoring workshops, etc. In addition to the course delivery, model-based learning, group discussions, seminars, workshops, industrial visits, and industry-oriented certification courses are conducted for skill development and to bridge the curriculum gaps.

Remedial classes and counseling support are provided for slow learners as additional support. Heads of Departments regularly monitor the course coverage and effective delivery of the curriculum through student feedback. Each faculty member prepares the course file which includes the time table, lecture plan, course outcomes, mapping of course outcomes with program

outcomes & program specific outcomes, attainment levels and targets, identified curriculum gaps, corrective actions, unit wise notes, previous question papers and previous performances. New and innovative teaching techniques, in addition to the traditional lecture method are adopted to deliver the content. Learner-centric techniques such as peer learning, collaborative learning, group discussion, video lectures, quiz etc., are employed to encourage students' active participation. Students-Teacher -Guardian Scheme is implemented for identifying problems of the students regarding academic, social and financial issues. The college offers every possible support in conducting academic events.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | [No](#) |

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

Mirza Ghalib College (affiliated to Magadh University, Bodh Gaya) adheres to the academic calendar prepared by Magadh University, Bodh Gaya. At the beginning of each year after the Principal conducts meetings with IQAC,HODs and Coordinator, Examination Controller, Research Committee and Sport Committee members on the academic calendar which is prepared by the University. Academic calendar is a source of information and planner for students and teachers. The Calendar immensely contributes to achieve the goals of teaching-learning, programme outcomes, programme specific outcomes and course outcomes. The Academic Calendar for 2020-21 exhibits dates for our annual examination, evaluation, sports day, and presentations by all Departments and Committee for the annual Academic Audit. As per the academic calendar, the college follows all the related curricular, co-curricular and extra-curricular activities for a better academic work. Adhering to academic calendar, various Departments of the college schedule their own Departmental programmes and events. It also encourages students in their academic and extracurricular activity planning. In regard to examination dates and schedules, it falls under the ambit of Magadh University. Since the Magadh University conducts the yearly examinations for all the courses in 2020-21, the College follow these dates for

**examinations.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

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

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

26

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

Nil

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

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

Nil

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | No File Uploaded |

**1.3 - Curriculum Enrichment**

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

College curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum that help in this endeavor.

Professional Ethics : Ethical practices such as truthful information, facts, and unprejudiced approach are taught in content of syllabus. Students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these syllabus.

Gender :Numbers of programs are conducted for women and girl

students such as organization of folk dance competition, hemoglobin check up camps. The committee for Woman Anti harassment and internal complaint organizes programs on Woman Empowerment, Laws for Woman, Women's Day etc. Major gender issues are focused and addressed through the activities like Save girl child campaign, essay and poster exhibitions, wall paper presentations, etc.

Human Values: Beside the syllabus, the institution organized programmes to inculcate human values in students and staffs. NCC volunteers are sent for Disaster management so that the students get familiar with their social responsibility. Blood Donation Camp is regularly organized. NSS unit is very active and regularly arranged social and cultural activities in the college.

Environment and Sustainability: N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. organizes various environment related programs including tree plantation, campus cleanliness, eradication of Gajar grass, plastic free drive, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability.

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

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

07

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Programme / Curriculum/ Syllabus of the courses | [View File](#) |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | [View File](#) |
| MoU's with relevant organizations for these courses, if any | [View File](#) |
| Institutional Data in Prescribed Format | [View File](#) |

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

**446**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | [View File](#) |

## 1.4 - Feedback System

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | A. All of the above |

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://drive.google.com/file/d/1jtcw1jSFOjm2b_iOza9VedFHqFjN_JV3/view |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

| **1.4.2 - Feedback process of the Institution may be classified as follows** | **C. Feedback collected and analyzed** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | https://drive.google.com/file/d/1jtcw1jSFOjm2b_iOza9VedFHqFjN_JV3/view |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

**3660**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

**Minority Post Graduate College**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The students admitted in our college are coming from various economic sections and communities of the society. Most of the students are from backward categories i.e. OBC, SC and ST. The college is very much aware about their overall growth and social upliftment in the society. Our college has a fair system for admission process. The students are admitted in our institution without considering caste, creed, gender, religion, social and economc status. In addition to the prescribed quota the institution encourages the admission of the poor and underprivileged section of students. Direct admission is provided to the outstanding sport persons. Students with extra / co-curricular achievements are given due weightage in admission.

The assessment of learning levels of the students starts right from the time of admission. The institution always one step ahead, girl students for enrollment in the college in order to equip them with the higher education so that they can become empowered themselves to face the future competition and to create their own entity. For the vocational courses the admission is taken through an entrance test and group discussion / interview. After admissions, the college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified on as per their responses in the classroom as well as the performance in the unit test, internal examination. The department draws up the schedule for organising remedial classes for slow learners. Teachers are able to give one to one attention in remedial classes and focus on individual problems in a better manner when compared to a regular classroom in which the advanced learner's participation may inhibit others from voicing their problems. The Departments use monitoring and mentoring to keep track of slow learners progress. Alongwith teachers, some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes and

counseling sessions are held and additional teaching taken up if required. Tutoring by peers, senior students and mentors is offered. Corrected assignment and answer scripts are shared with each student and discussed to enable students recognize their problematic areas and improve. Faculty makes it a point to be patient and accessible to students personally, over phone, mail and social apps.

All the Departments 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.
- Advanced learners are encouraged to study recommended readings listed in each syllabus. They are encouraged to maintain a diary.
- Meritorious students are included as members of committees.
- Proficiency in English classes, functional use of English, personality development programs are organized to enhance employability of the students.
- Exposure of students in e-learning programs.
- Students are encouraged to participate in online seminars, conferences and workshops to gain knowledge.
- Organizing quiz contest.
- Organizing group discussion.
- Practical skilled observation.
- Participations of students in National and International Seminars. Visiting Institutes and research labs of national repute.
- 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.

Strategies adopted for slow learners

- Remedial Classes are conducted with an aim to improve the academic performance of the slow learners. This practice helps the struggling learners to understand the basic fundamentals of the subjects.

- **Group Study System is also encouraged with the help of the advanced learners.**
- **Academic and personal counseling are given to the slow learners by the tutor, mentor and the counseling cell.**
- **Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding.**
- **Provision of simple and standard lecture notes/course materials.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

| Number of Students | Number of Teachers |
|---|---|
| **10289** | **80** |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 2.3 - Teaching- Learning Process

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

**The college practices a teaching methodology which focuses on imparting education through a student centric approach. 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 lifelong learning, problem solving, critical thinking, analyzing arguments and formulating hypothesis. 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. For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experimental method etc. The learning becomes more experiential, participatory and**

socialistic by organizing activities like group discussions, model making, field visits, debates, quiz, assignments, seminars, project writing, exhibitions, publication of wallpapers, writing articles, poetry recitation and power point presentation.

The college organizes co-curricular activities, extra-curricular activities, sports and cultural events which help the students for their all-round personality developments. Experiential learning is the process of learning through experience by doing and reflecting. The activities are planned, conducted and monitored regularly by the faculty to ensure that students are practicing the required skills, reflecting on their experiences and improving their skills. 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. 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. We always strive to enhance the learning experience of learners in class through various interactive and participatory approaches apart from traditional teaching. Students are given exposure to various problem-solving methodologies by solving real-world problems, design problems, and case studies. 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. 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.

Team spirit and leadership qualities are developed in the students through group discussions, project work and organizing workshop on useful topics like stress management, communication skills, personality development and time management. 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. The teachers encourage both analytical and creative skills in

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

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | **Nil** |

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

**Mirza Ghalib College has always been encouraging its faculty members to use ICT enabled tools for the best outcome of the Teaching-Learning process including online resources for effective teaching and learning process. All the faculty use laptop computers for preparing their notes and presentation. Apart from this each class is equipped with a computer, projector, screen and audio/video equipment. Students are given exercises and assignments which they need to complete at home using their own computer devises and required to present/submit in the class. An ICT based classroom and fully equipped seminar hall has been added to the college infrastructure. Online drawing tools like concept maps, mind maps, are used to perform student centric activities. The online learning environments are designed to train students in open problem-solving activity. Online quizzes and polls are regularly conducted to record the feedback of the students. Online tool called Padlet Dashboard is used where faculty can monitor students uploading the individual tasks such as solving a problem (hand-written / hand-drawn) assigned during lecture. The pallet is used among faculty to collaborate on certain topics, for example "Ek Bharat Shreshtha Bharat", to celebrate the unity in diversity of our nation and to maintain and strengthen the fabric of traditionally existing emotional bonds between the people of our country.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | [View File](#) |

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

**2.3.3.1 - Number of mentors**

80

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

**2.4 - Teacher Profile and Quality**

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

49

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

07

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

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

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

80

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Unit tests are conducted regularly as per the schedule given in academic calendar. Evaluation method comprises of internal examinations held progressively during the session/semester and is designed to check and report the periodic performance of the student. All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit. There is complete transparency in the internal assessment for each assessment method. Model Answers and marking scheme is prepared by every subject teacher before valuation. Answer sheets are shown to all the students and answers are also discussed with

the students. After showing the answer sheet to students, the copy of the student is kept in the internal-examination section. A student has to present his answer among other students. This method releases shyness of a student and develop the self confidence in him. This method is very useful for personality development of student also. Assignments questions are discussed with students. For assessment of laboratory course an internal practical viva conducted by respective faculty member at the end of course. Personal guidance is given to the poor performing the students after their assessment.

Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | Nil |

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

The students are the main stakeholders of the college. The college has a well-organized mechanism for redressal of examination related grievances. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and end semester examinations. Time table for test is prepared well in advance and communicated to the students earlier. The final internal assessment marks calculated on the basis of attendance, marks of class test and assignment marks. After evaluation of internal assessment answer scripts, the scripts are shown to the students to check any discrepancy or doubt in checking. After preparing the assessments report by faculty it is shown to HOD and a copy is submitted by the concerned faculty to the department. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. All such representations are taken positively and are reassessed by another teacher if necessary. The student can approach the

Teachers, College Examination Officer and Principal to redress the examination related grievance as per the requirement and jurisdiction of the grievance. If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Faculty evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc. The evaluated assignments are given back to students thus maintaining the transparency of the marks assigned and to resolve grievances is any.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | Nil |

## 2.6 - Student Performance and Learning Outcomes

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

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. The Vision and Mission statements are displayed on the college website as well as in college campus. These outcomes have been set, taking into account the variety of programmes and the heterogeneity of rural and urban students. The Programme Specific Outcomes are closely related to the content of the syllabus. They are syllabus oriented and may vary as per the subject. There are some universal learning outcomes also which are inherent in every syllabus. At the beginning of every session/semester the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects. All these outcomes are explained to students in the classrooms directly or indirectly. The importance of the learning outcomes has been discussed and communicated to the teachers in staff meeting and IQAC meeting. In the beginning of every academic year the programme outcomes are verbally communicated to the students by teachers and during the Principal address. The students are encouraged, guided to learn and imbibe these outcomes. They are

also percolated to students through organization and participation of co-curricular and extra-curricular activities. Every department plans and conducts all activities in light of the programme outcomes, course outcomes. For the assessment of students, summative and formative approaches are followed to get intended learning outcomes. The feedback obtained from students on the teaching- learning process help to understand the expected learning outcomes.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | Nil |
| Upload COs for all Programmes (exemplars from Glossary) | [View File](#) |

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

Mirza Ghalib College has adopted outcome based education mechanism to ensure the attainment of course outcome and program outcomes. The process of attainment of COs, POs and PSOs starts from writing appropriate COs for each course. The faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students. The course outcomes are written by the respective faculty member using action verbs of learning levels as suggested by Bloom Taxonomy. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the course outcome and program outcomes. The Departments adopt both direct and indirect methods of assessment to ensure attainments of Programme outcomes and course outcomes. The assignments are provided to students and they refer the text books and good reference books to find out the answers and understand the expected outcome of the given problem. The college also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S, Red Cross, Career Counseling, Personality Development Programme, Communication Skills, organizations of Scholarly Lectures and Health Awareness Programs etc. Feedback mechanism is used to improve Teaching learning process in outcome based education. Internal assessment is the requirement of the continuous assessment and is essential for the

fulfillment of the COs and PO's. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes. The committee initiates a few steps such as Unit Tests, Field Survey, Study Tours, Practical Work, Seminars, and Internships etc. Feedback mechanism is used to improve Teaching learning process in outcome based education. The College took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows :-

1. The institute followed the Academic Calendar of our affiliated university.
2. All the subject teachers maintained Academic Diary in every academic year.
3. All the subject teachers prepared Session/Semester-Wise evaluation Reports.
4. Internal examination committee analyzed evaluation reports of result.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | Nil |

## 2.6.3 - Pass percentage of Students during the year

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

**2522**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | [View File](#) |
| Paste link for the annual report | Nil |

## 2.7 - Student Satisfaction Survey

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

Yes

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

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

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

Nil

| File Description | Documents |
|---|---|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

**3.1.2.1 - Number of teachers recognized as research guides**

27

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

Nil

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | Nil |

## 3.2 - Innovation Ecosystem

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

The college has a vibrant, robust and active eco-system to promote innovations, creation and transfer of knowledge. 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. The research promotion cell creates an enabling environment, eco system and a vibrant research culture for innovations and extensions in collaboration with different departments of the college. Faculties member are continuously engaged in making cutting-edge research in their own fields of interests. Faculties member are attend training workshops, seminars, short-term courses, etc. As for research and development, the various facilities provided by the College include, among other things, time-off, reduced teaching load, special leave to teachers, support in terms of technology and information needs, adequate infrastructure and human resources, timely availability of the sources.

In regard with creation and transfer of knowledge, two noticeable activities by the college are teaching in dual language, and developing E-contents. Since students in our college are coming from diverse backgrounds, our faculties are keenly interested in delivering knowledge in their own linguistic context. Hence in our college, teachers often deploy Hindi and English as medium of instruction and notes-writing.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File] |
| Paste link for additional information | **Nil** |

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

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

**02**

| File Description | Documents |
|---|---|
| Report of the event | [View File] |
| Any additional information | [View File] |
| List of workshops/seminars during last 5 years (Data Template) | [View File] |

**3.3 - Research Publications and Awards**

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

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

**27**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | https://www.researchgate.net/institution/Magadh-University |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | [View File] |
| Any additional information | [View File] |

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

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

**38**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| List of research papers by title, author, department, name and year of publication (Data Template) | [View File](#) |

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

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

**05**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| List books and chapters edited volumes/ books published (Data Template) | [View File](#) |

## 3.4 - Extension Activities

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

**Sensitization to social issues such as social inequality, gender disparities, community vulnerabilities, environment sustainability etc. in this regard, the College takes several steps to inculcate in students a naturalistic perspective and sensibility to social issues. The college 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. The college arranges awareness programs on reservation policies for SCs STs, and OBCs, and state-government policies for such groups. A Cleanliness Drive, Go Green, No Plastics Use etc. are the events, rallies organized by the College with the participation of its students, in keeping with the mission of Swachh Bharat. International Women's Day, International Day of Yoga, International Human Rights Day, International Day of Disability etc. are some of the One-day long events the college organizes every year. The NSS arranges programs on social**

activities to provide physical, financial, mental and emotional support to the needy.

The college students represent the University at State level functions of Tarang (cultural) and Eklavya (sports). A festival was organized in collaboration with local media on the theme of "Sapno Ko Chali Chhune" involving girl students.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

03

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

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

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

09

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

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

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**359**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

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

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

**22**

| File Description | Documents |
|---|---|
| e-copies of related Document | View File |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

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

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

06

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution has always endeavored to create infrastructure and enhance it according to the needs of the course/curriculum as per the standards and norms. The students get the most enabling infrastructural support which facilitates scholastic as well as personality development. The college has excellent infrastructural facilities; all the important offices are fully furnished with ICT facilities. College has well furnished twenty-eight classrooms, two computer labs, ten well equipped separate laboratories for Under graduate and Post graduate. The institution has also one ICT equipped seminar hall and six smart classroom for enhancement of teaching and learning skills. The campus is connected through Wi-fi and LAN facilities.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

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

For the overall development of the students, the institution provides the adequate facilities for sports, games and cultural activities. The college has sports hall of about 30x60 feet for indoor games. 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. For outdoor games, the college uses Gandhi Maidan along with its indoor stadium which is adjacent to the college.

Students are encouraged to participate in the cultural events held in the College like Ghalib Day, Annual Day, and Sports Day to exhibit cultural talents of the college. For this, college has NSS which is responsible for organizing different cultural events. For this, seminar hall and M.M. Hall are there for organizing annual functions and cultural events.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

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

35

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | (1) https://drive.google.com/file/d/15vCzCjnHi8UBN_dsMYNBz8CbthVR2iKd/view?usp=sharing (2) https://drive.google.com/file/d/1prHjTwuECy6jgdmvusXRTE0twANCE8Qy/view?usp=sharing (3) https://drive.google.com/file/d/17wQ2Zdze1LlnY_ur_liZ-clJFZ-0lGvj/view?usp=sharing |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**1585000**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template | View File |

## 4.2 - Library as a Learning Resource

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

**The Library plays a central role in enhancing the quality of academic and research environment. It is a place where huge collections of academic books, journals, magazines, rare books and newspapers are kept. These books are made available to the students to increase their knowledge and understanding on various subjects. The library of the college is under the process of computerization. The books which were earlier manually maintained in accession register are now being updated**

**on the software. The institute installed Institute Library Management System (ILMS) in 2017. 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.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | **Nil** |

| **4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** | **A. Any 4 or more of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | [View File](#) |

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

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

**137550**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Audited statements of accounts | [View File](#) |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | [View File](#) |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login**

**data for online access) (Data for the latest completed academic year)**

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

**31/267**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

**4.3 - IT Infrastructure**

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

**The college continuously updates its ICT facilities to ensure efficient functioning. Wi-fi facility in the campus was installed by taking the connection of BSNL broadband and Jio WiFi. All buildings, Seminar halls, office, classrooms, labs and libraries are now wi-fi enabled. In the last five years all the computers of the institution has been updated phase wise. Desktops were added into the computer lab and laptop was provided to some teachers, official and technical staff. The college also moved from dot-matrix printer to laser printer and adopted reprographic facility in the office. The college has purchased overhead projectors and laptop for enhancing the teaching- learning. The college management motivates teachers and supporting staff to get technical knowledge of ICT.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | **Nil** |

**4.3.2 - Number of Computers**

**118**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| List of Computers | View File |

**4.3.3 - Bandwidth of internet connection in** | **A. ? 50MBPS**

**the Institution**

| File Description | Documents |
|---|---|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**1585000**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

**The college has various committees that look after the maintenance of laboratory, library, sport complex, computer, classroom etc. The college makes budget provision for every year for maintaining and utilizing the infrastructure facilities. The allocated funds are utilized under the observation of various monitoring committees.**

**Laboratory: Equipment is maintained by lab technicians and lab assistants. Major problem in sophisticated equipment is done by outsourcing agencies. There is a system of disposal of waste such as chemicals, biodegradable, e waste etc.**

**Library: The College has a rich library with two separate**

reading rooms for teachers and for students, besides
departmental seminars.

Sports: The college has a well furnished and equipped hall for
indoor games such as Table Tennis, Boxing, Wrestling, Weight
lifting, Gym etc. The sport in-charge looks after maintenance
of the indoor hall.

Computer: The college has well-furnished computer labs. The
administrative office is fully computerized. General
maintenance of computers and updating of software is done by
computer lab assistants. Computers Wi-Fi and other technical
gadgets and electronic appliances like projectors, printers etc
are maintained by outsource agencies.

Class Rooms : There are technicians, masons, plumbers,
carpenters, electricians, gardeners, sweepers who ensure the
maintenance of class rooms and campus infrastructures.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | Nil |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

4529

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

**436**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

| File Description | Documents |
|---|---|
| Link to Institutional website | https://mirzaghalibcollegegegaya.ac.in |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**177**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**177**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | [View File](#) |

| | |
|---|---|
| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees** | **A. All of the above** |

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | [View File](#) |
| Upload any additional information | [View File](#) |
| Details of student grievances including sexual harassment and ragging cases | [View File](#) |

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

**08**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

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

**5.2.2.1 - Number of outgoing student progression to higher education**

**54**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

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

**00**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | View File |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

**5.3 - Student Participation and Activities**

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

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

**23**

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

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

**The college has a dynamic student council and student representative body. It aims to develop the career, personality and organizational skills of the students through co-curricular and extracurricular activities. This is accomplished by the coordination of different activities, such as sports days, arts festivals, and college days, as well as various other training programs.**

**The student council is actively involved in the admission of the new batch of student into the UG programme. The student council assists the college UG admission committee. They are also involved with the orientation programme for the new batch of incoming students.**

**The council plays an essential role in holistic development of students. The council in collaboration with the National Services Scheme (NSS) unit organizes a Donation Drive that collects enough food, medicines, clothing, etc. for the wellbeing of those who are needy people. The college supports**

the council members in planning and organizing programs as required. The students council and college representatives pursue a number of different activities.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

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

**09**

| File Description | Documents |
|---|---|
| Report of the event | [View File](#) |
| Upload any additional information | [View File](#) |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | [View File](#) |

## 5.4 - Alumni Engagement

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

Alumni of the institution play a vital role in taking their institution to a greater height by contributing with their quality time, financial support and love for their alma mater. Today alumni are the brand-ambassadors of the institution from where they passed out. The college feels pride in tagging its name with all those alumni who reach the zenith of their career. Some of the areas in which the institution receives immense contribution from its alumni include fund raising, job placement, career guidance, enriching infrastructure, mentorship and scholarship, motivation & inspiration, emotional bondage, social networking and social activities

The process for registration of Alumni – association has been started. The registration is yet to complete. However the college invites renowned alumni of the college, when they visit Gaya. Their cooperation is received by the college in various ways, like their advice for quality improvement, advocacy at policy level in their professional and academic capacity and organizing national function in the college campus.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

Established in 1969, on the death centenary year of great Urdu poet, Mirza Asadullah Khan Ghalib, this is a Deficit Grant Post Graduate Minority College.

Vision : The vision of the institution is to promote education and take it from the classroom to the society. It talks of "Empowerment through education to brighten the future of younger generation". For this the institution has been creating an environment of intellectual competence, scientific temper, environmental consciousness and awareness towards social responsibility.

Mission: Taking the education out "from the classroom to the sky", the institution has made provision that every individual should have an open access to learning irrespective of caste, colour and creed.

Governance of the institution: The governance of the

institution reflects the vision and mission of the college. 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. Feedback from students, parents and guardians are taken through self appraisal forms for planning proper support for the institutional policies. There are defined rules and regulations of the parent university and the state government

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File]() |

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

Decentralization: To pursue a decentralized administrative/governance structure, the institution has a system for delegating authority and ensuring organizational autonomy to all the different functionaries. The Governing Body doles out all academic and functional decisions based on policy to the Advisory Committee chaired by the Principal. The Principal (Professor In-charge) and Vice Principal, as well as the Executive Administrator, are provided full autonomy in preparing instructional and administrative activities for a smooth working and continuous development of the college in both teaching and non-teaching areas. Principal/Professor In-charge conducts frequent meetings with the Heads and faculty members to discuss academic issues and policy matters.

Participative Management: To ensure the participation of all the teaching and non-teaching staffs in the development of the college, various committees are formed. Some of them are-Academic committee, Examination Committee, Research and Development Program Committee. These committees are headed by the different teachers. Other departments of the College, such as sports, the library, and the CEC, have organizational autonomy under the direction of various committees/cells. As and when required committees/subcommittees are formed for efficient functioning of the institution. The Decision taken by the committees are placed before Principal/Professor-In Charge and IQAC for the needful actions.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1.Human Resource Management- To maintain the harmony and overall development of the college, a conducive environment is provided to its teaching and non-teaching staff to enhance their professional development. The meritorious employee is rewarded by the authority.

2.Library, ICT and Physical Infrastructure - The college is upgraded its computerized library system. It has provisions for automated generation of catalogue, accession register, book issue and return register.

3.Research and Development- Research and Development Committee of the college monitors the research and development activity. The rewards are granted to encourage the research culture among the teaching staffs.

4.Examination and Evaluation- Every department has their own process and mechanism of internal assessment.

5.Teaching and Learning- College is moving towards establishing smart classes for imparting quality education to the students.

6.Curriculum Development- The college adopts the curriculum provided by University. All the departments are asked to submit the lesson plan, program outcomes, program specific outcomes and course outcomes as per IQAC.

7.Admission of Students- In regard to admission, all notifications are made available on the college websites for all the admission related details. Student Information Center has been set up to guide the student.

8.Industry Interaction/Collaboration- The College is looking for probable industries for collaboration and future scope to work with.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File](#) |
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

**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.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | **Nil** |
| Upload any additional information | [View File](#) |

| | |
|---|---|
| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | **A. All of the above** |

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

**1. Staff Welfare Fund has been established by the institution. This fund aims at providing financial support for the medical treatment to both teaching and non-teaching employees. The medical support given by the institution is both refundable and non-refundable depending upon the seriousness of the ailments that is decided by management.**

**2. Retirement benefit is also provided to the teaching and non-teaching employees. One Lakh or more than one lakh is being given at the time of retirement. The amount of retirement depends upon the category of employee.**

**3. In case of death during the service, the institutions provides the monetary help depending upon the category of employee to the grieved family.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

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

**03**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

**399**

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

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

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

**13**

| File Description | Documents |
| --- | --- |
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

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

**Teaching Staff:-**

- **The college provides duty leave to its faculty members to attend Seminar/Conferences/Workshops/Training & various programmes**
- **The performance of the faculty is evaluated based on professional contribution to academics, & other programs.**
- **Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge.**

**Non-Teaching Staff :-**

- **All non-teaching staff are assessed through annual confidential reports.**
- **They are graded on a five point scale- Excellent, Good, Satisfactory, Average and Poor.**
- **To enhance the professional efficiency of the non-teaching staff the college periodically conducts the workshop, computer training, and short term training in discharging duties and other administrative activities.**
- **The employees are also rewarded by the institution in the annual day / college foundation day by giving them prizes and awards for their performance.**

**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.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File](#) |

## 6.4 - Financial Management and Resource Mobilization

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

The account department of the college conduct internal and external financial audit regularly. College has a formal mechanism for internal and external audits as well as for settling audit objections.

The account section is overall under control of Bursar, Principal/Prof. In Charge, Secretary and Governing Body of the college.

Internal audit: The internal audit is a continuous process. The account department maintains the records of all the receipt and the balance sheet of internal and external incomes. All the supporting documents and vouchers are maintained and recorded.

External audit: The financial records are audited by qualified Chartered Accountant at the end of each financial year.

Mechanism for settling audit objections: Any audit objection is promptly replied. The financial records are maintained by the audit sections. The account section is overall under control of Bursar, Principal/Prof. In Charge and Governing Body of the college. In case of any objections, the matter is referred to the higher authority.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

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

**NIL**

| File Description | Documents |
|---|---|
| Annual statements of accounts | [View File](#) |
| Any additional information | [View File](#) |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | [View File](#) |

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

**For the effective mobilization of funds and the optimal utilization of resources, the college has established various committees. Such as Development Committee, Purchase Committee, Health Committee, Library Committee. Principal/Professor In Charge, Secretary, Governing Body in close coordination with the IQAC monitors the mobilization of funds and make sure that the funds are spent for the purpose for which they have been allocated. The Purchase Committee takes care that purchase are done properly and in accordance with the rules. Development Committee takes a review of the mobilization of funds and the utilization of these sources in their meetings. Library Committee takes care that the resources in library are utilized optimally. Health Committee monitors the campus cleanliness. To ensure the optimal utilization of resources, the Principal/Professor In Charge issues the directions.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

## 6.5 - Internal Quality Assurance System

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

**The IQAC has been established in the college in February 2017. Since its establishment, IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals. The committee submits its recommendation to the management of the college on account of institutionalizing the quality assurance strategies and processes. The college is working on the recommendation of the IQAC- to develop a research environment, to enrich the library and laboratory system and to develop the online student feedback system.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

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

**On the recommendation of IQAC, the college started working towards quality education and inculcating quality culture among the students and staff. The IQAC has contributed significantly towards institutionalizing the quality assurance strategies.**

**1. The Academic Committee formed on the recommendation of IQAC constantly keeps a watch on entire process of teaching learning. The assessment is also monitored by the respective Head of the department.**

**2. The college has adopted the outcome based learning. Each**

department has prepared its course outcome and programme
outcome.

3. Research and Development cell of the college aims at
promoting research and development activities in the college.

4. On the recommendation of the IQAC, the college is working on
to establish the various processes to take feedback from
various stakeholders.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | D. Any 1 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 - Institutional Values and Social Responsibilities

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

There is a Gender Sensitization and Women Empowerment cell in the college. It organizes gender equity promotion programs and looks upon grievances, complaints, and issues of discrimination. The Cell is actively engaged in promoting the female staff including the non-teaching staff to move towards higher positions and posts, excel in their professional and academic life, and equip themselves with latest technologies.

The College through its gender cell tries to challenge gender/sex stereotypes and prejudice, and advocates a gender equity perspectives. The cell creates awareness programs through lecturers, seminars, talks, workshops, debates etc. It also deals with cases of sexual, psychological, emotional and physical harassment.

The college ensures full safety and security to girl students by deploying female security guards at different locations of the premises. 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. The college uses specific methods and tools as well as calls guest experts for counseling of girl students for developing confidence with moral and ethical values that provide more opportunities and participation in development process and to measure the impact of plan activities on women.

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

| | |
|---|---|
| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy         Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** | C. Any 2 of the above |

| File Description | Documents |
|---|---|
| Geo tagged Photographs | [View File](#) |
| Any other relevant information | [View File](#) |

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

**Solid waste management:** In keeping with its value of cleanliness and hygiene, the college has a system of waste segregation and thereof collection. 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.

**E-waste management:** For E-Waste Management, the college submits the waste to local dealers. Regular awareness programme for students are done for E- Waste Management.

**Waste recycling system:** The college recycles paper through the proper channel to save paper.

**Hazardous chemical and radioactive waste management:** Carrot grass has been removed from the college campus. The college has arrangement of buy-back system for old batteries. The suppliers of new batteries take back used batteries.

**Swachh Campus Programme carries out the awareness programme and rallies and nukkad natak time to time on eco-friendliness.**

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

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | View File |

| 7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

**7.1.5 - Green campus initiatives include**

| 7.1.5.1 - The institutional initiatives for greening the campus are as follows:<br><br>1. Restricted entry of automobiles<br>2. Use of bicycles/ Battery-powered vehicles<br>3. Pedestrian-friendly pathways<br>4. Ban on use of plastic<br>5. Landscaping | **A. Any 4 or All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

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

| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | E. None of the above |
|---|---|

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | View File |

| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment    5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen            reading | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | View File |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Ascribing to the Constitutional ethos of respect and tolerance for cultural, religious, regional and linguistic diversities, and justice and equality, the College takes several initiatives and efforts to build an inclusive environment. The college has no bias against any cultural groups or religious communities. Our teaching methodologies including references and examples are inclusive and not exclusive or discriminatory of any distinct groups/students on the basis of sex, religion or caste and/or place of residence. The College fervently celebrates various national holidays and cultural festivals like Holi, Eid, Ramzan, Dashehra etc. to promote values such as national unity, communal harmony, religious fraternity and cultural diversities. Various departments of the College also organize Teachers' Day, Freshers' Day, Farewell Day etc. to strengthen students' participation from socio-economic diversities which not only ensures community fraternity and gender inclusion but also enhances tolerance and respect for diversities and differences. Respecting the existing communal and cultural differences is an ethos the college tries to foster and inculcate among its students, teaching and non-teaching staff. The college observes Yoga Day, Women's Day, Human Rights Day, Gandhi Jayanti etc. for the enhancement of constitutional and human values.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

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

The Constitution is the law of the land. The College is bound by the Constitutional morality in its administrative and academic activities. The College adheres to the Constitutional values and obligations in its various academic, cultural and extra-curricular activities. Every year, the college observes Republic Day, and Independence Day with great enthusiasm and preparation. On such important days, the function starts with

the flag hoisting and reading of the Preamble of the Constitution followed by lectures of the Principal, teachers' representatives, proctor and professors. Some theme-based lectures and expert talks are organized to sensitize students and employees towards various aspects of the Constitution and law-abiding values based citizenship. The institution sensitizes them to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The Department of Political Science of the College is actively engaged in various programmes and events on the enhancement of students' knowledge about Articles and Directive Principles of the Constitution. The College website runs news platter on various days of national importance with short essays and quick links for deeper insights on the Constitutional values and ethos.

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

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

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

**Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders.**

**Republic day: The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world.**

**Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India.**

**Gandhi Jayanti is celebrated every year on 2ndOctober to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff.**

**Martyr's Day is observed to salute the Father of the Nation and the other martyr soldiers on 31st October every year.**

**Sadbhavana Diwas celebrated on 20th August every year to commemorate the birth Anniversary of Sardar Vallabh Bhai Patel.**

**International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp and a speech is conducted.**

**National Education Day: On every 11th November of the year, the College observes the Education Day in the memory of India's first education minister Late Maluana Abul Kala Azad.**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

## 7.2 - Best Practices

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

**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, and by other sectionsNSS and different Committees and Cells.**

**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.**

**Evidence of Success:- The biggest evidence of success is that the functioning of different sections offices has become efficient and swift. This has eased the workload on college administration.**

**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.**

**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 .

Evidence of success:- The association provides the students with an opportunity to organize academic in the departments.

Problems Encountered resources required:- Faculties and students were reluctant in the beginning but now all the activities are being held regularly.

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

## 7.3 - Institutional Distinctiveness

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

The prime vision of the college is to create a knowledgeable society and such a society can be created only by transferring knowledge to the younger generation. Knowledge is transferred through various courses imparted by the college. In imparting education, the college gives the utmost priority to female students.

A conscious effort has been made to promote ideals of national integration, secularism, and scientific outlook, cosmopolitan and humanistic approach towards life. The national character in the College has been maintained by selecting students from the different classes of the society. There is also the provision for the scholarship for the weaker section of the society. The admissions are made entirely on the merit list taken out by the college. To meet the rapid technological development in the world, a consistent effort has been made for the technical skills of the students, faculties and non-teaching staffs. With the advancement of technology, new teaching and learning methods are developed. Different tools like audio-visual methods, power-point, excel etc. are used by faculties while delivering the lecture. The faculty members keep themselves engaged in enhancing their skills and knowledge through regular participation in conference, workshop, refresher course etc.,

**and regularly publishing academic papers in national and international journals, books and magazines.**

| File Description | Documents |
| --- | --- |
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

**In regard to promote and impart quality education in society, college has come up with various initiatives and e-governance solutions. To make the college paper free and in line with Digital and Cashless India, the College is keen to develop its IT labs and implementation of e-governance in all the administrative and academic sections. The college has planned to upgrade its academic administration. Time to time, different committees of the colleges are reshuffled so that there is always the transmission of new ideas. The college is also planning to sign MoUs with other colleges and university to develop its teaching learning centre and also to facilitate student and faculty exchange. The college is also planning to introduce several new certificate courses (one year/or six month duration) in the near future. The college is adding to its already well developed infrastructure a new 3-storied building in the coming months.**