Yearly Status Report - 2019-2020

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 own campus	**Yes**
Phone no/Alternate Phone no.	**0631-2220778**
Mobile no.	**9473324141**
Registered Email	**mgcprincipalgaya@gmail.com**
Alternate Email	**sarfrazmgc@gmail.com**
Address	**WHITE HOUSE COMPOUND**
City/Town	**Gaya**
State/UT	**Bihar**
Pincode	**823001**

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://mirzaghalibcollegegaya.ac.in/img/pdf/AQAR%20ONLINE%20SUBMISSION%20Accepted%20on%2017.10.2019.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://mirzaghalibcollegegaya.ac.in

5. Accrediation Details

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

6. Date of Establishment of IQAC	**22-Feb-2017**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Performance of Academic, Administrative and Financial Tasks	**04-Mar-2020** **3**	**15**

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

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

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

Plan of Action	Achivements/Outcomes
Stengthening of IQAC functioning	The IQAC functioning has been strengthening by meeting with the Departmental Council
Strengthening the Alumni	In progress
To enrich the Library and Laboratories	In progress
To enrich the Library and Laboratories	in progress

Student feedback	Implemented
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	10-Feb-2020

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

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	29-May-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college believes in providing the good quality education. It is impossible to endue the best plan or strategy for quality education without the data of students, teachers, nonteaching staff, books, equipment, accounts etc. Nowadays, data is the lifeline of colleges. Hence, the requirement of fast and efficient data has been the expectation of the college. To develop the potential of the students as well as to adopt new teaching methods, it is imperative to use new technology and gadgets in the college to achieve excellence result. Management Information System (MIS) is a system designed to systemically organize information related to the management of educational development. It helps in collecting and analyzing the data to yield maximum benefits to students, teachers and management. Mirza Ghalib College maintains MIS (Management Information System) for the purpose of maintaining/enhancing the institutional quality. College currently provides all IT resources to the bonafide students as well as teaching faculty and supporting staff,

through WiFi/LAN network. The college maintains customized software having different modules to care various activities. The college administrative office is fully computerized. The data concerning students' admission, registration and examination is systematically stored in such a way that any information is easily accessed by pressing the tip of the finger. It maintains database for the newly admitted student till the completion of his course. Issues of student identity card, transfer and character certificate are generated easily using the software. The college has already adopted Biometric attendance for teaching and non teaching staff to ensure the responsibility and punctuality. The smart board classes in the college helps and prepares teachers and students in making well update in the best delivery of teaching and learning. The ICT Labs of BCA, BBM and Biotech are well equipped and fully computerized with internet facility. Library is fully equipped and computerized with internet facility. The provision of digital library keeps the student well updated. The information about due books, books transactions details and library feedback is maintained through computerized facility. The library users can access the required data's such as title/subject/author/publisher of all the books in the library using the OPAC (Online Public Access Catalog). The Account section of the college is also fully computerized and managed by experts for making it convenient to handle the financial details of the college. The account section has payroll module which can make easily which makes salary vouchers, salary slips for the staffs. The Mirza Ghalib College has adopted fully cashless transaction to make transparent and powerful economy. Students can pay admission fees, examination fee, CLC fee Certificate fee and other miscellaneous fee online through their personal logins and after payment they gets receipt for their paid fees. The teaching faculties, supporting staffs and students are informed through SMS, whatsapp group and email. SMS through notification

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Mirza Ghalib College, Gaya is an affiliated college with Magadh University, Bodhgaya. The responsibilities for curriculum design and development rest on the University. The college adopts the curriculum in toto as provided by the University, taken from models of UGC curriculum. 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. These resources are available to students during library timings and can be issued on their library cards as well. 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. The college offers every possible support in conducting academic events. The implementation of the curriculum, co-curricular activities and other academic related activities are monitored by Departmental Heads and academic committee, college IQAC and Principal/ Professor In-charge. The Principal /Professor In-charge conducts regular meetings with the heads of all departments to develop various strategies for effective implementation of curriculum and encourages teachers to impart the curriculum through innovative teaching methods. Teachers are also encouraged to attend workshop on new teaching learning techniques and styles organized by academic institutions and universities. They are supported to participate in orientation / refresher courses / workshops and other

training programs to enhance and update their knowledge base, teaching and pedagogical skills.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
HUMAN VALUE	09/01/2020	68
PROFESSIONAL SKILL	12/02/2020	78
WOMEN EMPOWERMENT	16/07/2020	217
AIR POLUTION	26/07/2019	190
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	GEOGRAPHY	152
BA	HOME SCIENCE	82
BA	SOCIOLOGY	54
BSc	PHYSICS	108
BSc	CHEMISTRY	138
BSc	MATHEMATICS	163
BSc	BOTANY	149
BSc	ZOOLOGY	260
BA	PSYCHOLOGY	124
BA	ECONOMICS	22

BA	ENGLISH	62
BA	HINDI	29
BA	URDU	168
BA	POLITICAL SCIENCE	58
BA	HISTORY	138
BA	PERSIAN	6
BA	PHILOSOPHY	9
BA	A I & A S	12
BCom	COMMERCE	548
BCA	COMPUTER APPLICATION	160
BBM	BUSINESS MANAGEMENT	142
BSc	BIOTECHNOLOGY	26
MA	PSYCHOLOGY	51
MA	POLITICAL SCIENCE	39
MA	HISTORY	72
MA	ENGLISH	35
MA	URDU	36
MA	HINDI	24
MSc	PHYSICS	52
MSc	CHEMISTRY	55
MSc	MATHEMATICS	120
MSc	BOTANY	64
MSc	ZOOLOGY	110
MCom	COMMERCE	120
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The college has a well-functioning feedback collection mechanism in place. The college collects feedback from students, teachers, parents, employers and alumni in a regular fashion to help improve various facets of teaching and learning environment. The feedback is collected under two heads course evaluation and teacher evaluation. Under these two heads, the following sets of questions are asked from students. Course evaluation 1. whether the present course is beneficial for student's career 2. whether the course is completed on

time 3. whether co-curricular activities are conducted during course completion 4. whether there were sufficient numbers of reference books related to course available in the library 5. whether the syllabus has the ability to make your all round development 6. whether internal evaluation is completed within the time span Teacher evaluation 1. Does the course instructor/teacher have the subject knowledge? 2. Does the teacher have effective and students-friendly communication skills? 3. whether teacher has sincerity and commitment towards teaching and students 4. Are teachers able to invoke interests in subjects? 5. Does the teacher have the ability to integrate course material with environment / other issues to provide a broader perspective? 6. Are teachers accessible in and out of the classrooms? 7. Do teachers have ability to design quizzes/internal tests/assignments/examinations and projects to evaluate students for understanding of the course? After collection of the feedback from students, it is analyzed for development of various facets of the institution. Heads of all departments under the guidance of IQAC collect the feedback and present it succinctly to the Principal/Professor-in-charge. The Principal immediately comes up with changes which are necessary to be brought about. As per the analysis of the feedback, teachers are called upon by heads of departments to take note of the weaknesses and strengths of students in regards to the course evaluation. As for the feedback collected under teacher evaluation, the Principal/Professor In-charge calls up the faculty meeting, discusses the feedback analysis, and asks teachers to attend to the inadequacies as reported and enhance further their strengths in line with the contemporary pedagogical practices. There are regular interactions with parents. Such interactions are aimed at enhancing a positive connect with them. Unstructured feedbacks taken from parents during such interactions are of immense value to the academic committee. Alumni meet is organized, and alumni are often invited in various functions held in the college. An interaction with them is kept, where faculty and Principal/Professor-in-charge are present. Thus, with an effective feedback collection and analysis mechanism in place, combined with quick and necessary measures taken to enhance the teaching-learning process, the institution is growing in leaps and bounds in order to ensure that the best possible education in all spheres, customized to the needs, demands and aspirations of the changing times is imparted, while not compromising on the mission and vision of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	A.I. & A.S.	20	46	20
BA	Bio-Technology	40	23	20
BSc	Botany	140	251	140
BCA	Bachelor of Computer Application	90	148	90
BBM	Bachelor of Business Management	120	62	62
BSc	Chemistry	200	397	200
BCom	Commerce	640	857	684

BA	Economics	120	184	120
BA	English	160	235	160
BA	Geography	240	366	240
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	7594	1313	83	49	49

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
83	63	130	8	5	10
[View File of ICT Tools and resources]()					
[View File of E-resources and techniques used]()					

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

In keeping with its mission of fostering intellectual competence, professional discipline, academic excellence and students' overall development, the college has established a student's mentoring system. The objective of the mentoring system is to establish a cordial students- faculty relationship, and monitor, counsel and guide students in academic journey and personal life. Effective mentoring begins with teachers delivering course curriculum effectively, solving confusion and problems of students lovingly, and continues with teachers' readiness to guide them, and counsel them emotionally, whenever necessary. Students often need academic guidance, professional skilling, and emotional and psychological counseling. A mentor is the one who acts as a course instructor and a friend as well. In consultation with the college IQAC, academic committee and other committees, the heads of all departments prepare a list of mentor-students ratio. Each faculty is the mentor of 50 to 100 students. Each mentor collects personal information from their students, asks them course related problems, and then provides necessary guidance and counseling. Critical issues pertaining to any student ward, if any, are brought to the notice of the head of the respective department. The head of the department and Principal/Professor in Charge takes all necessary measures to ensure immediate redressal of such issues. Types of mentoring in the institution: Professional Guidance: Mentors guide students in choosing higher education, study programmes, selection of career options, and professional goals. Career Advancement: Students are provided guidance and counseling on self-employment opportunities, entrepreneurship development, and integrity required for career growth. Course Specific: All students are given adequate time to remedy course related problems. Their overall performance in the programme is continuously monitored by all mentors. Lab Specific: Students from science disciplines are provided with a list of Don'ts and Do's for effective running of lab tutorials and experiments. Specific training programmes on use and utilization of lab are also arranged for students. Gains from Students Monitoring System: • It helps in inculcating discipline, punctuality and motivation among the students. • It helps in addressing conflicts in attitude, and raising habits towards learning practices. • It helps in tracking academic performance of students and their personal growth. • It helps in ensuring overall mission and vision of the institution. Responsibilities of mentors • To continuously motivate, monitor, counsel and guide the students in all academic matters. Maintain progressive report of the student. • Advise students in their career development. • Contact parents /guardians. • Meet students in a group at least one in a month. • Mentors communicate with fellow faculties and Head about mentee for further interest. • To provide individual recognition and encouragement. • Build up confidence among the mentee and to support at

psycho social level. • To create a healthy environment. • To make a strong foundation and base of curriculum to reach greater height in higher education. • To give diverse academic and inter disciplinary exposure. • To make balance between academic and extra-curricular activities. • To recognize individual insider perspective and to encourage, and to develop leadership quality.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
9390	83	1:113

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
57	55	2	20	55

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Sarim Abbas	Assistant Professor	Teaching Excellence Award 2020 EPOCH-Centre : UGC, with association Guru Nanak College, Chennai and Novel Academy, Nepal
2020	Dr. Zeaur Rahman Jafri	Assistant Professor	Swadhinta Gaurav Samman 2020
2020	Dr. Zeaur Rahman Jafri	Assistant Professor	Gyanoday Sahitya Samman 2020 (Karnataka)
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	006	2018/2020	01/12/2020	31/12/2020
MSc	005	2018/2020	01/12/2020	31/12/2020
MA	004	2018/2020	01/12/2020	31/12/2020
BBM	007	2019/2020	11/11/2020	31/12/2020
BCA	007	2019/2020	11/11/2020	31/12/2020
BCom	003	2019/2020	01/12/2020	31/12/2020
BSc	002	2019/2020	01/12/2020	31/12/2020
BA	001	2019/2020	01/12/2020	31/12/2020

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

Continuous Internal Evaluation (CIE) system is an assessment of performance of teaching and learning process. The college has adopted CIE since a long time and taken a number of reforms and revisions in CIE as per the guidelines of the Magadh University to which it is affiliated. It assesses all aspects of a student's development on a continuous basis throughout the year. The university introduced the semester system and credit based system at P.G. level from academic year 2012. The following reforms have been initiated in CIE: • Students are made aware of the evolution process through orientation programmes at the beginning of the session. • Scheduling of internal examination and preparing the question paper for internal examination in the prescribed format. • Conducting tutorial and remedial classes to clarify doubts and solve in-depth question/problems. Remedial measures are taken for slow learners as revision of important topics, clarification doubts etc. • Unit tests are conducted before each examination. • Robust scrutiny of the question paper prepared for the internal examination is carried out by Head of Departments/ Subject Experts to ensure the quality of the paper. • Students are monitored for attendance in class lectures, as well as in seminars/workshops/training programmes etc. organized time to time by the departments. • Monitoring of student's attendance helps in identifying student's learning outcomes. • Marks are awarded on the basis of performance of students obtained in assignment participation in different activities as seminar, workshop, competitions, field trainings, regular attendance etc. • The results of students are displayed on the notice board of the respective department. • The performance of students is monitored by the Head and teachers of respective departments. Due care is taken to identify slow learners and help them catch up with others, so that the class disparity in learning outcomes be reduced to the extent possible. • The design of continuous internal evaluation is based on uniqueness of the course of each department. • The department of the College decides on the nature of assessment as MCQS, practical project, Power point presentation, field works, seminar etc.

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

The Academic Calendar is prepared by Magadh University, Bodhgaya at the beginning of each year after the Vice Chancellor conducts meetings with IQAC, HODs and Coordinators, Examination Controller, Research Committee and Sports Committee members. Mirza Ghalib College, Gaya (affiliated to Magadh University, Bodh Gaya) fully adheres to and follows the academic calendar laid down by the University. Academic calendar is a source of information and planner for students and teachers as well as it immensely contributes to achieve the goals of teaching-learning, as programme outcomes, programme specific outcomes and course outcomes. The Academic Calendar for 2019-20 displays dates for our annual examination, evaluation, sports day, and presentations by all Departments and Committees for the annual Academic Audit. The main reason for setting these dates in advance is to enable the Mirza Ghalib Colleges various departments to schedule their own departmental programmes and events. It also encourages students in their academic and extracurricular activity planning. The Magadh University schedules the examination dates and notifies the colleges, which are then integrated into the academic calendar as required. Since the Magadh University conducts the yearly examinations for all the courses in 2019-20, the College is obliged to follow these dates for examinations. The dates for internal examinations for self financed courses, that are necessary, are scheduled well before and displayed on the notice board. After every examination, the last date for submission of mark sheets is declared. Notifying the last dates for submission of mark sheet has really

2.6 – Student Performance and Learning Outcomes

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

https://mirzaghalibcollegegaya.ac.in/?pg=home#!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
006	MCom	COMMERCE	120	117	97.5
005	MSc	ZOOLOGY	90	87	96.66
002	BSc	MATH	220	218	99.09
002	BSc	CHEMISTRY	200	196	98
002	BSc	BOTONY	140	135	96.42
001	BA	URDU	230	229	99.56
001	BA	SOCIOLOGY	120	114	95
001	BA	PSYCHOLOGY	240	233	97.8
001	BA	POL. SC.	180	172	95.55
001	BA	PHILOSOPHY	20	20	100
001	BA	PERSIAN	6	6	100
001	BA	HOME SCIENCE	60	55	91.66
001	BA	HISTORY	220	212	96
001	BA	HINDI	60	56	93
001	BA	GEOGRAPHY	240	232	96.66
001	BA	ENGLISH	161	156	96.89
001	BA	ECONOMICS	120	114	95
001	BA	ANCIENT HISTORY	20	20	100
005	MSc	PHYSICS	90	89	98.88
005	MSc	MATH	120	114	95
005	MSc	CHEMISTRY	90	89	98.88
005	MSc	BOTANY	72	69	95.83
004	MA	HISTORY	120	119	99.16
004	MA	URDU	67	65	97.01
004	MA	POL. SC.	58	57	98.27
004	MA	ENGLISH	56	55	98.21
004	MA	HINDI	25	25	100
004	MA	PSYCHOLOGY	120	118	98.33

003	BCom	COMMERCE	640	626	97.81
002	BSc	ZOOLOGY	240	229	95.41
002	BSc	PHYSICS	240	227	94.58
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2.7 – Student Satisfaction Survey

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Intellectual Property Rights (IPR)	Zoology	24/02/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

Name of the Department	Number of PhD's Awarded
ZOOLOGY	2
COMMERCE	2

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

Type	Department	Number of Publication	Average Impact Factor (if

			any)
National	CHEMISTRY	2	2.72
International	PHYSICS	6	3.10
National	ZOOLOGY	3	0.37
National	COMMERCE	2	0
National	HINDI	3	0
National	HISTORY	2	1.90
National	POLITICAL SCIENCE	1	0
National	URDU	2	0
International	ECONOMICS	3	1.66
International	PHILOSOPHY	5	2.90
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	1
Philosophy	1
Urdu	1
Hindi	5
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Crystal Engineering and Magnetostructural Properties of Newly Designed Azide/Acetate-Bridged Mn12 Coordination Polymers	Mohd faizan	Crystal growth and design	2019	2	Mirza Ghalib College, Gaya	2
Cocrystallization of 2,3-dimethylquinoxaline with 3,5-dinitrobenzoic acid: Crystal	Mohd faizan	Journal of molecular structure	2019	2	Mirza Ghalib College, Gaya	2

structure, Hirshfeld surface, spectroscopic features and DFT studies						
Exploring the Ce3 ions doping effect on optical and magnetic properties of NiO nanostructures	Mohd faizan	Journal of magnetism and magentic material	2019	3	Mirza Ghalib College, Gaya	3
An environment Kuznets curve for ecological footprint: Evidence from GCC countries	Kashif Mansoor	Carbon Management	2019	14	Mirza Ghalib College, Gaya	14
Minimum Wage Compliance and Household Welfare: An Analysis of over 1500 Minimum Wages.	Kashif Mansoor	IZA Journal of Labour Institute	2020	2	Mirza Ghalib College, Gaya	2
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

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

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

Number of Faculty	International	National	State	Local

Attended/Seminars/Workshops	32	83	2	Nill
Presented papers	1	1	Nill	Nill
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Traffic Awareness	Magadh University, Bodh-Gaya	2	32
Pre RD camp Practice and Training	Mirza Ghalib College, Gaya	3	17
COVID-19 Awareness	Mirza Ghalib College, Gaya	2	26
Food Distribution during COVID-19	Mirza Ghalib College, Gaya	3	12
Volunteer on NSS duty	Mirza Ghalib College, Gaya	2	9
Thermal Screening	Mirza Ghalib College, Gaya	2	10
Hand Sanitization	Mirza Ghalib College, Gaya	3	14
Mask Distribution	Mirza Ghalib College, Gaya	2	12
Craft Classes in Slum	Mirza Ghalib College, Gaya	3	18
Participation in 82nd CRPF Anniversary	159 Battalion CRPF Camp, Gaya	2	28
Participation in awareness Programme Against Child Labour	Magadh University, Bodh-Gaya	2	19
Yoga Day Celebration	Mirza Ghalib College, Gaya	2	24
Cultural Activities	Mirza Ghalib College, Gaya	3	16
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Noise pollution	Bihar State Health Society	Awareness programme	3	52
Covid 19 Awareness programme	ASEAN, Faridabad, Haryana	Awareness programme	2	95
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

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

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4800000	4600000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing

Seminar Halls	Existing
Laboratories	Newly Added
Campus Area	Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Self development	Partially	1.1	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	30011	3982500	115	5750	30126	3988250
Reference Books	500	147000	4	3000	504	150000
Journals	50	20000	Nill	Nill	50	20000
CD & Video	63	3150	10	1200	73	4350
Library Automation	5900	Nill	5000	Nill	10900	Nill

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	115	3	14	12	5	12	7	100	0
Added	3	0	0	0	0	0	0	0	0
Total	118	3	14	12	5	12	7	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Backup facility of ICT expert	https://docs.google.com/spreadsheets/d/1Cg1byEGX149ULFCaixSRzAQWwPfTkhnw/edit?rtpof=true&sd=true

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
500000	490000	375000	372000

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

• We believe on providing students with the highest quality education possible. It is no longer possible to provide high-quality education without the use of smart rules and procedures.. • Physical maintenance is vital component for a college. It sustains and develop an academic excellence in consistency. The college has building committee that look after the maintenance of laboratory, library, sport complex, computer, classroom etc, to ensure maximum benefit to the students as well as teaching and non teaching staff. • The college makes budget provision for every year under different heads for maintaining and utilizing the infrastructure facilities. • The allocated funds are utilized under the observation of various monitoring committees such as Lab maintenance committee, library committee, sports committees, and student feedback committee. • There is a stock maintenance committee in every department under the H.O.D of the concerned departments who maintains the stock register by physically verifying the items round the year such as books of departmental seminar, furniture, tools, equipment etc. Laboratory • Record of equipment is maintained by lab technicians lab assistants under the supervision of the Head of the Department. • Simple and general maintenance of equipment is done by departmental lab technician. • Major problem in sophisticated equipment is done by outsourcing agencies. • There is a system of disposal of waste of all types such as chemicals, biodegradable, e waste etc. Library • The college has a rich library with two separate reading rooms for teachers and two separate reading halls for students besides departmental seminars. • A house staff book binder who helps to preserve old books. Library staff maintains books, journals, magazines and daily news papers. Sports • The college motivates students to take participation in different tournaments. Our students have brought so many trophies and medals every year and make the college proud. • The college has a well furnished and equipped hall for indoor games such as Table Tennis, Boxing, Wrestling, Weight lifting, Gym etc. • The sport incharge of the college looks after maintenance of the indoor hall. Computer • With the evolving of techniques of teaching we have installed smart classrooms where different teaching methods are being practiced by teachers. • The college has well furnished computer labs. The administrative office is fully computerized. • General maintenance of computers and updating of software is done by lab assistants. • Computers WiFi and other technical gadgets and electronic appliances like projectors, printers etc are maintained by outsource agencies.

Class Rooms • There are technicians, masons, plumbers, carpenters, electricians, gardeners, sweepers who ensure the maintenance of class rooms and campus infrastructures. • Regular maintenance of the water coolers and water purifiers is done by outsourcing agency.

https://mirzaghalibcollegegaya.ac.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Half Free ships / Poor Boys Fund	425	150785
Financial Support from Other Sources			
a) National	SC / ST, OBC, Minority Scholarship	4516	15403030
b)International	NIL	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
International yoga day	21/06/2019	30	NSS
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Personal Career Counselling	204	204	68	87
2019	Computer Literacy Pragramme	132	132	65	75
2020	Personality Development	235	235	74	67
2020	Bridge Course	230	230	70	64
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	90

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIl	Nill	Nill	NIL	Nill	Nill
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	980	B.A, B.Sc, B.Com Part III (Hons.)	Urdu, Hindi, English, Psychology, Pol.Science, History, Commerce, Physics, Chemistry Mathematics, Botany, Zoology	Magadh University, Bodhgaya, Mirza Ghalib College, Gaya	M.A, M.Sc, M.Com
[View File](#)					

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

Items	Number of students selected/ qualifying
NET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Wrestling	Magadh University Inter College Wrestling Tournament organized by S.N. Sinha College, Aurangabad	10
Table Tennis	Magadh University Inter College Table Tennis Tournament organized by G.B.M. College, Gaya	4
Badminton Tournament	Magadh University Inter College Badminton Tournament organized by	10

	Mirza Ghalib College, Gaya	
Cricket	Magadh University Inter College Cricket Tournament organized by Gaya College, Gaya	15
Cricket	INFINITO Sports Fest - IIT, Patna	15
Boxing	Magadh University Inter College Boxing Tournament organized by S.M.S.G. College, Sherghati, Gaya	10
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a students council representing students community on various academic and administrative issues. It expresses students requirements and expectations to the authorities and acts as a link between the college administration and students. It also 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 college has formulated method for choosing a class representative based on class performance, which is evaluated on a session-by-session basis. These class representatives form a student council that elects a college representative from among them. The students council and college representatives conduct several activities based on the students' needs and interests. The council plays an essential role in the 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 well being of those who are the needy people. The college supports the council members in planning and organizing programs as required. Through such activities, students are motivated to develop their leadership skills. The important days, such as National Festivals, Bharat Swachchta Abhiyan, Digital India Mission, Constitution Day, Martyr Day, Flag Day, Birth/Death Anniversaries of important leaders, International Women's Day, Yoga Day, Sports Day, Non-violence Day, Teachers Day, Fresher's Day, Farewell Party, World Literacy Day, World AIDS Day, etc. are also observed by the college and student members of the associations with sole and paramount participation of students which make the event a grand success or a memorable one. The students council and college representatives will be in pursuit of a number of different activities, and to represent the class representative in particular, as well as all college students in general. They also find and help students at the college with their problems. The council supports and promotes students' involvement in planning

and engaging in all college events. The principal of the college and the Governing Body is invited in various prize/award ceremonies in order to raise the students morale by acknowledging their distinctive skills and phenomenal performance in different activities. These activities and conduct have not only helped students to shape their personalities, but also council members in becoming effective leaders. The council members exemplify teamwork, commitment, and honesty in every way. The college council and representative maintain good and friendly relations, between the college staff and students. The College council conveys student's opinion and suggestions concerning the Head, Principal and the Governing Body of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

22

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

5600

5.4.4 – Meetings/activities organized by Alumni Association :

Career counselling

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization To work towards a decentralized governance structure, the college has a framework for delegating authority and ensuring organizational autonomy to all the different functionaries. Principal In order to fulfill the Colleges Mission and Vision, the Governing Body assigns all academic and functional decisions based on policy to the 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 operation and continuous development of the college in both teaching and non-teaching areas. Professor In-charge conducts frequent meetings of Heads and faculty members to discuss academic issues and policy matters while ensuring that decentralization and participatory management processes are followed. IQAC has the authority to implement quality policies that are discussed and organized in a number of meetings during the session. Modern Teaching aids have been provided to all the departments. Central Library and department seminar libraries have been enriched with new books and journal. Teachers are represented on different committees/cells and are given the opportunity to run various programs and demonstrate their skills. They are encouraged to gain leadership experience by leading a range of academic, co-curricular and extracurricular activities. Participation in refresher/orientation programs, as well as attending lectures and workshop has been promoted. Departmental and Heads meeting are held on a regular basis to evaluate academic progress. The library, admission section and accounts office will be fully computerized in the near future. The following committees have been formed to ensure that the College implementation and development are successful. Other departments of the College, such as athletics, the library, and the CEC, have organizational autonomy under the

direction of various committees/cells. Committee Role and Responsibilities • Academic Program Committee Academic advancement and monitoring of different teaching and learning activities. • Examination Committee Exams and evaluation conducted internally. • Research Committee Academic and Scholastic activities. • NSS NCC Committee Activities related to the NSS and the NCC. • Career Counselling Cell TPO Students training and placement programs, as well as counselling. • Culture Education Centre Games Committee Sports and cultural activities are planned, executed, and supervised. • Students Grievance redressel Cell Attendance and solution of student issues. • Women's Cell Constituted to help maintain a harmonious atmosphere. • Library Learning resource management. The administration has established frequent and continuous contact with all of its stakeholders through well-articulated bodies that operate both horizontally and vertically through various college committees to informal fora of interactions with students, and has agreed on two practices, the first of which is girls education, and the second of which is a healthy administrative atmosphere. To provide modern and vocational education for the girls in the community. To educate the girls about social evils and inequality. For all-round growth and quality maintenance, the Professor In-Charge plays a dynamic role in upgrading infrastructure, providing necessary academic facilities, introducing new programs, and making new teaching – learning opportunities accessible.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	• MOU with Symbiotic Software integrated Pvt. Ltd., Gaya.
Human Resource Management	• The management encourages and provides conducive environment to its teaching and nonteaching staff to enhance their professional development. • The management encourages and motivates the faculty members and the employees to perform their assigned duties with honesty and diligence. • The college is committed to the overall progress of its faculty members and staffs for this, computer training, short term training programs in discharging duties and other administrative activities are periodically conducted. • The college motivates its employees merit and talent by giving them representation in the various committees. • Regular appointment of teachers as per norms. • Regular appointment of nonteaching staff as per norms. • Shortfall in the staff is met through the adhoc and contractual engagement.
Library, ICT and Physical Infrastructure / Instrumentation	• Computerised library has been developed. • Software for Library Management System has been purchased

	and installed since 2017 in the library. • The books manually maintained in accession register are being entered through the above software. The library management System Software has provision for automated generation of catalogue, accession register, book issue and return register. • The software has been developed to suit the need of our library and has been designed to meet web based requirements. • A collection of rare books, manuscripts such as Khulasa Muntakhabut Tawarikh in Persian, a handwritten manuscript is as proud of the college.
Research and Development	• The research promotion cell creates an environment, eco system and a research culture for innovations and extensions in collaborating with different department councils of the college. • The college extends all the possible support to supervisors and researchers. • Autonomy to the Principal investigator. • Timeoff, reduced teaching load, special leave etc. to teachers. • Support in terms of technology and information needs. • Adequate infrastructure and human resources. • Timely availability or release of the sources. • To prepare proposals for projects of different funding national agencies. • To develop laboratories of science faculties in context of ongoing research. • To develop interdisciplinary research activities and collaborations. • To develop a Central Instrumentation Facility (CIF). • To setup language lab. • To establish elibrary and upgrade the existing facilities of central library and departmental seminars • Active participation of faculty members in seminar / Conferences / Workshops / training Programs. • Facilitation of timely submission of thesis. • To encourage students participation in Research. • Many of the faculty members have been actively engaged in supervising Ph.D. scholars. • A few teachers are on the Editorial Board of Journals and publications homes. • Teachers are also members (Annual/Life/Fellow) of the learned bodies. • A progressive increase in Research Publication is evident.

Examination and Evaluation	• The Academic progress of students is measured on the basis of continuous examination and evaluation. • Each and every department has freedom to decide their own process and mechanism of internal assessment based on subject. • Faculties have autonomy and freedom to go for more depth on preparation of modalities of assessment and evaluation. • Such as, unit test, quiz test, group discussion, presentation, project works, seminar, lab skilled observation, field works, participation in extracurricular activities as well. • Question paper pattern is revised and designed in accordance with the learning outcome and categories of the students. • The examination and evaluation is a tool for enhancing and enriching teaching learning.
Teaching and Learning	• Students centric teaching learning has to be the norm of the college. • The College is accountable to each and every stakeholder. • It is answerable to the society at large. • The foremost objective of education is to train students to take charge of their own learning. • Systematic implementations of all processes. • Needs of each and every students are served and grievances are addressed. • Evaluation process is impartial and transparent. • Evaluation process is evidence based and feedbacks are uniformly executed. • New Smart Classrooms, • Use of ICT. • Reading room facilities for teachers in central library. • Reading Hall for students in central library. • Projects and presentations have become part of internal assessment for all departments. • Teachers are being encouraged to use ICT. • Methodology of teaching is going to be more based on ICT.
Curriculum Development	• The responsibilities of processes, system and structure for curriculum design and development is on University. The college adopts the curriculum provided by University. • With the commencement of each academic session the college IQAC, academic committee and other committees in consultation with heads of all concern departments under the Chairmanship of Principal/Professor Incharge plan delivery and execution of curriculum. • The all heads of departments distribute

	the topics and chapters among the available resource potential of teachers and fixed the responsibilities as who, how and when to be carried out. • The college takes it as a challenge to ensure effective delivery of curriculum within a limited time frame of academic calendar. • The implementation of the curriculum, cocurricular and other related activities are monitored by the Departmental Heads and academic committee, college IQAC and Principal / Professor In charge. • The Principal/Professor Incharge conducts regular meetings with the Heads of the different Departments to develop different strategies for effective implementation of curriculum and encourages teachers to impart the curriculum through innovative teaching methods. • The planning and implementation of curriculum of college have focus on employability, entrepreneurship and skill development with giving stress on teaching learning outcomes as Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COS).
Admission of Students	• The college being a linguistic minority institution within the meaning of article 30(1) of the constitution is exempted from policies on reservation. • The college is committed to social justice and ensures admission of marginalized and weaker section as SC/ST/OBC/ differently abled. • Admission is very transparent. • In regular courses admission is on the basis of marks, while in vocational courses the admission is taken through an entrance test and interviews.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	• Biometrics attendance is installed for making attendance of teaching and non teaching staff.
Administration	• Administrative office is fully computerized with internet facilities. • Fees collection is done through the computerized system. • Communication with Parental University, State Government, UGC, AISHE, NAAC takes place through internet.
Finance and Accounts	• Finance and accounts of the college

	is also maintained with the software developed by the college.
Student Admission and Support	• Record of students admission is also maintained through the computers. • Different scholarships are applied through the internet.
Examination	• Results of examinations of students are also maintained in computer system.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr Sarim Abbas, Asst. Professor. Dept of Philosophy	Philosophy of intersubjectivity in existentialism and buddhism	Nill	1000
2020	Dr. Zeaur Rahman Jafri, Asst. Professor, Dept. of Hindi	Hindi Ghazal Main Prakriti aur Prem	Nill	1500
2019	Dr. Nikhat Tabassum, Asst. Profesor, Dept. of Urdu	Kanhaiya Lal Kapoor Ek Mukhtasar Jaiyza	Nill	1500
2019	Kashif Mansoor, Asst. Professor. Dept. of Economics	Occupational Segregation in the Indian Labor Market: A Socio-religious Perspective	Nill	2000
2019	Prof. Md. Razauddin, Head, P.G. Department of Zoology	Workshop on Research Based Pedagogical Tools	Nill	1500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Intellectual	Workshop on use of	12/02/2020	13/02/2020	35	40

	property rights	ICT for non teaching staff.				

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short term programme	1	11/07/2020	17/07/2020	7
Professional development programme	1	21/06/2020	27/06/2020	7
Orientation programme	1	29/11/2019	19/12/2019	21
Online teaching course	2	27/07/2020	02/08/2020	7
Online induction programme	1	11/05/2020	21/05/2020	14
FDP programme	7	27/07/2020	08/08/2020	14
FDP AMU Online Teaching training	1	28/07/2020	29/07/2020	2
Course training programme	1	11/05/2020	21/05/2020	14
Swayam Aprit Online Course Certification	1	27/01/2020	16/02/2020	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	12	Nill

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

. The account department of the college conduct internal and external financial audit regularly. The account department maintains the records of all the receipt and maintain the income and expenditure and the balance sheet of

internal and external incomes. All the supporting documents and vouchers are maintained and recorded. The account section is overall under control of Bursar and Prof.inCharge and Secretary, Governing Body of the college. The college sets its income and expenditure audited by reputed Chartered Accountant.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

19085172

6.5 – Internal Quality Assurance System

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

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

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

1. Parent feedback. 2. Sports meet. 3 . seminar on Cyber crime

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

1. Workshop on skill development for non teaching staff. 2.Awarness Programme on Cyber Crime. 3. Workshop on use of ICT for non teaching staff.

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

1. To strengthen the research promotion cell. 2. Use of ICT in administrative office. 3. Uses of Green Energy

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Internal Evaluation of the Students	18/02/2020	18/02/2020	19/02/2020	11
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Empowerment (Legal Power of women))	17/11/2020	18/11/2020	155	27

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

Percentage of power requirement of the University met by the renewable energy sources
The college is very consciousness on environment . Emphasis was given on cleanness in entire campus. The college maintained all 32 solar panels for supplementing the need of electric supply in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Provision for lift	Yes	2

7.1.4 – Inclusion and Situatedness

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

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

Title	Date of publication	Follow up(max 100 words)
Student handbook	06/07/2020	• Respect for ethnic and religious diversities. • To Prepare students for cohibition in diverse social world. • To inculcate the value of freedom, equality and fraternity. • Developing students socially conscious, morally upright, spiritually oriented, and aesthetically inclined and an intellectually well formed person. • Promote and evolve patriotism, national

		integration and national culture. • To implement the code of conduct for students.
Employee handbook	06/07/2020	• To make all stakeholders understand human values and professional ethics. • To instill moral and social values and loyalty. • To appreciate the values of rights and duties. • To implement the code of conduct for employees.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Awareness Program for COVID-19	10/07/2020	11/07/2020	235
Awareness Program on Cyber Crimes	04/08/2020	04/08/2020	189
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice No1: Title: E Administration Objective: The goal is to establish a transparent, efficient, and quick job disposal system that can be watched and studied by many stakeholders. The Situation: The Principal Office, Establishment Section, Account Section, Examination, Central Library, Proctorial Board, NSS, and various committees and cells administer 22 programmes.. The process of admission, fee collection, registration, issue of books in library, examination areextensive tasks to handle and maintain. There are so many other diverse affairs such as accounting and budgeting. These circumstances compel to adopt and administer through ICT. It is achallenge for the college to train all the clerical staff to handle their work through Information and Communication Technology(ICT). The Practice: E administration is being implemented.Management and Information System (MIS) software is going to be designed to cover the various administrative and financial task of the college. Admission, pay roll fee collection and accounting reports generation are implemented networking of all the departments and sections through wi-fi. Evidence of Success: The biggest evidence of success is that the functioning of different sections and offices has become efficient and swift. Problems Encountered and Resources required: It was a challenge to train the staff. Best Practice No. : 2 Title Program Association Objective : The objective is to provide a platform to become leaders of the future. The Context: The College is eager to help students improve their skills. Through a support-based structure, the college has taken constructive and positive initiatives to establish a welcoming and accommodating atmosphere for all stakeholders. The institution offers all departments free rein to organise all types of extracurricular activities while providing appropriate support to achieve the desired results.

Evidence of success: The evidence of success in that association provides the students with an opportunity to organize academic activities such as seminars, debate competition quizzes and other co-curricular activities in the departments, and also organize other activities as per the need and demand. Problems Encountered resources required Faculties and students were reluctant in the beginning but now all the activities are being held regularly.

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

https://mirzaghalibcollegegaya.ac.in/?pg=photoculturalgallery

7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

https://www.mirzaghalibcollegegaya.ac.in

8.Future Plans of Actions for Next Academic Year

 Curriculum Effective implementation, execution and delivery of planned curriculum through innovative teaching methods and co curricular activities. Teaching Learning and evaluation. • To start online admission process. • To strengthen the mechanism of identifying slow and advance learners. • To start awareness programs for slow learners through remedial and tutorial classes. • To organize skill development and personal development programs for advance learners. • To arrange more supportive methods of teaching and learning such as group discussion, seminars, workshops, project works, field works etc. • To develop skill and talent of teachers by encouraging for seminars/workshops/refresher course. • To appoint permanent teachers, for the smooth and proper running of classes. • To appoint Adhoc teachers for organizing other academic and cocurricular activities. • To strengthen the continuous internal evaluation systems. Research Innovation Extension • Promotion of

research culture among the faculties. • To setup language lab. • To motivate faculties for regular participation in seminars/conferences/workshops. • To develop research laboratories in science faculties. • Publication of research papers in national and international journals. Infrastructure • Construction of new class rooms. • Renovation of old class rooms. • Construction of two smart classes. • Renovation of NSS Hall. • To develops ITC facilities. Student support and progression. • To develop a competitive environment for students, to improve their skills in qualifying in state/ National/NET/SLET/GATE/CAT/Civil Services examinations. • To organize more cultural activities and prepare students for outstanding performance in national/International level events. • To win more awards and medals in sports by developing spirit among the students. • To organize more social activities by NSS team. • To strengthen the Alumni association. Governance Leadership and Management. • To achieve new height in academic performances. • To strengthen the working of administrative office. • To create more healthy environment among the teachers and students. • To encourage resource mobilization. • To develop E governance, and ERP system. Institutional values and best practices. • To install more solar plates. • To prepare code of conduct, handbook for students, administrative staff and teachers.