YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	MIRZA GHALIB COLLEGE, GAYA
• Name of the Head of the institution	Dr. Md. Ali Hussain
• Designation	Professor In-Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06312220778
• Mobile no	9473324141
• Registered e-mail	mgcprincipalgaya@gmail.com
• Alternate e-mail	naacmgc2017@gmail.com
• Address	WHITE HOUSE COMPOUND
• 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.	**06312220778**
• Alternate phone No.	**9473324141**
• Mobile	**9473031285**
• IQAC e-mail address	**naacmgc2017@gmail.com**
• Alternate Email address	**mgcprincipalgaya@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://mirzaghalibcollegegaya.ac.in/?pg=naac
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	**02/02/2017**

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
0	**0**	**0**	**0**	**0**

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	**02**

• 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)

• Significant contributions made by IQAC during the current year • Enhancing Teaching Learning Activities • Student Centric Activities. • Organizing Training/Workshop/Seminar. • Continuous Quality Improvement. • Monitoring Academic Standards.

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
Regular Academic Committee-	**Academic Committee meeting for developing curriculum deliery, assessment practices and evaluation criteria to maintain quality of education offered by the college.**
• Students engagement in events/fests/ tourism etc.	**Students organised and participated in speech competition on'Meri Maati Mera Desh', they also organised Nukkad Natak for their overall development.**

13. Whether the AQAR was placed before statutory body?	**Yes**
• Name of the statutory body	

Name	Date of meeting(s)
Governing Body	20/10/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023-2024	21/01/2025

15.Multidisciplinary / interdisciplinary

Mirza Ghalib College, located in Gaya, is a minority institution affiliated with Magadh University in Bodhgaya, Bihar. The college adheres to the curriculum prescribed by the University. Its educational approach emphasizes a multidisciplinary and interdisciplinary perspective. This approach focuses on diverse viewpoints and various disciplines to illustrate themes, concepts, and issues. The postgraduate (PG) program at Mirza Ghalib College comprises two semesters in each academic session. Students pursuing their main subject or field of study can choose subject-specific electives. Additionally, the college offers discipline-related elective courses with an interdisciplinary approach, aligning with the University's curriculum. Mirza Ghalib College also administers two Aptitude Enhancement Compulsory Courses (AECC), which are qualifying in nature. Students must successfully complete both AECC courses. Furthermore, students engage in assignment and project work related to Institutional Social Responsibilities, including activities associated with the Swatch Bharat Abhiyan initiative. Mirza Ghalib College Gaya an institution recognized under the University Grants Commission Act, operates in alignment with the guidelines set by Magadh-University Bodh-Gaya Established to provide comprehensive education to students in career-oriented course. The Mirza Ghalib College presently offers 12 degree courses 11 P.G and various vocational programs such as B.B.A, B.C.A and Bio-Tech to nurture a holistic educational experience. While the academic curriculum primarily focuses on Hindi, Urdu, Science, Commerce, Economics, Philosophy and Computers, the institution's ethos extends beyond conventional learning. Emphasizing skill development and moral values, the college integrates art, culture, environmental initiatives, healthcare, and community development into its educational fabric. Subjects such as Urdu, Hindi, General English, Science, Commerce, and Economics, are part of every degree program. Additionally, the institution conducts sessions focusing on interview preparation

16.Academic bank of credits (ABC):

Under National Education Policy (NEP) 2020, the Indian government launched Academic Bank of Credits (ABC), a nationwide facility to promote flexibility in curriculum framework and academic mobility of the students. The requirements of Higher Educational Institutions (HEI) regarding preparedness for NEP in context of ABC, Mirza Ghalib College Gaya (Affiliated to Magadh University Bodh-Gaya) has registered through Magadh University Bodh-Gaya as HEI with Academic Bank of Credits (ABC) platform under Digi Locker framework. As per the instruction received from Affiliating University and UGC, Student induction programmes were organized to apprise the College students about various learning pathways and career opportunities available with ABC facility. To ensure digital storage of the academic credits earned by Mirza Ghalib College students, and to ensure credit mobility, students of the Mirza Ghalib College enrolled in 2024 have been registered for Academic Bank of Credits through Magadh University Bodh-Gaya. This will enable the learners to avail the benefit of multiple entries and exit during the chosen Programme. Students enrolled have been instructed to create an ABC account at abc.gov.in portal following the stated procedure. Moreover, students have been instructed to fill ABC id on all examination forms further onwards. Dr. Md. Ali Hussain, Professor In-Charge Mirza Ghalib College has been deputed as a Nodal Officer to ensure proper implementation of ABC and conforming to all regulatory guidelines on behalf of the College. To ensure this, faculty members of the College are encouraged to contribute towards publishing chapters in books, writing textbooks within approved framework and publishing research articles in journals of repute. The Mirza Ghalib College faculty is also encouraged and supported to adopt innovative pedagogical approaches within approved framework and thus, faculty make extensive use of tailored methods such as role plays, quizzes, assignments, field visits, for assessment of student's performance to offer better understanding of curriculum and industry functioning to the students. Faculty members are given adequate discretion to select textbooks recommended for students and also select reading material pertinent to effectively cover the curriculum of the subject. At the beginning of the session, faculty members of Mirza Ghalib College are asked to submit a list to the library of textbooks, reference books or study material required for effective delivery curriculum and books are made available to faculty for smooth execution of teaching learning process. Thus, the College is under taking initiatives and necessary actions as per the guidelines to implement Academic Bank of Credits so as to build vibrant communities of scholars, peers thus enabling the students to become well-rounded individuals Under National Education Policy

17.Skill development:
An overview of the comprehensive skill development initiatives implemented at Mirza Ghalib College Gaya, aiming to seamlessly integrate skill enhancement within our regular curriculum is as follows Our core focus lies in providing a diverse array of skill-oriented programs, encompassing short courses, workshop sessions, specialized soft skill modules, classroom lectures, and hands-on lab sessions. The strategic goal is to ensure the availability of at least one such program per semester to our learners, preparing them for immediate employment upon course completion. The National Education Policy 2020 emphasizes practical, hands-on skilling rather than classroom based learning. B.B.M, B.C.A and Bio. Tech like Vocational courses are being run successfully for the past several years. With the help of these courses, students become self-reliant for their social and economic responsibilities. The PG program under Mirza Ghalib College run a number of Ability Enhancement Courses (AEC) and Skill development courses. Notably, a majority of these skill development programs are seamlessly incorporated into the curriculum without any additional charges. For those requiring an extra fee, they are offered on a non-profit basis, aligning with our commitment to accessible education. Delivery methods predominantly involve in person sessions facilitated by highly effective trainers specially appointed to impart crucial soft skills. This approach aims to bridge the gap between theoretical learning and practical application, equipping our students with industry-relevant competencies. Our initiatives encompass a wide spectrum of activities and courses, nurturing the students' vocational skills and laying a strong foundation for their professional journey.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
Ministry of Education (MoE) in October 2020, established the Indian Traditional Knowledge System. To promote the language, the Mirza Ghalib college in guidance with the Magadh University Bodh-Gaya offers degree courses in Indian languages such as Hindi, Urdu, Persian, Ancient History. The respective department carry out the talk show or lecture series to inculcate cultural and social values in student mind. The Mirza Ghalib college fervently upholds the integration of the Indian Knowledge System (IKS) within its educational fabric, aligning with the Magadh University, Bodh-Gaya guidelines. Embracing the Mirza Ghalib College Gaya Vision Document and the National Education Policy-2020, the institution diligently fosters a holistic approach to education. Recognizing the paramount importance of Hindi/Urdu languages and culture, the college intertwines various cultural events, publications, and academic

endeavors with the essence of Indian heritage. Celebrations spanning Rashtriya Ekta Divas, Mathematics Day, Ghalib Day, Diwali Mela, and more are infused with the vibrancy of Indian traditions, infusing daily life with cultural richness. Moreover, educational activities encompass quizzes, discussions, and research, delving into the literature and cultural tapestry of Bihar.

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

Outcome Based Education is an educational methodology where each aspect of education is organized around a set of goals (outcomes). Every department of Mirza Ghalib College has their Programme Outcome (PO) and Course Outcome (CO). Faculty are encouraged to undergo Faculty Development Program to accommodate the student centric methodology in their teaching learning process. The Mirza Ghalib College adheres to an Outcome-Based Education (OBE) framework to assess course and program outcomes. Clear learning objectives for programs and courses are outlined on the Mirza Ghalib College website, providing transparency in teaching and learning purposes. At the start of each semester, faculty engage learners in discussions about the learning outcomes. Assessments for Course Outcomes encompass various methods such as class tests, quizzes, mid-semester and university exams, practicals, projects, co-curricular activities, and student feedback. Monitoring outgoing students' progress in further education and preferred employment in diverse organizations is a key aspect of tracking their journey. Both in-class and extracurricular activities are thoughtfully designed to benefit all stakeholders within the OBE framework. Sessions are organized for students across courses to instill core skills, promote digital literacy, and global awareness necessary for life and work in a global economy. Workshops aimed at preparing students for various competitive examinations are conducted annually, supporting and guiding those interested in prospective careers. The Mirza Ghalib College consciously fosters spiritual, social, moral, and cultural values, setting a positive ethos throughout the academic session. For instance, seminars and projects are assessed based on predetermined

20.Distance education/online education:

The Mirza Ghalib College has developed online teaching-learning method. System of Online classes through Zoom and Google meet has been established. Different tools like audio-visual methods, power-point are used by faculties while delivering the lecture. The Mirza Ghalib college possesses the necessary resources and facilities to offer vocational such as B.B.A, B.C.A, Bio-Tech courses through the Open and Distance Learning (ODL) mode. However, the current policy

of the Affiliating University (Magadh University Bodh-Gaya) prohibits affiliated colleges from providing such courses. Development and Integration of Technological Tools for Teaching and Learning: The college consistently strives to deliver high-quality and innovative education to its students. Faculty members actively incorporate a diverse range of digital tools including presentations, online quizzes, video tutorials utilizing platforms such as Microsoft PowerPoint, Google Slides, Quizzes, YouTube, among others. This diverse approach aims to engage students effectively, making the learning processes more enriching. Additionally, the adoption of Google Workspace for Education Fundamentals has significantly streamlined the instructional process. Faculty members leverage various Google Apps within the suite, such as Classroom, Docs, Sheets, Slides, and Forms, to create and share subject-related materials, assignments, quizzes, and constructive feedback to enhance the academic performance of students.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	34

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	6786

File Description	Documents
Institutional Data in Prescribed Format	View File

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**2885**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**67**

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)	**3416000**
4.3 Total number of computers on campus for academic purposes	**122**

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, has permanent affiliation from Magadh

University, Bodh-Gaya since from 1969. It has made noteworthy progress in curriculum planning and delivery, encouraging a healthy and robust academic environment in the college premises. This report highlights key developments and showcasing the college's commitment to enhancing teaching-learning methodologies, internal assessmentsand student engagement.

The college implemented a structured approach to curriculum delivery, characterized by regular staff council and departmental meetings. These meetings facilitated the distribution of workloads, preparation of time tables, and review of course content. Different departments played a pivotal role by supplementing the university-prescribed curriculum with seminars, workshops, and student presentations, enhancing both the breadth and depth of student learning. A key feature was the integration of Information and Communication Technology (ICT), including digital platforms and e-resources, to strengthen the teaching-learning process. Monthly meetings among department heads ensured curriculum delivery remained on track, with timely internal assessments conducted to evaluate student performance. The academic calendar served as a central guide, dictating the schedule for evaluations and co-curricular activities.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://drive.google.com/file/d/1mo7McgWpA PHhxEy-XB8Zz0d8U0fd7wnJ/view?usp=sharing

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

Mirza Ghalib College, Gaya, stands as a beacon of academic excellence, maintaining a disciplined and structured approach towards education. The institution follows a well-structured academic calendar, ensuring a smooth and organized flow of academic activities throughout the year. This calendar is meticulously planned to accommodate all essential academic processes, including the conduct of Continuous Internal Evaluation (CIE).

CIE plays a pivotal role in assessing the students' progress, facilitating a holistic understanding of their strengths and areas for improvement. By incorporating regular assessments, assignments, and feedback, the college ensures that students remain engaged and

focused on their academic journey. These evaluations, spaced strategically throughout the semester, provide valuable insights into the students' learning progress, promoting consistent growth rather than a single summative assessment at the end of the term.

The college's adherence to the academic calendar not only helps streamline teaching and learning processes but also ensures timely assessments, remedial sessions, and an organized academic progression. It reflects the institution's commitment to providing a comprehensive and well-rounded education. By emphasizing both academic rigor and continuous assessment, Mirza Ghalib College fosters an environment where students can excel, adapt, and continuously improve throughout their academic tenure.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above **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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

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

34

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

0

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

0

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Over the span of time, Mirza Ghalib College has made significant progress in integrating various issues such as professional ethics, gender sensitivity, human values, and environmental sustainability into its curriculum. Under this comprehensive approach it reflects

the institution's dedication to providing students with a well significant education that equips them to tackle the comprehensive and present-day societal challenges.

The college systematically embedded professional ethics into the curriculum, emphasizing values like integrity, honesty, and fairness. These principles were incorporated into various courses and extracurricular activities, connive a strong ethical foundation among students. Gender sensitization also became a central point, with initiatives such as folk-dance competitions and women's health check-up camps helping to raise awareness. The Women's Anti-Harassment Committee played a pivotal role in addressing gender issues and empowering students with knowledge about women's rights and legal protections. Through these efforts, the college created a safer and more inclusive campus environment.

During 2022-2024, the college adopted a more structured approach to addressing cross-cutting issues. Gender sensitization became central, promoting equal leadership representation and a supportive environment for all students. Counselling services offered by the Grievance Redressal Cell ensured student safety and well-being. Environmental sustainability was highlighted through events.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

29

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

25

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	**Nil**
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   **C. Feedback collected and**

be classified as follows **analyzed**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

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

2629

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

0

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

Mirza Ghalib College recognizes the diverse learning needs of its students and implements tailored strategies to support both slow and advanced learners.

Strategies for slow learners: For slow learners, early

identification is key, achieved through assessments and classroom interactions. Remedial coaching, peer teaching, and mentorship programs are utilized to provide additional support. Participation in various activities fosters social skills, while revision classes and counseling sessions address individual needs. Advanced learners scheme: Access to advanced reference materials and library facilities encourages independent study, while departmental events promote a competitive spirit. Guest lectures, seminars, and projects inspire and motivate these students, who are also encouraged to participate in extracurricular activities and cultural competitions. Opportunities for self-learning courses and earning extra credits are provided, alongside encouragement to undertake online certificate courses. Advanced learners are guided towards writing papers and presenting them in seminars, facilitating academic growth and intellectual engagement.

Mirza Ghalib College's approach ensures that all students, regardless of their pace or level of comprehension, receive the support and encouragement they need to thrive academically and personally. By catering to individual learning needs and providing a conducive learning environment, the college nurtures a culture of inclusivity, excellence, and lifelong learning.

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
6786	67

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

At Mirza Ghalib College, our teaching methodology revolves around nurturing active engagement and participation among students,

steering them away from passive learning towards becoming integral stakeholders in their educational journey. Experiential Learning: Experiential learning serves as a cornerstone, where carefully curated programs stimulate academic inquiry and real-world applicability. Supervised initiatives spanning interdisciplinary exploration, civic engagement, and career development empower students with practical skills and cultural awareness. Participatory Learning: Participatory learning accentuates student involvement both inside and outside the classroom. Regular quizzes, seminar presentations, and brainstorming sessions further enhance student engagement and confidence, nurturing a culture of active participation.

Problem-solving methods:Problem-solving methods are integral to our holistic learning approach, fostering analytical thinking and innovation. Students are encouraged to tackle challenges independently, with ample support for clarifications. Case studies and discussions provide practical insights, while expert lectures and regular assignments hone problem-solving skills. In conclusion, Mirza Ghalib College's pedagogical framework prioritizes student empowerment and active participation, fostering a dynamic learning environment where students thrive academically and personally. By emphasizing experiential, participatory, and problem-solving methodologies, we equip our students with the skills and mindset necessary for success in today's rapidly evolving world.

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 Gaya (affiliated to Magadh University Bodh-Gaya) embraces technology to provide a dynamic and enriching learning experience. The College is committed to integrating ICT tools into the teaching and learning methods, ensuring a student-centric approach. To facilitate collaboration, the Faculty members of Mirza Ghalib College Gaya are uses Google Workspace for Education, offering access to various apps such as Gmail, Google Classroom, and Google Drive. Our faculty utilizes ICT-enabled classrooms with projectors, presentations, and videos to enhance learning. We've incorporated supplementary tools like Quizzes, and

Dashboard to promote open problem-solving. Our seminar halls and computer labs are equipped with updated systems running software like Microsoft Office and more. E-resources such as PPTs, PDF notes, video lectures for various subjects are available at college website for quick reference. This fosters self-paced learning, improving comprehension and retention. Furthermore, we organize workshops to keep our faculty updated with the latest technology, ensuring a modern and effective teaching-learning process.

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

67

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

43

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

62

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

793

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.

Mirza Ghalib College, Gaya affiliated with Magadh University Bodh-Gaya, Bihar follows all the processes that adheres to university guidelines. We organize transparency and effectiveness in our internal assessment mechanism. At the beginning of each session, faculty of Mirza Ghalib College Gaya thoroughly explain the procedures for internal and external examinations to our students. Internal assessment, practicals and projects covers subjects like Zoology, Botany, Chemistry, Physics etc. along with seminars. We share the assessment criteria with students at the semester's outset. To ensure relevance, our faculty suggests assignments and

seminar topics Green House effect, acid rain, water pollution, environmental postilions etc. aligned with current trends. Seminars are evaluated based on various parameters, including content, presentation mode, communication skills, and student composure. Students are encouraged to discuss concerns regarding assessment criteria with faculty members. We maintain a transparent process throughout.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://drive.google.com/file/d/1RJK228x5I KJ_MrJSJHOpZCxt8BIlphZ3/view?usp=drive_link

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

Mirza Ghalib college (Affiliated to Magadh-University Bodh-Gaya) has a well-organized mechanism for redressal of examination related grievances. The students can approach the teachers, H.O.D, the College Examination Officer and the Principal to redress the examination related grievances. Grievance handling mechanism is completely transparent. Various internal examinations are being performed throughout the semester. Some of them are unit- test, assignments, lab continuous evaluation, project evaluations etc. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student. The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism. The Professor In-charge of faculty keeps an eye on the overall procedure by conducting the periodical meeting with the Faculties evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc.

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.

Our institution is deeply committed to Outcome Based Education (OBE), a framework designed to ensure that our students not only acquire knowledge but also develop the necessary skills and attributes for success in their chosen fields. Under this approach, Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) are meticulously crafted through extensive consultation with faculty and stakeholders. These outcomes serve as a guiding framework for students, educators, and other stakeholders, outlining the specific knowledge, skills, and abilities that our programs aim to impart. Considering factors like academic excellence, research potential, societal impact, and industry relevance, POs are formulated to reflect the college's strategic objectives and UGC guidelines on Graduate Attributes. The implementation of a Choice Based Credit System (CBCS) further enhances flexibility in course selection,enriching the teaching and learning experience. Regular revisions of curricula involve revisiting and updating COs to align with evolving course content and educational goals. Faculty stay informed about POs and COs through institutional programs and professional development opportunities, ensuring alignment with educational objectives.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mirzaghalibcollegegaya.ac.in/#!
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 Gaya (Affiliated to Magadh University Bodh-Gaya) thoughtfully formulates learning outcomes, mapping performance expectations using a holistic approach. Faculty of Mirza Ghalib college employ a combination of direct and indirect methods to evaluate the attainment of Program Outcomes (POs) and Program Specific Outcomes (PSOs). Direct methods include class tests, assignments, workshops, quizzes, mid-semester exams, seminars, practical's, and viva voce examinations. Indirect methods involve assessing students' involvement in co-curricular activities, projects, and gathering feedback from students, teachers, alumni. Monitoring alumni's progress in further education and successful placements also contributes to evaluation. Mirza Ghalib College alumni's preferred employment in reputed organizations reflects the fulfillment of course outcomes. We take pride in continuously

monitoring and improving our evaluation methods to ensure quality education and student success.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://mirzaghalibcollegegaya.ac.in/#!

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

3555

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)

https://drive.google.com/file/d/1tf2dGZ2QOwSBZBScwHInoRJzgLWv6Dy2/view?usp=drive_link

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	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

22

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

0

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 boasts a dynamic and thriving ecosystem dedicated to fostering innovation, knowledge creation, and knowledge transfer.

Central to this ecosystem is the research promotion cell, which provides comprehensive support for research endeavors from the inception of research proposals to the submission of research theses. This cell plays a pivotal role in cultivating an enabling environment and vibrant research culture, collaborating closelywith various departments within the college to encourage innovation and collaboration. Additionally, the cell offers valuable assistance and guidance for the submission of research proposals to national agencies such as UGC. Faculty members within individual departments are actively involved in pioneering research within their respective fields, continually pushing the boundaries of knowledge. The promotion cell endeavors to further motivate researchers and faculty members by encouraging their participation in training workshops,seminars, and short-term courses. In terms of research and development, the college provides a range of facilities and support mechanisms, including dedicated timeoff, reduced teaching loads, special leave provisions, access to technology and information resources, adequate infrastructure and human resources, and assistance in preparing project proposals for funding from national agencies.

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

01

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

18

File Description	Documents
URL to the research page on HEI website	**Nil**
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

10

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

01

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

Fostering awareness of social issues such as inequality, gender disparities, community vulnerabilities, and environmentalsustainability is imperative for the holistic development of students and the broader benefit of society and the nation. The College is dedicated to nurturing a naturalistic perspective and sensitivity to social issues among its students through various initiatives. Additionally, the College actively engages students in events and rallies promoting cleanliness, environmental conservation, and social justice, aligning with the ethos of initiatives like Swachh Bharat. The NSS unit of the College plays a pivotal role in community service, identifying and addressing societal needs through various initiatives. Special funds are allocated to support the most marginalized sections of society, and programs are organized to provide physical, financial, and emotional support to those in need.

Students from the College represent the University at state-level cultural and sports events annually, showcasing their talents and contributing to the wider community. Regular meetings are held with students and guardians to address developmental needs, and feedback from alumni is sought to enhance the quality of education. The Alumni Association also plays a vital role in providing valuable suggestions for continuous improvement, with efforts made to engage renowned alumni in campus activities whenever possible.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

04

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

05

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

126

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

01

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 facility is adequately equipped. For academic and cultural events as well as other teaching-learning activities, it offers first-rate infrastructure. Additionally, the institution continuously works to upgrade its infrastructure to meet the standards and norms of the curriculum and the requirements of the courses. The physical infrastructure is best utilised to host

conferences, seminars, and extracurricular and cultural events, as well as sporting and cultural activities, in order to give students both intellectual and personal growth. Wi-Fi and local area networks (LANs) connect the entire college campus. There is thirty-two well furnished classroom and six smart classroom to enhanced teaching learning skills. There is three computer labs and ten laboratories for students. The college also has two seminar hall and one seminar hall is equipped with projector and internet 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.

The college's approach to education extends beyond traditional book learning. It fosters comprehensive student development by providing ample opportunities for sports, games, and culturalpursuits. Sports: The institution hosts a variety of sports, offering a fully equipped sports hall for indoor activities and utilizing Gandhi Maidan and its adjacent indoor stadium for outdoor sports. Students can engage in a range of games including Badminton, Volleyball, Table Tennis, Chess, Carom, Kho-Kho, Wrestling, Football, and Cricket. Cultural Activities: The college showcases its cultural vibrancy through events like Eid celebrations, poster making competition, rangoli competition, swacchta abhiyaan and many more all managed by the NSS. In the college campuses all the cultural events are organized.

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.

42

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

861000

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 stands as a beacon of learning within the college campus, offering a treasure trove of informational materials like books, journals, and newspapers, all readily accessible to students and faculty. It's a hub for both tangible and digital resources, playing a pivotal role in elevating the academic and research milieu. Digitization Efforts: The college is digitizing its library, transitioning from manual entries in accession registers to software updates. The introduction of the Integrated Library Management System (ILMS) in 2017 has streamlined processes, enabling automated cataloging, and tracking of book issues and returns, bringing educational resources to the fingertips of the college community.

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

B. Any 3 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)

441200

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

72

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 is harnessing ICT innovatively to transform teaching methods from teacher-led to student-centric, acting as a catalyst for educational reform. ICT Upgrades: The college is committed to modernizing its ICTinfrastructure to streamline operations. It has implemented Wi-Fi across the campus through BSNL broadband and Jio Wi-Fi connections, ensuring all areas, including seminar halls, offices, classrooms, labs, and libraries, are connected. Technology Enhancements: Over the past five years, the college has systematically upgraded its computers, added desktops to the computer lab, and provided laptops to select staff. Transitioning from dot-matrix to laser printers and incorporating reprographic services has modernized the office environment. Additionally, the acquisition of overhead projectors and laptops has been aimed at enriching the teaching and learning experience. Technical Proficiency: Recognizing the pivotal role of ICT in education, the college motivates its faculty and support staff to acquire technical computer skills, furthering the institution's educational capabilities

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

4.3.2 - Number of Computers

122

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

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

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)

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 established a systematic policy for the upkeep and use of its facilities, with specialized committees overseeing the maintenance of its infrastructure. Here's a summary of the key points: ·

Maintenance Policy: The college has a committees responsible for the maintenance and utilization of physical and academic resources. Funds are allocated annually for this purpose and are managed under the supervision of monitoring committees. ·

Laboratory Care: The department's laboratories are maintained according to a specific policy, with lab technicians and assistants in charge of equipment care. ·

Library Facilities: The college boasts two well-stocked libraries, and departmental seminar libraries for postgraduate departments. ·

Sports Infrastructure: A sports committee manages the maintenance of sports equipment and the indoor hall, which is equipped for various indoor games like Table-Tennis, Boxing, Wrestling, Weightlifting, and Gym activities. ·

ICT and Computer Lab: The labs are well-equipped, and the administrative office is fully computerized, with maintenance andsoftware updates handled by lab assistants. Outsourced agencies maintain Wi-Fi, projectors, printers, and other technical equipment.

Classrooms: A dedicated team, including technicians, masons, plumbers, carpenters, electricians, gardeners, and sweepers, works diligently to maintain the classrooms and the broader campus infrastructure.

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

1509

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

512

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	Nil
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

351

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

159

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

C. Any 2 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

02

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

562

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

01

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.

04

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 univer sity/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)

Following student committees/clubs are operational in the college to showcase the student's representation and engagement in various administrative, co-curricular and extracurricular activities:

Class Representatives: all classes have two students designated as class representatives. They are responsible for representing any issues related to academics/non-academics to concerned HoDs/Class teacher. Director interacts with class representatives' at-least once during the semester.

Cultural and Sports Committees: Students have strong representations in all cultural and sports committees. They help in organization and management of events.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1OJoLRvfCC MXyQ4BvBGUEJQkCnjk4qroY/view?usp=sharing
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

06

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

The college has an Alumni association. Institute takes Alumni Feedback to improve the functioning and services of the organization. Convocation cum Alumni meet is organized in the institute to network and collaborate with the Alumni. Our alumni association works as partners to bridge the gap between the industry and academics. Alumni also support in placement and continue to bring a good name to the organization. The college also has an online group known as Alma Connect, where alumni of the institute stay connected with the institute. Over the years, the role of the Alumni Association at the institution has progressively evolved, contributing significantly to the institution's development, both through financial support and other essential services. Initially, the college recognized the value of alumni engagement and began inviting renowned former students to contribute to institutional growth. These alumni provided support in various ways, including offering valuable advice on quality improvement, advocacy at policy levels in their professional and academic capacities, and helping to organize national events on campus. In recent years, the institution's relationship with its alumni has continued to strengthen, as alumni have increasingly taken on leadership roles in the college's development.

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

Founded in 1969, during the centenary of renowned Urdu poet Mirza Asadullah Khan Ghalib, Mirza Ghalib College stands as a Deficit Grant Post Graduate Minority College. Over the years, it has emerged as a prestigious institution of higher learning in the region. The institution is committed to disseminating contemporary education, especially among religious and linguistic minority communities, while maintaining a strong secular ethos.

Vision: The college envisions extending the boundaries of education beyond the classroom, promoting "Empowerment through education to illuminate the future of the younger generation." With a global outlook, the institution nurtures intellectual competence, scientific temperament, and social responsibility.

Mission: Mirza Ghalib College is dedicated to making education accessible to all, transcending barriers of caste, creed, and color. The institution emphasizes quality in teaching, research, and administration. Facilities such as ICT-enabled classrooms, and ongoing faculty development programs ensure an enriched academic environment.

Governance: The governance structure reflects the institution's vision and mission. The Internal Quality Assurance Cell (IQAC), consisting of teaching and non-teaching staff, serves as the decision-making body. The IQAC facilitates regular interaction with

stakeholders, including students, parents, guardians, and industry professionals, to drive institutional growth. Feedback from stakeholders is collected and analyzed to guide policy development.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

Decentralization: The institution employs a decentralized administrative framework to empower its functionaries. The Governing Body delegates academic and operational decisions to an Advisory Committee, chaired by the Principal/Professor In-Charge. The administration operates with autonomy, enabling seamless execution of instructional and administrative activities. Frequent meetings with faculty and department heads ensure open dialogue on academic and policy matters. The IQAC plays a pivotal role in implementing quality initiatives through regular sessions and collaborative decision-making processes.

Participative Management: To foster inclusivity, various committees, such as the Academic Committee, Examination Committee, and Research and Development Committee, engage teaching and non-teaching staff in institutional development. These committees, led by faculty members, organize diverse academic, co-curricular, and extracurricular activities. Autonomous bodies, including the library, sports, and Career and Employment Cell (CEC), operate under dedicated committees. Decisions made by these bodies are presented to the Principal/Professor In-Charge and IQAC for further action, ensuring efficient governance.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Human Resource Management: The college fosters a conducive environment for staff development by organizing workshops and training programs. Faculty and non-teaching staff are encouraged to enhance their skills through professional development initiatives.

2. Library, ICT, and Physical Infrastructure: Aligned with the Digital India initiative, the college has computerized its library system with a Library Management Software installed in 2017.

3. Research and Development: A dedicated Research and Development Committee promotes a research-driven culture among faculty members. Faculty are encouraged to supervise PhD scholars, join academic societies, and undertake interdisciplinary research projects.

4. Examination and Evaluation: The college adopts a continuous evaluation system, allowing departments to design their own internal assessment processes.

5. Teaching and Learning: Efforts are being made to establish smart classrooms equipped with state-of-the-art ICT infrastructure.

6. Curriculum Development: While the curriculum is designed by the affiliating university, the college's IQAC and academic committees ensure its effective implementation.

7. Student Admissions: As a minority institution, the college operates under Article 30(1) of the Constitution and is exempt from reservation policies. Admission details are transparently shared on the college website, and a dedicated Student Information Centre assists applicants throughout the process.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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 college follows a participatory governance model. Key roles are assigned to various departments and committees for smooth operation. Academic matters are managed by the Professor In-Charge/Principal,

while examination-related activities are overseen by the Controller of Examinations. Discipline is maintained by the Proctorial Board, and administrative functions are supervised by the Accounts and Establishment sections. Department heads are in direct contact with the Principal to ensure coordinated efforts.

File Description	Documents
Paste link for additional information	https://mirzaghalibcollegegaya.ac.in/
Link to Organogram of the institution webpage	https://mirzaghalibcollegegaya.ac.in/?pg=governing%20body
Upload any additional information	**No File Uploaded**

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: Financial assistance is provided for medical treatment of teaching and non-teaching staff, with options for refundable and non-refundable aid based on the severity of the condition.**
2. **Retirement Benefits: Retired employees receive monetary benefits, the amount of which varies by category.**
3. **Death Benefits: In the event of an employee's demise, financial assistance is provided to their family, based on the employee's designation.**

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

04

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

03

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

10

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

Teaching Staff: Faculty performance is assessed through the Annual Self-Assessment for Performance-Based Appraisal System (PBAS). Reports are verified by department heads, the Principal/Professor In-Charge, and the IQAC before being forwarded to the affiliating university. Faculty are supported with provisions for duty leave to attend academic programs and encouraged to apply for research grants and memberships in academic societies.

Non-Teaching Staff: Non-teaching staff are evaluated annually on attributes such as character, reliability, technical skills, and relationships with colleagues and students. Workshops and training programs are regularly conducted to enhance their professional efficiency. Exceptional performance is recognized during the annual foundation day celebrations.

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 college conducts regular internal and external financial audits to ensure transparency and accountability. Internal audits are an ongoing process, while external audits are performed annually by qualified Chartered Accountants. Any audit objections are promptly addressed and resolved through established mechanisms involving the Bursar, Principal/Professor In-Charge, and the Governing Body.

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)

0

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

Committees such as the Development Committee, Purchase Committee, and Library Committee oversee fund allocation and utilization. Regular reviews by the Principal/Professor In-Charge and the IQAC ensure resources are used effectively for their intended purposes. Cleanliness and campus upkeep are monitored by the Health Committee.

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

Since its establishment in February 2017, the IQAC has been instrumental in institutionalizing quality assurance. Recommendations from the IQAC have led to significant advancements in research infrastructure, library enrichment, and the development of an 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 the IQAC, the college has adopted an outcome-based learning model. Departments have defined program and course outcomes, and a Research and Development Cell has been established to foster a research culture. Feedback mechanisms involving stakeholders are being developed to ensure continuous improvement in teaching-learning methodologies.

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   **C. Any 2 of the above**

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://mirzaghalibcollegegaya.ac.in/?pg=naac
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

The college has established a Gender Sensitization and Women

Empowerment cell to address issues related to gender equity and promote the advancement of female staff, including non-teaching personnel, towards higher positions and roles. By fostering a gender-sensitive environment, the cell aims to create equal opportunities for both men and women to realize their full potential. Furthermore, the cell serves as a platform for open dialogue and discussion on gender-related issues, while also addressing cases of sexual, psychological, emotional, and physical harassment. The college prioritizes the safety and security of its female students by deploying female security guards across the campus and organizing separate classes for male and female students at the undergraduate level. Moreover, female faculty members are encouraged to actively participate in all aspects of college functioning, including academic activities, extracurricular

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1txxwEwt99x3uDbs81JUu8ItLYOV7gwIg/edit?usp=sharing&ouid=113698313624516033458&rtpof=true&sd=true
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

The college upholds cleanliness and hygiene through a comprehensive waste management system, including segregation and collection of solid waste using designated dustbins across the premises. The NSS unit actively participates in campus cleanliness campaigns and environmental awareness programs in collaboration with departments such as Botany, Zoology, and Biotechnology. Garbage collection by the Gaya Municipal Corporation occurs daily for disposal, treatment, and recycling. For liquid waste, the college maintains a well-planned drainage system, overseen by the building and construction department. Biomedical and electronic waste are managed responsibly, with regular awareness programs conducted for students. Paper recycling initiatives are in place, and hazardous chemical and radioactive waste are managed through removal of carrot grass and a buy-back system for old batteries. The Swatch Campus Programme organizes awareness activities, rallies, and street plays to promote eco-friendliness. The college demonstrates a strong commitment to

waste management at every stage, from collection to 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 following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	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

A. Any 4 or all 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).

Aligned with the Constitutional principles of inclusivity, tolerance, and justice, the College undertakes various initiatives to foster an inclusive environment. It upholds neutrality and fairness towards all cultural and religious groups, ensuring that teaching methodologies and examples are inclusive and non-discriminatory based on factors like gender, religion, caste, or place of residence. The College enthusiastically celebrates national holidays and cultural festivals such as Holi, Eid, and Dashehra, promoting values of national unity, communal harmony, and cultural diversity.

Departments organize events like Teachers' Day and Freshers' Day to encourage participation from diverse socio-economic backgrounds, fostering community unity, gender inclusion, and tolerance. Embracing communal and cultural differences, the College aims to instill these values among students and staff. Additionally, it observes occasions like Yoga Day, Women's Day, and Human Rights Day to promote 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	**No File Uploaded**

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

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizensAs the supreme law of the land, the Constitution guides all administrative and academic endeavors of the College. Upholding Constitutional values and obligations, the College commemorates Republic Day and Independence Day annually with fervor, beginning with flag hoisting and recitation of the Preamble. Theme-based lectures and expert talks sensitize students and staff to various Constitutional aspects, fostering law-abiding citizenship. The institution emphasizes Constitutional values, rights, duties, and responsibilities, striving to cultivate informed and responsible citizens through both curricular and extracurricular activities. The Department of Political Science actively enhances students' understanding of Constitution's Articles and Directive

Principles. Additionally, the College website features news updates on significant national occasions, accompanied by essays and resources for deeper insights into Constitutional values and ethos.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1cmpUXYDz5rM7jyGDZPpNHYfO122g_lmO/view?usp=sharing
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   **A. All 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

The institution hosts national and international commemorative events and festivals to instill values of nationalism and patriotism among the Indian populace. Celebrating these occasions with vigor, the institution pays homage to esteemed national leaders and promotes messages of unity in diversity, equality, communal harmony, gender justice, and law-abiding citizenship. Republic Day, Independence Day, Gandhi Jayanti,Martyr's Day,Sadbhavana

Diwas,Voters Day, Online Periodic Lecture Programme on Bhagvad Gita's & Quran's Philosophical aspects on Social Responsibility has been organized by the department of Philosophy on September 1, 2023. Speaker was Dr. Prashant Shukla, Dept. of Philosophy, Lucknow University and Prof. Latif Hussain S. Kazmi, Dept. of Philosophy, Aligarh Muslim University.

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: UDAAN: Free-ship and Half-ship Program The Free-ship program is designed to support students who demonstrate exceptional academic performance, financial need, or both. Eligible students may receive full or partial tuition waivers, allowing them to pursue their education without the burden of tuition fees. The criteria for qualification and the application process are typically outlined by the college administration. The Half-ship program provides partial financial assistance to deserving students. Under this program, eligible students receive a partial waiver of tuition fees, covering a significant portion of their educational expenses. Like the Free-ship program, the Half-ship program aims to make education accessible to a wider range of students. Students who qualify for the Half-ship program can focus on their studies while benefiting from reduced financial obligations. Best Practice No. 2: Punctuality and Discipline Punctuality and discipline are cornerstone values at Mirza Ghalib College, setting it apart as a beacon of excellence. Embraced as nbest practices, these virtues foster a culture of responsibility, respect, and efficiency among students and staff alike. With a steadfast commitment to timeliness and order, Mirza Ghalib College cultivates an environment conducive to academic achievement and personal growth.

File Description	Documents
Best practices in the Institutional website	https://mirzaghalibcollegegaya.ac.in/?pg=best_practice
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 college's primary vision is to cultivate a knowledgeable society, achieved through the transfer of knowledge to the younger generation via various educational courses. A key focus is placedon prioritizing the education of female students. The institution consciously promotes ideals of national integration, secularism, scientific outlook, and a cosmopolitan and humanistic approach to life. Maintaining a national character, students are selected from diverse socioeconomic backgrounds, with provisions for scholarships for disadvantaged groups. Admissions are solely based on merit lists compiled by the college.To keep pace with rapid technological advancements, consistent efforts are made to enhance the technical skills of students, faculty, and non-teaching staff. Innovative teaching and learning methods, including audio-visual aids and digital tools like PowerPoint and Excel, are employed by faculty members during lectures. Faculty members actively participate in conferences, workshops, and refresher courses to enhance their skills and knowledge. They also contribute regularly to academic publications 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, has permanent affiliation from Magadh University, Bodh-Gaya since from 1969. It has made noteworthy progress in curriculum planning and delivery, encouraging a healthy and robust academic environment in the college premises. This report highlights key developments and showcasing the college's commitment to enhancing teaching-learning methodologies, internal assessmentsand student engagement.

The college implemented a structured approach to curriculum delivery, characterized by regular staff council and departmental meetings. These meetings facilitated the distribution of workloads, preparation of time tables, and review of course content. Different departments played a pivotal role by supplementing the university-prescribed curriculum with seminars, workshops, and student presentations, enhancing both the breadth and depth of student learning. A key feature was the integration of Information and Communication Technology (ICT), including digital platforms and e-resources, to strengthen the teaching-learning process. Monthly meetings among department heads ensured curriculum delivery remained on track, with timely internal assessments conducted to evaluate student performance. The academic calendar served as a central guide, dictating the schedule for evaluations and co-curricular activities.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://drive.google.com/file/d/1mo7McgWpA PHhxEy-XB8Zz0d8U0fd7wnJ/view?usp=sharing

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

Mirza Ghalib College, Gaya, stands as a beacon of academic excellence, maintaining a disciplined and structured approach towards education. The institution follows a well-structured

academic calendar, ensuring a smooth and organized flow of academic activities throughout the year. This calendar is meticulously planned to accommodate all essential academic processes, including the conduct of Continuous Internal Evaluation (CIE).

CIE plays a pivotal role in assessing the students' progress, facilitating a holistic understanding of their strengths and areas for improvement. By incorporating regular assessments, assignments, and feedback, the college ensures that students remain engaged and focused on their academic journey. These evaluations, spaced strategically throughout the semester, provide valuable insights into the students' learning progress, promoting consistent growth rather than a single summative assessment at the end of the term.

The college's adherence to the academic calendar not only helps streamline teaching and learning processes but also ensures timely assessments, remedial sessions, and an organized academic progression. It reflects the institution's commitment to providing a comprehensive and well-rounded education. By emphasizing both academic rigor and continuous assessment, Mirza Ghalib College fosters an environment where students can excel, adapt, and continuously improve throughout their academic tenure.

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	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

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

34

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

0

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

0

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Over the span of time, Mirza Ghalib College has made significant progress in integrating various issues such as professional ethics, gender sensitivity, human values, and environmental sustainability into its curriculum. Under this comprehensive approach it reflects the institution's dedication to providing students with a well significant education that equips them to tackle the comprehensive and present-day societal challenges.

The college systematically embedded professional ethics into the curriculum, emphasizing values like integrity, honesty, and fairness. These principles were incorporated into various courses and extracurricular activities, connive a strong ethical foundation among students. Gender sensitization also became a central point, with initiatives such as folk-dance competitions and women's health check-up camps helping to raise awareness. The Women's Anti-Harassment Committee played a pivotal role in addressing gender issues and empowering students with knowledge about women's rights and legal protections. Through these efforts, the college created a safer and more inclusive campus environment.

During 2022-2024, the college adopted a more structured approach to addressing cross-cutting issues. Gender sensitization became central, promoting equal leadership representation and a supportive environment for all students. Counselling services offered by the Grievance Redressal Cell ensured student safety and well-being. Environmental sustainability was highlighted through events.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

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

29

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

25

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	**Nil**
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	**Nil**

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

2629

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

0

File Description	Documents
Any additional information	<u>View File</u>
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

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

Mirza Ghalib College recognizes the diverse learning needs of its students and implements tailored strategies to support both slow and advanced learners.

Strategies for slow learners: For slow learners, early identification is key, achieved through assessments and classroom interactions. Remedial coaching, peer teaching, and mentorship programs are utilized to provide additional support. Participation in various activities fosters social skills, while revision classes and counseling sessions address individual needs. Advanced learners scheme: Access to advanced reference materials and library facilities encourages independent study, while departmental events promote a competitive spirit. Guest lectures, seminars, and projects inspire and motivate these students, who are also encouraged to participate in extracurricular activities and cultural competitions. Opportunities for self-learning courses and earning extra credits are provided, alongside encouragement to undertake online certificate courses. Advanced learners are guided towards writing papers and presenting them in seminars, facilitating academic growth and intellectual engagement.

Mirza Ghalib College's approach ensures that all students, regardless of their pace or level of comprehension, receive the support and encouragement they need to thrive academically and personally. By catering to individual learning needs and providing a conducive learning environment, the college nurtures a culture of inclusivity, excellence, and lifelong learning.

File Description	Documents
Paste link for additional information	<u>Nil</u>
Upload any additional information	<u>View File</u>

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

Number of Students	Number of Teachers
6786	67

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

At Mirza Ghalib College, our teaching methodology revolves around nurturing active engagement and participation among students, steering them away from passive learning towards becoming integral stakeholders in their educational journey. Experiential Learning: Experiential learning serves as a cornerstone, where carefully curated programs stimulate academic inquiry and real-world applicability. Supervised initiatives spanning interdisciplinary exploration, civic engagement, and career development empower students with practical skills and cultural awareness. Participatory Learning: Participatory learning accentuates student involvement both inside and outside the classroom. Regular quizzes, seminar presentations, and brainstorming sessions further enhance student engagement and confidence, nurturing a culture of active participation.

Problem-solving methods:Problem-solving methods are integral to our holistic learning approach, fostering analytical thinking and innovation. Students are encouraged to tackle challenges independently, with ample support for clarifications. Case studies and discussions provide practical insights, while expert lectures and regular assignments hone problem-solving skills. In conclusion, Mirza Ghalib College's pedagogical framework prioritizes student empowerment and active participation, fostering a dynamic learning environment where students thrive academically and personally. By emphasizing experiential, participatory, and problem-solving methodologies, we equip our students with the skills and mindset necessary for success in today's rapidly evolving world.

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 Gaya (affiliated to Magadh University Bodh-Gaya) embraces technology to provide a dynamic and enriching learning experience. The College is committed to integrating ICT tools into the teaching and learning methods, ensuring a student-centric approach. To facilitate collaboration, the Faculty members of Mirza Ghalib College Gaya are uses Google Workspace for Education, offering access to various apps such as Gmail, Google Classroom, and Google Drive. Our faculty utilizes ICT-enabled classrooms with projectors, presentations, and videos to enhance learning. We've incorporated supplementary tools like Quizzes, and Dashboard to promote open problem-solving. Our seminar halls and computer labs are equipped with updated systems running software like Microsoft Office and more. E-resources such as PPTs, PDF notes, video lectures for various subjects are available at college website for quick reference. This fosters self-paced learning, improving comprehension and retention. Furthermore, we organize workshops to keep our faculty updated with the latest technology, ensuring a modern and effective teaching-learning process.

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

67

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

43

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

62

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

793

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.

Mirza Ghalib College, Gaya affiliated with Magadh University Bodh-Gaya, Bihar follows all the processes that adheres to university guidelines. We organize transparency and effectiveness in our internal assessment mechanism. At the beginning of each session, faculty of Mirza Ghalib College Gaya thoroughly explain the procedures for internal and external examinations to our students. Internal assessment, practicals and projects covers subjects like Zoology, Botany, Chemistry, Physics etc. along with seminars. We share the assessment criteria with students at the semester's outset. To ensure relevance, our faculty suggests assignments and seminar topics Green House effect, acid rain, water pollution, environmental postilions etc. aligned with current trends. Seminars are evaluated based on various parameters, including content, presentation mode, communication skills, and student composure. Students are encouraged to discuss concerns regarding assessment criteria with faculty members. We maintain a transparent process throughout.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://drive.google.com/file/d/1RJK228x5IKJ_MrJSJHOpZCxt8BIlphZ3/view?usp=drive_link

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

Mirza Ghalib college (Affiliated to Magadh-University Bodh-Gaya) has a well-organized mechanism for redressal of examination related grievances. The students can approach the teachers,

H.O.D, the College Examination Officer and the Principal to redress the examination related grievances. Grievance handling mechanism is completely transparent. Various internal examinations are being performed throughout the semester. Some of them are unit- test, assignments, lab continuous evaluation, project evaluations etc. The faculty evaluates the papers within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student. The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism. The Professor In-charge of faculty keeps an eye on the overall procedure by conducting the periodical meeting with the Faculties evaluates assignments based on the rubric which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc.

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.

Our institution is deeply committed to Outcome Based Education (OBE), a framework designed to ensure that our students not only acquire knowledge but also develop the necessary skills and attributes for success in their chosen fields. Under this approach, Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) are meticulously crafted through extensive consultation with faculty and stakeholders. These outcomes serve as a guiding framework for students, educators, and other stakeholders, outlining the specific knowledge, skills, and abilities that our programs aim to impart. Considering factors like academic excellence, research potential, societal impact, and industry relevance, POs are formulated to reflect the college's strategic objectives and UGC guidelines on Graduate Attributes. The implementation of a Choice Based Credit System (CBCS) further enhances flexibility in course selection,enriching the teaching and learning experience. Regular revisions of curricula involve revisiting and updating COs to align with evolving course content and educational goals. Faculty

stay informed about POs and COs through institutional programs and professional development opportunities, ensuring alignment with educational objectives.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mirzaghalibcollegegaya.ac.in/#!
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 Gaya (Affiliated to Magadh University Bodh-Gaya) thoughtfully formulates learning outcomes, mapping performance expectations using a holistic approach. Faculty of Mirza Ghalib college employ a combination of direct and indirect methods to evaluate the attainment of Program Outcomes (POs) and Program Specific Outcomes (PSOs). Direct methods include class tests, assignments, workshops, quizzes, mid-semester exams, seminars, practical's, and viva voce examinations. Indirect methods involve assessing students' involvement in co-curricular activities, projects, and gathering feedback from students, teachers, alumni. Monitoring alumni's progress in further education and successful placements also contributes to evaluation. Mirza Ghalib College alumni's preferred employment in reputed organizations reflects the fulfillment of course outcomes. We take pride in continuously monitoring and improving our evaluation methods to ensure quality education and student success.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://mirzaghalibcollegegaya.ac.in/#!

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

3555

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)

https://drive.google.com/file/d/1tf2dGZ2QOwSBZBScwHInoRJzgLWv6Dy2/view?usp=drive_link

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	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

22

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

0

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 boasts a dynamic and thriving ecosystem dedicated to fostering innovation, knowledge creation, and knowledge transfer. Central to this ecosystem is the research promotion cell, which provides comprehensive support for research endeavors from the inception of research proposals to the submission of research theses. This cell plays a pivotal role in cultivating an enabling environment and vibrant research culture, collaborating closelywith various departments within the college to encourage innovation and collaboration. Additionally, the cell offers valuable assistance and guidance for the submission of research proposals to national agencies such as UGC. Faculty members within individual departments are actively involved in pioneering research within their respective fields, continually pushing the boundaries of knowledge. The promotion cell endeavors to further motivate researchers and faculty members by encouraging their participation in training workshops,seminars, and short-term courses. In terms of research and development, the college

provides a range of facilities and support mechanisms, including dedicated timeoff, reduced teaching loads, special leave provisions, access to technology and information resources, adequate infrastructure and human resources, and assistance in preparing project proposals for funding from national agencies.

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

01

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

18

File Description	Documents
URL to the research page on HEI website	**Nil**
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

10

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

01

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

Fostering awareness of social issues such as inequality, gender disparities, community vulnerabilities, and environmentalsustainability is imperative for the holistic development of students and the broader benefit of society and the nation. The College is dedicated to nurturing a naturalistic perspective and sensitivity to social issues among its students through various initiatives. Additionally, the College actively engages students in events and rallies promoting cleanliness, environmental conservation, and social justice, aligning with the ethos of initiatives like Swachh Bharat. The NSS unit of the College plays a pivotal role in community service, identifying and addressing societal needs through various initiatives.

Special funds are allocated to support the most marginalized sections of society, and programs are organized to provide physical, financial, and emotional support to those in need.

Students from the College represent the University at state-level cultural and sports events annually, showcasing their talents and contributing to the wider community. Regular meetings are held with students and guardians to address developmental needs, and feedback from alumni is sought to enhance the quality of education. The Alumni Association also plays a vital role in providing valuable suggestions for continuous improvement, with efforts made to engage renowned alumni in campus activities whenever possible.

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

04

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

05

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

126

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

01

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 facility is adequately equipped. For academic and cultural events as well as other teaching-learning activities, it offers first-rate infrastructure. Additionally, the institution continuously works to upgrade its infrastructure to meet the standards and norms of the curriculum and the requirements of the courses. The physical infrastructure is best utilised to host conferences, seminars, and extracurricular and cultural events, as well as sporting and cultural activities, in order to give students both intellectual and personal growth. Wi-Fi and local area networks (LANs) connect the entire college campus. There is thirty-two well furnished classroom and six smart classroom to enhanced teaching learning skills. There is three computer labs and ten laboratories for students. The college also has two seminar hall and one seminar hall is equipped with projector and internet 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.

The college's approach to education extends beyond traditional book learning. It fosters comprehensive student development by providing ample opportunities for sports, games, and culturalpursuits. Sports: The institution hosts a variety of sports, offering a fully equipped sports hall for indoor activities and utilizing Gandhi Maidan and its adjacent indoor stadium for outdoor sports. Students can engage in a range of games including Badminton, Volleyball, Table Tennis, Chess, Carom, Kho-Kho, Wrestling, Football, and Cricket. Cultural Activities: The college showcases its cultural vibrancy through events like Eid celebrations, poster making competition, rangoli competition, swacchta abhiyaan and many more all managed by the NSS. In the college campuses all the cultural events are organized.

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.

42

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

861000

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 stands as a beacon of learning within the college campus, offering a treasure trove of informational materials like books, journals, and newspapers, all readily accessible to students and faculty. It's a hub for both tangible and digital resources, playing a pivotal role in elevating the academic and research milieu. Digitization Efforts: The college is digitizing its library, transitioning from manual entries in accession registers to software updates. The introduction of the Integrated Library Management System (ILMS) in 2017 has streamlined processes, enabling automated cataloging, and tracking of book issues and returns, bringing educational resources to the fingertips of the college community.

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	**B. Any 3 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)

441200

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

72

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 is harnessing ICT innovatively to transform teaching methods from teacher-led to student-centric, acting as a catalyst for educational reform. ICT Upgrades: The college is committed to modernizing its ICTinfrastructure to streamline operations. It has implemented Wi-Fi across the campus through BSNL broadband and Jio Wi-Fi connections, ensuring all areas, including seminar halls, offices, classrooms, labs, and libraries, are connected. Technology Enhancements: Over the past five years, the college has systematically upgraded its computers, added desktops to the computer lab, and provided laptops to select staff. Transitioning from dot-matrix to laser printers and incorporating reprographic services has modernized the office environment. Additionally, the acquisition of overhead projectors and laptops has been aimed at enriching the teaching and learning experience. Technical Proficiency: Recognizing the pivotal role of ICT in education, the college motivates its faculty and support staff to acquire technical computer skills, furthering the institution's educational capabilities

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

4.3.2 - Number of Computers

122

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)

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 established a systematic policy for the upkeep and use of its facilities, with specialized committees overseeing the maintenance of its infrastructure. Here's a summary of the key points: ·

Maintenance Policy: The college has a committees responsible for the maintenance and utilization of physical and academic resources. Funds are allocated annually for this purpose and are managed under the supervision of monitoring committees. ·

Laboratory Care: The department's laboratories are maintained according to a specific policy, with lab technicians and assistants in charge of equipment care. ·

Library Facilities: The college boasts two well-stocked libraries, and departmental seminar libraries for postgraduate departments. ·

Sports Infrastructure: A sports committee manages the maintenance of sports equipment and the indoor hall, which is equipped for various indoor games like Table-Tennis, Boxing, Wrestling, Weightlifting, and Gym activities. ·

ICT and Computer Lab: The labs are well-equipped, and the administrative office is fully computerized, with maintenance andsoftware updates handled by lab assistants. Outsourced agencies maintain Wi-Fi, projectors, printers, and other technical equipment.

Classrooms: A dedicated team, including technicians, masons, plumbers, carpenters, electricians, gardeners, and sweepers, works diligently to maintain the classrooms and the broader campus infrastructure.

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

1509

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

512

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	**Nil**
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

351

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

159

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	C. Any 2 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

02

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

562

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

01

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.

04

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)

Following student committees/clubs are operational in the college to showcase the student's representation and engagement in various administrative, co-curricular and extracurricular activities:

Class Representatives: all classes have two students designated as class representatives. They are responsible for representing any issues related to academics/non-academics to concerned HoDs/Class teacher. Director interacts with class representatives' at-least once during the semester.

Cultural and Sports Committees: Students have strong representations in all cultural and sports committees. They help in organization and management of events.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/10JoLRvfCC MXyQ4BvBGUEJQkCnjk4qroY/view?usp=sharing
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

06

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

The college has an Alumni association. Institute takes Alumni Feedback to improve the functioning and services of the organization. Convocation cum Alumni meet is organized in the institute to network and collaborate with the Alumni. Our alumni association works as partners to bridge the gap between the industry and academics. Alumni also support in placement and continue to bring a good name to the organization. The college also has an online group known as Alma Connect, where alumni of the institute stay connected with the institute. Over the years, the role of the Alumni Association at the institution has progressively evolved, contributing significantly to the institution's development, both through financial support and other essential services. Initially, the college recognized the

value of alumni engagement and began inviting renowned former students to contribute to institutional growth. These alumni provided support in various ways, including offering valuable advice on quality improvement, advocacy at policy levels in their professional and academic capacities, and helping to organize national events on campus. In recent years, the institution's relationship with its alumni has continued to strengthen, as alumni have increasingly taken on leadership roles in the college's development.

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

Founded in 1969, during the centenary of renowned Urdu poet Mirza Asadullah Khan Ghalib, Mirza Ghalib College stands as a Deficit Grant Post Graduate Minority College. Over the years, it has emerged as a prestigious institution of higher learning in the region. The institution is committed to disseminating contemporary education, especially among religious and linguistic minority communities, while maintaining a strong secular ethos.

Vision: The college envisions extending the boundaries of education beyond the classroom, promoting "Empowerment through education to illuminate the future of the younger generation." With a global outlook, the institution nurtures intellectual competence, scientific temperament, and social responsibility.

Mission: Mirza Ghalib College is dedicated to making education accessible to all, transcending barriers of caste, creed, and

color. The institution emphasizes quality in teaching, research, and administration. Facilities such as ICT-enabled classrooms, and ongoing faculty development programs ensure an enriched academic environment.

Governance: The governance structure reflects the institution's vision and mission. The Internal Quality Assurance Cell (IQAC), consisting of teaching and non-teaching staff, serves as the decision-making body. The IQAC facilitates regular interaction with stakeholders, including students, parents, guardians, and industry professionals, to drive institutional growth. Feedback from stakeholders is collected and analyzed to guide policy development.

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: The institution employs a decentralized administrative framework to empower its functionaries. The Governing Body delegates academic and operational decisions to an Advisory Committee, chaired by the Principal/Professor In-Charge. The administration operates with autonomy, enabling seamless execution of instructional and administrative activities. Frequent meetings with faculty and department heads ensure open dialogue on academic and policy matters. The IQAC plays a pivotal role in implementing quality initiatives through regular sessions and collaborative decision-making processes.

Participative Management: To foster inclusivity, various committees, such as the Academic Committee, Examination Committee, and Research and Development Committee, engage teaching and non-teaching staff in institutional development. These committees, led by faculty members, organize diverse academic, co-curricular, and extracurricular activities. Autonomous bodies, including the library, sports, and Career and Employment Cell (CEC), operate under dedicated committees. Decisions made by these bodies are presented to the Principal/Professor In-Charge and IQAC for further action, ensuring efficient governance.

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: The college fosters a conducive environment for staff development by organizing workshops and training programs. Faculty and non-teaching staff are encouraged to enhance their skills through professional development initiatives.

2. Library, ICT, and Physical Infrastructure: Aligned with the Digital India initiative, the college has computerized its library system with a Library Management Software installed in 2017.

3. Research and Development: A dedicated Research and Development Committee promotes a research-driven culture among faculty members. Faculty are encouraged to supervise PhD scholars, join academic societies, and undertake interdisciplinary research projects.

4. Examination and Evaluation: The college adopts a continuous evaluation system, allowing departments to design their own internal assessment processes.

5. Teaching and Learning: Efforts are being made to establish smart classrooms equipped with state-of-the-art ICT infrastructure.

6. Curriculum Development: While the curriculum is designed by the affiliating university, the college's IQAC and academic committees ensure its effective implementation.

7. Student Admissions: As a minority institution, the college operates under Article 30(1) of the Constitution and is exempt from reservation policies. Admission details are transparently shared on the college website, and a dedicated Student Information Centre assists applicants throughout the process.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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 college follows a participatory governance model. Key roles are assigned to various departments and committees for smooth operation. Academic matters are managed by the Professor In-Charge/Principal, while examination-related activities are overseen by the Controller of Examinations. Discipline is maintained by the Proctorial Board, and administrative functions are supervised by the Accounts and Establishment sections. Department heads are in direct contact with the Principal to ensure coordinated efforts.

File Description	Documents
Paste link for additional information	https://mirzaghalibcollegegaya.ac.in/
Link to Organogram of the institution webpage	https://mirzaghalibcollegegaya.ac.in/?pg=g overning%20body
Upload any additional information	**No File Uploaded**

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: Financial assistance is provided for medical treatment of teaching and non-teaching staff, with options for refundable and non-refundable aid based on the severity of the condition.**
2. **Retirement Benefits: Retired employees receive monetary benefits, the amount of which varies by category.**
3. **Death Benefits: In the event of an employee's demise, financial assistance is provided to their family, based on the employee's designation.**

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

04

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

03

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

10

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

Teaching Staff: Faculty performance is assessed through the Annual Self-Assessment for Performance-Based Appraisal System (PBAS). Reports are verified by department heads, the Principal/Professor In-Charge, and the IQAC before being forwarded to the affiliating university. Faculty are supported with provisions for duty leave to attend academic programs and encouraged to apply for research grants and memberships in academic societies.

Non-Teaching Staff: Non-teaching staff are evaluated annually on attributes such as character, reliability, technical skills, and relationships with colleagues and students. Workshops and training programs are regularly conducted to enhance their professional efficiency. Exceptional performance is recognized during the annual foundation day celebrations.

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 college conducts regular internal and external financial

audits to ensure transparency and accountability. Internal audits are an ongoing process, while external audits are performed annually by qualified Chartered Accountants. Any audit objections are promptly addressed and resolved through established mechanisms involving the Bursar, Principal/Professor In-Charge, and the Governing Body.

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)

0

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

Committees such as the Development Committee, Purchase Committee, and Library Committee oversee fund allocation and utilization. Regular reviews by the Principal/Professor In-Charge and the IQAC ensure resources are used effectively for their intended purposes. Cleanliness and campus upkeep are monitored by the Health Committee.

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

Since its establishment in February 2017, the IQAC has been instrumental in institutionalizing quality assurance. Recommendations from the IQAC have led to significant advancements in research infrastructure, library enrichment, and the development of an 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 the IQAC, the college has adopted an outcome-based learning model. Departments have defined program and course outcomes, and a Research and Development Cell has been established to foster a research culture. Feedback mechanisms involving stakeholders are being developed to ensure continuous improvement in teaching-learning methodologies.

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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://mirzaghalibcollegegaya.ac.in/?pg=naac
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

The college has established a Gender Sensitization and Women

Empowerment cell to address issues related to gender equity and promote the advancement of female staff, including non-teaching personnel, towards higher positions and roles. By fostering a gender-sensitive environment, the cell aims to create equal opportunities for both men and women to realize their full potential. Furthermore, the cell serves as a platform for open dialogue and discussion on gender-related issues, while also addressing cases of sexual, psychological, emotional, and physical harassment. The college prioritizes the safety and security of its female students by deploying female security guards across the campus and organizing separate classes for male and female students at the undergraduate level. Moreover, female faculty members are encouraged to actively participate in all aspects of college functioning, including academic activities, extracurricular

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1txxwEwt99x3uDbs81JUu8ItLYOV7gwIg/edit?usp=sharing&ouid=113698313624516033458&rtpof=true&sd=true
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

The college upholds cleanliness and hygiene through a comprehensive waste management system, including segregation and collection of solid waste using designated dustbins across the premises. The NSS unit actively participates in campus cleanliness campaigns and environmental awareness programs in collaboration with departments such as Botany, Zoology, and Biotechnology. Garbage collection by the Gaya Municipal Corporation occurs daily for disposal, treatment, and recycling. For liquid waste, the college maintains a well-planned drainage system, overseen by the building and construction department. Biomedical and electronic waste are managed responsibly, with regular awareness programs conducted for students. Paper recycling initiatives are in place, and hazardous chemical and radioactive waste are managed through removal of carrot grass and a buy-back system for old batteries. The Swatch Campus Programme

organizes awareness activities, rallies, and street plays to promote eco-friendliness. The college demonstrates a strong commitment to waste management at every stage, from collection to 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:

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	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	A. Any 4 or all 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	A. Any 4 or all 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).

Aligned with the Constitutional principles of inclusivity, tolerance, and justice, the College undertakes various initiatives to foster an inclusive environment. It upholds neutrality and fairness towards all cultural and religious groups, ensuring that teaching methodologies and examples are inclusive and non-discriminatory based on factors like gender, religion, caste, or place of residence. The College enthusiastically celebrates national holidays and cultural festivals such as Holi, Eid, and Dashehra, promoting values of national unity, communal harmony, and cultural diversity.

Departments organize events like Teachers' Day and Freshers' Day to encourage participation from diverse socio-economic backgrounds, fostering community unity, gender inclusion, and tolerance. Embracing communal and cultural differences, the College aims to instill these values among students and staff. Additionally, it observes occasions like Yoga Day, Women's Day, and Human Rights Day to promote 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	**No File Uploaded**

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

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizensAs the supreme law of the land, the Constitution guides all administrative and academic endeavors of the College. Upholding Constitutional values and obligations, the College commemorates Republic Day and Independence Day annually with fervor, beginning with flag hoisting and recitation of the Preamble. Theme-based lectures and expert talks sensitize students and staff to various Constitutional aspects, fostering law-abiding citizenship. The institution emphasizes Constitutional values, rights, duties, and responsibilities, striving to cultivate informed and responsible citizens through both curricular and extracurricular activities. The Department of Political Science actively enhances students' understanding of Constitution's Articles and Directive Principles. Additionally, the College website features news updates on significant national occasions, accompanied by essays and resources for deeper insights into Constitutional values and ethos.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1cmpUXYDz5rM7jyGDZPpNHYfO122g_lmO/view?usp=sharing
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	**A. All 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

The institution hosts national and international commemorative events and festivals to instill values of nationalism and patriotism among the Indian populace. Celebrating these occasions with vigor, the institution pays homage to esteemed national leaders and promotes messages of unity in diversity, equality, communal harmony, gender justice, and law-abiding citizenship. Republic Day, Independence Day, Gandhi Jayanti,Martyr's Day,Sadbhavana Diwas,Voters Day, Online Periodic Lecture Programme on Bhagvad Gita's & Quran's Philosophical aspects on Social Responsibility has been organized by the department of Philosophy on September 1, 2023. Speaker was Dr. Prashant Shukla, Dept. of Philosophy, Lucknow University and Prof. Latif Hussain S. Kazmi, Dept. of Philosophy, Aligarh Muslim University.

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: UDAAN: Free-ship and Half-ship Program
The Free-ship program is designed to support students who**

demonstrate exceptional academic performance, financial need, or both. Eligible students may receive full or partial tuition waivers, allowing them to pursue their education without the burden of tuition fees. The criteria for qualification and the application process are typically outlined by the college administration. The Half-ship program provides partial financial assistance to deserving students. Under this program, eligible students receive a partial waiver of tuition fees, covering a significant portion of their educational expenses. Like the Free-ship program, the Half-ship program aims to make education accessible to a wider range of students. Students who qualify for the Half-ship program can focus on their studies while benefiting from reduced financial obligations. Best Practice No. 2: Punctuality and Discipline Punctuality and discipline are cornerstone values at Mirza Ghalib College, setting it apart as a beacon of excellence. Embraced as nbest practices, these virtues foster a culture of responsibility, respect, and efficiency among students and staff alike. With a steadfast commitment to timeliness and order, Mirza Ghalib College cultivates an environment conducive to academic achievement and personal growth.

File Description	Documents
Best practices in the Institutional website	https://mirzaghalibcollegegaya.ac.in/?pg=best_practice
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 college's primary vision is to cultivate a knowledgeable society, achieved through the transfer of knowledge to the younger generation via various educational courses. A key focus is placedon prioritizing the education of female students. The institution consciously promotes ideals of national integration, secularism, scientific outlook, and a cosmopolitan and humanistic approach to life. Maintaining a national character, students are selected from diverse socioeconomic backgrounds, with provisions for scholarships for disadvantaged groups. Admissions are solely based on merit lists compiled by the college.To keep pace with rapid technological advancements, consistent efforts are made to

enhance the technical skills of students, faculty, and non-teaching staff. Innovative teaching and learning methods, including audio-visual aids and digital tools like PowerPoint and Excel, are employed by faculty members during lectures. Faculty members actively participate in conferences, workshops, and refresher courses to enhance their skills and knowledge. They also contribute regularly to academic publications 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 new courses such as B.Ed and L.L.B and even several 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.