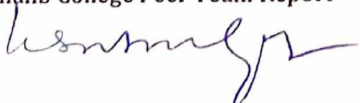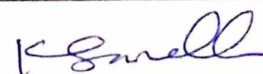# PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF MIRZA GHALIB COLLEGE
Place :GAYA   Pin: - 823001   State: BIHAR

Section I: GENERAL	Information
1. Name & Address of the Institution:	Mirza Ghalib College White House Compound, Gaya, Bihar, India
2. Year of Establishment:	1969
3. Current Academic Activities at the Institution (Numbers):	
• *Departments/ Centres:*	22
• *Programmes/ Courses offered:*	PG:12; UG:22;
• *Permanent Faculty Members:*	42
• *Permanent Support Staff:*	76
• *Students:*	8851
4. Three major features in the institutional Context (As perceived by the Peer Team):	• Established in 1969 under linguistic minority status, college caters to the needs of students of Muslim minority community, marginalised and weaker sections • A deficit grant minority Post Graduate co-education college with more than 60% girls. • College is affiliated to Magadh University, Bodh Gaya, Bihar
5. Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	7th and 8th May, 2018
6. Composition of the Peer Team which undertook the on- site visit:	
Chairman:	Prof. K Subrahmaniyam, Pro-Chancellor, Swami Vivekananda Yoga Anusandhan Sansthan,19, Eknath Bhavan, Gavipuram Circle, Kempegowda Nagar, Bangalore-560 019, Karnataka.
Member Co-ordinator :	Prof. Mridul Kumar Gupta Professor of Mathematics, Ch. Charan Singh University, Meerut-250004 UP
Member :	Dr. Krushna Gandhi, Principal Ritambhara Vishva Vidyapeeth's Malini Kishor Sanghvi College of Commerce & Economics, JVPD Scheme, Vile Parle (West), Mumbai – 400049.
NAAC Co-ordinator:	Shyam Singh Inda Assistant Adviser,(NAAC), Nagarbhavi, Bengaluru– 560 072.

Section II: CRITERION WISE ANALYSIS

*Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key indicator under the respective criterion (*This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

	Criterion 1 – Curricular Aspects (Key Indicator and Qualitative Metrics (Q$_I$M) in Criterion I)	
1.1.	**Curricular Planning and Implementation :**	
1.1.1 Q$_I$M	The institution ensures effective curriculum delivery through a well planned and documented process	
1.2	*Academic Flexibility:*	
1.3	*Curriculum Enrichment:*	
1.3.1 Q$_I$M	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	
1.4	*Feedback System:*	

Qualitative analysis of Criterion I (300 to 500 words)

Mirza Ghalib college located in the heart of the city has about 56000 square meter land in four non-adjacent pieces with four storeyed buildings on one piece of land and a new building on another nearby piece of land is under construction. It is noted that the college provides higher education to the minorities, marginalized and weaker sections of the society. The college is running 12 PG and 22 UG programmes for Arts, Science and commerce, PhD in six subjects including 3 job oriented UG programmes. The curriculum at UG and PG levels are designed and developed by the parent university. The college ensures the effective implementation of the curricula and observes the completion of the course in time. The institution follows semester system of examination in PG programmes and annual system in UG programmes. Eight new PG programmes in Arts, Science and Commerce have been introduced during the last five years. CBCS is yet to be implemented by the University.

Arrangement of classes to improve spoken English is done for the selected students. The gender equity is maintained in the college and the grievances of the girl students are taken care off. Social responsibility in students is well invoked through NSS which is also very active to keep the campus clean. The college organises some programmes to aware the students about relevant issues related to gender, environment and sustainability, human values and professional ethics. The college needs to introduce non credit courses on human values and professional ethics for holistic development of students. A formal mechanism to take feedback from students is missing and needs to be developed.

	Criterion 2 – Teaching-Learning and Evaluation
	(Key Indicator and Qualitative Metrics (Q₁M) in Criterion II)

2.1	***Student Enrolment and Profile:***
2.2	***Catering to Student Diversity:***
2.2.1 Q₁M	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	***Teaching-Learning Process:***
2.3.1 Q₁M	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 Q₁M	Innovation and creativity in teaching-learning
2.4	***Teacher Profile and Quality:***
2.5	***Evaluation Process and Reforms:***
2.5.1 Q₁M	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 Q₁M	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 Q₁M	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 Q₁M	The institution adheres to the academic calendar for the conduct of CIE
2.6	***Student Performance and Learning Outcomes:***
2.6.1 Q₁M	Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students
2.6.2 Q₁M	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	***Student Satisfaction Survey:***

Qualitative analysis of Criterion II (300 to 500 words)

Admissions are done through the process of press note in newspapers and first come first serve basis. It is done as per rules laid down by the university and the state government. Being a linguistic minority college 50% seats are reserved for applicants from minority candidates and college is exempted from the state policies of reservation for these seats. For vocational courses the admissions are taken through entrance test and group discussion / interview. Some of the departments organise orientation / welcome programmes for the new students. There is no formal mechanism for identification of slow and advanced learners. Personal development, skill development and awareness programmes are organized for advanced learners. Care is taken by the college to uplift slow learners by arranging tutorial / remedial classes and taking individual attention to their academic needs. The college has evolved various methods such as group discussions, seminars, project works, field works etc to improve teaching – learning process. Project work is integral part of curriculum in most of the PG departments and professional programmes. One teacher has uploaded some of his lectures on You tube for the benefit of students. Out of 42 permanent teachers, 39 are PhD. 28 Ad hoc and 24 Guest / visiting /temporary faculty are appointed to teach self- financed vocational as well as regular courses. Teachers are encouraged, satisfactorily, to participate in Refresher Courses, Orientation Courses, Seminars and Conferences. The College is deficient of competent and qualified teachers to handle all the courses/programmes and students as large as 8850.

Evaluation process framed by the affiliating university is followed by the college. Continuous evaluation and internal assessment of 20% is in practice at PG Level. Reforms in Continuous Internal Evaluation need to be done through IQAC and controller of examinations who is responsible for internal examination at the college level.

The conduct of student satisfaction survey is not in evident and needs implementation. Learning outcomes and their assessment are informal and unstructured. It is not clear if the programme

outcomes and course outcomes are displayed on the website or how they are communicated to the students. Mechanism for Student Satisfaction Survey needs to be developed.

	Criterion 3 – Research, Innovations and Extension (Key Indicator and Qualitative Metrics (Q$_I$M) in Criterion III)
3.1	**Resource Mobilization for Research**
3.2	**Innovation Ecosystem**
3.2.1 Q$_I$M	Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge
3.3	**Research Publications and Awards**
3.4	**Extension Activities**
3.4.1 Q$_I$M	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	**Collaborations:**

Qualitative analysis of Criterion III (300 to 500 words)

Sixteen teachers are recognised as research guides. Nineteen students are awarded PhD's in the last five years and 10 publications were made in refereed journals notified on UGC website. Eight books from local publishers and a conference proceeding from Zoological Society of India have also been published during last five years.

The faculty needs to be familiarised with the intellectual property rights and motivated for resource mobilization for research.
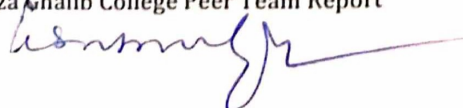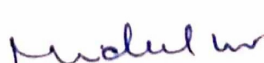
The college needs to create an eco-system for innovations as well as incubation centre which will help the students with innovative ideas and entrepreneurship.

Major extension activities are done through NSS. College has received some awards and appreciations for these activities. The state of research and innovation in the college needs immediate attention and improvement.

College needs to state and display code of ethics on its website and familiarize teachers and students engaged in research about plagiarism detecting software through workshops.

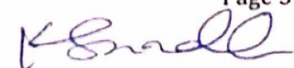|	Criterion 4 – Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics (Q$_I$M) in Criterion IV)
4.1	**Physical Facilities:**
4.1.1 Q$_I$M	The institution has adequate facilities for teaching - learning viz., classrooms, laboratories, computing equipment, etc
4.1.2 Q$_I$M	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities
4.2	**Library as a Learning Resource:**
4.2.1 Q$_I$M	Library is automated using Integrated Library Management System (ILMS)
4.2.2 Q$_I$M	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment

4.3	**IT Infrastructure:**
4.3.1 Q₁M	Institution frequently updates its IT facilities including Wi-Fi
4.4	**Maintenance of Campus Infrastructure:**
4.4.2 Q₁M	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

<div align="center">Qualitative analysis of Criterion IV (300 to 500 words)</div>

The college has 29 furnished classrooms, adequate laboratories for undergraduate and post graduate practical subjects and 2 computer labs. It also has one ICT equipped Seminar Hall, and a Sports Hall of about 30 x 60 feet for indoor games. 4 Smart classrooms are in the pipeline. However these facilities are not sufficient for 8850 students. It is noted that the college uses nearby Gandhi Maidan for outdoor and a few indoor games and has installed two Lifts (one in each building) for Divyangjans and senior teachers.

No hostel facility for students in the campus but provides boarding facilities to boys and girls in collaboration with minorities hostels.

The college library is under the process of computerisation. Software for Library management system has been installed in the library. Recently Library has taken the membership of UGC N-LIST programme to enrich its usability.

Khulasa Muntakhabut Tawarikh in Persian, a handwritten manuscript by Munshi Subhan Rai in the year 1796 is kept in the library as a proud position of the college. It is claimed that this manuscript is one of the original sources of history of Mughal period. Average number of walk in per day is low.

Wi-Fi facility through BSNL and Jio wifi has been made available in the entire campus of the college. 105 computer systems, 20 laptops, 5 LCD and 12 printers have been made available to different departments.

The college has limited budgetary provisions for up-gradation and maintenance of IT and computer facilities. HoD's of respective departments are authorised to maintain and repairing of equipment's allotted to their departments.

The college has a Canteen for Staff and Students.

Payment of all type of fee by students through credit/ debit or e-challan should be initiated and encouraged.

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Criterion 5 - Student Support and Progression
(Key Indicator and Qualitative Metrics (Q₁M) in Criterion V)

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5.1	**Student Support**
5.2	**Student Progression**
5.3	**Student Participation and Activities:**
5.3.2 Q₁M	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	**Alumni Engagement:**
5.4.1 Q₁M	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

<div align="center">Qualitative analysis of Criterion V (300 to 500 words)</div>

- The college has no elected Student Union / council. However there is a system of nominated Class Representative of students on the basis of merit. The Proctorial Board of the college looks after the resolution of issues and problems of students.
- Grievance redressal mechanism needs to be institutionalized.
- 34% students receive scholarships provided by the Government. Management of the college is generous enough to grant a few fees free-ship to the economically weak and deserving students.
- Personality development, career counselling and soft skill development initiatives need strengthening.
- Placement Cell and Alumni Association need to be established / activated.

- Students' progression to higher studies is satisfactory.
- Number of students' who cleared UGC/CSIR NET during last five years is meagre.
- Students have participated in games, sports and cultural events and have won medals and awards at district and university levels.
- College organises annual cultural festivals Yom-A- Ghalib and encourages students to participate.
- Receipt of fee through electronic mode needs to be initiated.

Criterion 6 – Governance, Leadership and Management (Key Indicator and Qualitative Metrics (Q$_I$M) in Criterion VI)	
6.1	**Institutional Vision and Leadership:**
6.1.1 Q$_I$M	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution
6.1.2 Q$_I$M	The institution practices decentralization and participative management
6.2	**Strategy Development and Deployment:**
6.2.1 Q$_I$M	Perspective/Strategic plan and deployment documents are available in the institution
6.2.2 Q$_I$M	Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 Q$_I$M	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	**Faculty Empowerment Strategies:**
6.3.1 Q$_I$M	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 Q$_I$M	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	**Financial Management and Resource Mobilization:**
6.4.1 Q$_I$M	Institution conducts internal and external financial audits regularly
6.4.3 Q$_I$M	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	**Internal Quality Assurance System:**
6.5.1 Q$_I$M	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 Q$_I$M	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 Q$_I$M	Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

Qualitative analysis of Criterion VI (300 to 500 words)

The college has stated vision and mission but roadmap for future development needs to be prepared in a more precise and practical way.

The college has IQAC, Building committee, Development committee, Library committee, Admission committee, Proctorial Board, Sports committee, Anti Ragging committee, Grievance Redressal Cell, NCC unit etc which try to ensure good governance and quality education. Effectiveness of these committees is to be documented.

The institution has created Mirza Ghalib college Staff Welfare fund for teaching and non-teaching staff.

E governance is in rudimentary stage. ERP [Enterprise Resource Management] system will be helpful. Welfare measures include Group insurance, gratuity and PF. Further scheme will motivate the teaching and nonteaching staff, like medical insurance, travel, children education etc. Increased Financial support for attending conferences and membership fee for professional bodies will improve research output of the college. More faculty to be encouraged to attend refresher courses, short term courses etc. The institution has to implement system for regular performance appraisal for teaching and non teaching staff. This is essential today for quality improvement in education and recommended to be implemented.

Internal auditing is done by M/S A.K. Sinha & company and the external audit is conducted by Bihar government auditors(PAPERS NEEDED). Doesn't have strategies for mobilisation of funds and optimal utilization of resources. The college receives negligible sponsorships for organising and assisting seminars / workshops. Resource mobilization through alumni, stakeholders & various self-financed courses needs to be encouraged.

Internal Quality Assurance Cell established in 2017 has initiated quality assurance measures which need to be strengthened. Pedagogical training may be conducted from time to time. Stringent Internal Administrative and Academic Audit to be conducted. Details of quality initiative by IQAC to be documented. Quantitative Analysis of incremental improvement made during the preceding five years will help in decision making for improvement. No policy is avaible for the periodic review of administrative and academic departments. For the Management, Sustenance & enhancement of quality education, measures need to be taken.
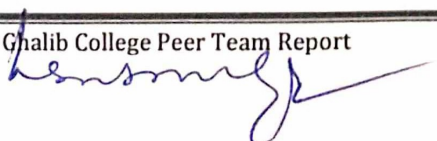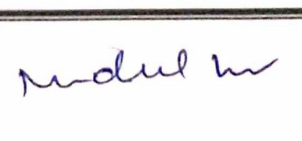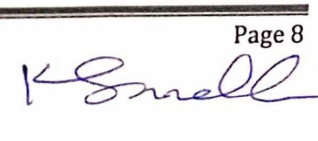
Criterion 7 – Institutional Values and Best Practices	
(Key Indicator and Qualitative Metrics (Q₁M) in Criterion VII)	
7.1	**Institutional Values and Social Responsibilities:**
	Gender Equity
7.1.2 Q₁M	Institution shows gender sensitivity in providing facilities such as: a) Safety and Security b) Counselling c) Common Room
	Environmental Consciousness and Sustainability
7.1.5 Q₁M	Waste Management steps including: • Solid waste management • Liquid waste management • E-waste management
7.1.6 Q₁M	Rain water harvesting structures and utilization in the campus
7.1.7 Q₁M	Green Practices • Students, staff using a) Bicycles b) Public Transport c) Pedestrian Friendly roads • Plastic-free campus • Paperless office

		• Green landscaping with trees and plants.
		Differently abled (Divyangjan) friendliness
		Inclusion and Situatedness
		Human Values and Professional Ethics
7.1.18 Q₁M		Institution organizes national festivals and birth / death anniversaries of the great Indian personalities.
7.1.19 Q₁M		The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2		**Best Practices:**
7.2.1 Q₁M		Describe at least two institutional best practices (as per NAAC format)
7.3		*Institutional Distinctiveness:*
7.3.1 Q₁M		Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion VII (300 to 500 words)

The college has women empowerment Cell and facilities for gender sensitivity. Programmes have been conducted on women empowerment, gender sensitivity, legal awareness, women's rights and laws, crisis in safety, security and dignity of women, etc. Separate common room for boys and girls exists. Male and female security guards (approximately 10) are deployed at different locations in the college to ensure safety and security of girl's students. E-waste generation is reduced by buy back system in which the out-dated batteries are returned to the suppliers from where they were purchased. Older configurations / e-waste are delivered to an authorized agency for their disposal. Liquid effluent treatment system can be implemented and the water can be reused for gardening, cleaning etc. The College doesn't have functional rain water harvesting but preserves the waste water within the campus. The college makes conscious efforts for Green campus despite limited open space, students are encouraged to use Cycle. Office of the college is partially paper less. College has a system of green auditing, checking carbon emission is carried out by NSS and Eco- club. No tree plantation programmes are carried out by students and staff due to limited open space. Expenditure for green initiative is meagre and may be increased. The college uses LED for Energy savings. Approximately 6% of power requirement is met by Solar power which needs to be increased. Institute organises birth days of great personalities like Mahatma Gandhi, Janab Ghalib and National celebrations on 15th August and 26th January etc. The transparency in financial functions will improve through online financial transactions and ERP system will improve academic administrative and audit. The college emphasises social up-liftment by community service-Empowerment of girls through education and extension activities, youth empowerment programmes and training workshops. The college takes initiative to engage with and contribute to the local community. The college distinctness is to attend social upliftment of women through counselling by experts to develop confidence with ethical values. Two lifts, one in each block, are deployed for Divyangjans and senior teachers.
Core values need to be displayed in the college and on its website. Code of conduct handbook for students, administrative staff and teachers needs to be prepared.

Section III: OVERALL ANALYSIS based on *Institutional Strengths, Weaknesses, Opportunities & Challenges (SWOC)* (300 to 500 words)	
Strength	1) The college is situated in the heart of town and delivers very good results in university examinations 2) Motivated and functional NSS unit. 3) It caters the need of higher education for poor and underprivileged students. 4) It imparts good and purposeful education to Divyangs and socially and economically backward students. 5) Remedial coaching to SC/ST, OBC and slow learners are provided.
Weakness	1) The college lacks formal linkage with centres and organizations of excellence in India and abroad. 2) The college has no registered alumni association for its marching towards destinations. 3) It lacks annual appraisal mechanisms for quality up-gradation. 4) College is lacking innovative add-on courses. 5) Funds from UGC for minor / major research Projects are untapped. 6) Less student's strength compared to sanctioned seats in certain courses. 7) Transparency through documentations is insufficient in almost some areas of the college functioning.
Opportunities	1) Located in the heart of an economically backward city, it has opportunities for more linkages with industries. 2) It has the opportunities for introduction of more industry oriented technical programmes/courses and vocational add on courses to increase placement of students. 3) Resource mobilisation for research, ICT and girl's hostel from UGC / different funding agencies. 4 To undertake establishment of innovations and incubation centres for entrepreneurship, research and developmental programmes. 5) Strengthen feedback mechanism from all the stakeholders for all-round development. 6) Elderly and experienced teachers are an asset to be utilized.
Challenges	1) Ensuring student's diversity from other regions of Bihar as well as other states. 2) Attracting more students to higher education in the poverty ridden area. 3) Making students more vocal and speaking in English. 4) Increasing student's intake in some courses. 5). Filling-up of vacant positions in staff. 6) Motivating the faculty to involve more vigorously in research.

Section IV: Recommendations for Quality Enhancement of the Institution

*(Please limit to **ten major ones** and use telegraphic language)*
(It is not necessary to indicate all the ten bullets)

- Add-on and enrichment courses along with value addition to the methodology of teaching learning process is suggested.
- Industry, need based and job oriented UG and PG programmes be started.
- Communication skills and computer literacy among the students and increased use of ICT in in teaching learning and evaluation processes must be adopted.
- Establishing Language Laboratory, innovation and incubation centres is also suggested to to encourage students for entrepreneurship.
- Perspective planning and strategy development of the college and computerized office is recommended strongly.
- Self-appraisal of the teachers has to be evaluated properly and remedial measures be taken. They should be encouraged and supported for taking research to enhance their career and competence.
- Forming an effective registered alumni association is also suggested to facilitate campus interviews and placement opportunities for students.
- Hostel facilities should be provided specially girls students.

- Campus has to be made green and eco-friendly, capacity of installed solar energy system should be increased.
- Career and counselling centre and alumni association should be established.

- Strengthening of the tutor ward system through tutorials, bridge courses and remedial coaching for slow learners required.

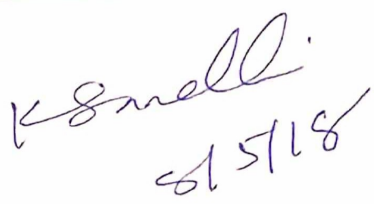Teachers need to initiate efforts for obtaining Minor / Major research Projects from UGC / other funding agencies.

I have gone through the observations of the Peer Team as mentioned in this report.

08.05.18

Signature of the Head of the Institution

Seal of the Institution

Signatures of the Peer Team Members:

Sl. No	Name		Signature with date
1	**Dr. K. Subrahmanyam** Pro-Chancellor, Swami Vivekananda Yoga Anusandhan Sansthan,19, Eknath Bhavan, Gavipuram Circle, Kempegowda Nagar, Karnataka.	Chairperson	*8/5/18*
2	**Prof. Mridul Kumar Gupta** Department of Mathematics, Ch. Charan Singh University, Meerut Uttar Pradesh	Member Co-ordinator	*Mridul Kumar 8/5/18*
3	**Dr. (Mrs.) Krushna Gandhi** Principal, Ritambhara Vishva Vidyapeeth's Malini Kishor Sanghvi College of Commerce & Economics, Nirmaladevi Arunkumar Ahuja Marg, JVPD Scheme, Vile Parle (West), Mumbai – 400049.	Member	*K Gandhi 8/5/18*
	Shyam Singh Inda	NAAC Co-ordinator Bangalore	

Place: Gaya

Date: 8/5/18