

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

2010-11

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2010-11

I. Details of the Institution

1.1 Name of the Institution

Tilka Manjhi Bhagalpur University

1.2 Address Line 1

University Road, Sarai

Address Line 2

P.O - TNB College, Bhagalpur

City/Town

Bhagalpur

State

Bihar

Pin Code

812007

Institution e-mail address

registrar_tmbu_bih@nic.in

Contact Nos.

0641-2620353, 9431247808

Name of the Head of the Institution:

Dr. Rama Shanker Dubey

Tel. No. with STD Code:

0641-2620100, 2620240

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C ⁺⁺	68.6	2003	5years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ NA _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

vocatinal / self financing

1.11 Name of the Affiliating University (for the Colleges)

N/A

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

State

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

05

2.3 No. of students

NA

2.4 No. of Management representatives

-

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

-

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

01

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount (Allocated from UGC fund)

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
-	-

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	36	-	-	
PG	36	-	03	03
UG	40	-	-	
PG Diploma	-			
Advanced Diploma	-			
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	
Total	112		03	03
Interdisciplinary	04	-		
Innovative	-	-		

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	35
Trimester	-
Annual	01

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	147	04	44	99	-

2.2 No. of permanent faculty with Ph.D. 147

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty 09 13 15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	26	08
Presented papers	03	26	08
Resource Persons	02	18	04

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Yes

2.7 Total No. of actual teaching days during this academic year 220

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Manually

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 45

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise

distribution of pass percentage : Not Available

Pass percentage in 2009-2010

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC conducts meeting with various stakeholder to monitor and evaluate the teaching & learning Process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	Yes
Staff training conducted by the university	Yes
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	654	39	-	43
Technical Staff	19	-	-	22

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Heads and Principals are requested to organize Programme on sensitizing and to promote research climate in the University.

3.2 Details regarding major projects – II (Details to be included)

	Completed	Ongoing	Sanctioned	Submitted
Number	05	13	01	NA
Outlay in Rs. Lakhs	-	92.71	6.00	-

3.3 Details regarding minor projects - NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	25	80	-
Non-Peer Review Journals	-	18	-
e-Journals	-	-	-
Conference proceedings	02	10	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 years	UGC	14.80	NA
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	3, 10years		83.91	NA
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges NA
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number	-	09	-	02	NA
Sponsoring agencies	-	UGC & Others	-	Univ.	-

3.11 No. of conferences organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total Allocation of UGC grant under XI th plan.

Books 55.32 lakh

66.70 lakh

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
07	-	07	-	-	-	NA

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

147

595

3.19 No. of Ph.D. awarded by faculty from the Institution

113

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 12 SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 650 State level 20
National level 27 International level -
(RD Camp)

3.22 No. of students participated in NCC events: (By Colleges)

University level 3500 State level 65
National level 30 International level 01

3.23 No. of Awards won in NSS:

University level - State level -
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -
National level 02 International level -

3.25 No. of Extension activities organized

University forum	02	College forum	NA		
NCC	04	NSS	13	Any other	-

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood Donation Camp
- Seminar on Dengue prevention.
- Seminar on AIDS
- Yoga Practices
- Seminar on Art of living
- Art of living , etc.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	264 acres	-	NA	264 acres
Class rooms	75	-	-	75
Laboratories	25	-	-	25
Seminar Halls	12	-	NA	12
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	NA	02	UGC	02
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	9.20 lakh	UGC	9.20 lakh
Others : NA	-	-	-	-

4.2 Computerization of administration and library

Computerization is Under Process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	147452	NA	85	30573	147537	-
Reference Books	9000	NA	-	-	-	-
e-Books						
Journals	20	6312				6312
e-Journals						
Digital Database						
CD & Video	02				02	
Others(specify)Thesis	9500				9500	
Manuscript	450				450	

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	188							
Added	22							
Total	210							

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.) : Yes

The University provides the training of computer and internet access to students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	NA
ii) Campus Infrastructure and facilities	17.25
iii) Equipments	NA
iv) Others	NA
Total :	17.25

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Enhancing awareness through meeting with faculty and students.

5.2 Efforts made by the institution for tracking the progression

Institution conducts meeting with HODs Deans of the faculty for tracking the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
-	3994	595	-

(Admission is going on)

(b) No. of students outside the state

26

(c) No. of international students

-

No	%
2494	62.44

Men

Women

No	%
1500	37.56

Last Year -2009-10 (NA)						This Year-2010-11					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						2055	384	156	1391	08	3994

Demand ratio 2.5:1

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Yes

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET	<input type="text" value="13"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="NA"/>	State PSC	<input type="text" value="NA"/>	UPSC	<input type="text" value="NA"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

Counselling and Career guidance cells was not in existence in this year. In practice the faculties are do the same in his department.

No. of students benefitted

5.7 Details of campus placement : Cell was not constituted in this year.

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	NA	-	NA

5.8 Details of gender sensitization programmes

Such Programmes are organised under NSS>

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level
Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	180	1752790
Financial support from other sources	-	-
Number of students who received International/ National recognitions. JRF	12	NA

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Grievance on Examinations, Results sports and basic facilities are redressed by the concerned Authorities.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision:</p> <ul style="list-style-type: none">• Quality, access, equity and accountability are four pillars of knowledge revolution.• The university aspires to become Indian’s most energetic and responsive university to produce highly skilled graduates and post graduates to make them a scholarly community in Humanity Anti-socialism & Society. <p>Mission:</p> <ul style="list-style-type: none">• The University tends to accomplish status of quality research intensive university addressing and national needs.
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6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum is designed by the departmental council and approved by the academic council of the university.

6.3.2 Teaching and Learning

The university organizes seminars/workshops for the improvement in teaching and learning.

6.3.3 Examination and Evaluation

Improvement in examination and evaluation process is done through the examination board of the university.

6.3.4 Research and Development

The university conducts meeting with HOD and Deans for the enhancement of research activities of the faculty. The suggestion is incorporated by the university.

6.3.5 Library, ICT and physical infrastructure / instrumentation

There is a big multistories Central Library. Reputed journals are regularly subscribed for enhancement of research facilities.

6.3.6 Human Resource Management

The university manages human resources by engaging in various assignment apart from their duties.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited by the state Govt.

6.3.8 Industry Interaction / Collaboration

The institution has interactions with industries and having collaboration with national and International organization.

6.3.9 Admission of Students

The Students are admitted in the courses on the basis ordinance and regulations of the state Govt. and the university norms on approved seats.

6.4 Welfare schemes for

Teaching	Accommodation, Insurance, Medical facilities
Non teaching	Accommodation, Insurance, Medical facilities
Students	Hostel, Medical facility

6.5 Total corpus fund generated

430960

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done? Yes.

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	University
Administrative	No	-	Yes	University

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The result is processed by the computer. The computerised marks-sheet are provided to students.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

University forwarded the proposals of the college.

6.11 Activities and support from the Alumni Association

Alumni Association was not in existence in this year.

6.12 Activities and support from the Parent – Teacher Association

The University conducts meeting with the parent and with the teachers Association.

6.13 Development programmes for support staff

The University administration convened meetings of staffs.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Planting of trees in the campus are carried out by the students and staffs.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

Implementation of Bar-Coding System in the examination and computerization in tabulation instead of manually.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Essential majors were taken to achieve the plan of action.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Implementation of semester system in PG Course.
- To promote research activities to cope-up the needs of Global Challenges.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Plantation of trees in the campus.
- Organising Awareness Programme.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- University is reach with the learned and outstanding faculty at national and international level.
- Needs more funds to cope up the basic requirements of the students and the faculty.

8. Plans of institution for next year

- To Introduce Value Added courses in the curriculum.
- To fully computerization of examination section, office and library.

Name: - Dr. Md. Equbal Ahmad

*Name:- Dr. Rama Shanker Dubey
(Vice-Chancellor)*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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