

*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

**2011-12**

## 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)

2011-12

#### 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 <sup>st</sup> Cycle	C <sup>++</sup>	68.6	2003	5years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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 \_\_\_\_\_ 2010-11 \_\_\_\_\_ 03-01-2016 \_\_\_\_\_ (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

-

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

-

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

NIL

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	<b>36</b>	-	-	
PG	<b>36</b>	-	<b>03</b>	<b>03</b>
UG	<b>40</b>	-	-	
PG Diploma	-			
Advanced Diploma	-			
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	
<b>Total</b>	<b>112</b>		<b>03</b>	<b>03</b>
Interdisciplinary	<b>04</b>	-		
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.

Yes, the syllabus has been revised time to time as

##### 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 23 18 15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	23	07
Presented papers	03	23	05
Resource Persons	04	07	03

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 **208**

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 :

**Pass percentage of 2012-2013**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>P.G. Courses</b>	<b>1288</b>	<b>6.25</b>	<b>67.34</b>	<b>25.85</b>	<b>-</b>	<b>99.37</b>

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	<b>Yes</b>
Staff training conducted by the university	<b>Yes</b>
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	44	-	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

IQAC takes initiative by conducting meetings with heads & principals of the colleges for the promotion of sensitizing and Research climate.

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

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>06</b>	-		
Outlay in Rs. Lakhs	<b>174807310</b>	-		

#### 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	37	73	
Non-Peer Review Journals	-	20	
e-Journals	12	-	
Conference proceedings	08	14	

#### 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				
Minor Projects				
Interdisciplinary Projects	<b>2011-12</b>	<b>DBT</b>	<b>475,000</b>	<b>475,000</b>
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
<b>Total</b>				<b>475000</b>

-

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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	06	-	08	-
Sponsoring agencies	-	UGC	-	Internal Sources	-

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.

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
<b>04</b>	<b>01</b>	<b>03</b>	-	-	-	-

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

147
280

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

126
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	08	SRF	-	Project Fellows	-	Any other	-
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3.21 No. of students Participated in NSS events:

University level	1200	State level	-
National level (RD Camp)	14	International level	-

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

University level	3600	State level	65
National level	24	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	<b>01</b>	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	<b>02</b>	International level	-

### 3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Blood Donation Camp
- Plantation in university campus
- Literacy Programme to the rural people
- Awareness Programme on women empowerment and social services.
- Anti corruption and anti Drugs.

## 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	<b>264 acres</b>	-	<b>NA</b>	<b>264 acres</b>
Class rooms	<b>75</b>	-	-	<b>75</b>
Laboratories	<b>22</b>	<b>01</b>	<b>UGC</b>	<b>23</b>
Seminar Halls	<b>12</b>	-	-	<b>12</b>
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	<b>94</b>	<b>09</b>	<b>UGC</b>	<b>103</b>
Value of the equipment purchased during the year (Rs. in Lakhs)	-	<b>9.98 lac</b>	<b>UGC</b>	<b>9.98 lac</b>
Others : NA	-	-	-	-

#### 4.2 Computerization of administration and library

Under Process.

#### 4.3 Library services: (Central Library)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	<b>147537</b>	-	<b>153</b>	<b>825100</b>	<b>147690</b>	-
Reference Books	-	-	-	-	-	-
e-Books						
Journals	<b>20</b>	<b>6312</b>	-	-	<b>20</b>	<b>6312</b>
e-Journals						
Digital Database						
CD & Video	<b>20</b>	-	-	-	<b>20</b>	
Others(specify)Thesis	<b>9500</b>				<b>9500</b>	
Manuscript	<b>450</b>				<b>450</b>	

#### 4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	210	49	12	18	54	35	32	10
Added	11	03	00	01	03	03	01	-
Total	221	52	12	19	57	38	33	10

#### 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 and staffs.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	<b>NA</b>
ii) Campus Infrastructure and facilities	<b>13.09</b>
iii) Equipments	<b>NA</b>
iv) Others	-
<b>Total :</b>	<b>13.09</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC is functioning with various stakeholders for the student support service.

#### 5.2 Efforts made by the institution for tracking the progression

Through the meetings with HODs and Deans of the faculty the university authorities track the progression.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
NA	2853	280	-

(Admission is going on)

#### (b) No. of students outside the state

12

#### (c) No. of international students

-

Men	No	%	Women	No	%
	2494	62.44		1500	37.56

Last Year -2010-11						This Year-2011-12					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2055	384	156	1391	08	3994	1348	305	204	985	15	2853

Demand ratio 2.78:1

Dropout %

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

UGC sponsored coaching for

- Remedial Classes
- Coaching for entry to services
- Coaching for NET/SET

No. of students beneficiaries

606

### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="25"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

### 5.6 Details of student counselling and career guidance

Counselling and Career cells are functioning under placement cell.

No. of students benefitted

### 5.7 Details of campus placement

<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

Programmes are organized 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	442	3289316
Financial support from other sources	-	-
Number of students who received International/ National recognitions	08	-

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: The grievance of the students redressed by the university. Examination, Results, Sports and basic facilities etc.

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

- General, acquisition, possession and application of knowledge serve as foundation for building strong and developed information society.
- 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.

## 6.2 Does the Institution has a management Information System

Yes, The university has strategy of proactive management of administration.

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

### 6.3.1 Curriculum Development

Curriculum is designed and developed by the departmental council.

### 6.3.2 Teaching and Learning

The university organizes seminars/workshops to motivate the faculty for the improvement in teaching and learning for the benefit to the students.

### 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 HODs and Deans for the enhancement of Research activities of the faculty.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

There is a big Central Library. The library is enriched with books and journals. 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 the 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.

### 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	-	-	Yes	University
Administrative	-	-	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 complete computerization of examination section is in progress.

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

University forwarded the proposals of desired college to the concern authority.

6.11 Activities and support from the Alumni Association

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6.12 Activities and support from the Parent – Teacher Association

Meetings of Parents with the teachers & HODs are organized in the Department.

6.13 Development programmes for support staff

The University administration convened meetings of staffs. The best employees award is given to non teaching staff on the foundation day.

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 in planning way to make the campus green.

## 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.

- Promotion of teaching learning methodology.
- Promotion in extra curriculum activities.

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

- Actions were taken as per plan of action.

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

Up gradation of Examination Promotion of ICT

*\*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.
- Awareness programme were conducted by students in the environment.

7.5 Whether environmental audit was conducted?    Yes     No

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

- Innovation research work.
- Shortage of faculty.
- Challenge to meet proper facilities.

**8. Plans of institution for next year**

- Construction of Auditorium.
- Computerization of Examination Section.

*Name: - Dr. Md. Equbal Ahmad*

*Name:- Dr. Rama Shanker Dubey*

*(Vice-Chancellor)*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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