

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

2012-13

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)

2012-13

I. Details of the Institution

1.1 Name of the Institution

Tilka Manjhi Bhgalpur 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. MHC0GN 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 ⁺⁺		2003	5years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.12 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

01

2.8 No. of other External Experts

-

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

03

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

College principals were directed to constitute IQAC & ensure quality teaching & learning. Besides NAAC application format was distributed.

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
To ensure all the college must apply for accreditation from NAAC.	Few colleges submitted LOI.

* 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

Approved

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	-	03	03	03
Advanced Diploma	-			
Diploma	-	-	-	-
Certificate	00	-	-	-
Others	-	-	-	
Total	112	03	03	03
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: Elective option
 (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, revised regularly.

- 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 28 18 18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	33	03
Presented papers	01	33	03
Resource Persons	01	10	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 210

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

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 in 2011-12.

Pass percentage of 2012-2013

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
PG Courses	1665	03.40	65.36	31.24	-	91.71

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

Through visits to various univ. dept. & discuss.

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	650	28	-	36
Technical Staff	19	-	-	20

Criterion – III

3. Research, Consultancy and Extension

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

The H.O.D's of various dept. were directed to promote research climate in the dept. by following new guidelines regarding Thesis Submission.

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

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01		
Outlay in Rs. Lakhs	23.07			

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	30	98	
Non-Peer Review Journals	-	17	
e-Journals	05	-	
Conference proceedings	-	04	

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	2012-13	Wildlife	1.0 lac	1.0 lac
Minor Projects	-	Trust of India		
Interdisciplinary Projects	2009-12	UGC, N.Delhi	8.80	8.80
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	
Any other(Specify)	-	-	-	-
Total			9.80	9.80

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	-	10		15	-
Sponsoring agencies	-	UGC	-	University	-

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 Allocated out of UGC funds

Equipments : Rs.72.45 lakh

Books : Rs.77.80 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
05		05				

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

149
298

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

148

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

JRF

25

 SRF

03

 Project Fellows

05

 Any other

-

3.21 No. of students Participated in NSS events:

University level

450

 State level

-

National level

04

 International level

-

(RD Camp)

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

University level

4000

 State level

65

National level

28

 International level

-

3.23 No. of Awards won in NSS:

University level

04

 State level

-

National level

-

 International level

-

3.24 No. of Awards won in NCC:

University level

-

 State level

02

National level

-

 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

- Women empowerment
- Biodiversity Conservation & protection.
- Teacher's Day awards for recognition in Teaching.
- Computer Awareness for poor & dalit students & jail inmates.

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			264 acres
Class rooms	75			75
Laboratories	27			27
Seminar Halls	12			12
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Computerized Administrative office.
Computers are available in the library.

4.3 Library services: (a) (Central Library)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1,47,690	-	3481	31,05,507	1,51,171	-
Reference Books	-	-	80	100012	80	100012
e-Books	-	-	-	-	-	-
Journals	22	8820			22	8820
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	35				35	
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	221	50	12	18	56	35	40	10
Added	24	05	01	01	02	05	10	-
Total	245	55	13	19	58	40	50	10

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

Yes, Training programmes are conducted.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	44.95
iii) Equipments	3.00
iv) Others	-
Total :	47.95

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Through Student Grievance cell, Placement cell & sexual harassment cell.

5.2 Efforts made by the institution for tracking the progression

Dean students welfare & H.O.Ds of various depts. Keep track of the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
-	3905	-	-

(Admission is going on)

(b) No. of students outside the state

12

(c) No. of international students

-

Men	No	%	Women	No	%
	2239	57.33		1666	42.67

Last Year -2011-12						This Year-2012-13					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1348	305	204	975	15	2847	1792	360	213	1520	20	3905

Demand ratio 2.05:1

Dropout %

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

Coaching for SC/ST/OBC/Minorities for competitive exams and entry into services are conducted by Univ. & welfare dept. of the state Govt.

No. of students beneficiaries

314

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Placement Cell & Career Guidance cell is conducting the job for benefit of students.

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

Conducted under the supervision of 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	230	1017284
Financial support from other sources	-	-
Number of students who received International/ National recognitions	02	

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: Delay in publication of result. Lack of infrastructure facility in PG hostels.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Quality education and learning through ICT and modern tools have been the main mission. Besides good governance at the administrative and financial level are always in priority.

6.2 Does the Institution has a management Information System

Yes, the university always tries to provide good quality governance with efficiency and accountability.

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

6.3.1 Curriculum Development

HODs of P.G. Depts. are directed to change the curriculum through their the departmental council.

6.3.2 Teaching and Learning

Special Lecture/Symposium and workshop are regularly organized to improve teaching and learning.

6.3.3 Examination and Evaluation

After conducting the examination, the evaluation of answer books is done by external experts.

6.3.4 Research and Development

The development in research is carried by holding regular meetings of H.O.D's and Deans of faculty through Research Boards.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Central Library as well as Seminar Library of Depts. are regularly enriched through annual purchase of books, computers and e-journals.

6.3.6 Human Resource Management

Besides teaching, the university utilises its human resources for various development programmes.

6.3.7 Faculty and Staff recruitment

In absence of permanent faculty appointment by the state Govt. , retired teachers and temporary faculty are engaged.

6.3.8 Industry Interaction / Collaboration

The university has collaboration with nearby industry & institutes for benefit of students and public.

6.3.9 Admission of Students

The admission is done by advt. and through website News as per regulations of the state Govt. & UGC guidelines.

6.4 Welfare schemes for

Teaching	Group Insurance, Medical facilities, Quarters
Non teaching	Group Insurance, Medical facilities, Quarters
Students	Hostels for General & SC/ST/OBC Students.

6.5 Total corpus fund generated

369480

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 examination reform is made from time to time through various guidelines. Computerisation of results and computerised mark-sheets are provided.

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

The university forwards the proposals of colleges to state Govt. / UGC.

6.11 Activities and support from the Alumni Association

-

6.12 Activities and support from the Parent – Teacher Association

Meetings of Parents and teachers are regularly organised.

6.13 Development programmes for support staff

Promotion and rewards to staffs is made as per the university norm.

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

Tree plantation inside campus and university residential area is done to make the campus green & eco-friendly.

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.

- Study of Dolphins in River Ganga.
- Research on new smart materials including Bio synthesis of nano materials.

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

Various teams visited Ganga river between Sultanganj and Kahalgaon districts for study of conservation of Dolphin.

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

- Computerisation in Examination Departments.
- Sports activities of the Students in PG Dept & Colleges.

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

7.4 Contribution to environmental awareness / protection

Several awareness programmes were conducted by NSS.

7.5 Whether environmental audit was conducted? Yes No

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

High Quality Teaching & Research encouragement for refresher / workshops.

8. Plans of institution for next year

Timely conduct of Examinations and declare of Result.

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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