

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

2013-14

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)

2013-14

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. 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

1.12 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

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

The meeting of the principals was conducted to motivate them to apply for the NAAC. Power Point presentation was given to explain the criteria by member secretary of IQAC.

2.15 Plan of Action by IQAC/Outcome

The plan of action was chalked out by the IQAC at the beginning of the year towards quality enhancement and the outcome to be achieved by the end of the year *

Plan of Action	Achievements
Members of IQAC cell & senior teachers were grouped into four groups to visit the college for NAAC.	Several Colleges applied LOI and one college got A ⁺ grade.

* Attach the Academic Calendar of the year as Annexure.

2.16 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	06	06
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.

Yes, the syllabi are revised regularly as per needs.

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.

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
	-		-		08		-		08	

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	45	05
Presented papers	06	45	05
Resource Persons	02	12	06

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

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

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

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

2.10 Average percentage of attendance of students

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 %
P.G. Courses	1177	06.97	86.46	06.57	-	94.79

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

By visiting the different departments discuss with students.

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	26	-	40
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

All the Heads of the university departments were requested to organise seminar/conference/workshop and to submit the research proposal to different agencies.

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

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	02	-
Outlay in Rs. Lakhs	20,66,400	-	12,27,900	

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	28	109	-
Non-Peer Review Journals	NA	NA	-
e-Journals	NA	NA	-
Conference proceedings	NA	NA	-

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	02	UGC	5,44,800	3,85,800
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	01	NTPC	6,83,100	6,83,100
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total			12,27,100	10,68,900

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	-	08		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

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
13	-	05	-	08	-	-

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

147
462

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

274

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

JRF	04	SRF	-	Project Fellows	-	Any other	-
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3.21 No. of students Participated in NSS events:

University level	850	State level	-
National level (RD Camp)	01	International level	-

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

University level	3500	State level	65
National level	33	International level	01

3.23 No. of Awards won in NSS:

University level	05	State level	00
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	03
National level	-	International level	01

3.25 No. of Extension activities organized

University forum	20	College forum	-	
NCC		NSS	17	Any other
				03

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

- Women empowerment
- Blood Camps
- Environmental protection
- Awareness on Health
- Human Right Day
- Science day
- Problems of Rural and it remedies

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	91	-	-	91
Laboratories	40	-	-	40
Seminar Halls	10	03	-	10
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	-	07	UGC	07
1. Examination Block				
2. Indoor Stadium				
3. Canteen				
4. Boys hostel				
5. Girls hostel				
6. Non-teaching quarters				
7. Bio-technology				

4.2 Computerization of administration and library

Computerized Administrative office.

The cyber library is to be established.

4.3 Library services: (a) (Central Library)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	151171	-	127	13310	151298	-
Reference Books	80	100012	143	916958	223	1016970
e-Books	-	-	-	-	-	-
Journals	22	9000	-	-	22	9000
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	35	-	02	-	37	-
Others(specify)Thesis	9500	-	-	-	9500	-
Manuscript	450	-	-	-	450	-

(b) Departmental /Seminar Library

	Existing	Added	Total
Text Books	99747	4735	104958
Reference Books	19635	-	19635
Journals	7699	-	7699

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	245	54	Yes	10	62	35	84	
Added	13	04	-	-	-	05	04	
Total	258	58	-	10	62	40	88	

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. The computer training is compulsory for Ph.D. candidates under course work.

4.6 Amount spent on maintenance in lakhs :

i) ICT	NA
ii) Campus Infrastructure and facilities	21.50
iii) Equipments	
iv) Others	
Total :	21.50

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC is enhancing the awareness among students through various cells of the university viz, grievance redressal cell, placement cell, equal opportunity cells, anti-sexual harassment cell, etc.

5.2 Efforts made by the institution for tracking the progression

The Heads of the departments, Deans, officers and the Vice-Chancellor are always ready to meet the students and solve the problems and guide them.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
-	5069	462	

(Admission is going on)

(b) No. of students outside the state

26

(c) No. of international students

NIL

Men	No	%	Women	No	%
	2785	54.94		2284	45.06

Last Year -2012-13						This Year-2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1792	360	213	1520	20	3905	1966	532	64	2492	15	5069

Demand ratio 2.07:1

Dropout %

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

The university has decided to start the coaching again specially for OBC, SC & ST, Minorities.

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET	<input type="text" value="37"/>	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 students counselling and career guidance

Through Counselling and Career cell of the university as well as by the expert faculty members counselling is done.

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
-	-	-	Not recorded

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	93	12,96,763
Financial support from other sources	-	-
Number of students who received International/ National recognitions	04	As per rules

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

<p>Vision:</p> <ul style="list-style-type: none">• Quality, access, equity and accountability are four pillars of knowledge revolution.• 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. <p>Mission:</p> <ul style="list-style-type: none">• T.M.Bhaglpur University strives hard to explore for knowledge and wisdom to achieve excellence in higher education.• The University tends to accomplish status of quality research intensive university addressing and national needs.

6.2 Does the Institution has a management Information System

Yes, the university adopts a strategy of proactive management of administrative with high quality governance with efficiency, transparency and accountability.

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

6.3.1 Curriculum Development

Curriculum development strategies are placed by the departmental council to the academic council of the university for the approval from the chancellor of the universities.

6.3.2 Teaching and Learning

The university organizes seminar/workshop to motivate the faculty for the improvement in teaching, learning for the benefit of 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 HOD and Deans for the enhancement of research activities of the faculty. The suggestions are incorporated by the university.

6.3.5 Library, ICT and physical infrastructure / instrumentation

There is a big multistoried Central Library. Library is enriched with books and journals. Reputed journals are regularly subscribed for the enhancement of research facilities. The university is now developing cyber, library of e-books & e-journals.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

The faculty and the staff members are recruited by the state Govt. Temporary faculty and the staff members are engaged contract.

6.3.8 Industry Interaction / Collaboration

The institution has interaction with few industrial organizations and has collaboration with national and International companies.

6.3.9 Admission of Students

The Students are admitted to 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

NA

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. However, the results are processed by the computer. The computerised mark- sheets are provided to students.

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

University forwarded the proposal of desired colleges to the concern authority.

6.11 Activities and support from the Alumni Association

Meetings of the Alumni Association are conducted and the suggestions are implemented after the approval by the statutory bodies.

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

The University administration convenes meetings of the staff members. The best employees awarded on the foundation day of the university.

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

Planting of trees on the campus are carried out by the students and the staff members in a planned 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.

- Emphasis was given on Remote sensing and GIS in the field of research.
- A lot of work is going on Dolphin under Bio-diversity conservation.
- Students go the villages and organise awareness generation programme, human rights, AIDS awareness/Red Rebon Club, Blood donation camp, etc.

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

- We have signed MOU with ISRO.
- A team of research students has visited the river Ganga for the study of dolphins.
- The volunteers of NSS have visited several areas of villages for social awareness and cleanliness.

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

- Computerisation in Examination Section.
- Emphasis on teaching and research.

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

7.4 Contribution to environmental awareness / protection

- Plantation of trees on the campus.
- Awareness programmes were conducted by students for the protection of 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)

- High standards of teaching and research with valuable members of publication.
- Homogenous faculty composition, all aligned to mainstream subjects with their qualifications and expertise.

8. Plans of institution for next year

- Introduction of Grade point in Semester System.
- Introduction of course in Bio-informatics.
- Environmental audit to be done.
- Steps to be taken for serving Bio-diversity.
- Complete Wi-Fi campus, complete LAN will be done.
- Use of Renewable Energy.

Name: - Dr. Md. Equbal Ahmad

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

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

