

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

2014-15

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)

2014-15

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 ⁺⁺	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 _____ 2010-11	03-01-2016 _____ (DD/MM/YYYY)
ii. AQAR _____ 2011-12	03-01-2016 _____ (DD/MM/YYYY)
iii. AQAR _____ 2012-13	03-01-2016 _____ (DD/MM/YYYY)
iv. AQAR _____ 2013-14	03-01-2016 _____ (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)

1.11 Name of the Affiliating University (for the Colleges)

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

N.A

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

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

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

(1) Training Programmes on food Processing. (2) Wormi Compost (3) Short term Computer training Programme (4) Adoption of Village to Promote Sports (Kho-Kho) (5) Computer training for Prisoners Staff and the Students meeting Conducted with the all Principals of Colleges to provide guideline for the Preparation of LOI and SSR.

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 was achieved by the end of the year *

Plan of Action	Achievements
(1) Constitution of group of teachers & member of IQAC to monitor the colleges for the accreditation by NAAC.	(1) Several Colleges applied LOI and two Colleges have been accredited by 'A' grade & one College has got B grade.

* 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	03		03	03
Advanced Diploma	-			
Diploma	-		-	
Certificate	-		-	
Others	-		-	
Total	115		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 syllabus has been revised time to time.

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
	139	04	44	91	-

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
	-		-			14	-		-	14

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	04	34	10
Presented papers	14	34	06
Resource Persons	05	11	05

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 :

Examination of 2014-15 is to be conducted.

Pass percentage of 2013-2014

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
P.G. Courses	1341	08.03%	82.90	09.07	-	70.62

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

By Visiting the department to motivate the teachers for the development of 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.	03
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	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

	Completed	Ongoing	Sanctioned	Submitted
Number	-	08	08	-
Outlay in Rs. Lakhs	-	-	1,7782008	

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	40	123	-
Non-Peer Review Journals	NA	NA	-
e-Journals			
Conference proceedings			

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	9,44,800	5,66,080
Minor Projects	-	-		
Interdisciplinary Projects				
Industry sponsored	1&3 years	NTPC	56,39,208	56,39,208
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	3 years	MWR	1,11,98,000	1,11,98,000
Total			1,77,82,008	1,74,03,288

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	-	15		18	
Sponsoring agencies		UGC	-	- Univ.	-

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 Books & Journals: 25 lakh

Equipments: 117 lakh

(Allocated out of UGC Grant under XIIth plan.)

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
21	-	06	-	15	-	-

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

139

260

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

226

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

JRF 05 SRF - Project Fellows 01 Any other 02

3.21 No. of students Participated in NSS events:

University level 900 State level -

National level 06 International level -

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

University level 4000 State level 65

National level 45 International level 02

3.23 No. of Awards won in NSS:

University level 05 State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level - State level 02

National level 04 International level -

3.25 No. of Extension activities organized

University forum	18	College forum	-	
NCC		NSS	18	Any other
				02

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

- Prevention of foetus killing
- Women Empowerment
- Yoga Programme
- Anti Addiction Programme
- AIDS & Brest feeding
- National Integration day
- Blood Camps

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	02	UGC	77
Laboratories	27	-	-	27
Seminar Halls	12	03	UGC	15
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Grants have been released and under process		UGC	
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.

Computerization in the library is under process.

4.3 Library services: (a) (Central Library)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	151298	-	251	56420	151549	-
Reference Books	223	1016970	-	-	223	1016970
e-Books						
Journals	22	9000			22	9000
e-Journals						
Digital Database						
CD & Video	37		13		50	-
Others(specify)Thesis	9500	-	500	-	1000	-
Manuscript	450	-	-	-	450	-

(b) Departmental /Seminar Library

	Existing	Added	Total
Text Books	100223	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	258	63	Yes	25	62	40	88	10
Added	45	05	-	-	-	05	05	-
Total	303	68	Yes	25	62	45	93	10

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

Yes such facilities are provided to the teachers, students, staff and the members. Training Programmes are conducted time to time as it is compulsory for all research scholars.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	16.14
iii) Equipments	-
iv) Others	-
Total :	16.14

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

All the cells constituted for Student support Services are functioning with the co-ordination of IQAC & playing vital role for its development.

5.2 Efforts made by the institution for tracking the progression

Feed backs taken from the Heads & Dean of the faculty and Instruction followed for its Progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
-	3262	260	-

(Admission is going on)

(b) No. of students outside the state

12

(c) No. of international students

-

No	%
1780	54.56

Women

No	%
1482	45.44

Last Year -2013-14						This Year-2014-15(Admission is going on)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1966	532	64	2492	15	5069	1137	322	49	1744	10	3262

Demand ratio 4.34:1

Dropout %

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

Well established coaching centre for

1. Remedial Coaching classes
2. Coaching for entry to services
3. Coaching for NET/SET

No. of students beneficiaries

545

5.5 No. of students qualified in these examinations

NET	11	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	NA	State PSC	NA	UPSC	NA	Others	-

5.6 Details of student counselling and career guidance

Counselling and Career cells are functioning under placement cell.

No. of students benefitted 150

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
06	86	30	Not recorded

5.8 Details of gender sensitization programmes

Programmes are organised by NSS wing.

5.9 Students Activities

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

State/ University level 1587 National level 174 International level -

No. of students participated in cultural events

State/ University level 281 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	Nil	Nil
Financial support from government	259	1605473
Financial support from other sources	-	-
Number of students who received International/ National recognitions	05	-

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 cell and concerned Authorities.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Vision : Quality, accessibility, equity and accountability are four pillars of knowledge revolution. General acquisition, possession and application of knowledge serve as foundation for building a strong and developed Society. The University aspires to become India's most responsive university to produce highly skilled graduates and post graduates in the field of Humanities, Arts, Social Science & Science.
- Mission : T. M. Bhagalpur, University strives hard to explore knowledge and wisdom to achieve excellence in higher education. The University tends to accomplish quality research addressing regional and national needs.

6.2 Does the Institution has a management Information System

Yes, the university has a strategy of proactive management of administration securing 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 is designed and developed by Departmental Councils and placed before the Academic Council of the University for the approval of the Chancellor of the universities.

6.3.2 Teaching and Learning

Seminars / Conferences and workshops are regularly organized for improvement in teaching and learning.

6.3.3 Examination and Evaluation

The evaluation of answer books is done by external examiners of other universities. The improvement in examination and evaluation process is done through the regular meetings of the examination board.

6.3.4 Research and Development

Regular meetings are conducted with HODs 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 Central Library. Library is enriched with books and journals. Reputed journals are regularly subscribed for the enhancement of research. The university is now developing Cyber/ library of e-books and e-journals.

6.3.6 Human Resource Management

The university is rich in human resources. They are managed efficiently with several activities apart from teaching.

6.3.7 Faculty and Staff recruitment

The faculty and the staff are recruited by the state Govt. The temporary faculty and staff, members are engaged on the basis of contract.

6.3.8 Industry Interaction / Collaboration

The institution has interactions with a few industrial organisations and has collaboration with national and international organizations.

6.3.9 Admission of Students

The students are admitted to the courses on the basis of ordinance and regulations of the state govt. and the university norms.

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?

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 the examination section is in progress. However, the results are processed through 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?

The university forwards the proposals of colleges to the concerned authority for their approval.

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

Meetings of Parents –teachers are organized time to time in the Department.

6.13 Development programmes for support staff

The University conducts meetings with the staff members and resolves their problems and provides facilities to cope up with the needs for their satisfaction.

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

The University Campus is rich with various plants making the campus eco-friendly. The waste materials are used for vermi composting for organic fertilizer and also it makes the area clean.

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.

- P.G Diploma in Bio-informatics has been started from this year
- The collaboration has been made with ISRO to enhance the research activities in the field of remote sensing and GIS.
- Innovative working is continued on Dolphin under Bio-diversity conservation.
- Several Awareness programmes have been organized on various social issues.

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

- The university has a well-developed Bio-informatics centre sponsored by DBT.
- A Project has been started in collaboration with ISRO.
- A lot of work has been done on conservation and biodiversity of dolphins. The volunteers of NSS have visited several areas of villages for social awareness and cleanness.

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

1. Imparting quality education to economically backward students of adjoining seven districts.
2. Sports as a means to cultivate social responsibility, physical well-being and cultural harmony.

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

7.4 Contribution to environmental awareness / protection

- Organized Seminars and Camps for the enhancement and awareness to protect the environment.
- Plantation of trees and waste management are regularly done 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)

- Many of the faculties are outstanding in the field of research at national and international level.
- There is a shortage of the faculty and the staff members due to non-recruitment by the Govt.
- Lack of funds for the promotion of research.

8. Plans of institution for next year

- Fully Computerized Examination Section and Central Library
- Best practices will be adopted for teaching and research.
- Complete Local Area Networking (LAN) will be done in the departments.
- Use of renewable energy on the campus.

Name: - Dr. Md. Equbal Ahmad

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

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

