



# Munshi Lal Arya College

*(Constituent Unit of Purnea University, Purnia)*

Akshaynagar, Kasba, Purnia

## Annual Quality Assurance Report (AQAR) For NAAC 2<sup>nd</sup> Cycle (2017-18)



राष्ट्रीय मल्यांकन एवं प्रत्यायन परिषद  
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, **Bengaluru - 560 072** India

**Submitted to NAAC Bangalore  
On 20.12.2018 by M.L.A.C, I.Q.A.C**

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*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) by Accredited Institutions**  
*(For Affiliated/Constituent Colleges)*

(Revised as per Revised Accreditation Framework in November, 2017)



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# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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## Contents

	Page Nos.
1. Introduction	..... 4
2. Objective	..... 4
3. Strategies	..... 4
4. Functions	..... 5
5. Benefits	..... 5
6. Composition of the IQAC	..... 6
7. The role of coordinator	..... 7
8. Operational Features of the IQAC	..... 7
9. Revised Accreditation Framework	..... 8
10. Mandatory Submission of AQAR by IQAC	.... 8
11. The Annual Quality Assurance Report (AQAR)	..... 8

### Part – A

11. Details of the Institution	..... 9
12. IQAC Composition and Activities	..... 12

### Part – B

13. Criterion – I: Curricular Aspects	..... 14
14. Criterion – II: Teaching, Learning and Evaluation	..... 15
15. Criterion – III: Research, Innovations and Extension	..... 17
16. Criterion – IV: Infrastructure and Learning Resources	..... 20
17. Criterion – V: Student Support and Progression	..... 22
18. Criterion – VI: Governance, Leadership and Management	..... 24
19. Criterion – VII: Institutional Values and Best Practices	..... 27
20. Abbreviations	..... 29

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

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## ***IQAC – Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

***IQAC shall evolve mechanisms and procedures for***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

**Functions**

***Some of the functions expected of the IQAC are:***

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

**Benefits**

***IQAC will facilitate / contribute to***

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;

- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of the Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

*The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.*

### **Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31<sup>st</sup> December of every year.

### ***The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.*** **Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation with effect from 16<sup>th</sup> September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

***Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.***

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

**1. Name of the Institution**                      Munshi Lal Arya College, Akshaynagar, Kasba, Purnea, Bihar (A constituent Unit under Purnea University, Purnia, Bihar)

- Name of the Head of the institution :    Dr. Mohammed Kamal
- Designation:    Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: Phone: +91 6454 258354
- Mobile no.: 09523511961/ 09038222608
- Registered e-mail: [mlacollegebnmu@gmail.com](mailto:mlacollegebnmu@gmail.com)
- Alternate e-mail : [mlaryacollege@gmail.com](mailto:mlaryacollege@gmail.com) / [rajesh.neogy@gmail.com](mailto:rajesh.neogy@gmail.com)
- Address        : Akshaynagar, Kasba
- City/Town     : Purnea
- State/UT      : Bihar
- Pin Code      : 854330

**2. Institutional status:**

- Affiliated / Constituent: Constituent
- Type of Institution: Co-education/Men/Women : Co-educational
- Location : Rural/Semi-urban/Urban: Semi-urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing  
(Please specify): UGC 2f and 12 (B)
- Name of the Affiliating University: Purnea University, Purnia (Since 18.03.2018, formerly it was under B. N Mandal University)
- Name of the IQAC Co-ordinator : Dr. Rajesh Kumar Neogy
- Phone no. : 9038222608

Alternate phone no.

- Mobile: 7980680955
- IQAC e-mail address: [mlaryacollege2016@gmail.com](mailto:mlaryacollege2016@gmail.com),
- Alternate Email address: [mlacollegebnmu@gmail.com](mailto:mlacollegebnmu@gmail.com) / [rajesh.neogy@gmail.com](mailto:rajesh.neogy@gmail.com)

3. Website address: <http://www.mlaryacollegekasba.org>

Web-link of the AQAR: (Previous Academic Year):

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

[http://www.mlaryacollegekasba.org/naac-ssr-related-details\\*](http://www.mlaryacollegekasba.org/naac-ssr-related-details*)

\*AQAR for the year 2016-17 was not prepared.

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website:

No, it is not in the domain of the college, It has been published by the former university i.e B.N.M.U, Madhepura for the session 2017-18, which has been provided in our college prospectus. The university prepares the academic calendar and the colleges only have to follow it. However, Purnea University, Purnia under which our college runs, has not published any academic calendar so far.

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.03	2017	from:30.10.17 to: 29.10.22
2 <sup>nd</sup>	---	---	---	from: to:
3 <sup>rd</sup>	---	---	---	from: to:
4 <sup>th</sup>	---	---	---	from: to:
5 <sup>th</sup>	---	---	---	from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 20/07/2013

## 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
<p>1. Meeting of IQAC held 5 times after getting the B Grade by the college. It is conducted regularly for monitoring the quality development of the college continuously through active participation by all the stake holders of the college.</p> <p>2. Formation of various committees like Alumni Association, Complaints and Redressal Cell, Anti Ragging committee etc.</p> <p>3. Arranging Parents-Teachers meeting to access the real time academic activities of their wards. Updating them about different activities going on in the college.</p> <p>4. Arranging intercollege sports/ athletics meet of Purnea University in our college campus.</p> <p>5. NSS activity to work for the welfare of a particular village in a year and it includes sanitation, swatchata abhiyan, environmental awareness, electoral awareness etc.</p> <p>6. Publication of College Magazine called "Kosi Kalrav". Students are encouraged to give their original poems, essays, articles etc in it. The aim of this college magazine is to inspire them to express their views and thoughts.</p>	<p><b>09/11/2017</b></p> <p><b>10/04/2018</b></p> <p><b>31/05/2018</b></p> <p><b>03/11/2018</b></p> <p><b>28/11/2018</b></p> <p>All meetings were conducted for more than 2 to 3 hour duration.</p> <p>2017</p>	<p>15</p> <p>16</p> <p>25</p> <p>18</p> <p>20</p>
	<p>13.12.18-15.12.18 Total three days event was organised in various forms</p>	<p>More than 200 Parents and 400 students participated in total.</p>
	<p>12.10.18- 15.10.18 Three days sports event in college ground.</p>	<p>Participants from different colleges about 100 in numbers.</p>
	<p>09.01.18-15.01.18 A Week long program</p>	<p>20</p>
	<p>Last year published. The next issue of the magazine is going to be published soon.</p>	<p>All teachers, staff &amp; students of the college</p>

**Note: Some Quality Assurance initiatives of the institution are:**  
(Indicative list)

- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

**8. Provide the list of funds by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL in this session	----	----	----	----

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

\*upload latest notification of formation of IQAC: It is uploaded on the college website [www.mlaryacollegekasba.org](http://www.mlaryacollegekasba.org)

**10. No. of IQAC meetings held during the year: 5**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No : Yes [www.mlaryacollegekasba.org](http://www.mlaryacollegekasba.org)

(Please upload, minutes of meetings and action taken report)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes: No: Not any fund received during the year 2017-18. If yes, mention the amount: Year:**

**12. Significant contributions made by IQAC during the current year (maximum five bullets)**

\* Development of active, time-bound & structured feedback system from all the stakeholders and then analysed these data, for the necessary steps needed for the improvement.

\* Arranged Teacher-Guardian meeting for discussing issues related to their wards in the college and their overall progress and development.

\* Hosted Purnia University's intercollege Athletics/ Sports meet in the college campus. From the final events between the selected candidates of the colleges, winners were facilitated.

\* Hosted Purnia University's Intercollege Music competition final event in the college campus on 14.10.18. Selected candidates of the colleges were participated for the final events.

\* Adoption of nearby village, Tarapur by the college's N.S.S unit for awareness and conducting different welfare activities like Swatchh Bharat mission etc. It was a week long program done under CSR activity of the college.

\* Arranging medical camp for providing free check-up, consultation and minor operation (cataract etc.) facilities to the local, under privilege peoples with help of Health Dept., (Govt. Of Bihar) in the college campus. Hundreds of poor & needy peoples were benefitted by this camp.

\* Celebration of Women's day on widespread giving emphasis on the importance of women's in our society and then gender equality.

\* To cope with the problem of poor attendance of students in the classes, a comprehensive plan was chalked out by the college. The message of attending colleges on regular basis was widely propagated by announcement through loud speaker in different areas around colleges up to radius of 50 KM.

\* Arranging meetings of Heads of the departments to improve the quality of teaching and results of the students.

\* Conduction of Computer training programs for the office staffs, by the college, for their up gradation with ICT tools. Educating them, how to modernise their work by using MS Office, EXCEL, PPT, PDF programs/ software etc. This will help in maximise their efficiency and up gradations for future.

**13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/ Outcomes
(1) Development of structured feedback system by developing different questionnaires/ formats for Teachers, Students, Alumni, Parents etc who are the stake holders of the college.	A comprehensive Questionnaire have been made for feedback mechanism and distributed to all students, alumni etc for filling it and return to college next day. It has been done.
(2) Most of the sanctioned posts of teachers are lying vacant and so the classes of the students get hampered. To cope with this problem, we have send requests repeatedly to University for arranging teachers (guest/ on adhoc basis) so that the classes could be managed	It has been done.
(2) Financial Audit	
(3) Organisation of university level sports/ athletic meet.	Participants (Athletes) from all the colleges of the Purnea University gathered for the final selection by the University team.
(4) Organisation of university level Music	Participants from all the colleges of the Purnea

<p>competition meets.</p> <p>(4) Organisation of Medical camp for the needy people with the help of Health Dept. Of Bihar.</p> <p>(5) Organisation of awareness and free registration camp for free Wi-Fi facility available for all in the campus, with the association BELTronics, L &amp;T and University.</p> <p>(6) Adoption of nearby village by N.S.S volunteers for their awareness and other developmental works.</p>	<p>University gathered for the final selection by the University team.</p> <p>Lots of local people and staffs of the college benefitted by this. Cataract operation was the main issue in local population.</p> <p>Mainly students were targeted and made aware of this facility and told why internet is so important in today's generation. They can take advantage of this in reading, learning online courses and downloading e materials etc.</p> <p>It was a C.S.R activity of the college.</p>
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**14. Whether the AQAR was placed before statutory body? Yes /No: Yes**

Name of the statutory body: M.L Arya College IQAC Cell.

AQAR for the session 2017-18 was put before the members of the IQAC cell and approved by all the members.

Date of meeting(s): 11.12.18

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?**

**Yes/No: Yes, Peer team of NAAC visited for accreditation in 1<sup>st</sup> cycle** Date: 11-12.09.17

**16. Whether institutional data submitted to AISHE: Yes/No: Yes (AISHE Code: C-29612)**

Year: 2017-2018

Date of Submission: 30.09.2017

**17. Does the Institution have Management Information System?**

**Yes**

**No : NO**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

## **Part-B**

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

College does not plan or develop curriculum. It is the job of the university. Once it gives us the curriculum, we implement it here. Routines are prepared; classes are planned for its execution and the

timely completion of the syllabus. In the curriculum committee of University, HODs of different departments are sent to University (if invited) for their suggestions/ opinion on improving the curriculum. In the college level, there is also a curriculum committee. This committee, after due process, recommends authorities for curriculum improvement. If needed, extra classes can be Tutorials can be utilised as in the routine. For slow learner there are extra provisions. They can access to any teacher for help even after class hours. Conduction of Exams smoothly and timely, is an essential part of a curricular activity. Once university allots our college for conducting a particular exam, our administration makes all necessary arrangements for successful completion of it. After examination, evaluation of answer sheets/ booklets is also another important parameter of a curriculum. If our teachers are invited for this process, they actively participate in it so that the results can be declared in time.

#### 1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	---	---	---

### 1.2 Academic Flexibility

#### 1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
N.A	---	---	---

#### 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NIL	NIL	NIL	NIL	NIL	NIL

Already adopted (mention the year)

#### 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	NIL	NIL

### 1.3 Curriculum Enrichment

#### 1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
Computer Training/ Course	06.12.18	10

#### 1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
N.A	----

### 1.4 Feedback System

#### 1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No: <b>Yes</b>				

#### 1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Development of active, time bound & structured feedback system from all the stakeholders and then analysed these data, for the necessary steps needed for the improvement. In this process a comprehensive questionnaire is developed according to the need of the stakeholders of the college.

For Students, a six pages long format is developed regarding their engagements, needs and facilities. There is a provision for accessing at least three teachers of their courses and rate them.

For Alumnis, a four page formats was prepared. We asked them whether their meetings, we tried to know the nature of quality of teaching provided by our teachers. We asked whether regular meeting conducted or not. Asked them to conduct different social welfares programs like Blood donation camp etc. They are also encouraged to make donation to the college funds, for the development of the college.

For Teachers, a two page format was developed and they were asked about, conducting of regular classes, use of ICT tools in lectures, attendance of students in their classes etc. Also about facilities, they are given in the college and their relation with the college authorities etc.

For Parents/ Guardians, a two page feedback format was prepared in both English and Hindi. In this, we asked, about their involvement in the academic engagements of their ward in the college like attendance, participation in extracurricular activities. Their caste, financial status etc. As this region is mainly poor and backward with minority population. Majority of the enrolled students belong to this category. So, such survey is essential to decid our planning likes to provide free studentship/ fellowship to the needy students.

We want to specially mention an important result of our feedback process. Through feedback system (verbal/ written) we came to know that, one of our girl students named as Miss. Nastari Khatun (B. A Part III) has qualified Sociology (Hons.) in 2<sup>nd</sup> division (2017) in spite of limitations like Polio affected, backwardness, poverty etc. She is totally handicapped (due to polio, could not walk and crawls on the ground) and belongs to very poor & minority family. But, she has a strong will to pursue higher education like M.A/ B. Ed etc. But her physical and financial conditions are posing great thereat to her dreams. The college has decided to help such brave student and donated her Rs. 12, 300/- in cash and a winter blanket, through money collected from all the staffs of the colleges. This will help her in getting admission and purchasing books/ copies etc for her further studies. We are also deciding to donate her, a wheel chair for her better mobility. We highlighted these things in the Guardians meeting. This will encourage other students to attend classes and study seriously. We asked such students to approach to college authorities for assistances as required.

Students also talked about scarcity of teachers in various departments and this is creating problem in their overall study and in completion of their courses. So, we have sent letters to University authorities and inform them about our dire need of Teaching/ Non teaching staffs in our college. We have also sent them list of all the vacant posts for quick remedial actions like sending teachers on Adhoc/ Guest or deputation basis to our college for smooth conduct of curriculum. The University has taken a positive note of it and promised to send more teachers.

To make this feedback system more user friendly, simple and accessible, we are going to develop online feedback system via website of the college. This will help in engaging more and more stakeholders to participate and give their valuable suggestions for the improvement of the college.

## **CRITERION II -TEACHING-LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile**

#### **2.1. 1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
(UG Part 1)	<b>1553</b>		971
Arts		<b>971</b>	032 120

Science Commerce	<b>Total number of seats for all streams in 2017-20 session</b>	<b>032 120</b>	
<b>Remark:</b> From the current session (i.e 2018-21) admissions in all the colleges of Bihar were done online through O.F.S.S portal of B.S.E.B, Bihar		<b>In this session (2017-20) overall result of the class XII of Bihar Board exam was very poor. Pass percentage was around 50-60 % which causes decrease in the number of admission in the college.</b>	

## 2.2 Catering to Student Diversity

### 2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	UG (Part1+Part 2+Part 3)= 4132	NA	18	NA	Only UG

## 2.3 Teaching - Learning Process

### 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
16	08	Wi-Fi, LAN, Laptop/Desktop, electronic/digital whiteboard, Projectors, Public address system etc.	2	2	Audio Visual class room with Video recording facility.

### 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

There is counselling committee in the college. This committee advises students on their current and future needs. This committee also meets the students who are passing out and going to search for jobs. The committee advises them in choosing a carrier according to their skill, course and capability.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
4132	18	<b>229.5</b>

## 2.4 Teacher Profile and Quality

<b>2.4.1 Number of full time teachers appointed during the year</b>				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
40	<b>18</b>	22	04	14
<b>2.4.2 Honours and recognitions received by teachers</b> (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )				
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies	
2017	Dr. Atul Kumar Singh	Assistant Prof.	DST- INSPIRE fellowship for 5 years with total grant of Rs. 35 Lacs.	
<b>2.5 Evaluation Process and Reforms</b>				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
N.A	N.A	N.A	---	---
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
Not in practise				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
University prepared academic calendar and give colleges to adhere and completion in time. College published such calendars given by the University in our college prospectus.				
<b>2.6 Student Performance and Learning Outcomes</b>				
2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)				
No such separate programs/ courses run by the college.  Required URL is given below: <a href="http://www.mlaryacollegekasba.org/iqac-docs/Student%20Performance%20and%20Learning%20Outcomes.pdf">http://www.mlaryacollegekasba.org/iqac-docs/Student%20Performance%20and%20Learning%20Outcomes.pdf</a>				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage

NIL	UG Part III (Arts, Sc., Comm.)	987	882	89.36

### 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

This have been done in the college through proper feedback mechanism from the students both current and ex. Forms are designed and distributed them for feedback on every aspect of their academic involvement.

Development of active, time bound & structured feedback system from all the stakeholders and then analysed these data, for the necessary steps needed for the improvement. In this process a comprehensive questionnaire is developed according to the need of the stake holders of the college.

For Students, a six pages long format is developed regarding their engagements, needs and facilities. There is a provision for accessing at least three teachers of their courses and rate them.

For Alumnis, a four page formats is prepared. From them, we tried to know the nature of quality of teaching provided by our teachers. We asked whether regular meeting conducted or not. Asked them to conduct different social welfares programs like Blood donation camp etc. They are also encouraged to make donation to the college funds, for the development of the college.

Students also talked about scarcity of teachers in various departments and this is creating problem in their overall study in their course. So, we have send letters to University authorities and inform them about our dire need of teaching/ Non teaching staff in our college. Send them list of all the vacant posts for quick remedial actions like sending teachers on Adhoc / Guest or deputation in our college for smooth conduct of curriculum. University take a positive note of it and promises to send more teachers.

To make this feedback system more user friendly, simple and accessible, we are going to develop online feedback system via website of the college. This will help in engaging more and more stake holders to participate and give their valuable suggestions for the improvement of the college.

Required URL is given below:

[http://www.mlaryacollegekasba.org/iqac-docs/Student%20Satisfactory%20Survey%20\\_SSS\\_.pdf](http://www.mlaryacollegekasba.org/iqac-docs/Student%20Satisfactory%20Survey%20_SSS_.pdf)

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	July 2017-July 2022 5 years (Inspire Fellow-Chemistry)	Dept. Of Science & Technology (DST)	35 Lacs	Yet to get any grant for this year

		Offer letter [DST/INSPIRE/04/20 17/003009],  Faculty Registration No. : IFA17-CH280		
Minor Projects	NIL	-----	-----	-----
Interdisciplinary Projects	NIL	-----	-----	-----
Industry sponsored Projects	NIL	-----	-----	-----
Projects sponsored by the University/ College	NIL	-----	-----	-----
Students Research Projects (other than compulsory by the College)	NIL	-----	-----	-----
International Projects	NIL	-----	-----	-----
Any other(Specify)	NIL	-----	-----	-----
Total	01	-----	35 Lacs	NIL

### 3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
NIL	----	----

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL	----	----	----	----

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NIL	----	----

Name of the Start-up Nature of Start-up Date of commencement

NIL	----	----
-----	------	------

### 3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NIL	----	----

3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )						
Name of the Department		No. of Ph. Ds Awarded				
<b>Sanskrit</b>		<b>Supervisor: Dr. Dharendra Mishra</b>				
		<b>Ph.D fellows who has been awarded Ph.D degree from B. N Mandal University, Madhepura in 2017-18:</b>				
		<b>(1) Kumari Nisha Mishra</b>				
		<b>(2) Nirmal Kumar Jha</b>				
		<b>(3) Amarendra Jha</b>				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	Hindi	1				
	Philosophy	2				
International	<b>Chemistry</b>	8	10			
	<b>Physics</b>	3	3			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Philosophy		1				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
(1) Recent Advances in Radical C-H Activation Radical Cross-Coupling	Atul K. Singh	<b>Chemical Reviews</b> , 2017, 117, 9016–9085	2017		Wuhan University	
(2) Photocatalytic Dehydrogenative Cross-Coupling of Alkenes with Alcohols or Azoles without External Oxidant	Atul K. Singh	<b>Angew. Chem. Int. Ed.</b> 2017, 56, 1120-1124	2017		Wuhan University	
(3) Visible Light-induced External Oxidant-free Oxidative Phosphonylation of C(sp <sup>2</sup> )-H Bonds	Atul K. Singh	<b>ACS Catal.</b> 2017, 7, 7412–7416			Wuhan University	

(4) Visible-light-mediated C2-amination of thiophenes by using DDQ as an organophotocatalyst	Atul K. Singh	<i>Chem. Commun.</i> , 2017, 53, 3689-3692	2017	Wuhan University
(5) Coordination strategy induced selective C-H amination of 8-aminoquinolines	Atul K. Singh	<i>Chem. Commun.</i> , 2017, 53, 6736-6739.	2017	Wuhan University
(6) Visible-Light-Induced Acetalization of Aldehydes with Alcohols	Atul K. Singh	<i>Org. Lett.</i> 2017, 19, 122-125	2017	Wuhan University
(7) Visible-Light-Mediated Oxygenation Reactions using Molecular Oxygen	Atul K. Singh	<i>Asian J. Org. Chem.</i> , 2017, 6, 386-396	2017	Wuhan University
(8) Photoinduced Oxidative Cross-Coupling for O-S Bond Formation: A Facile Synthesis of Alkyl Benzenesulfonates	Atul K. Singh	<i>Synlett</i> , 2017, 28, 1558-1563	2017	Wuhan University
(9) Ligand-free attachment of plasmonic Au nanoparticles on ZnO nanowire to make a high-performance broadband photodetector using a laser-based method	Rajesh K. Neogy	<b>Nanotechnology</b>	2017	S. N Bose Centre
(10) Thermal transport enhancement in Gold Nanofluid containing network like structure	Rajesh K. Neogy	<b>Materials Chemistry and Physics</b>	2017	S. N Bose Centre
(11) Enhanced Broadband Photoresponse in Plasmonic Nanoparticles decorated ZnO Nanowire Film fabricated by Laser Ablation method	Rajesh K. Neogy	<b>Nanotechnology</b>	2017	S. N Bose Centre

### 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
	(1) Dr. Rajesh Kumar Neogy			03	25	S. N Bose National Centre for Basic Sciences, Kolkata
	(2) Dr. Atul Kr. Singh			16	909	Allahabad University/ Wuhan University

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	2	2	----	----
Presented papers	2	2	----	----
Resource Persons	----	----	----	----
<b>3.4 Extension Activities</b>				
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year				
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers <b>co-ordinated</b> such activities	Number of students participated in such activities	
(1) Special Camp organised by adopting a nearby village, Tarapur for a week (09-15.01.18) for creating awareness regarding various issues like swatch Bharat etc.	N.S.S unit of the college	<b>10</b>	50	
(2) Celebration of Forest Festival by plantation drive in the campus for a week (01-07.07.17)	N.S.S unit of the college	<b>16</b>	150	
(3) Celebration of Women's day, Yoga day, Health day, Youth festival etc	N.S.S unit of the college	<b>10</b>	70	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
NIL	----	----	----	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
(1) Free Wi-Fi facility by Bihar Govt. through (Vikshit Bihar Ke 7 Nischay) on 06.10.18	Beltronics and L & T Construction	Awareness and free registration camp for the free Wi-Fi system in the college for the making students smart and updated with the use of internet facility	8	210
(2) Implementation of "Earn while you Learn" by	Purnea University, Purnia	To make deserving students skilled for future job requirements.	10	020

selection of equal no. of male and female students through interview etc				
--	--	--	--	--

### 3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
NIL	----	----	----

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
NIL	----	----	----	----

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL	----	----	----

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
<i>Books &amp; Journals</i> - Rs. 2,55,000/-	Rs. 1,03,044/-
<i>Apparatus &amp; Chemicals</i> - Rs. 1,60,000/-	-----
<i>Building and Repairing</i> - Rs. 10,00,000/-	Rs. 28,91,898/-
<i>Hostel</i> - Rs. 3,00,000/-	-----
<i>Furniture &amp; Fixtures</i> - Rs. 5,00,000/-	Rs. 1,77,885/-
<i>Equipments/ Computer</i> - Rs. 60,000/-	Rs. 15,03,677/-
<i>Telephone</i> - Rs. 15,000/-	Rs. 62,660/-
Total= Rs. <b>22,30,000/-</b> (Proposed Budget for Physical Facilities in 2017-18)	Total= Rs. <b>47,39,164/-</b> (Actual Budget for Physical Facilities in 2017-18)

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
------------	----------	-------------

Campus area	16 acre 31.5 Dec.	----
Class rooms	13	----
Laboratories	06	----
Seminar Halls	02	----
Classrooms with LCD facilities	01	----
Classrooms with Wi-Fi/ LAN	04	----
Seminar halls with ICT facilities	02	----
Video Centre	01	----
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	NIL	----
Value of the equipment purchased during the year (Rs. in Lakhs)	2.92	----
Others: Sports Items purchasing for sports section	28,175/-	28,175/-

#### 4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System-ILMS}: NO  
It is under the process of computerisation

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	----	----	----

#### 4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20702		149	50,000/		103044
Reference Books	----	----	----			
e-Books	----		----	----		
Journals		14,280	----	----		14,280
e-Journals	----		----	----		
Digital Database	----		----	----		
CD & Video	----		----	----		
Library automation	Planning Stage		----	----		
Weeding (Hard & Soft)	----		----	----		
Others (specify) Braile Books for Blind students/ staffs	81		0	----	81	

#### 4.3 IT Infrastructure

##### 4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others Zerox Machine and UPS
Existing	20	1	Wi-Fi	1	1	1	1	10MBPS	1 and 20
Added	---	---	---	---	---	---	---	---	---
Total	20	1		1	1	1	1	10MBPS	1 and 20

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)			
Wi-Fi Download speed: 10 MBPS      Upload speed: 7 MBPS			
4.3.3 Facility for e-content			
Name of the e-content development facility		Provide the link of the videos and media centre and recording facility	
NIL		-----	
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
NIL	-----	-----	-----

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 9,65,62,000/-  (Proposed Budget for Academic Facilities in 2017-18)	Rs. 4,93,32,6433/-  (Actual Budget for Academic Facilities in 2017-18)	Rs. 22,30,000/-  (Proposed Budget for Physical Facilities in 2017-18)	Rs. 47,39,164/-  (Actual Budget for Physical Facilities in 2017-18)
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)			
<p>For the development and purchase of items for the college, there is Developmental Committee, purchase Committee, Estate committee, IQAC cell etc. For the construction of new buildings and amenities of the college, proposals are kept before the Developmental committee which consists of the representative of University (C.C.D.C) and Engineers with the principal as a Chairman. All proposals passed through this committee are executed on the ground with the direction of University.</p> <p>During purchase of big/ costly items like freeze, Computer etc., quotations are invited from authorised dealers which are passed through Purchase Committee of the college. Lowest bidder is awarded the tender and part payment is given when the item is delivered. When it is fully installed and working properly then the remaining amount is released by the college.</p> <p>There is an acute shortage of manpower in the college, as old staffs are getting retired and no new recruitment is happening. Even the staffs are assigned on regular basis in each lab, computer room, library for cleaning and maintenance on regular basis.</p> <p>For proper academic environment and to check the conducting of regular classes, there is a surprise visit</p>			

program by the University team constituted by the Hon'ble Vice Chancellor. They make surprise visit to different colleges and check whether classes are being conducted according to the routine or not. If any faculty or staff is not found during the working hours in the college, disciplinary actions are taken against him. This has been resulted in the improvement of the academic and administrative environment of the college.

For sports, there is a sports committee in the college that monitors all the sport activities in the college. Right now, there is no P.T.I in the college as the older one has retired and no new appointment has been done till date.

Goods purchased for library, laboratory, sports department etc are first updated in the College stock register and then send to the respective departments where they are again updated in the departmental stock registers. These stocks are then maintained by the departmental head. For using or lending of these items, it is registered in the issue registers.

Required URL is given below:

<http://www.mlaryacollegekasba.org/iqac-docs/Procedures%20and%20Policies%20on%20facilities.pdf>

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Support

#### 5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NIL	----	----
Financial support from other sources			
a) National	NIL	----	----
b) International	NIL	----	----

#### 5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	----	----	----

#### 5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

----	NIL	----	----	----	----
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
10 (No case of sexual harassment was reported)		10		1 to 2 days	
<b>5.2 Student Progression</b>					
5.2.1 Details of campus placement during the year					
<b>On campus</b>			<b>Off Campus</b>		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Purnea University	20	10	NIL	----	----
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-2018	Not Known	----	----	----	----
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)					
Items		No. of Students selected/qualifying		Registration number/roll number for the exam	
NET		Data not available		----	
SET		Data not available		----	
SLET		Data not available		----	
GATE		Data not available		----	
GMAT		Data not available		----	
CAT		Data not available		----	
GRE		Data not available		----	

TOFEL	Data not available	----
Civil Services	Data not available	----
State Government Services	Data not available	----
Any Other	Data not available	----

#### 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
(1) Athletic Meet 2018 held between 12.10.18-15.10.18	Intercollege level organised by the university in the college campus.	60 participants from across the events like 100m, 200m, 400m, 800m racing, shot put, javelin throw, long jump, high jump, discuss throw etc. All the winners of the events were given medals, certificates after the successful completion by university sports authorities.
(2) Cultural meet (Music) named "Sugam Sangeet"	Intercollege level organised by the university in the college campus.	05

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017	NIL	----	----	----	----	----
2018	NIL	----	----	----	----	----

#### 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Till 2017 there was not an active student union in the college. Hence, no student representative was as such. By the direction of the university, Student Union election of M. L Arya College was conducted on 12.03.18 officially. Among these students who were the members of the IQAC cell since 2017, have taken an active role in this election. Student representatives were elected democratically by this election.

List of students who were elected for the post given below:

- (1) **President:** Mr. Kishan Raj
- (2) **Vice President:** Abhay Kumar Darbey
- (3) **Secretary:** Niraj Kumar Sing
- (4) **Joint Secretary:** Kumari Priya Rani.
- (5) **Treasurer:** Vivek Raj
- (6) **Council Members:** Kumar Sugam, Anu Kr. Sah, Mohd. Muntasir Alam, Nisha Sharma, Niketa Kumari.

In this election total number of eligible voters was 5378 and no. Of valid votes cast was 1007. Result was declared on the same at 11 P.M.

All the representatives were officially awarded the winning certificates in a ceremony and made them aware of their respective responsibilities towards the different functioning of the college. They were made members of different committees/ cells of the college like IQAC, Academic, Sports, Cultural, Complaint redressal, Anti Ragging and sexual harassment cell etc.

They are also helping in arranging cultural, sports events of the college. They are advised to communicate students and bring their complaints/ suggestions before the college authority. The complaints are solved promptly by the concerned authorities.

They are also made part of the drive to increase the attendance of the enrolled students. At present there is a problem regarding the poor attendance of students in the college. Their representatives make appeals to them and inform about the different facilities available to them in the college campus like free Wi-Fi and computer centre, clean & green campus, trained and qualified teachers for study, availability of pure drinking water, toilets and well equipped class rooms and laboratories etc.

They also act as a bridge with the universities regarding college affairs. They present our demands and facilities required before the universities, time to time.

Since, it is the first of its kind experience and college will make arrangement for their involvement in more affairs.

**5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): NO, They are trying to get it registered.

5.3.2 No. of ~~registered~~ enrolled Alumni: **120**

5.3.3 Alumni contribution during the year (in Rupees) : **NIL**

5.3.4 Meetings/activities organized by Alumni Association : **2**

**CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 Institutional Vision and Leadership**

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Not in practise

6.1.2 Does the institution have a Management Information System (MIS)?  
Yes/No/Partial: NO

**6.2 Strategy Development and Deployment**

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development:

College does not plan or develop curriculum. It is the job of university. Once they give us the curriculum, we implement it here. Routines are prepared; classes are planned for its execution and the timely completion of the syllabus. In the curriculum committee of University, HODs of different departments are sent to University (if invited) for their suggestions/ opinion on improving the curriculum.

In the college level, there is also a curriculum committee. This committee, after due process, recommends authorities for curriculum improvement. If there needed extra classes then there is provision for Tutorial classes. For slow learner there are extra provisions. They can access to any teacher for help during of beyond college hours. Conduction of Exams smoothly and timely is an essential part of a curricular activity. Once university allotted our college for conducting a particular exam, then our administration made all necessary arrangements for successful completion of it. After examination, evaluation of answer sheets is also another important parameter of a curriculum. If our teachers are invited for this process, then they actively participate in it so that the results can be declared on time.

❖ Teaching and Learning:

This is the most important academic part of any college. Colleges are meant for these only to provide quality education to its students. We are committed to improve this. We encourage students to attend college on regular basis and take lectures. In order to make the lectures more attractive and student centric by the aid of multimedia and ICT tools. Teachers who are uncomfortable are also encouraged to use these ICT tools. Celebration of different kinds of programs like Teacher's day, Women's day, Yoga day etc to increase their participation in the college activity. N.S. S volunteers adopt nearby villages to spread awareness and implement Swatch Bharat mission. Implementations of different projects like free Wi- Fi facilities and Loan facilities for students under "Vikshit Bihar ke Sath Nischay" initiative of Government of Bihar are attempted. Arranging awareness camps and registration camps for them are arranged so that more and more students may be attracted to higher education by getting such free benefits.

For those students who could not get admissions or employed and could not attend regular classes, there is facility of open university like "Nalanda University" in the campus. Efforts are being made to start study centre of prestigious open Central University IGNOU also. This will open plethora of different internationally recognised online/ offline courses. Though our college is an UG college but with these open universities we can get P.G students also in our campus. This will motivate our U.G graduates to take interest and enrol for higher education. These things will help our college to become hub of knowledge in the area of Kasba, Purnia.

In the past we have P.G departments, but due to Govt. Policy, it was discontinued. Now, we are again trying to open P.G departments and planning to send proposal to newly formed university (Purnea University, Purnia).

The college is encouraging the faculties to conduct and participate in seminars/ conferences along with their research work. We encourage our teachers to attend orientation programs, refresher courses and short term programs for their updation and developments and looking options like conduct teacher's training programs through different agencies like NITTTR, Kolkata etc.

❖ Examination and Evaluation: This is not in the domain of the college. It is decided by the university. But our college is preferred as examination centres of all sorts of exams. Our college has been chosen centre for all sorts of exams like U.G, P.G, B.Ed, M.B.B.S, B.P.S.C recruitments exam etc. We have very good arrangements for conducting exams. Surveillance devices like C.C.T.V are installed in all exam halls. Exams are conducted in free and fare atmosphere with zero tolerance

<p>against using unfair means by the students or invigilators.</p> <p>For evaluation of answer scripts after the completion of the exams, our teachers are invited in the evaluation centre for evaluating copies. This may span up to several months depending upon the subject.</p> <p>Well connectivity of the college like proximity to NH 57, SH 60 and Railway station makes it good choice for examination centre. It has a vast playground for parking of large numbers of vehicles of the candidates during the examination periods.</p>
<p>❖ <b>Research and Development:</b> It is an UG college so there is no facility of P.G classes, which may pursue further study like Ph.D etc. But almost all the teachers are Doctorate and they do their research work in their own capacity by collaboration with others. One of the faculties, Dr. Atul Kumar Singh, Dept. Of Chemistry, awarded DST- INSPIRE Fellowship in 2017 for a period of 5 years with total grant of of Rs. 35 Lacs.</p> <p>He is working for the development of research infrastructure and the work will start soon. Our teachers also attend International/ National seminars and conferences from time to time. Same for the publication of research articles.</p>
<p>❖ <b>Library, ICT and Physical Infrastructure / Instrumentation:</b> College is giving importance in using ICT tools in teaching, learning and other official works of the college. Similarly modernisation of library is also being planned. We have 20 computers, 1 laptop, Wi-Fi and Broadband connections, digital white board, projector, 10 printers/ scanner etc. Special computer training program is going on for the office staff to familiarise them and make them more efficient and futuristic. Website of the college is also being made more useful and efficient and updating notices regularly. Active feedback system is also designed in the website for online submission. Teachers are also encouraged to give lectures using ICT tools using multimedia devices.</p> <p><u>In the library 81 books on Braille script</u> are available for the visually challenged students/ staffs along with rich collections of more than 20,000 books of different subjects of all departments.</p>
<p>❖ <b>Human Resource Management:</b> College has no provision to recruit staffs in our college. It is in the domain of University/ Government to manage Human resource. But for our current staffs special computer training program is going on for the office staff to familiarise them and make them more efficient and futuristic. They have been made aware of ICT tools in their day to day work.</p>
<p>❖ <b>Industry Interaction / Collaboration:</b> It is a general degree college, so no such direct collaboration with industry etc.</p>
<p>❖ <b>Admission of Students:</b> For the session 2018-21, admission in all UG part 1 courses (Hons./ Pass in Arts, Science, Commerce) in Bihar is handled by the integrated online portal O.F.S.S developed by Bihar School Examination Board (B.S.E.B). So, it is no more jurisdictions of respective colleges or universities in the matter of admissions. We have to take admission according to the selection list given by OFSS portal.</p>
<p>6.2.2 : Implementation of e-governance in areas of operations:</p>
<p>❖ <b>Planning and Development:</b></p> <p>All the details data of the college are updated periodically in AISHE/ NAAC portals for better planning and implementation. To promote digital work, computers are provided in all sections of the college. The utilisation reports of different plans of UGC have been submitted and got settlement certificates of some of the plans have been obtained.</p>
<p>❖ <b>Administration:</b></p> <p>In the college, the Principal is the highest authority. He is very efficient, energetic and hardworking</p>

person. Under his able guidance our college has been accredited and awarded “B” grade by NAAC in its 1<sup>st</sup> cycle on 30.07.2017. His only motto is to make the college more prominent and knowledge hub in the country. He is trying his best to open PG course in the college and trying for IGNOU study centre also. He takes all major decisions for the developments of the college with the help of different committee & cells like IQAC, Core committee, Development committee, Academic committee, Purchase committee, Admission committee etc. All efforts are made by the principal to improve the academic, financial, infrastructural conditions of the college. There are certain issues of land encroachment by the traders and land brokers. All legal options like D.M office, University, Court etc are being explored. This is the most important issue which the college administration is facing. Without this, no proper utilisation of its vast area can be done. All efforts are being given to erect a boundary wall to the greater perimeter of the college land which is very fertile, vast and in proximity to NH 57, SH 60 and Railway station.

A detailed proposal for construction of new multi-storied building, boy’s hostel in the campus and other facilities, has been sent to RUSA for approval and grant of funds.

All complaints and suggestions coming to him via complaint cell or other mediums are well handled and try to solve as soon as possible. Conducting regular meetings of the all the stake holders with the college and compliance of their grievances after obtaining their feedback is another important feature of the college administration.

❖ Finance and Accounts:

All the scholarship matters are handled online and beneficiaries get fund directly in their accounts through NEFT/ RTGS. Salaries of the staffs are also credited directly in the account. Accounts department audited periodically conduct finance audits by CAs and they send report to UGC/ University or representative governing bodies.

❖ Student Admission and Support:

In the admission counters all Bills/ Receipts are computer generated. Students’ data are managed and stored in digital formats like in MS Word/ EXCEL etc. Updates regarding admissions and examination form fill up are announced periodically in the college website. For the session 2018-21, admission in all UG part 1 courses (Hons./ Pass in Arts, Science, Commerce) in Bihar is now being handled by the integrated online portal O.F.S.S (Online Facilitation System for Students) developed by Bihar School Examination Board (B.S.E.B). So, admission in UG courses in the college is no more in its jurisdictions. All colleges only follow this new online system of admissions. We have to take admission according to the selection list given by OFSS portal.

❖ Examination:

Examinations are in the purview of university. But our college is preferred as examination centres of all sorts of exams. College has been chosen centre for all sorts of exam, be it regular exams/ entrance exams like U.G, P.G, B.Ed, M.B.B.S, B.P.S.C recruitments exam etc. We have very good arrangements for conducting exams. Surveillance devices like C.C.T.V installed in all exam halls. Exams are conducted in free and fare atmosphere with zero tolerance against using unfair means by the students or invigilators.

Its proximity to NH 57, SH 60 and railway station made it good choice for examination centre for its well connectivity. Has big playground for parking of large numbers of vehicles of the candidates during exams etc.

<b>6.3 Faculty Empowerment Strategies</b>					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
	No Financial support provided to attend conference/ workshop neither by the college nor by the organiser of the conference.	-----	-----	-----	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	<b>Computer training program</b>	<b>Computer training program</b>	<b>01-09-18 to 01.12.18</b>	<b>05</b>	<b>06</b>
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
<b>Orientation Program Mr. Hari Shankar Kumar (Maithili Dept.)</b>		<b>1</b>		<b>04/06/18-02/07/18</b>	
<b>Short term visit for research Dr. Rajesh Kumar Neogy</b>		<b>1</b>		<b>01/06/18-30/06/18</b>	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent 04	Fulltime ----		Permanent ----	Fulltime/temporary ----	
6.3.5 Welfare schemes for					
Teaching: (1) Arranging Teacher's union meeting with the Principal, where all teachers raised their					

<p>issues and concerns.</p> <p>(2) Taking structured feedback from the teachers where they are asked about all the matters regarding their classes, interaction with college authorities and non teaching staffs, facilities etc.</p> <p>(3) Encouraging them to attend or organise seminars/ conference etc. Take up Faculty Developments Programs (F.D.Ps) like Orientation Course, Refresher Course, Short term visit etc.</p> <p>(4) Financial affairs like PF, Gratuity, Pension, NPS etc and leaves like CL, EL, and DL etc are given according to government norms.</p> <p>(5) For their up skilling and adoption of ICT tools in their teaching, training or helps are provided.</p>		
<p>Non teaching: (1) Arranging Non teaching union meeting with the Principal where they discuss their issues and concerns.</p> <p>(2) Running computer training programs for them to familiarise them with computer and computer aided works. They are introduced to Internets, MS Office, EXCEL, PDF etc in their daily work. This will increase their efficiency in office works.</p> <p>(3) Financial affairs like PF, Gratuity, Pension, NPS etc and leaves like C.L, E.L, and D.L etc are given according to government norms.</p> <p>(4) Welfare fund provision is there in their union, where they contribute monthly and can take loan/assistance whenever necessary/emergency like in accident, death or marriage cases etc.</p>		
<p>Students: (1) There is provision for financial help from PBF (Poor Boy Fund) and kind of schemes/ scholarship etc like Backward scholarship, Minorities scholarship from Bihar governments in the college for the needy students who cannot afford to study.</p> <p>(2) Facilities like free Wi-Fi internet and computer centre.</p> <p>(3) Student welfare scheme run by state government like “Student Credit Card”, “Kushal Yuva” etc are also campaigned and run successfully.</p> <p>(4) “Patanjal Award” awarded to the student of ISC, who secured the highest marks in the final exam in our college.</p>		
<p><b>6.4 Financial Management and Resource Mobilization</b></p>		
<p>6.4.1 Institution conducts internal and external financial audits regularly:</p> <p>Financial audits are done annually by certified chartered Accountants/ firms. Utilisation reports are prepared by them which are then forwarded to different funding agenises like UGC, Govt. Of Bihar, University, NAAC etc for settlements and release for funds further. There is no internal source of fund in the college.</p> <p>(with in 100 words each)</p>		
<p>6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)</p>		
<p>Name of the non government funding agencies/ individuals</p>	<p>Funds/ Grants received in Rs.</p>	<p>Purpose</p>
<p><b>There is no fund of such type</b></p>	<p>-----</p>	<p>----</p>
<p>6.4.2 Total corpus fund generated NIL</p>		

## 6.5 Internal Quality Assurance System

### 6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

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

We do not have such Audits of Academic or Administrative. We are gathering information for these things. After detailed study, we will start the process of finding the authorised agencies who conduct such audits.

### 6.5.2 Activities and support from the Parent – Teacher Association (at least three)

- (1) Arranging parents-teacher meetings regularly to assess their wards on various parameters. They attend the meetings in good numbers.
- (2) Taking feedback from them to improve the quality of the college on their suggestions. On their feedback we have send a list of vacant positions in our college and send it to University level for proper action on it.
- (3) There is complaint redressal system for them also.

### 6.5.3 Development programmes for support staff (at least three):

- (1) Arrangement of computer training program for their up gradation and skilling.
- (2) Regular meeting of Non- Teaching Association in the college and taking up the issues relating to them to the college authority for proper disposal.
- (3) Arranging Farewell programs, picnic etc for them.
- (4) Calling Staff council meeting of the college regularly, a common platform for all the employees of the college to raise their concerns, issues, complaints etc.

### 6.5.4 Post Accreditation initiative(s) (mention at least three)

- (1) Work on the 2<sup>nd</sup> cycle of accreditation has been started.
- (2) A.Q.A.R report for session 2017-18 has been going on and it will be uploaded on website by 31.12.18.
- (3) To prepare the college in all respect as mentioned in AQAR report like arranging seminar/ conferences etc.
- (4) Regular meeting of IQAC cell has been arranged and uploaded the proceeding of such meetings in the website as soon as possible.

### 6.5.5

- |  |              |     |
|--|--------------|-----|
| a. Submission of Data for AISHE portal | : (Yes /No): | Yes |
| b. Participation in NIRF               | : (Yes /No): | NA  |
| c. ISO Certification                   | : (Yes /No): | NO  |
| d. NBA or any other quality audit      | : (Yes /No): | NA  |

6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2018	(1) Developing structured feedback system and collecting it from all the stake holders of the college.	28.11.18 (for students and Alumni)	Seven Days (28.11.18-04.12.18)	200
		03.12.18 (for teachers)	Two Days (03.12.18-05.12.18)	18
	(2) Arranging Parents-Teachers meeting in college	15.12.18 (for guardians)	One Day (15.12.18)	250

## CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
(1) Women's day celebration	08.03.18	55	40
(2) Interview for selecting students for "Earn while you Learn" (EWYL) program of Purnea university, having equal numbers from both the genders.	24.10.18	05	05

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
Percentage of power requirement of the College met by the renewable energy sources

**Our campus has been declared plastic free. Students and staffs are make aware of the bad effect of the non biodegradable plastics, thermocols etc. Campus is always maintained neat and clean regularly. It is decorated by gardens, ponds, trees etc. All useful and medicinal herbs, plants and trees have been planted in the garden with proper nomenclatures including scientific names.**

**Celebration of weeklong festival of Forest was organised in the college by the N.S.S unit. In this and on Environmental day there was drive for plantation of trees across the campus boundary. For proper management of waste disposal big dustbins has been installed by the local governing bodies and then take away the rubbish regularly.**

**Regarding the use of renewable sources of energy like Solar etc., proposal has been send to the local governing bodies for installation of solar street light across the campus, so that electricity consumption can be reduced. In the Wi-Fi system installed in our campus, large solar cell panels are installed in the terrace and it supply the required electric energy to the internet system. It runs on the solar power only.**

**Slogans and messages of save the environment etc are written on the walls of the compound.**

**College staffs and students are encouraged to use bicycle etc instead of using motor cycle, car for travelling or commuting to college if their home is not too far. This will help in checking air pollution and saving money and leading a healthy life.**

### 7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Wheel chairs about to be bought	02
Provision for lift	No	----
Ramp/ Rails	Yes	02
Braille Software/facilities	Yes	5
Rest Rooms	Yes	Not Known
Scribes for examination	Nil	Not Known
Special skill development for differently abled students	No	Not Known
Any other similar facility	Nil	Not Known

### 7.1.4 Inclusion and Situatedness

#### Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018	01	01	15.12.18	Minimising the use of plastics after its banning state wise, by Bihar Government from 14.12.18	(1) Harmful effects of Plastic, Polythene on the environment & health. (2) Use of eco friendly materials like Paper, Jute, Plant Leaves etc in place of plastic	120

### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders:

There is code of conducts for the students in our college. It is published in the prospectus of college.  
For the staffs it is not in the domain of college. It is decided by the corresponding university or Governor office.

Title	Date of Publication	Follow up (maximum 100 words each)
<b>College Prospectus</b>	<b>2017 (Yearly)</b>	<b>Stress is given on maintain good attendance, discipline, participation in sports and cultural activities.</b>

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
<p><b>(1) We are aware of it and its importance in all professions. We are planning to organise a one day seminar at the college campus, by inviting professionals for it.</b></p> <p><b>(2) Various quotes and slogans given by our famous leaders, gurus etc are painted on the walls of the campus. So, that all can get inspiration from it and give importance to ethics pertaining in their field of profession.</b></p>	<p>-----</p>	<p>-----</p>

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- (1) Celebration of Environmental day (Paryavaran Diwas) to make aware of bad effects of different kind of Pollutions and its bad effect on our health and eco system, Deforestation, Global warming etc and ways to tackle these burning problems.
- (2) Celebration of weeklong “Van Mahostuv” i,e Forest Festival by N.S.S unit of the college in which plantation drive was conducted by planting a large number of trees along the campus boundary.
- (3) Use of solar cells for running Wi-Fi servers in the computer room.
- (4) Banning of use of plastic (Polythene) in the campus and declared it plastic free campus.
- (5) Sought help from local governing bodies for the installation of solar street lights, so that dependence on regular non renewable energy sources can be minimised.
- (6) Use of different dustbins for Non / Bio degradable wastes in the college. For proper disposals of green waste we are planning to construct wormicompost to get organic manure from it.
- (7) Well maintenance of gardens and ponds (Bio logical tank) for the beautification.
- (8) Replacing traditional bulbs/ tube lights with more efficient LED lights and tube lights.
- (9) The college strictly maintains a “No Smoking Zone” and Tobacco free campus.

**7.2 Best Practices**

Describe at least two institutional best practices:

- (1) To Maintained a neat, clean and beautiful college campus with all basic amenities like purified drinking water, Toilets, Common room, Hostel, Labs, Class rooms, library, smart room etc. Gardens are there with seasonal flower plants, remedial plants/herbs etc. concrete seating arrangement is there around it. Environmental awareness is there. Plastic has been banned in the campus. It has a vast play ground for the students. Our campus is one of the most organised and beautiful among the colleges under Purnea University. Due to its well connectivity with NHs, SHs and railways it is a centre for examination from entrance exam, regular course exam

(UG/ PG), MBBS, B.Ed and entrance exam of SSC, BPSC etc. Fire safety arrangements are there in the buildings for fire extinguishers, sand etc. All rooms and boundary of the college is under C.C.T.V surveillance. In this region there is electricity supply problem, load shedding is a frequent affair here, which impaired classes, exams etc. To overcome this, there is arrangement of power backup by Silent Generator. It has smart class equipped with modern ICT tools for teaching and learning.

Parking space with proper shed has been there for cars, motor cycles and cycles etc. Submitted applications in the local governing bodies for giving support in purchasing LED solar street lights. Old tube lights and filaments bulbs are being replaced by eco friendly, low power consuming LED lights.

(2) Organisation of weeklong camps by the N.S.S units of the college in the nearby village. The volunteers of NSS conduct surveys, collect feedbacks, spread awareness about organic farming, AIDS, TB, Cleanliness, rain water harvesting etc. They are also advised about the different kind of pollution like air pollution, soil pollution, and water pollution. They have been discouraged to use plastic, thermocols etc and instead use bio compatible things like tree leaves, banana leaves etc.

These volunteers then met with the authorities of local governing bodies like BDO, SDO, Panchayat etc and discuss about their problems etc and asked for proper and speedy remedial. This helps in uplifting the villages and there by aid in the overall growth of the country.

There was organisation of Induction cum Parents-Teachers meeting program, organised by college. In this parents of the students were called and one to one discussion was there. Feedbacks were taken and their opinion was noted for the further development of the college.

Required URL is given below:

<http://www.mlaryacollegekasba.org/iqac-docs/Two%20Best%20Practices.pdf>

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### **7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

#### **Skill Development and Placement activities**

Incessant increase in population of India is a matter of great concern. Reasons for backwardness and slow growth, is this population explosion. It is projected that after 2025, India will surpass China in terms of population, from its current second position in the world. This population is directly linked to the increase in the rate of unemployment. Simultaneously, there is shrinking in the number of jobs due to factors like the automation, increase in maintenance cost, unskillness etc. We can see frequently in news that for 100 vacancies, Lacs of people become applicants.

To tackle these challenging situations, our college which was awarded “B” grade in 1<sup>st</sup> cycle is willing to develop various programs for cycle 2, as it has been prescribed under rule. In this respect, computer training courses for beginners is being managed under the guidance and training by Dr. Rajesh Kumar Neogy, IQAC Co-ordinator MLAC. This program is helping them to gather basic knowledge about the computers and this will augment their overall knowledge and help them in acquiring jobs and better training programs. This is own effort of the college to give prospective students, training in computer education for up skilling and placement. Then in order to expand its area, various other such programs run by state government and central government are also promoted like “PMKVYP”, “Vikshit Bihar ke 7 Nischay” etc.

Here it is referable that aforesaid college is a general degree college having all three streams i.e Science, Arts and Commerce. These programs are not professional courses and their chances of getting employment are not so high. Keeping This in mind State government has started ‘Earn While You Learn’ Scheme (EWYL). The objective of the program is to enable meritorious and needy students to earn beside their study hour and meet their expenses.

This also involves them in management and development of the college and university. Through this program we can tap the immense potential of the students as the valuable human resource at much lesser cost. Hands on experience of these trained students make them preferable for future job prospects.

Selection of the students for this scheme was done by the college on 24.10.2018. Before that it was widely published and advertised among students to apply for this post. Among them 30 applicants were called for the interview, having at least some knowledge of computer work. For this, an interview board was constituted under the chairmanship of principal including resident engineer from the University, senior teachers of the college. All the candidates were examined minutely of their knowledge and skill for the work. A panel of 10 students was made keeping in mind the gender equality, 5 male and 5 female students were taken. This list has been forwarded to the university for further action. The success of this scheme will boost up our, not only our morality but also our effort to render placement for the eligible candidates under such programs.

Likewise such schemes are being searched by the college, in this regard, so that more students can avail these opportunities for employments. There was a recent program conducted on 06.12.18 by the planning managers from the Welfare Dept. Of Govt. Of Bihar. Awareness camp regarding such different schemes, run the government for the welfare of students from giving loans through “Student Credit Card” scheme and employment through “Kushal Yogana” etc. Hundreds of students take part in it and apply for these schemes.

They are also encouraged to take basic computer training programs for skill development. College is also helping them by providing access to computer centre and use of high speed internet system.

Provide the weblink of the institution in not more than 500 words

Required URL is given below.

<http://www.mlaryacollegekasba.org/iqac-docs/Institutional%20Distinctiveness.pdf>

## 8. Future Plans of action for next academic year (500 words)

Due to the change in the affiliated university of this college from parent university B. N Mandal University, Madhepura to the newly constituted Purnea University, Purnia on 18.03.2018 there was some delay in carrying out day to day work and in calling of meetings for different committees like development committee, IQAC etc. in the college. Now, slowly the new system is stabilising and these meetings are being arranged with representatives of new university and new decisions are being taken for the overall development of the college.

- (1) Destruction of the old and abandoned buildings in the college campus through proper channel via university order so that maximum utilisation of space can be done for college.
- (2) Planning and construction of new buildings in the razed building space, so that more new office counters, classrooms and administrative buildings can be constructed.
- (3) Planning and sending proposals to I.G.N.O.U Office, Delhi, for starting of study centre in our college, so that more students who are involved in agriculture and other jobs and can't study in regular colleges can have a chance to study through this prestigious central open university and it will create a important landmark for the college as a seat of learning & studying.
- (4) We have two active units of N.S.S and we are planning and in the process of sending proposals to N.C.C head quarter for starting of its prestige unit in our college also. It will help more students to pull in the college and they will strive to work for the college and nation building.
- (5) Construction of new dedicated room for I.Q.A.C coordinator with all the facilities.
- (6) Construction of new toilets (ladies & gents) for the teacher's in the staff room.
- (7) Purchasing of two drinking water facilities (purifier+chiller) for students and college staff.
- (8) Purchasing of wheel chairs for differently abled students and construction of ramps according to it.
- (9) Activities of NSS to select few villages and work there for their welfare and awareness.
- (10) Waste disposal system like Worm compost is also planned and talk with university engineers is going on regarding its designs and locations. To make campus more green and litter free dustbins (bio degradable & non bio degradable) will be placed at different locations
- (11) Installation of solar street lights in the campus with the help of local governing bodies.
- (12) To upgrade existing 4 KW single phase line to 10 KW three phase line to meet the demand of extra power in the college. Installation of dedicated transformer in the campus itself. Requisition has been given to electricity office.
- (13) To encourage faculties to conduct and participate in seminars/ conferences along with their research work. To attend orientation programs, refresher courses and short term programs for their updation and developments. To conduct teacher's training programs through different agencies like NITTTR etc.
- (14) To study and how Administrative Audit, Academic Audit and Environmental Audits are conducted. Prepare the ground for them and search committees are made for appointing approved agencies for carrying out these audits.

Resolutions for above things have also been taken in the IQAC meeting held on 28.11.18 at the college. All the positive efforts will be given to materialise the above mention things as much as possible.

Name: *Dr. Rajesh Kumar Neogy*

Name: *Dr. Mohammed Kamal*

*Rajesh Kr.  
neogy  
20/12/18*

*20-12-2018*

*Signature of the Coordinator, IQAC*  
**Coordinator**  
Internal Quality Assurance Cell (IQAC)  
M.L. Arya College, Kasba-854330 (Purnia).

*Signature of the Chairperson, IQAC*  
**Principal-cum-Chairman**  
Internal Quality Assurance Cell (IQAC)  
M.L. Arya College, Kasba-854330 (Purnia)

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

Date: 20.12.2018

Place: M. L Arya College, Kasba, Purnea

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**Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

**The Director**

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