

**The Annual Quality Assurance Report (AQAR) of the IQAC  
2017-2018**

**of**

**Maharani Janki Kunwar College**  
**A Constituent unit of B. R. Ambedkar Bihar University**  
**Bettiah, West Champaran**  
**Bihar**



## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

M.J.K College

1.2 Address Line 1

Durga Bagh Mandir Road

City/Town

Bettiah

District

West Champaran

State

Bihar

Pin Code

845438

Institution e-mail address

mjkcollege@rediffmail.com

Contact Nos.

06254- 288965,232577,232556

Name of the Head of the Institution:

**Dr. (Prof.) Hari Narayan Thakur**

Tel. No. with STD Code:

06254- 288965,232577,232556

Mobile:

9472436229

Name of the IQAC Co-ordinator:

Dr. Prabir Kumar Chakraborty

Mobile:

9431066166

IQAC e-mail address

pkcmjkmath@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**BRCOGN26511**

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

EC(SC)/24/A&A/59.1 dated  
05.02.2017

*This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)*

1.5 Website address:

Web-link of the

<http://www.mjkcollege.ac.in/AQAR2017.pdf>

1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | B     | 2.39 | 2017                  | May 01, 2022    |
| 2       | 2 <sup>nd</sup> Cycle |       |      |                       |                 |
| 3       | 3 <sup>rd</sup> Cycle |       |      |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |       |      |                       |                 |

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

05/02/2015

**1.8 AQAR for the year (*for example 2010-11*)**

|           |
|-----------|
| 2017-2018 |
|-----------|

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR \_\_\_\_\_ Not Applicable \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

|   |                               |                                     |         |                          |                        |                          |                          |                                     |
|---|-------------------------------|-------------------------------------|---------|--------------------------|------------------------|--------------------------|--------------------------|-------------------------------------|
| University  | State                         | <input checked="" type="checkbox"/> | Central | <input type="checkbox"/> | Deemed                 | <input type="checkbox"/> | Private                  |                                     |
| Affiliated College  | Yes                           | <input type="checkbox"/>            | No      | <input type="checkbox"/> |                        |                          | <input type="checkbox"/> |                                     |
| Constituent College   | Yes                           | <input checked="" type="checkbox"/> | No      | <input type="checkbox"/> |                        |                          |                          |                                     |
| Autonomous college of UGC   | Yes                           | <input type="checkbox"/>            | No      | <input type="checkbox"/> |                        |                          |                          |                                     |
| Regulatory Agency approved Institution<br>(eg. AICTE, BCI, MCI, PCI, NCI) |                               |                                     | Yes     | <input type="checkbox"/> | No                     | <input type="checkbox"/> |                          |                                     |
| Type of Institution education   | Co-                           | <input checked="" type="checkbox"/> |         |                          | Men                    | <input type="checkbox"/> | Women                    | <input type="checkbox"/>            |
|   | Urban                         | <input checked="" type="checkbox"/> |         |                          | Rural                  | <input type="checkbox"/> | Tribal                   | <input type="checkbox"/>            |
| Financial Status in-aid   | Grant-                        | <input type="checkbox"/>            |         |                          |                        |                          | UGC 12B                  | <input checked="" type="checkbox"/> |
|   |                               |                                     |         |                          | UGC 2(f)               |                          |                          | <input checked="" type="checkbox"/> |
|   | Grant-in-aid + Self Financing | <input checked="" type="checkbox"/> |         |                          | Totally Self-financing |                          |                          | <input type="checkbox"/>            |

1.11 Type of Faculty/ Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

B .R. AMBEDKAR BIHAR  
UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

Model College

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.  
1 No. of Teachers

2.  
2 No. of Administrative/Technical staff

2.  
3 No. of students

2.  
4 No. of Management representatives



|         |   |    |
|---------|---|----|
| 4.<br>5 | No. of Alumni   | 01 |
| 2.<br>6 | No. of any other stakeholder and<br><br>community representatives | 01 |
| 2.<br>7 | No. of Employers/ Industrialists                                  | 01 |
| 2.<br>8 | No. of other External Experts                                     | 01 |
| 2.<br>9 | Total No. of members  | 11 |
| 2.10    | No. of IQAC meetings held   | 02 |

|   |     |                                |         |                                  |
|---|-----|--------------------------------|---------|----------------------------------|
| 2.11 No. of meetings with various stakeholders: | No. | <input type="text" value="2"/> | Faculty | <input type="text" value="2"/>   |
| Non-Teaching Staff & Students                   |     | <input type="text" value="2"/> | Alumni  | <input type="text" value="2"/>   |
|   |     |                                | Others  | <input type="text" value="NIL"/> |

2. Has IQAC received any funding from UGC during the 12 year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

|            |                                |               |                                  |          |                                  |       |                                  |                   |                                |
|------------|--------------------------------|---------------|----------------------------------|----------|----------------------------------|-------|----------------------------------|-------------------|--------------------------------|
| Total Nos. | <input type="text" value="4"/> | International | <input type="text" value="N.A"/> | National | <input type="text" value="N.A"/> | State | <input type="text" value="N.A"/> | Institution Level | <input type="text" value="4"/> |
|------------|--------------------------------|---------------|----------------------------------|----------|----------------------------------|-------|----------------------------------|-------------------|--------------------------------|

ii) Themes

1. Environmental Preservation Workshop
2. Aids Awareness Programme
3. Public Lecture on Science and Religion

2.14 Significant Activities and contributions made by IQAC

- Digitization
- Minimizing environmental degradation
- Fulfilling social responsibilities
- Participation from stakeholders



## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

| Plan of Action                       | Achievements   |
|--------------------------------------|--|
| Digitization                         | <ul style="list-style-type: none"> <li>• Introducing ICT enabled smart classroom</li> <br/> <li>• Enhancing teaching learning experience with digital support</li> </ul>   |
| Minimizing environmental degradation | <ul style="list-style-type: none"> <li>• Decreased use of paper and plastic</li> <li>• Deliberate policy to limit construction on campus</li> <li>• Optimization of existing infrastructure</li> <li>• Paper recycling drive</li> <li>• Tree Plantation</li> </ul> |
| Development programmes               | <ul style="list-style-type: none"> <li>• Workshop for library staff on automation.</li> <li>• Orientation programmes for faculty on digitization</li> <li>• Counselling session for students are available.</li> </ul>   |
| Fulfilling social responsibilities   | <ul style="list-style-type: none"> <li>• Remedial classes for weaker students in language.</li> <li>• Blood donation camp</li> </ul>   |
| Participation from stakeholders      | <ul style="list-style-type: none"> <li>• Alumni meetings to discuss and enhance wholesome education and development.</li> </ul>  |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Principal interaction with students.</li> </ul>   |
| Mobilizing NCC and NSS units to expand the perimeters of the intuition | <ul style="list-style-type: none"> <li>• NCC contributed substantially during North Bihar floods.</li> <li>• Social awareness programmes.</li> </ul> |

The Academic calendar 2017 - 2018 has been attached.

2.16 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The report will be placed in the forthcoming Governing Body Meeting for necessary action.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    | NA                            | NA   | NA                                  | NA   |
| PG                     | 6                             | NA   | NA                                  | NA   |
| UG                     | 16                            | NA   | NA                                  | NA   |
| PG Diploma             | NA                            | NA   | NA                                  | NA   |
| Advanced Diploma       | NA                            | NA   |                                     | NA   |
| Diploma                |                               |  |                                     |  |
| Certificate            |                               |  |                                     |  |

|              |    |  |   |  |
|--------------|----|--|---|--|
| Others       |    |  | 4 |  |
| <b>Total</b> | 22 |  | 4 |  |

|                   |  |  |  |  |
|-------------------|--|--|--|--|
| Interdisciplinary |  |  |  |  |
| Innovative        |  |  |  |  |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | 9                    |
| Trimester | NA                   |
| Annual    | 17                   |

1. Feedback from  
3 stakeholders\*

Alum  
ni

Parents

Employer  
s

Students

*(On all aspects)*

Mode of feedback :

Onlin  
e

Manu  
al

Co-operating schools (for PEI)

1. Whether there is any revision/update of regulation or syllabi, if yes, mention their salient  
4 aspects.

Revision carried out at University level

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Not applicable

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## Criterion – II

### 2. Teaching, Learning and Evaluation

|     |                                |       |                  |                      |            |        |
|-----|--------------------------------|-------|------------------|----------------------|------------|--------|
| 2.1 | Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
|     |                                | 20    | 07               | 12                   | 1          | NIL    |

2.2 No. of permanent faculty with Ph.D.

|    |
|----|
| 16 |
|----|

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors |   | Associate Professors |    | Professors |     | Others |     | Total |    |
|------------------|---|----------------------|----|------------|-----|--------|-----|-------|----|
| R                | V | R                    | V  | R          | V   | R      | V   | R     | V  |
| 7                |   | -                    | 03 | 01         | NIL | NIL    | NIL | 08    | 03 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

|     |     |     |
|-----|-----|-----|
| NIL | NIL | Nil |
|-----|-----|-----|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | NIL                 | 03             | NIL         |
| Presented papers | NIL                 | 03             | NIL         |
| Resource Persons | NIL                 | 01             | NIL         |



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

- Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- 24X7 Wi-Fi enabled campus providing for technology access.
- Overhead projectors in some classrooms
- Well-equipped Internet Resource Centre and computer lab.
- Presentations/animations/videos are regularly being used apart from regular conventional black board teaching.
- Group discussions, Case studies, problem based learning practices.
- Continuous evaluations through projects, presentations and quizzes, etc.
- Outside classroom activities for wholesome development of mind and acquiring skills.
- Students are also regularly provided with lab manual of the experiments beforehand in some courses

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

|     |
|-----|
| 235 |
|-----|

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

Various examinations/evaluations undertaken:

- Regular, weekly tutorials are conducted
- Routine and open book tests are conducted
- Paper presentations and seminars are also encouraged
- Continuous evaluation is carried out throughout the year through regular tests, objective tests, projects, presentations, quizzes etc.

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

|                | Member of Board of Study | Faculty | Curriculum development workshop |
|----------------|--------------------------|---------|---------------------------------|
| No. of faculty | 3                        | NA      | NA                              |

2.10 Average percentage of attendance of students

|         |
|---------|
| 80<br>% |
|---------|



### 2.11 Course/Programme wise distribution of pass percentage

| SL . NO. | Course   | Pass Percentage (%) |
|----------|----------|---------------------|
| 01       | BA       | 78.8                |
| 02       | BSC      | 83                  |
| 03       | BCA      | 96                  |
| 04       | BBA      | 81.1                |
| 05       | BIO TECH | 89                  |
| 06       | CND      | 73                  |
| 07       | MA       | 82                  |

University system does not currently have a provision for Distinction category. (Paperwise data have not been analyzed)

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

Currently we follow the Continuous Curriculum Assessment system with End of Semester Exam in the ratio 25:75.

IQAC will now implement a more robust system for evaluation and monitoring

### 2.13 Initiatives undertaken towards faculty development

| Faculty & Staff development programmes         | Number of faculty benefitted |
|--|------------------------------|
| Refresher courses                              | NA                           |
| UGC – Faculty Improvement Programme            | NA                           |
| HRD programmes                                 | NA                           |
| Orientation programmes                         | NA                           |
| Faculty exchange programme                     | NA                           |
| Staff training conducted by the university     | NA                           |
| Staff training conducted by other institutions | 01                           |
| Summer / Winter schools, Workshops, etc.       | NA                           |
| Others   | 01                           |

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 02                            |                            | None   |  |
| Technical Staff      | 02                            |                            | None   |  |

### Criterion – III

### 3. Research, Consultancy and Extension

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

- All departments have been encouraged to have a research component in the existing curriculum.
- Financial support was provided for the Academic Conclave to encourage interaction between industry and academia.

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | N.A.      | N.A.    |            |           |
| Outlay in Rs. Lakhs |           |         |            |           |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              |           | 01      |            |           |
| Outlay in Rs. Lakhs |           | 160000  |            |           |

#### 3.4 Details on research publications



|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 1             | 3        |        |
| Non-Peer Review Journals |               |          |        |
| e-Journals               |               |          |        |
| Conference proceedings   |               |          |        |

In addition to this we have –

Chapter in edited book:

Article in online magazine:

Book edited:

Review of published book:

Patent

:

Poem in magazine:

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

| Nature of the Project  | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects   |               |                            |                        | -        |
| Minor Projects   | 2012-13       | UGC                        | 160000                 | -        |
| Interdisciplinary Projects   | -             | -                          | -                      | -        |
| Industry sponsored   | -             | -                          | -                      | -        |
| Projects sponsored by the University/ College                                  |               |                            |                        |          |
| Students research projects<br><i>(other than compulsory by the University)</i> |               |                            |                        |          |
| Any other(Specify)   |               |                            |                        |          |
| Total  | -             | -                          | 160000                 |          |

3. No. of books published

i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

\_\_\_\_\_

NA

|      |                                       |                                 |                                   |                                 |                                 |                                 |                                 |
|------|---------------------------------------|---------------------------------|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
|      | UGC-SAP                               | <input type="text" value="NA"/> | CAS                               | <input type="text" value="NA"/> | DST-FIST                        | <input type="text"/>            |                                 |
|      | DPE                                   | <input type="text" value="NA"/> |                                   |                                 | DBT Scheme/funds                | <input type="text" value="NA"/> |                                 |
| 3.9  | For colleges                          | Autonomy                        | <input type="text" value="NA"/>   | CPE                             | <input type="text" value="NA"/> | DBT Star Scheme                 | <input type="text" value="NA"/> |
|      |                                       | INSPIRE                         |                                   | CE                              | <input type="text" value="NA"/> | Any Other (specify)             | <input type="text" value="NA"/> |
| 3.10 | Revenue generated through consultancy |                                 | <input type="text" value="None"/> |                                 |                                 |                                 |                                 |

3.11 No. of conferences

organized by the Institution

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              |               |          |       |            | 6       |
| Sponsoring agencies |               |          |       |            | college |

3.12 No. of faculty served as experts, chairpersons or resource persons

|   |
|---|
| 0 |
| 1 |

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

|          |
|----------|
| No<br>ne |
|----------|

3.15 Total budget for research for current year in lakhs:

From Funding agency

|     |
|-----|
| NIL |
|-----|

From Management of University/ College

Total

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied |        |
|                | Granted |        |
| International  | Applied |        |
|                | Granted |        |
| Commercialized | Applied |        |
|                | Granted |        |

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
|       | N.A.          | 01       |       |            |      |         |

3. No. of faculty from the  
18 Institution

3

who are Ph. D. Guides  
and students registered under them

3

3.  
19 No. of Ph.D. awarded by faculty from the Institution

NA

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

|                  |                                 |                     |                      |
|------------------|---------------------------------|---------------------|----------------------|
| University level | <input type="text" value="10"/> | State level         | <input type="text"/> |
| National level   | <input type="text"/>            | International level | <input type="text"/> |

3.22 No. of students participated in NCC events: 50

|                  |                      |             |                      |
|------------------|----------------------|-------------|----------------------|
| University level | <input type="text"/> | State level | <input type="text"/> |
|                  |                      |             | <input type="text"/> |

3.23 No. of Awards won in NSS:  
National level  International level

|                  |                      |                     |                      |
|------------------|----------------------|---------------------|----------------------|
| University level | <input type="text"/> | State level         | <input type="text"/> |
| National level   | <input type="text"/> | International level | <input type="text"/> |

3.24 No. of Awards won in NCC:

|                  |                      |                     |                      |
|------------------|----------------------|---------------------|----------------------|
| University level | <input type="text"/> | State level         | <input type="text"/> |
| National level   | <input type="text"/> | International level | <input type="text"/> |

3.25 No. of Extension activities organized

|                  |                                |               |                                |
|------------------|--------------------------------|---------------|--------------------------------|
| University forum | <input type="text"/>           | College forum | <input type="text" value="2"/> |
| NCC              | <input type="text" value="2"/> | NSS           | <input type="text" value="3"/> |
|                  |                                | Any other     | <input type="text"/>           |



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

1. **Blood Donation Camps** - organized twice a year.
2. **Cloth Donation Camp** - is organized in October every year.
3. **Environment awareness camps** – The Environment Society in College conducted awareness programmes to encourage the College community to reduce the use of plastic and paper on campus. They have also undertaken an initiative to sterilize dogs on campus. They actively encourage paper recycling by all members of the College.
4. **Evening Classes** - for children of underprivileged sections of the society are conducted daily.
5. **Medical camps** – It is conducted annually for the employees of the College. Qualified doctors are brought for checkups and necessary prescription are given for treatment.
6. **Swachh Bharat Abhijaan** - is done twice a year.
7. **Public Lectures** – In keeping with the College's vision and mission of Social Commitment, this year a Public Lecture was held on Science and Religion by Professor Ross H. Mackenzie from Queensland University, Australia in October, 2016 at College.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

| Facilities  | Existing | Newly created | Source of Fund | Total    |
|---|----------|---------------|----------------|----------|
| Campus area   | 26 acres |               | -              | 26 acres |
| Class rooms   | 16       | 0             |                | 16       |
| Laboratories  | 4        | 0             | UGC            | 4        |
| Seminar Halls   | 1        | 3             | State Govt     | 4        |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. |          |               |                |          |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   |          |               |                |          |
| Others  |          |               |                |          |

#### 4.2 Computerization of administration and library

- Administration has been partially computerised as part of the Digitization Programme in College.
- Library has been completely computerised enabling students and faculty to access books, journals and reference materials.



4.3 Library services:

| Items                     | Existing |                  | Newly added during 1<br>January 2017 to 31<br>January 2018 |          | Total |         |
|---------------------------|----------|------------------|--|----------|-------|---------|
|                           | No.      | Value            | No.  | Value    | No.   | Value   |
| Text &<br>Reference Books | 44580    | 11 Lakhs         | 1005   | 1 lakh   | 45585 | 12 lakh |
| e-Books#                  |          |                  |  |          |       |         |
| Journals                  | 5        | 2000             | 01   | -<br>180 | 06    | 2180    |
| e-Journals                | 150      | UGC ESS<br>NLIST | -  |          | 150   |         |
| Digital Database          |          |                  | -  |          |       |         |
| CD & Video                |          |                  |  |          |       |         |

|                  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|
| Others (specify) |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|

\* Library has access to e-book through UGC-INFLIBNET National Library and Information Services Infrastructure for Scholarly Content (NLIST)

\*\*\* Number of books also includes the gifted books.

# E-books access through NLIST membership. Membership of NLIST is on yearly basis.

#### 4.4 Technology upgradation (overall)

|          | Total<br>Computers | Computer<br>Labs | Internet | Browsing<br>Centres | Computer<br>Centres | Office | Depart-<br>ments | Other<br>s |
|----------|--------------------|------------------|----------|---------------------|---------------------|--------|------------------|------------|
| Existing | 41                 | 1                |          |                     |                     | 14     | 25               | 2          |
| Added    | -                  | -                | -        | -                   | -                   | -      |                  |            |
| Total    | 41                 | 1                |          |                     |                     | 14     | 25               | 2          |

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

College has taken the initiative for Digitization and implementation of a paperless office. Training for which was given to all stakeholders.

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

|  |          |
|--|----------|
| i) ICT                                   | 100000/  |
| ii) Campus Infrastructure and facilities | 800000/  |
| iii ) Equipment                          | 500000/  |
| iv ) Others                              | 200000/  |
| <b>Total :</b>                           | 1600000/ |



## Criterion – V

### 5. Student Support and Progression

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

- Updates on notice boards and college website to ensure active participation by students in various activities.
- Properly functioning grievance redressal system
- Secure and environment friendly Campus.

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

- Alumni database has been initiated to capture the relevant information.

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

| UG       | PG  | Ph. D. | Others |
|----------|-----|--------|--------|
| 314<br>5 | 780 | None   | None   |

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

|    |
|----|
| 27 |
|----|

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

|      |
|------|
| None |
|------|

| No       | %  |
|----------|----|
| 226<br>4 | 72 |

Men

Women

| No  | %  |
|-----|----|
| 881 | 28 |

| This Year |     |    |      |                       |       | Last Year |     |    |      |                       |       |
|-----------|-----|----|------|-----------------------|-------|-----------|-----|----|------|-----------------------|-------|
| General   | SC  | ST | OBC  | Physically Challenged | Total | General   | SC  | ST | OBC  | Physically Challenged | Total |
| 1052      | 401 | 15 | 1665 | 12                    | 3145  | 1032      | 386 | 14 | 1653 | 10                    | 3095  |

Demand ratio: 1:142

Dropout %: 2% of students admitted.



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

YES. Bihar Government sponsored Pre Examination Coaching and Assistance.

No. of students beneficiaries 30

5.5 No. of students qualified in these examinations

|                |   |              |    |      |   |            |  |
|----------------|---|--------------|----|------|---|------------|--|
| NET            | 5 | SET/<br>SLET |    | GATE | 4 | CAT        |  |
| IAS/IPS<br>etc |   | State PSC    | 01 | UPSC |   | Oth<br>ers |  |
|                |   |              |    |      |   |            |  |

Note: The number could be higher but currently there is no progression tracking system in place.

5.6 Details of student counselling and career guidance

- Career Awareness programme was arranged
- Study skills workshops for students.
- CV workshop was conducted to help students write their CVs to improve their chances of getting recruited.

No. of students benefitted 50

5.7 Details of campus placement

| <i>On campus</i>                |                                 |                           | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| N.A.                            | N.A.                            | N.A.                      | Data not available        |



## 5.8 Details of gender sensitization programmes

The Gender Studies cell is actively engaged in organizing events and projects focussing on social issues situated in the intersections of gender, class and caste.

Informal discussion sessions have been organized for students to discuss contemporary social issues. These activities have been further supplemented with exhibitions and presentations in college which interrogate issues such as women movements and sexual identity.

Women Grievances redressal cell has been constituted for promoting fight against gender based discriminations.

## 5.9 Students Activities

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

|                         |                                 |                |                      |                     |                      |
|-------------------------|---------------------------------|----------------|----------------------|---------------------|----------------------|
| State/ University level | <input type="text" value="20"/> | National level | <input type="text"/> | International level | <input type="text"/> |
|-------------------------|---------------------------------|----------------|----------------------|---------------------|----------------------|

### No. of students participated in cultural events

|                         |                      |                |                      |                     |                      |
|-------------------------|----------------------|----------------|----------------------|---------------------|----------------------|
| State/ University level | <input type="text"/> | National level | <input type="text"/> | International level | <input type="text"/> |
|-------------------------|----------------------|----------------|----------------------|---------------------|----------------------|

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

|                                  |                      |                |                      |                     |                      |
|----------------------------------|----------------------|----------------|----------------------|---------------------|----------------------|
| Sports : State/ University level | <input type="text"/> | National level | <input type="text"/> | International level | <input type="text"/> |
|----------------------------------|----------------------|----------------|----------------------|---------------------|----------------------|

|                                   |                                 |                |                      |                     |                      |
|-----------------------------------|---------------------------------|----------------|----------------------|---------------------|----------------------|
| Cultural: State/ University level | <input type="text" value="01"/> | National level | <input type="text"/> | International level | <input type="text"/> |
|-----------------------------------|---------------------------------|----------------|----------------------|---------------------|----------------------|



### 5.10 Scholarships and Financial Support

|  | Number of students | Amount             |
|--|--------------------|--------------------|
| Financial support from institution                                   |                    |                    |
| Financial support from government                                    | 2000               | Data not available |
| Financial support from other sources                                 |                    |                    |
| Number of students who received International/ National recognitions | 10                 |                    |

### 5.1 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.1  
2 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Yes, one.



## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

M.J.K College is committed to the pursuit of excellence in higher education, character building, total development of personality and responsible citizenship. Strategies to achieve these goals include

**Pursuit of Excellence:** (a) Optimum transparency in admission of students and faculty appointments, upholding merit as the foremost criterion. (b) maintenance of a robust work culture (c) discipline combined with freedom of thought and expression (d) a sense of national consciousness.

**Character building:** Is woven into the total learning environment. Students are encouraged to be honest and hardworking, courteous in behaviour towards all, faculty members to be caring and responsive, and emphasis is laid on personal dignity as well as simplicity and austerity in the total life of the college.

**Total Development of Personality:** Class-room teaching is complemented with a wide range of co-curricular activities.

**Discipline:** The College understands ‘discipline’ as the ability to uphold universal values in day-to-day work and conduct. Attitudes to life based on expediency or self-aggrandizement are discouraged. Discipline is balanced with freedom, lest it gets equated with mere conformity, which undermines personality development. The mission of the College: Is to educate young men and women within a framework of liberal and republican values, to equip them to excel in the service of the nation and to attain optimum personal fulfilment by leading a values-based life.

**Communication:** The vision and goals stated above are communicated to the entire student body in two broad ways. (a) by transferring the vision to the teaching fraternity through frequent interactions that are informal in nature (b) A more formal strategy is used in respect of the students. Through morning assemblies, attended by all first year students, the Principal addresses the students and educates them in these respects. The college has a large number of scholarships to promote the pursuit of excellence. Innumerable scholarly activities –including seminars, conferences and workshops-are organized to reinforce this. In all of these, students and teachers work closely together. Tutorials and lectures are conducted with utmost regularity. Teacher truancy is virtually absent in our college. This total ambience distinguished by an earnest and dedicated attitude to work as well as to the welfare of students is the most powerful communication there can be.

## 6.2 Does the Institution have a management Information System

NO. But we are working on it

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

### 6.3.1 Curriculum Development

- Some faculty members are involved in course restructuring and revision committees constituted by University and BSEB.
- Work load distribution as per specialization of faculty members.
- Provision for a departmental moderation committee
- Examination committee ensures smooth conduct of examinations.
- Several faculty members are active members of University appointed examination committee to frame questions papers and evaluate examination scripts.

### 6.3.2 Teaching and Learning

- Highly qualified and dedicated faculty.
- Healthy interaction between students and faculty which goes beyond the classrooms.
- Learning beyond curriculum.
- Innovative methods are adopted for teaching and learning process.
- Remedial classes are held for the students requiring additional help.
- Well-equipped library for both faculty and students.
- Excellent collection of rare and latest books and journals.
- Regular feedback from students to improve teaching and learning methods.

### 6.3.3 Examination and Evaluation

- Continuous evaluation through different methods like internal assessment test, assignments, presentations, projects etc.
- Transparency is maintained in evaluation process.
- Examination committee to ensure smooth conduct of examinations.
- The end year examination question paper is set by B.R.A. Bihar University.
- The practical examination is conducted with internal and external examiners appointed by the superintendent of examination.



#### 6.3.4 Research and Development

- College promotes departmental seminars on regular basis
- College provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions, including those from abroad.

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

- Fully equipped library with automation facilities.
- 3 full-fledged Computer Labs
- Few Classrooms with projectors.
- 24x7 Wi-Fi Facility

#### 6.3.6 Human Resource Management

- Faculty and Staff are encouraged to participate self-development programmes.
- Administration supports faculty, staff and students with necessary and relevant support to optimize their work.
- Office offers 24x7 support for infrastructural requirements especially electricity, water supply and routine maintenance.

#### 6.3.7 Faculty and Staff recruitment

As per UGC and University guidelines.

#### 6.3.8 Industry Interaction / Collaboration

- Departments are encouraged to make their courses of study relevant to industry.
- Industrial visits, lectures by industry experts and domain experts are regularly conducted.

#### 6.3.9 Admission of Students

In keeping with its Minority status College has a dynamic admission process .Once shortlisting is done candidates are invited for a written test on the basis of which the final selection is done.



6.

|    |                                   |              |             |                   |
|----|-----------------------------------|--------------|-------------|-------------------|
| 4  | Welfare schemes for<br>Audit Type | External     | NO          | Internal          |
|    |                                   | Teaching     | Agency      |                   |
| 5  | Total corpus fund generated       | Yes/No       | NO          | Authority         |
|    |                                   | Non teaching | Yes         |                   |
| 6. | Academic                          | Students     | IN          | PROCES<br>S       |
|    |                                   | PROCES<br>S  | PROCES<br>S |                   |
| 5  | Administrative                    | IN           | N.A         | IN<br>PROCES<br>S |
|    |                                   | PROCES<br>S  |             |                   |

6. Whether annual financial audit has been done : NO

6.

6. Does the University/Autonomous College declare its results within 30 days?  
7 done?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.

9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable.

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

Not applicable.

#### 6.11 Activities and support from the Alumni Association

- Active participation and contribution by alumni.
- Interaction with alumni through annual alumni meetings.
- Involvement of alumni in the Governing Body of the college
- Special lectures, seminars and workshops by alumni are arranged on regular basis through Societies and Clubs.

#### 6.12 Activities and support from the Parent – Teacher Association

N.A.

#### 6.13 Development programmes for support staff

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

- Well-maintained and environmental friendly campus.
- Tree plantation to mark special occasions.
- Paper recycling with the help of NGOs.
- Use of indicators in water tanks.
- Solar panels on the mess roof are used as green energy.
- Constant effort to minimize waste generated in the labs.
- Installation of double flush lavatories.



## Criterion – VII

### 7. Innovations and Best Practices

7. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Plantation drives
- E-file system
- Energy conservation drives
  
- Lectures and interactive sessions with distinguished alumni.
- Talk on current challenges in science & opportunities for young students
- Regular awareness campaigns by NCC unit.

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

Action taken Report (ATR):

- Digitization is underway
- Seven institutional collaborations have been initiated at International and National.
- Installation of solar lamps and plantation programmes have been done successfully.
- Some Workshops have been conducted for Staff and Faculty development.
- Student and Staff welfare schemes continue.
- Counselling sessions are available.

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

**Best Practice - I**

- WATER & HEALTH .

**Best Practice - II**

- Annual one day Public event “HELP”

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

#### 7.4 Contribution to environmental awareness / protection

College believes in promoting a society which cares for the environment: *cares to protect, preserve and conserve*. Realizing the importance of sustainable development many activities are undertaken to make the campus environmentally friendly and students sensitive to ecological issues. The college uses solar lights. *Constant effort to minimize waste generated in the labs is made. We have gone paper free by introducing an online application process for student admissions.*

The NCC unit of the college has taken upon itself the onus to spread awareness and provide students several platforms to discuss the various pressing environmental issues and deliberate on appropriate solutions towards the same. This year started with the first event, Swachh Bharat Abhijan at M.J.K College.

Collaborations and tie-ups with various NGOs have given birth to constructive steps. The college NCC unit did a commendable job during this year's devastating flood in North Bihar.

Just like paper, we also *collected e-waste* from students in the college, which we got recycled with the help of the NGO, Attero. We have a number of informal interactions with society members on the latest environmental issues.

7.5 Whether environmental audit was conducted?      Yes      No

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

### **STRENGTHS:**

- **Campus:** Environment friendly campus.
- **Quality Education:** Highly qualified and dedicated faculty; Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- **Commitment toward students' welfare:** Equal opportunity to all,
- **Counselling** for students at both formal and informal levels, Mentoring system well structured.
- **Infrastructure and Technology Access:** Clean and well-furnished classrooms and Modular laboratories with overhead projectors in some classrooms; 24X7 Wi-Fi connection. Well-equipped Internet Resource Centre and computer labs.
- **Well-equipped library:** Excellent collection of rare and latest books and journals.
- **Research & Innovations:** Research thrust through activities like research projects and seminars.
- **Sports achievements:** In keeping with its tradition of all-round education, the College offers excellent sports infrastructure and coaching leading to National and International level sports achievements.
- **Scholarships and financial Aids:** College offers several bursaries, financial aid and numerous need and merit based scholarships. A large number of scholarships disbursed to students from marginalized and economically deprived section.
- **Fulfilling our Social responsibility:** Particularly through the active NSS & NCC units.
- **Extra-curricular activities:** Large number of Cultural, Literary, Subject & Theme Based Societies.
- **Residence in College:** The College provides residence on the campus. Residential facilities are available for both men and women students, and for both undergraduate and postgraduate students.
- **College Website:** Is well-maintained and user friendly. The class-wise time table is uploaded on the website before the commencement of the new session. All major events are updated regularly.
- **Distinguished Alumni:** Alumni of the college include distinguished personalities from various fields like government, Education, theatre, media, literature, sports etc.

- **Library:** We have an exceptionally fine Library, housed in a separate wing, with more than a fifty six thousand books. Having been built up over many decades, and in more propitious times when books were cheaper and grants went further, the College Library is a resource unmatched by any undergraduate institution in West Champaran. In the digital section, students can access various e-resources. It also provides seamless access to information through an online library so that students can access the catalogues, online journals and online reference sources at any time, irrespective of location.

**WEAKNESS:**

- Limited developed infrastructure & financial support
- Limited numbers of courses offered

**OPPORTUNITY:**

- Excellent Academic environment
- Research and innovation
- Active alumni participation
- Add-on and value based courses
- Tremendous Student strength

**THREATS:**

- Inadequate Research facilities
- Scarcity of teaching and non-teaching staff
- Complacency
- Lack of technical resources



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

IQAC - Plan of action to be decided upon at the beginning of the year.

- Academics
  - To offer interdisciplinary seminars, workshops and conferences.
  - Add-on courses to increase the number of options/electives for students
  
- Development Programmes and Collaborations
  - To encourage Faculty to start thinking about new courses
  - To firm up Faculty and student exchange programmes
  
- Research and Innovations
  - Enhance research funding
  - To explore possibilities for active industry participation
  
- Institutional Social Initiatives
  - Eco-friendly measures
  
  - Implement the existing awareness programmes on environmental issues.
  
- Welfare Programmes
  - Evolve a scheme for Non-Teaching staff
  - Explore housing benefits for more Teaching staff
  - Offer Student internships
  
- Administrative
  - Infrastructural development and digitization.
  - Offer specific and targeted training.
  - Forum for redressal of grievances and reduce turnaround time.

**Abbreviations:**

|      |   |  |
|------|---|--|
| CAS  | - | Career Advanced 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            |
| UPE  | - | University with Potential Excellence     |
| UPSC | - | Union Public Service Commission          |

\*\*\*\*\*

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

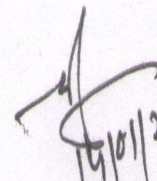
Complete up gradation and digitization of college library. Initiating paperless work through digitization of college office. Opening college online payment portal for the convenience of students. Installing an effective Information management system. Enabling an effective students' online information accessing point. Promoting environment awareness programmes. Promoting research and faculty development seminars and workshop. Continuing the commendable work of NCC and NSS units. Construction of college auditorium with state-of-art technology. Aiming to attain of C.P.E status. Working towards achieving heritage status for the College central building. Introducing more certificate and diploma courses suited to the emerging needs of the corporate world. Setting up of chairs in the names of noted faculty members of the college. Introducing ICT enabled classrooms. Procuring overhead projectors and smart boards for every classroom.

Name - DR. P. K. Chakraborty


Name - Dr. (Prof.) Harinayan Thakur



Signature of the Coordinator,

  
14/10/2019  
M. J. K. College, Bettiah

IQAC Signature of the Chairperson

  
11/11/2019  
PRINCIPAL  
M. J. K. College, Bettiah

**Academic Calendar**

1. Admission (June - July)
2. Fresher's Welcome (20 July)
3. Commencement of the Academic Session (21 July)
4. Semester Break (I Semester – October, II Semester – March)
5. Alumni Re-union (Sunday following 7 December)
6. Foundation Day (August 05)
7. Diwali Celebration for Employees (Oct / Nov)
8. Sporting Events
  - a. Inter College Volleyball Tournament
9. Extracurricular activities conducted through various societies. (throughout both the semesters till 31 March)
10. Semester Exam (Nov - Dec)
11. Semester Exam (April – May)
12. Annual exam (Sep-Dec)
13. Summer Break (June)