



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MILLAT COLLEGE
Name of the head of the Institution		Prof. (Dr.) Sardar Arvind Singh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		8650588614252
Mobile no.		9955048480
Registered Email		pmcdbg@gmail.com
Alternate Email		iqacmillatcollege@gmail.com
Address		BIBI PAKAR , LAHERIASARAI
City/Town		DARBHANGA
State/UT		Bihar
Pincode		846004
<b>2. Institutional Status</b>		

Affiliated / Constituent	Constituent
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. MUDASIR HASSAN BHAT
Phone no/Alternate Phone no.	8650588614333
Mobile no.	8650588614
Registered Email	iqacmillatcollege@gmail.com
Alternate Email	mudasirbhat85@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.millatcollege.ac.in/approval/aqar/">https://www.millatcollege.ac.in/approval/aqar/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.millatcollege.ac.in/academics/academic-calendar/">https://www.millatcollege.ac.in/academics/academic-calendar/</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.13	2014	24-Aug-2014	23-Sep-2019

### 6. Date of Establishment of IQAC

10-Apr-2010

### 7. Internal Quality Assurance System

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
Staff training for Monitoring and Approval of Scholarships on	17-May-2019 1	6

National Scholarship Portal		
Meeting of Internal Quality Assurance Cell (IQAC)	14-May-2019 1	18
Meeting of Internal Quality Assurance Cell (IQAC)	24-Apr-2019 1	22
Students Satisfaction Survey conducted	23-Apr-2019 5	100
Workshop on MOOC	05-Sep-2019 1	22

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**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
NA NA NA	NA NA	NA NA	2019 000	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

2

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

- Smooth conduct of the Student Union Elections
- Regular meeting of Internal Quality Assurance Cell (IQAC)
- Students Satisfaction Survey conducted and Feedback collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Encouraging Faculty for

Orientation/ Refresher Courses and Incentive for pursuing programmes on SWAYAM portal • Workshop on MOOC's • Digitization and Automation of Library

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

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> <li>• Digitization and Automation of Library</li> <li>• Developing feedback mechanism from stakeholders</li> <li>• Increased participation of students in campus activities</li> <li>• Faculty Development initiatives</li> <li>• Annual College Convocation</li> <li>• Student awareness and Monitoring fellowships on National Scholarship portal</li> </ul>	<ul style="list-style-type: none"> <li>• Digitization and Automation of Library in final phase</li> <li>• Student Satisfaction Survey conducted and Faculty meetings on regular basis</li> <li>• Student Union elections held</li> <li>• Orientation and Refresher courses completed by newly appointed teachers</li> <li>• Annual Convocation held</li> <li>• More number of students received scholarships</li> </ul>
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**14. Whether AQAR was placed before statutory body ?**

No

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

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

24-Feb-2019

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

No

**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

Millat College Darbhanga is a constituent Unit of Lalit Narayan Mithila University Darbhanga and it follows the University prescribed curriculum. The Annual Academic Calendar is prepared according to the University Calendar specifying available dates for significant activities to ensure proper teaching -learning process and continuous evaluation and it is displayed on Notice Board/ College website. Meetings is held in each department to discuss about

the course distribution for the academic session. Syllabus of each subject for the academic session is provided to the students. Theory & Practical classes are held according to the Time-Table and is published in Notice Board. Conventional classroom teaching is blended with reasonable use of ICT. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, paper presentation by the students, projects. The College Library provides teachers and students with necessary learning resources for effective curriculum delivery and learning enrichment. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum. Photo copies of the Certificates of the above courses are provided by faculty members to IQAC.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0000	0	Nil	0	0	0

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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#### 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	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	0	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

### 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
0	Nil	0
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#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	0
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

<p>Feedback Obtained</p> <p>In feedback system whereby students, parents or any stakeholder can provide a feedback or input on teaching-learning process, student satisfaction, functioning of departments, role of faculty members etc. Besides college has the following mechanism to evaluate the program outcomes and course specific outcomes. Parent-teacher meeting is organized annually by the college to discuss about academic performances and development of students, and therefore, keep a track record of program outcome and achievements. The college publishes an overall academic report, which is displayed on the college website as a part of the mechanism of communication, which states the level of attainment of program outcomes among many other things. Class/unit tests, quiz programmes, presentations and debates are organised at department levels to keep track of course specific outcomes. The realization of objectives of teaching and learning is also measured through the feedback from alumni and self-appraisal by the teachers themselves.</p>
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**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	NA	648	Nil	276
BSc	NA	900	Nil	453
BA	NA	3842	Nil	1241
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**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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	4230	0	20	0	20

**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 Tools and resources	Number of ICT enabled	Number of smart classrooms	E-resources and techniques used
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	ICT (LMS, e-Resources)	available	Classrooms		
20	20	3	3	3	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentoring of the students is carried by the Guidance and Counselling Cell of the college. In the mentoring system, the faculty acts as a link between the students and the institution. It enhances the students' confidence, encouragement Psychosocial support and guides them to achieve higher levels. Mentors are assigned to monitor and guide students and also coordinate with the parents regarding the progress of the students. The Mentors keep track of the mentees performance, communicate with fellow faculty and help them develop further in their areas of interest. The Mentors facilitate and develop the interpersonal skills and helping students thrive in competitive environments. The Students get exposure and foundation to reach greater heights in their professional lives and experiences in various fields.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4230	20	1:212

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	20	11	5	20

2.4.2 – Honours and recognition received by teachers (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
2019	Dr. Mudasir Hassan Bhat	Assistant Professor	ICSSR Research Project under-IMPRESS SCHEME
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## 2.5 – Evaluation Process and Reforms

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
BA	NA	year	30/03/2019	15/05/2019
BSc	NA	year	30/03/2019	15/05/2019
BCom	NA	year	30/03/2019	15/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows Evaluation system of the University. The criteria, weightage and schedule are communicated by the university

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college follows Academic Calendar and schedule for conduct of Examination of the University

## 2.6 – Student Performance and Learning Outcomes

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)

<https://www.millatcollege.ac.in/wp-content/uploads/sites/36/2021/01/MILLATXCOLLEGEXNEWXPROSPECTXFinal.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	BCom	NA	147	72	49
NA	BSc	NA	236	118	50
NA	BA	NA	587	408	70
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## 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)

<https://www.millatcollege.ac.in/approval/student-satisfaction-survey/>

## 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 year
Minor Projects	365	ICSSR	4	1.6
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### 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
00	00	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	00	00	Null	00
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
00	00	00	00	00	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Maithili	1	Nil
National	Psychology	1	Nil
National	Sociology	2	Nil
National	Urdu	2	Nil
National	Philosophy	1	Nil
International	Economics	2	Nil
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Total	10
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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
00	0	0	Nil	0	0	0
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#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	0	0	0
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#### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
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Attended/Seminars/Workshops	0	4	4	5
Presented papers	0	2	2	4
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### 3.4 – Extension Activities

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 participated in such activities	Number of students participated in such activities
Swachhta Abhiyaan 9-4-2018	NSS Millat College	10	30
Swachhta Abhiyaan 26-5-2018	NSS Millat College	10	27
Swachhta Abhiyaan 28-7-2018	PM Swachhta Abhiyaan In Miss Vernate School	10	30
Avoid Plastic Carry Bags Awareness Programme	NSS Millat College	10	60
Lalit Jayanti 02-02-2019	NSS Millat College with L N Mithila University	13	30
World Health Day 8-4-2019	NSS Millat College	10	75
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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	Number of students Benefited
00	0	0	0
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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 participated in such activities	Number of students participated in such activities
Swachhta Abhiyaan 28-7-2018	PM Swachhta Abhiyaan In Miss Vernate School	Swachhta Abhiyaan	10	30
womens day	NSS Millat College	Gender Sensitization	11	95
Avoid Plastic Carry Bags Awareness Programme	NSS Millat College	Environmental Awareness	10	60

World Health Day 8-4-2019	NSS Millat College	Health Awareness	10	75
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### 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
0	0	0	0
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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	Duration To	Participant
0	0	0	Null	Null	0
No file uploaded.					

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/Activities	Number of students/teachers participated under MoUs
0	Null	0	0
No file uploaded.			

## 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
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

### 4.2 – Library as a Learning Resource

#### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Infolib 2.0	Fully	2.0	2019

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19624	Nil	0	0	19624	0
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4.2.3 – 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
Dr. Mahesh Chandra Mishra	Statistical Mechanics	LNMU epathshala	16/05/2019
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	27	1	1	1	1	6	14	10	0
Added	4	0	0	0	0	0	5	0	0
Total	31	1	1	1	1	6	19	10	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS
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##### 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
NA	Nil

#### 4.4 – Maintenance of Campus Infrastructure

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
0	0	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

For effective functioning of the college the Development Committee frames the various policies and procedures which are implemented and monitored through various committees and sub committees. The policies at the institutional level are framed keeping in view the available resources and constraints and are periodically reviewed. Admission: As the college is a constituent college of Lalit Narayan Mithila University, the admission policies adhere to the norms prescribed by the University. The admission process is online and merit based and the counseling cum verification of documents is done at the college level. The members of Admission and Attestation committee scrutinize the applications and strictly adhere to the University norms. All information to the students is available online on the University portal and also delivered to students through SMS on their contact numbers. . Infrastructure: The college administration makes every effort for continuous upgrading the facilities and making available and put in place the modern technology for the benefit of students, teachers and other staff members. Student as well as the teaching community are free to use all the facilities available within the campus and are facilitated by the Convener's of various committees. The college infrastructure is also used by the State government agencies for conduct of various State and National level competitive examinations. The college holds the annual sports events, student's annual programme and various cultural programmes in the conference Hall of the college. Beside this various NGO's also organize programs for the benefit of the students in the campus. The college also monitors the functioning of Minority Hostel. The library: The College Library has a well setup mechanism for the uses of Library resources. The entry register is kept for both staff and student at the entrance to the library. At the beginning of the academic year, each student is issued library card for using the Library. The manual entry system for issue and return of books is now replaced by the modern Integrated Library Management System (ILMS), wherein books are barcoded and the issues and return is processed electronically. Before the year end examinations the students are required to get No Dues Certificate from the Library In-charge. The lab facilities are open to all the students for academic purpose and is upgraded to make available all equipment's required by the students. The college campus and Computer lab is monitored CCTV camera to keep tab on the student activity within the premises. The students are divided into batches so that the components or computers can be given equally for the students use. They also maintain a record book of experiments and the college adheres to schedule of practical examination is issued by the University.

<https://www.millatcollege.ac.in/>

## 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	0	0	0
Financial Support from Other Sources			
a) National	Various Schemes on National Scholarship Portal	241	Nil
b) International	00	0	0

No file uploaded.

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
Counselling and Mentoring	01/02/2019	65	Counselling and Guidance Cell
Soft skill development	10/04/2019	22	Department of English Millat College
No file uploaded.			

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	career counselling and Guidance for Competitive Examinations	110	110	Nil	Nil
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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	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	2

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	0	00	0	0
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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
2019	311	B.A., B.Sc., B.Com	0	L N Mithila University	Masters Degree
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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	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports and Cultural Activities	Inter Collge	82
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### 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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are involved in all curricular, co-curricular and developmental activities of the institution. The class representatives are elected through the Student Union Elections notified by the university and elected at the college level from all the courses through direct voting by all the students. The Student council union meetings are held regularly in the college. The union representatives are incorporated in academic and administrative committees such as parent meetings, feedback committee, cultural activities, Anti-ragging Committee, Committee against sexual Harassment, Annual gatherings, Grievance Redressal Committee etc. they are involved in college administration and development. The student union are involved in celebrating different events and discipline related activities and also play role of mediator between college administration and students.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

00000

## 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)

As the college is a constituent unit of Lalit Narayan Mithila University most of the administrative and policy decisions are under the control of the university. Nevertheless, the supervision of the entire functioning, requirement, academic business, curricular co-curricular events, maintaining and improving physical infrastructure, extra-curricular, monitoring and executive decisions are taken by the Principal of the college, assisted by the college Advisory committee. Regular meetings are called by the Principal with the various committees, teaching and non-teaching staff and the students union, thereby making the administrative and decision making process more participatory and inclusive. Suggestions are taken from different committees comprising of staff members of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

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):

Strategy Type	Details
Curriculum Development	<p>The Annual Academic Calendar is prepared according to the University Calendar specifying available dates for significant activities to ensure proper teaching -learning process and continuous evaluation and it is displayed on Notice Board/ College website. Meetings is held in each department to discuss about the course distribution for the academic session. Syllabus of each subject for the academic session is provided to the students. Theory Practical classes are held according to the Time-Table and is published in Notice Board. Conventional classroom teaching is blended with reasonable use of ICT. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, paper presentation by the students, projects. The College Library provides teachers and students with necessary learning resources for effective curriculum delivery and learning enrichment. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring</p>



necessary skills for effective delivery of the curriculum.

Teaching and Learning

The Annual Academic Calendar is prepared according to the University Calendar specifying available dates for significant activities to ensure proper teaching -learning process and continuous evaluation and it is displayed on Notice Board/ College website. Meetings is held in each department to discuss about the course distribution for the academic session. Syllabus of each subject for the academic session is provided to the students. Theory Practical classes are held according to the Time-Table and is published in Notice Board. Conventional classroom teaching is blended with reasonable use of ICT. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, paper presentation by the students, projects. The College Library provides teachers and students with necessary learning resources for effective curriculum delivery and learning enrichment. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum

Examination and Evaluation

The college follows Academic Calendar and schedule for conduct of Examination of the University

Admission of Students

As the college is a constituent college of Lalit Narayan Mithila University, the admission policies adhere to the norms prescribed by the University. The admission process is online and merit based and the counseling cum verification of documents is done at the college level. The members of Admission and Attestation committee scrutinize the applications and strictly adhere to the University norms. All information to the students is available online on the University portal and also delivered to students through SMS on their contact numbers.

Library, ICT and Physical  
Infrastructure / Instrumentation

Infrastructure: The college administration makes every effort for continuous upgrading the facilities and making available and put in place the modern technology for the benefit of students, teachers and other staff members. Student as well as the teaching community are free to use all the facilities available within the campus and are facilitated by the Convener's of various committees. The college infrastructure is also used by the State government agencies for conduct of various State and National level competitive examinations. The college holds the annual sports events, student's annual programme and various cultural programmes in the conference Hall of the college. Beside this various NGO's also organize programs for the benefit of the students in the campus. The college also monitors the functioning of Minority Hostel. The library: The College Library has a well setup mechanism for the uses of Library resources. The entry register is kept for both staff and student at the entrance to the library. At the beginning of the academic year, each student is issued library card for using the Library. The manual entry system for issue and return of books is now replaced by the modern Integrated Library Management System (ILMS), wherein books are barcoded and the issues and return is processed electronically. Before the year end examinations the students are required to get No Dues Certificate from the Library In-charge. The lab facilities are open to all the students for academic purpose and is upgraded to make available all equipment's required by the students. The college campus and Computer lab is monitored CCTV camera to keep tab on the student activity within the premises. The students are divided into batches so that the components or computers can be given equally for the students use. They also maintain a record book of experiments and the college adheres to schedule of practical examination is issued by the University

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
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**6.3 – Faculty Empowerment Strategies**

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
Nil	NA	NA	NA	Nil
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	A Workshop On Awareness, Adoption and Promotion of MOOC's On SWAYAM Platform	NA	05/09/2019	05/09/2019	18	Nil
No file uploaded.						

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	From Date	To date	Duration
Orientation Programme	3	Nil	Nil	24
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Some facilities provided for the welfare of the Teaching staff of	Some facilities provided for the welfare of the Non-Teaching staff	Some facilities provided for the welfare of the students of the

the institution are 1. NPS and GPF for all the employees who fall under the eligibility criteria. 2. A canteen is provided inside the campus with subsidized rates to provide refreshment to the staff 3. Subsidized facilities for Stationary and Xerox centre within the campus for both staff and student. 4. Medical Insurance/Allowance for all the employees who fall under the eligibility criteria. 5. Reimbursement of Fee for Faculty development Programmes on Online Platform like SWAYAM etc. 6. Teachers Association

of the institution are 1. NPS and GPF for all the employees who fall under the eligibility criteria. 2. A canteen is provided inside the campus with subsidized rates to provide refreshment to the staff 3. Subsidized facilities for Stationary and Xerox centre within the campus for both staff and student. 4. Medical Insurance/Allowance for all the employees who fall under the eligibility criteria. 5. Various Training programmes 6. Non-Teachers staff Association

institution are 1. Student Support and Facilitation Center 2. A canteen is provided inside the campus with subsidized rates to provide refreshment to the staff 3. Subsidized facilities for Stationary and Xerox centre within the campus for both staff and student. 4. Medical First Aid 5. Students Union 6. Facilitation for Various Scholarship Schemes

#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

In case of the finances, the Institution follows the directions and orders of the government. Financial audit is mandatory and takes place every year. Besides, there is a reconciliation to be done with the agencies providing the funds. The members from accounts cell of the college carry out the necessary reconciliation of the allotted and expended funds and maintain the records of utilization

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	0
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6.4.3 – Total corpus fund generated

0
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#### 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	NA	Yes	L N Mithila University
Administrative	No	NA	Yes	L N Mithila University

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

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

NA

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

Smooth conduct of the Student Union Elections Regular meeting of Internal Quality Assurance Cell (IQAC) Students Satisfaction Survey conducted and Feedback collected, analysed and used for improvements Academic Administrative Audit (AAA) conducted and its follow up action • Encouraging Faculty for Orientation/ Refresher Courses and Incentive for pursuing programmes on SWAYAM portal • Workshop on MOOC's Digitization and Automation of Library

## 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	Yes

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Meeting of Internal Quality Assurance Cell (IQAC)	24/04/2019	24/04/2019	24/04/2019	22
2019	Meeting of Internal Quality Assurance Cell (IQAC)	14/05/2019	14/05/2019	14/05/2019	18
2019	Academic And Administrative Audit by L. N. Mithila University	28/05/2019	28/05/2019	28/05/2019	Nil
2019	Process of Automation of Library	Nil	Nil	Nil	Nil
2019	Staff training for Monitoring and Approval of Scholarships on National Scholarship Portal	17/05/2019	17/05/2019	18/05/2019	6

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**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	Period To	Number of Participants	
			Female	Male
International Womens Day	08/03/2019	08/03/2019	200	20
Women Rights	09/01/2019	09/01/2019	162	11
Gender Equality	18/04/2019	18/04/2019	92	12

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
50 percent

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Scribes for examination	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	21/03/2019	1	Environmental awareness and plantation drive	PLANTATION DRIVE	42
2019	1	1	06/05/2019	1	Road Safety Day	Road safety	36
2019	1	1	02/12/2019	1	Pollution awareness and control	Pollution in City	54
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	Nil	<a href="https://www.millatcollege.ac.in/academics/admission/">https://www.millatcollege.ac.in/academics/admission/</a>

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers Day	05/09/2018	05/09/2018	22
National Integration Day	19/11/2018	19/11/2018	120
Swami Vivekananda Jayanti, National Youth Day	12/01/2019	12/01/2019	85
Gandhi Jayanti	02/10/2018	02/10/2018	125
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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

environment awareness and cleanliness promoting use of Renewable energy low energy consumption device Plantation drive and green landscaping Plastic free campus

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

The Practice I 1. Title of the Practice: Implementation of all scholarship schemes on National Scholarship Portal 2. Objectives of the Practice In interest of the students, the college implements all the Scholarship schemes on the National Scholarship Portal. As reflected by the income certificate produced by the students, the majority of the students in the college are from rural and economically weaker sections of the society and are in dire need of financial assistance to continue their studies. The Therefore, in this regard the college is assisting the students in following manner: 1. Awareness among students of various scholarship schemes on National Scholarship Portal and from other agencies / NGO's. 2. Intimation to students about the eligibility, mode of application start and closing dates of scholarships through notice board and bulk SMS facilities on their mobile numbers. 3. Free of cost online application of students processed at the college. 4. Free of charges monitoring, scrutiny and verification of scholarship applications. 5. Ensuring all defective applications are corrected by the students and processed. 6. Coordinating with district and state level authorities to ensure that all verified applications are processed. 7. Intimation and display of list of students awarded the scholarships. The objectives of this practice are: The fundamental objective of this practice is that the financial problems should not affect the studies of the students from weaker sections of the society. The deserving students should be avail the scholarships and able to complete their degrees with good grades. Besides this the practice aims to endorse the 'equality' among the students to instill the values of 'sense of social 'responsibility' and 'generosity' among the students. 3. The Context The lack of awareness among students about various scholarship schemes the modes of application and eligibility criteria are the main reasons that the deserving and needy students are not able to avail various scholarships aimed for them. To ensure this, the college has established a 'Scholarship Cell' which creates awareness among students about various scholarships schemes, helps students in online application, scrutiny and verification of scholarships applications at the institute level. The Nodal Officer of the Scholarship Cell also works in coordination with the district and state level authorities so as maximum number of deserving students get the scholarships. 4. The Practice The practice is unique and best as the financial assistance encourages the students for economically weaker students to pursue higher education. The institution support facilitates the students and makes the process simple and reduces the cost of online application. Since the

college is constrained in terms of financial resources and available staff members and the huge response from students implementation, monitoring, scrutiny and verification of applications is a big challenge. 5. Evidence of Success The students from economically weaker sections of society are in need of financial assistance and lack of awareness, guidance and means are barriers in availing the scholarships. It is worth mentioning that more than fifty percent of the students receive fellowships under various schemes and agencies. The college makes available the list of scholarship recipients on its website for information of the students. 6. Problems Encountered and Resources Required The college is facing resource constraints both financial and manpower. Apart from the scholarship schemes from various government agencies, the financial constraints restrict the college to provide financial assistance from its own resources. However every year the college felicitates the subject toppers. The manpower available to the college is one third of its requirements. The shortage of staff members pose a great challenge in implementing the scholarship schemes. The Practice II

1. Title of the Practice: Health Care Facility  
 2. Objectives of the Practice The Millat College, Darbhanga has Health Care Center in campus and provides health care facilities to the staff and students of the college. The Health Care Center invites special medical teams for regular checkup of students facing different health issues. As most of the students are from rural areas with poor health care, sanitation and hygiene conditions, the practice is helps to increase awareness among students of health and hygiene conditions. Since majority of the students belong to economically backward families and cannot afford private medical clinics, they are provided with free medical check-up and medicines. 3. The Context Most of the students of the college are from rural areas with poor health care, sanitation and hygiene conditions. The weaker economic background also makes it difficult for students to access private medical facilities. It is in this context that the college has established a Health Care Center in campus and provides health care facilities to the staff and students of the college. 4. The Practice Good health care and hygiene facilities are essential for sound and healthy society. Being a stake holder of the society, this practice of the college is a step fulfilling its social responsibility. The college while nurturing its students academically also takes care of their health care and medical needs. 5. Evidence of Success Health care and hygiene being an essential part of everyday life, the center provides a platform for hundreds of students of this college to take care of their health and medical requirements. Besides this the center also provides support to students in case of accidental and emergency conditions. . 6. Problems Encountered and Resources Required As the Health Care Center is not funded by any government or non-government agency, meeting the financial requirements has been a problem. Due to financial constraints the college is not in a position to provide full time availability of medical consultant. However, the college has arranged consultant doctors which provide periodical medical check-up to our students. The college is also in process to contact NGO's for providing consultant doctors, medicine and basic equipment.

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

<https://www.millatcollege.ac.in/approval/naac/institutional-best-practices/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

To fulfill its vision, priority and thrust, Millat College, Darbhanga is committed to provide equality education to the students for the socio-economic progress. As the majority of students of the college belong to economically



poor families, the college strives and facilitates for award of scholarships to maximum number of students under various schemes and from various sources. The college has very dynamic and highly qualified teaching staff and all the members are dedicated to shape the future of the students in the best possible way. The administration believes in decentralization of power and responsibilities and college has various committees of faculty members for every major decision related to academics and administration. The college has distinctiveness of having majority of students as females and the college feels proud of providing a safe, secure and conducive environment for promotion of female education

Provide the weblink of the institution

<https://www.millatcollege.ac.in>

### **8.Future Plans of Actions for Next Academic Year**

The future plans of action of the institute are as following 1. Construction of Student Support Center 2. Construction of Guard Room at Main Gate 3. Shifting of Library and creating necessary infrastructure for a functional Library. 4. Construction/upgradation of Toilet/Washrooms for students and Staff. 5. Creation of Online Admission Module with Payment Gateway 6. Infrastructure for IQAC. 7. Renovation/upgradation of facilities in the Conference Hall 8. Campus Map and Direction templates 9. Signing of MoU with different Institutions/societies from various, training and awareness programmes for staff and students 10. Purchase of Books/Journals/ Magzines and subscription to E-Resources for the College library and Departments 11. Providing computer system, printer and related software/support to Departments 12. MIS Office Automation System 13. Workshop for IT/Computer training of staff and students 14. Wi-fi/LAN system for computer lab/Library/e-resources 15. Creating necessary infrastructure and support system for online Teaching learning 16. Canteen and Photocopy/stationary facilities for students 17. Creation of Botanical Garden and plantation for green campus 18. Maintenance work of Paths and Lawns 19. Drainage system to prevent waterlogging in the campus