

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

MILLAT TEACHERS' TRAINING COLLEGE, MADHUBANI

1.2 Address Line 1

STADIUM ROAD, MADHUBANI

Address Line 2

MADHUBANI

City/Town

MADHUBANI

State

BIHAR

Pin Code

847212

Institution e-mail address

Info.mttcollege@gmail.com

Contact Nos.

9576388646 / 9471650157

Name of the Head of the Institution:

DR. NAVEEN RANJAN RAVI

Tel. No. with STD Code:

06276-225777

Mobile:

91-9472488892

Name of the IQAC Co-ordinator:

DR. MD. SHAHABUDDIN

Mobile:

91-9905930063

IQAC e-mail address:

iqacmillatttcollege@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

BRCOTE14402

1.4 NAAC Executive Committee No. & Date:

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

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

EC(SC)/25/A&A/16.2

1.5 Website address:

www.millatttcollege.org

Web-link of the AQAR:

<http://www.millatttcollege.org/pdfs/AQAR%202017-18.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.12	2011	16-09-2011 TO 15-09-2016
2	2 nd Cycle	A	3.06	2017	09-06-2017 TO 08-06-2022
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01-11-2011

1.8 AQAR for the year :

2017-18

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 _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI) NCTE

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 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*)

Lalit Narayan Mithila University,
Darbhanga.

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*)

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

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held - 04

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

By the initiative of IQAC a placement interview of our B.Ed. and D.El.Ed. student was organized 4 school from Madhubani district had come to recruit our teacher trainee 50% are placed in different school conducted various co-curricular and extra curricular activities.

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
* To formulate next five year plan.	Various committees have been formed in the as IQAC member to workout action plan for quality enhancement under seven different criterions.
* To strengthen student support system.	Scholarship, mentoring system, are in place for student support and guidance.
* To enhance research culture.	Encouragement to take up major and minor Research project.
* To prepare Academic calendar.	Academic calendar 2016-17 attached.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

As per suggestions of the managing committee ; this year we have conducted a bridge course for students. Who are preparing for their CTET & STET exam 100% SC/ST & OBC category student were helped with scholarship.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1	1	1	1
UG	1		1	1
PG Diploma				
Advanced Diploma				
Diploma	1		1	1
Certificate				
Others				
Total	3	1	3	3
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	2

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

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

N/A

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

Yes, M.Ed. Launched.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
		55	02	03	03

2.2 No. of permanent faculty with Ph.D. 09

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
	0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty N/A

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	0	0	0
Resource Persons	0	0	0

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

We emphasized the teachers to take measures for improving the quality of teaching and learning to make it more effective. The teacher's infused the real world experience into the instructions and used different ways to identify the creative ability of students and encouraged them to bring out the aspects of creativity in all their subjects and reflect on different ways to develop creative ideas and gave freedom to explore.

2.7 Total No. of actual teaching days during this academic year 226

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, 0

Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	02		
2.10 Average percentage of attendance of students	90%		

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed. 2015-17	248	05	227	Nil	Nil	232
D.El.Ed.	200	Not Published				

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

The IQAC assists in creating a learner centric environment which benefits to quality education. As the learning can come from an enriched context such as visiting a heritage site. To regulate the teaching and learning process we emerge to monitor the process of teaching and learning following the quality assurance orientation and to reflect and share teaching practices that enhance the whole academic experience, both from student, teachers & researchers perspectives.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	3
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	09			
Technical Staff	04			

Criterion – III

3. Research, Consultancy and Extension

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

Our teachers take initiatives to encourage and integral research and learning, using web-based resources.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies	0	0	0	0	0

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
4				4		

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

1

3

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

0

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 State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

-
-

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	10.05 Acrs.		Self	10.05 Acrs.
Class rooms	24		Self	24
Laboratories	10		Self	10
Seminar Halls	02		Self	02
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	14	14	Self	
Value of the equipment purchased during the year (Rs. in Lakhs)	3,12,505/-	3,12,505/-	Self	
Others				

4.2 Computerization of administration and library

Administration :

3 computers in office & Wi-Fi connectivity.

Library :

1. Automated.
2. Open access.
3. E-Library Facility.
4. N-List facility provided by INFLIBNET.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15063	1625286.5	1649	490035	15063	1625286.50
Reference Books	608	334000				
e-Books						
Journals	16	8818			16	8818
e-Journals						
Digital Database						
CD & Video	46	29900			46	29900
Others (specify)	Library Automation	34346	Library Automation	34346		34346

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	35	15	34	08		03	02	06
Added								
Total	34	15	34	08		03	02	06

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

Internet access in all computers through Wi-Fi facility.

4.6 Amount spent on maintenance in lakhs :

i) ICT	374757.4
ii) Campus Infrastructure and facilities	165461
iii) Equipments	148872
iv) Others	741004.5
Total :	14300.95

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student orientation about campus facility; ethics and campus culture is annually held.
- Anti sexual Harassment committee.
- Mentor system.
- Scholarship for economically backward students.
- Extra curricular and co-curricular pattern.
- Placement cell and counseling cell career counseling classes were conducted.

5.2 Efforts made by the institution for tracking the progression

- Regular meeting.
- Terminal Examination.
- Extra classes.
- Remedial Teaching.
- Student feedback.
- Awareness programs.
- PTA Meeting.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
250	50		200 (D.El.Ed.)

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	132	52.8		118	47.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
66	11	0	173	1	250	81	11	0	158	3	250

Demand ratio

Dropout % - 0

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

CTET/TET Coaching.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Academic : Mentoring system, Regular Check, feedback from students.
Personal : Interaction, counseling.
Career : Placement cell, scholarship & add on course.
Psycho-Social : Counseling

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	37	06	

5.8 Details of gender sensitization programmes

Special lecturers on gender sensitization, women empowerment & sexual harassment are regularly conducted to make our students aware and make them courageous to tackle any atrocities against them.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION : To build an egalitarian society based on justice freedom and harmony through our teacher-trainees, extension service and research.

MISSION: To form well-motivated teacher, who will be intellectually competent morally upright socially committed and spiritually inspired, in order to become instruments of social transformation, and to find new ways and means to teaching-learning process.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

MTTC has made every possible effort to enrich the existing curriculum by initiating a variety of experiential learning opportunities that would help to translate its mission statement and goals into reality. The threads of the vision and goals of the College are reflected in all thrust areas of college life. This not only provides academic flexibility but also helps students to learn the importance of human values and strive for excellence at the level of each ones' potential. Confirmation and recognition is evidenced by the ease of placements and progression to further study, nationally and internationally.

6.3.2 Teaching and Learning

Integral Pedagogy Paradigm (IPP) is followed, which emphasizes context, experience, action reflection, and evaluation, It emphasizes cooperative learning, interactive learning, group learning, meaningful verbal learning and use of advance organization approach as proposed by Ausubel. Tutorials will be essential part of the teaching methodology. The habit of self-learning is promoted through home assignments, library work and group work. For internship experience the student teachers are required to attend the mass prayer of the school, taking attendance of the students, preparing timetables for absentee teachers, preparing bulletin board, organising thanksgiving function, invigilating examinations, preparing school diary etc.

6.3.3 Examination and Evaluation

Students are continually tested and evaluated in the form of content tests in method subjects and theory subjects. There is provision for two tests and the scores of the first test are used for remedial teaching and academic guidance. The students will be given to pass the subject. Participation in tutorials, debates, quizzes, presentations, case-studies, projects, practical test and many more modern tools will also be used. Each method which is proposed has specific learning purpose. The level of interaction of the students in these activities will be used to assess them. This assessment will help the teachers to have comprehensive assessment of a student. Similarly, case study methods will enhance the real business problem understanding of the students. This assessment method is very useful in evaluating the skills of the students to deal with the real life situations. The presentation will also be used to assess the students. The students will be benefitted by the fact that they will not be assessed on a single test. The performance of a student could be affected by variety of reasons; some of them are beyond their control. Using these modern methodologies of assessment those beyond the control factors could be taken care of.

6.3.4 Research and Development

Annual college Report

6.3.5 Library, ICT and physical infrastructure / instrumentation

Use of e-library free Wi-Fi, Online news dissemination.

6.3.6 Human Resource Management

Yoga class for faculty orientation programme regular meeting interface formation of different committee for quality enhancement progression.

6.3.7 Faculty and Staff recruitment

Qualification wise as per NCTE regulation.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

As per the NCTE norms, candidates with at least 50% of marks in graduation can apply for B.Ed. and 55% of marks in B.Ed. are eligible to apply for M.Ed. course. The process of admission starts in February with an advertisement in the newspaper for registration followed by written test, interview, group discussion and selection of candidates in June. Admission are closed latest by the beginning of July.

6.4 Welfare schemes for

Teaching	P.F. and group LIC facility.
Non teaching	P.F. and group LIC facility.
Students	Scholarship for Total student of SC/ST & OBC.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓		✓	Management/Staff
Administrative	✓		✓	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

A student is required to score at least 45% aggregate marks for the award of Degree. The University will conduct four semester examinations for M.Ed. course and two year-end Annual examinations for B.Ed. course. The internal examinations are conducted by the college and marks are sent to the university confidentially. The failures shall be permitted to appear in the subsequent examinations in the next session.

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

Still pursuing with the state government and the university for NOC for autonomy.

6.11 Activities and support from the Alumni Association

The Alumni Association has been meeting from time to time to provide a platform to the students to come in contact with their seniors, who are working in different institutions. These interactions help the students to prepare themselves as per demand in the schools. The association also arrange and organize special lectures/workshops in association with the Training, Counselling and Placement Cell, which also help the students to develop their growth wellbeing.

6.12 Activities and support from the Parent – Teacher Association

There is Parent – Teacher Association.

6.13 Development programmes for support staff

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

We have planted 50 mango trees in the campus during the year.

Criterion – VII

7. Innovations and Best Practices

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

- We maintained discipline registers to keep up the attendance, neatness, punctuality, and area related to discipline and studies.
 - Students were given zero period to consult their teachers concerned to prepare their assignments and projects for internal assessments.

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

According to the Plan of Action chalked out in beginning of the year the following academic programmes were conducted:

The admission process started in February by advertising in prominent newspapers and displaying the same on the college notice board as well as college website. The session 2017-19 of M.Ed.,B.Ed. & D.El.Ed. (First Year) commenced on 1st July, 2017.

- A discipline register was maintained to keep up the attendance, neatness, punctuality, and areas related to discipline and studies.
 - Teachers were made available to students during zero period for consultation in order to prepare the assignments and projects for internal assessments.

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

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

7.4 Contribution to environmental awareness / protection

- Awareness drive towards sustainable use of paper, saving electricity & water.
- LED bulb are used to save energy.
- Environment friendly campus.

7.5 Whether environmental audit was conducted? Yes No

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

Strength :

- Many needy students are helped by giving them college scholarship.
- Excellent university exam results.
- Well maintained surrounding.
- 3 more teacher has qualified with Ph.D.
- M.Ed. programmed has been launched.

Weakness :

- Not all teachers are qualified with Ph.D/NET.

Opportunities :

- To apply for Minor and Major Research Projects.

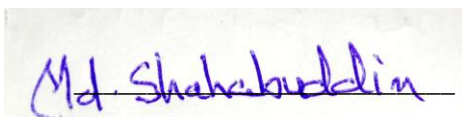
Threats :

- To get resource persons for National seminars.

8. Plans of institution for next year

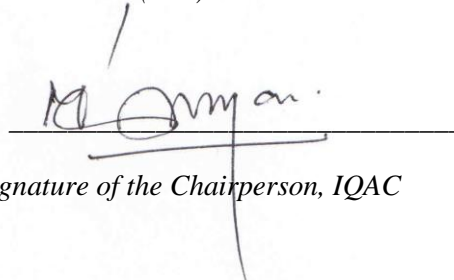
- Take up minor and research projects.
- Continue to put great effort to get autonomy.

Name : DR. MD. SHAHABUDDIN



Signature of the Coordinator, IQAC

Name : PROF. (DR.) N.R. RAVI



Signature of the Chairperson, IQAC
