GURU NANAK COLLEGE
DHANBAD

(Established & Managed by Gurudwara Prabandhak Committee, Dhanbad and Affiliated to Vinoba Bhave University, Hazaribag)

Annual Quality Assurance Report (AQAR)-II

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

गुरु नानक कॉलज, धनबाद
GURU NANAK COLLEGE, DHANBAD
गुरु नानक कॉलेज, धनबाद

Vision

Pursuit of excellence by imparting teaching and training to the young in accordance with the motto derived from the teachings of Guru Nanak "Fearing none and Frightening none", so that they will become responsible citizens and will contribute in making the society and the country a better place to live in.
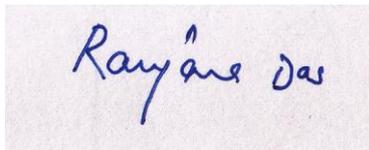
PREFACE

We hereby present the second consecutive AQAR of the college. As earlier it is a truthful documentation of the efforts and initiative taken during the whole year.

As was promised while submitting the first AQAR in February 2016, that it has been a continuous exercise to document all the efforts and activities in the college.

The IQAC of the college has made valuable contribution during the year regarding capacity building of teachers & various quality initiatives in academic activities in the college such as organising seminars, workshop etc. The suggestions & analysis arrived at the IQAC meetings and the staff council meetings of the college have been discussed at length in the college Governing Council meetings also Most of the suggestions have been accorded approval by the college Management.

We are happy to present both the planning and execution of quality enhancement which have been carried out with success.

I hope the effort will be appreciated.

Ranjana Das

(Dr. Ranjana Das)
Co-ordinator
IQAC, Guru Nanak College, Dhanbad

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year   2016-2017

1. Details of the Institution

1.1 Name of the Institution   **GURU NANAK COLLEGE**

1.2 Address Line 1   GURU NANAK COLLEGE

Address Line 2   BHUDA

City/Town   DHANBAD

State   JHARKHAND

Pin Code   826001

Institution e-mail address   pshekhargnc@gmail.com

Contact Nos.   09431122152

Name of the Head of the Institution: Prof. P. Shekhar

Tel. No. with STD Code: 0326-2207745, 2300994

Mobile: 09431122152

Name of the IQAC Co-ordinator:

Dr. Ranjana Das

Mobile:

09431188813

IQAC e-mail address:

ranjanalaldas@gmail.com

1.3 **NAAC Track ID**

JHCOGN 21991

OR

1.4 **NAAC Executive Committee No. & Date:**

EC(SC)05/A&A/044   Dated: 03.03.2015

1.5 Website address:

www.gncollege.org

Web-link of the AQAR:

http://www.www.gncollege.org/iqac.html

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.16	2015	March 2020
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

30.11.2012

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

Online Submission has been made on 20th Feb. 2016.

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☑

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

                           Urban ☑   Rural ☐   Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☑   Science ☐   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   BCA

1.11 Name of the Affiliating University *(for the Colleges)*   VINOBA BHAVE UNIVERSITY, HAZARIBAG

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

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

UGC-Special Assistance Programme   NO   DST-FIST   NO

UGC-Innovative PG programmes   NO   Any other (*Specify*)   NO

UGC-COP Programmes   NO

2. IQAC Composition and Activities

2.1 No. of Teachers   08

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   02

2.4 No. of Management representatives   02

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

       community representatives   01

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   00

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   13

2.11 No. of meetings with various stakeholders: No. [ ]   Faculty [10]

Non-Teaching Staff Students [12]   Alumni [01]   Others [07]

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [√]

If yes, mention the amount

| No New fund has been received from UGC for IQAC. |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [08]   International [Nil]   National [02]   State [Nil]   Institution Level [06]

(ii) Themes

1. Workshop on Spoken Tutorial.

2. Workshop on Personality Development and Communication skill.

3. Workshop on Spoken tutorial programme being conducted by IIT Bombay.

4. Workshop on Free open source software (FOSS) as well as online inauguration of the FOSS centre in collaboration with IIT Bombay.

5. National Seminar on Ecological imbalance: A challenge for Human race.

6. National Seminar on Sadbhavna [Communal harmony] in collaboration with Bara Gurudwara].

7. Workshop on cashless transaction in collaboration with SBI.

8. Workshop on cashless mode of spending with State Bank of India.

2.14 Significant Activities and contributions made by IQAC

IQAC has shown remarkable consistency in continuing with the initiative taken last year. The main focus of the agenda of the IQAC has been the same i.e. capacity building of the faculty and quality enhancement of the curricular delibering.

2.15 Plan of Action by IQAC/Outcome

The management supported the move and recommendation of the IQAC in the most cases.

Plan of Action	Achievements
SEMINAR	
1. Workshop on Spoken Tutorials.	9th March 2016.
2. Workshop on Personality Development and Communication skills.	16th May 2016.
3. Workshop on Spoken tutorial programme being conducted by IIT Bombay.	8th August 2016.
4. Workshop on Free open source software (FOSS) as well as online inauguration of the FOSS centre in collaboration with IIT Bombay.	26th September 2016.
5. National Seminar on Ecological imbalance: A challenge for Human race.	28th September 2016.
6. National Seminar on Sadbhavna [Communal harmony] in collaboration with Bara Gurudwara.	16th November 2016.
7. Workshop on cashless transaction in collaboration with SBI.	16th December 2016.
8. Workshop on cashless mode of spending with State Bank of India.	20th December 2016

GURU NANAK COLLEGE, DHANBAD
Academic calendar 2016-17

This academic calendar is for 2016-17 academic session, which starts w.e.f. 1st June 2016 and ends on 31st May 2017.

There has been a major change in the process of admission all UG programme of the college. The affiliating university Vinoba Bhave University Hazaribag has introduced centralized ON LINE admission programme to all the colleges of the University. The list of selected candidates was provided by the University from among the application for the college. The process was began by the middle of May, just after the publication of result of +2 examination of various boards.

Date	Event
	June 2016
5th of June 2016	World Environment Day Porgramme.
21st June 20162	Celebration of World Yoga Day.
24th of June	Blood donation camp to be organized by NSS in collaboration with Masonic Ledge Dhanbad on the occasion of Universal Brotherhood Day supported by the Blood bank PMCH.
24th of June to 6th July 2016	Issue and sale of Prospectus cum form [BCA]
	July 2016
1st to 7th July 2016	Van Mahotsav [Plantation of tree] and seminar on Environment protection.
1st week of July 2016	Awareness of FOSS Programme and Celebration of Digital India Week
11th of July 2016	Celebration of world population Day by NSS
8th to 14th July 2016	International Literacy week celebration
18th July 2016	Online admission started to Semester – I Degree Course
3rd week of July	Entrance Test [BCA] conducted
4th week of July 216	Result Publication of Entrance Test [BCA]
	August 2016
1st week of August 2016	Admission started [BCA] & Online admission to Degree course continues.
15th August 2016	Independence Day Celebration
19th August 2016	Induction Programme of [BCA]

20th of August 2016	Sadbhavana Day
21st of August 2016	Commencement of Classes of the B.C.A.
3rd week of August 2016	1. Classes of the Department of Creativity to commence after 15th August 2016 2. Add on Course CIC & CIE to be resumed.
	September 2016
1st week of September 2016	Enrolment of Students in Spoken tutorial Programme initiated by MHRH in Collaboration with IIT Mumbai
8th September 2016	World Literacy Day Celebration
15th September 2016	International Peace Day
2nd week of September 2016	1. Coaching & Practice for Youth Festival 2. Cricket Coaching to Commence
24th September 2016	Celebration of NSS Day
26th of September	FOSS academic centre Indurated by our Vice-Chancellor Prof. Gurdeep Singh.
28th of September 2016	A UGC aided national Seminar to be organized by the Department of History on "Ecological imbalance – a challenge for human race.
	October 2016
24th September 2015	Celebration of NSS Day.
	October 2015
2nd October 2015	Communal Harmony Day and Swachhta Divasd to be organised by NSS & NCC
1st week of October 2016	Internal Assessment Test (Degree Course)
7th October to 7th November 2016	Puja Vacation Commences
	November 2016
17th November 2016	College reopens and classes to resume.
16th November 2016	Publication of Electoral Roll on college Notice Board.
18th November 2016	Objection on electoral Roll
19th of November 2016	Publication of the Final Electoral Rolls
21st November 2016	Filling of Nomination papers
22nd November 2016	Scrutiny of nomination papers & publication of the list of valid candidates.
23rd November 2016	Withdrawal of candidature if any & publication of the final list of valid candidates.

24th November 2016	Briefing of all the valid candidates with the Returning officer nad other members of the Advisory committee.
25th November 2016	Conservation Day
27th November 2016	Election & Counting [Students' Union]
	December 2016
1st December 2016	World AIDS Day to be organized by NSS
1st Sunday of The December 2016.	Parent teachers Meeting Department of B.C.A
10th December 2016	World Humans Right Day
2nd &3rd week of December 2016	Campus Placement
13th December 2016	Awareness rally on world Disability Day to be organized by Rotaractors
	January 2017
12th of January 2017	National Youth Day Celebration on the eve of Birthday of Swami Vivekananda
22nd of January 2017	Annual Day Celebration of Department of Creativity and felicitated the students for their achievements in youth Festival.
25th January 2017	National Voters Day to be organized by NSS, NCC & Vocational Department.
26th January 2017	Celebration of Republic Day & Prize Distribution to the Students for their achievement in various field.
	February 2017
1st February 2017	1. Classes to be continued. 2. Workshop to be organized by the College.
12th February 2017	Parents Teachers Meeting [BCA Students]
4th week of February 2017	Market survey of Final Year Students of Degree- III [BCA]
	March 2017
1st week of March 2017	Classes to be continued
8th of March 2017	International Women's Day Celebration
11th to 18th March 2017	Vacation for HOLI Festival
3rd week of March 2017	A workshop [Research Methodology] to be organized by Department of Economics.
	April 2017
	EXAMINATION & EVALUATION WORK
	May 2017
1st to 21st May 2017	*Classes to be Continued.*
22nd May to 21st Of June 2017	*Summer Vacation*

Note:

1. Should it be necessary the College may have to postpone some of the classes on a few dates on account of change in the University schedule of various examinations.

2. This academic calendar has been prepared in conformity with University academic calendar. Any change incorporated [mid-session] by the university will be notified.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> All the recommendations made by the IQAC were approved by the college management and implemented by the college administration.

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				
PG	04 IGNOU			
UG	07	None	01	03
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	04			03
Others				
Total	10		01	03

Interdisciplinary	03			
Innovative	01			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10 07(H)BA(G)B.Com(G)BCA(H)
Trimester	
Annual	09

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

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

Feedback (Analysis): The College collects feedback from each student at least once in a year. There is a questionnaire seeking their feedback on a ten-point scale. It is highly satisfying that mostly the students have given positive feedback on most of the issues including teacher quality, participatory classes and fairness in internal assessment. But it has come to be noted that students want more choice of subject in the CBCS system, further enrichment of library. Regarding Laboratories there is no negative remark this year. After the analysis of the feedback submitted by the students, the matter is discussed in the meetings of the staff council, and the IQAC. It must be put on record that the college authorities do make sincere efforts to address the issues required through the negative/suggestive remarks received from the feedback of the students.

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

There has been a major change in system of admission which has contributed to further transparency in the selection process w.e.f. 2016-17 academic session.

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

Yes, a new centre Free Open Source Software (FOSS) was inaugurated on 26th September 2016 at our college. This is the first centre opened in collaboration with IIT Bombay in the state of Jharkhand.
Also there is a proposal to have:

(i)   Diploma in performing Arts
(ii)   P.G Diploma in Mass Communication & Journalism.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	12	03	01	

2.2 No. of permanent faculty with Ph.D.

05

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
12	12	03		01					

2.4 No. of Guest and Visiting faculty and Temporary faculty   08   Nil   19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	59	
Presented papers	02	59	
Resource Persons	Nil	Nil	Nil

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

Spoken Tutorial programme of IIT Bombay has been made available to more number of
Students coming from different streams. The students are encourage to take the test also
so that certificate are awarded by IIT Bombay.

2.7 Total No. of actual teaching days
     during this academic year   180

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

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development   01   01
     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   60%

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.Com (H)	605	08	496	106	Nil	99.50%
B.Com (G)	135		05	85	35	99.59%
B. A (H)	381		50	295	Nil	90.55%
B.A. (G)	65		Nil	09	31	61.53%
BCA	46	05	41	Nil	Nil	100%

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

The I Q AC collects and analyses feedback received from students and parents. Also goes through the analysis of the teachers which they present in the staff council meetings.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	07
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	05
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	
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	10	14	Nil	Nil
Technical Staff	02	02	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

On the initiative of IQAC, one of the computer lab has been upgraded so as to make a lab a proper resource centre for research and a workshop on research Methodology was organised for the benefit of the teachers.

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 *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   `02`   Chapters in Edited Books   `22`

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   `Nil`

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		02			06
Sponsoring agencies		1. By UGC 2. By Sponsors of the college			By Sponsors of the college

3.12 No. of faculty served as experts, chairpersons or resource persons   `01`

3.13 No. of collaborations   International   `02`   National   Any other

3.14 No. of linkages created during this year   `01`

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	Nil
	Granted	
International	Applied	Nil
	Granted	
Commercialised	Applied	Nil
	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
	01	01		01		

3.18 No. of faculty from the Institution   **01**   Dr. Ranjana Das
who are Ph. D. Guides
and students registered under them   **01**   Nita Kumari Singh

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

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   **20**   State level   **07**

National level   **02**   International level   **Nil**

3.22 No. of students participated in NCC events:

University level   ☐   State level   **23**

National level   **15**   International level   **Nil**

3.23 No. of Awards won in NSS:

University level   **20**   State level   ☐

National level   **01**   International level   ☐

3.24 No. of Awards won in NCC:

University level   ☐   State level   **05**

National level   **03**   International level   **Nil**

3.25 No. of Extension activities organized

University forum [   ]   College forum [02]

NCC [09]   NSS [07]   Any other [   ]

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

1. The two units of the NSS of the college have carried out various awareness programmes in the nearby adopted village Dhokra. The main programme of awareness was focused on cleanniness and personal hygine.

2. Door to Door awareness campaigning was carried out to have toilets in every home.

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	17000 sq mtr approx			
Class rooms	32			
Laboratories	07			
Seminar Halls	04			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1. Computer- (Desktop+UPS) 2. C.C.TV- 16+15 Camera 3. Led- 2 set 4. Printers- 05 5. Digital Inverter- 01 6. UPS – 01 7. DigitalCopier 8. Tablets 9. PA System including amplifier		UGC	09
Value of the equipment purchased during the year (Rs. in Lakhs)	6,06,283			
Others				

4.2 Computerization of administration and library

Computerization of Administration and the Library has been done successfully.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10,000	9,00,000	8,000	16,00000	25,000	35,00000
Reference Books	5,000	6,00,000	2,000	4,00,000 appr		
e-Books	100	Open Source				
Journals	15					
e-Journals	13	Open Source	04	Open Source		
Digital Database	20					
CD & Video	12+150		05+20			
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	75	02	512 kbps	02	02	08		
Added			4 mbps	Broadband SIFI				
Total								

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

Network all 75 Pc of Lab II .

Enhancing the internet speed to 4 Mbps.

Attached with spoken tutorial Programme of IIT Bombay an initiative by MHRD, Govt. of India.

4.6 Amount spent on maintenance in lakhs :

i) ICT   14,03,644

ii) Campus Infrastructure and facilities   13,23,660

iii) Equipments   6,40,580

iv) Others   12,23,445

Total :   45,91,329

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC has taken initiative during the last academic year to sensitise students on issue such as cashless transaction. The students have acted as active volunteers for a vigorous awareness campign.

5.2 Efforts made by the institution for tracking the progression

> The Institution has tried to develop a system so that track could be maintained about the graduates passing out, a good number of whom have joined post graduate programme at various P.G centres. We have also kept track of B.Com. Students, who have clear the C.A. examination. Further emphasis has been given to strengthen the mechanism of keeping track of the ex-students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3010			

(b) No. of students outside the state

10%

(c) No. of international students

Nil

Men

No	%
1540	

Women

No	%
1470	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1791	297	205	954	10	3257	1802	197	78	931	10	3018

Demand ratio   Dropout %   **5- 7 %**

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

> The College is in the process of setting up a coaching centre for various competitive examinations.

No. of students beneficiaries   NA

5.5 No. of students qualified in these examinations

NET Nil   SET/SLET   GATE   CAT 03

IAS/IPS etc   State PSC   UPSC   Others 14

5.6 Details of student counselling and career guidance

> 1. Amity Global Business School.
>
> 2. Mishra Institute on Higher Education.

No. of students benefitted   82

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
ICICI Prudential Life Insurance	82	12	Not Known

5.8 Details of gender sensitization programmes

> Workshop has been organised in order to sensitize the students on gender issues. Such issues are also conveyed very effectively through Nukkad Drama and interactions with students in NSS and NCC activities.

5.9 Students Activities

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

State/ University level 05   National level 03   International level

No. of students participated in cultural events

State/ University level 35   National level 01   International level Nil

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

Sports : State/ University level | 05 | National level | 03 | International level | Nil |

Cultural: State/ University level | 35 | National level | 01 | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	12½ % of the boys are granted free studentship. All girls are waved tuition fee by the college.	
Financial support from government	(i) 59 students have been sanctioned from Govt. of Jharkhand (ii) 95 Students has been granted scholarship from Govt. of India under E-Kalyan Scheme. They are all students from SC/ST/minority categories.	
Financial support from other sources		
Number of students who received International/ National recognitions	03 Republic Day Parade	

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 | 12 |

5.13 Major grievances of students (if any) redressed: The students of BCA programme of our college as also of the other colleges within our University were awarded degree of B.Sc. (V). The students had serious grievance and they wanted that the programme be named as BCA. The matter was taken to the University Academic council and grievance has been redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision:** Pursuit of excellence by imparting teaching and training to the young in accordance with the motto derived from the teachings of Guru Nanak "Fearing none and Frightening none", so that they will become responsible citizens and will contribute in making the society and the country a better place to live in.
>
> **Mission:**
>
> 1. The College aims at catering to the academic needs of the students with priority to those belonging to economically and socially weak families and with a stress on women's education.
>
> 2. The College aims at developing the personality of the individuals so as to groom them into worthy citizens with an in-depth faith in oneness of God and universal brotherhood.
>
> 3. The College aims at providing such teaching and tools to the students by way of introducing vocational courses as may help them develop their entrepreneurial skills and become more employable.
>
> 4. The College aims at sensitizing the students on socio-economic issues with emphasis on gender and human rights as well as on environmental issues [ecology related issues] through extension activities and also by introducing the students to various co-curricular activities such as sports and games, cultural activities and youth festival, literary activities, seminar etc. so that they can become liberal thinkers with democratic ideals.
>
> 5. The College aims at making use of ICT aided teaching so that the students can be given exposure to the latest advancement in technology.

6.2 Does the Institution have a management Information System ?

> There is a three tier system in place. Every detail is discussed in the staff council meeting, which is generally held six times every year. The observation and decision of these meetings are conveyed to the Secretary of the college for being placed before the Governing Council for information, approval and the needful. During the last year this meeting has been held more than ten times as some new information was to be passed on to all members of the faculty regarding implementation of the CBCS system and its regulation.

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

6.3.1 Curriculum Development

The college is an affiliated unit of the University and has to implement the curriculum prescribed by the University. But the college contributes to the curriculum development in two ways.

1. The teachers point out the suggestions for changes in the curriculum, which is discussed at length in the staff council meeting and the same is sent to the Registrar of the University with a request to include that in the agenda for the meeting of the Board of studies.

2. Some of the members of faculty are the members of University Board of studies.

6.3.2 Teaching and Learning

The college has got two smart class- rooms which has raised the level of Teaching Learning process.

6.3.3 Examination and Evaluation

The college tries to be fair and transparent in examination.

6.3.4 Research and Development

A Workshop was organised on Research Methodology and another is likely to be organised on Major & Minor Projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library has been automated. A good number of books have been added.

6.3.6 Human Resource Management

The college management is very supportive and sensitive to the problems of the teachers and staff in times of need.

6.3.7 Faculty and Staff recruitment

The college follows the procedure laid down in the Act and statutes of the University Act.

6.3.8 Industry Interaction / Collaboration

> The college has tried to collaborate and interact with local industrial houses by sending the students as interns.

6.3.9 Admission of Students

> There has been a major change in the process of admission to all UG programme of the college. The affiliating University VBU Hazaribag has introduced centralised ONLINE admission programme to all the colleges of the University.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

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			Yes	College Management
Administrative			Yes	College 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?

> The college follows the decision of Exam reforms taken by the university. The College being an affiliated one does not have any role in these matters.

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

> The University functions in a democratic manner with representation of constituent/ affiliated college by giving them representation in various academic, administrative and legislative bodies.

6.11 Activities and support from the Alumni Association

> The members of the Alumni Association are active and concerned about the activities of the college. They offer their services as and when required for training in the field of sports, games, extension activities, and cultural activities.

6.12 Activities and support from the Parent – Teacher Association

> The support from parents is limited. They provide honest feedback to the college in the PTMs which are held once a year- department wise.

6.13 Development programmes for support staff

> Training and workshop programme such as computer skill training has been organised from time to time.

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

> The college has been converted into a no plastic zone. The NCC cadets and NCC volunteers are very vigilant on this issue. We have also organised a national seminar recently to spread awareness among the teachers and students.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> This year in September the first FOSS centre of the IIT Bombay was inaugurated at our college being the first centre in the state of Jharkhand. The Spoken Tutorial programme being run by the team of IIT Bombay is a genuine quality addition for our students of every streams. College feels truly honoured by being declare the nodal centre for all the colleges of the district of Dhanbad.

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

> We have executed most of the plans prepared by the IQAC and approved by the college management.

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

> Best Practices: 01
>
> 1. Title of the Practice :
>
> A performance Enrichment programme for the budding talent in Arts and cultural activities: opening of the Department of Creativity:
>
> 2. Goal :
>
> As the title suggests the main objective is to improve the quality of the performance of the available talent in the field of Music, Dance, theatre events (one-Act Play, Skit, Mime and Mimicry), Fine Arts and Literary Activities (Debate, Elocution, Quiz etc.) so that quality becomes the defining feature in the above activities throughout their life. The idea is to provide such training and tools to the students as may chisel and polish their talent to create the quality brand needed by the society.
>
> 3. The Context :
>
> About three years ago it was felt by the members of the Arts and culture society of the college in one of its meeting in July 2011 that the students of the college who have performed so consistently well at the University inter-college Youth Festivals need more attention and better training than just preparing them for a month or so by hiring some

coaches from outside. In fact our college team has been either the Winner or the Runners up every year since 2009. Quite a few of our students are selected every year in the University team for participation at the higher level, i.e., in the Zonal inter university youth festival. Some of our students have won prizes even at the national level. Surely they deserved better, it was decided.

4. The Context :

As mentioned above, the idea was to make available quality training and teaching to our students in fine Arts and performing Arts as also in literary events throughout the year. But the college did not have a Department of Music or a Department of Fine Arts or a Department of Performing Arts. Neither did it seem possible in the present situation to get the necessary sanction for opening these departments in the college. Against this backdrop, a small initiative was planned, and the Department of Creativity was started in February 2012 under the leadership of a senior teacher who had been associated with the preparation of the team for Youth Festival, and was also the manager of the college Youth Festival team since 2008. She was appointed the co-ordinator of the department. Eminent coaches and teachers of high reputation have been enlisted as part-time teachers, and are invited for training and teaching. They are mostly teachers from the sister institutions of the district, or such eminent artistes who run their own schools or organisations. Even some of our own alumni who have done us proud in the past by their sterling performance have associated with us as coaches. Classes are organised throughout the year, and it is tried to provide teaching and training to all budding talent available in the college in such skills as Music, Dance, Drama, Skit, Mimicry, Mime, Fine Arts and literary activities. It has been planned and decided recently that the students enrolled in this department would be given certificate on successful completion of their course/training.

5. Evidence of Success :

This Department has been functioning for about six years now and there is no hesitation in saying that outcome has been encouraging. It can be appreciated that the students trained by this department have inculcated better value system than others.

The performance of our students at the inter-college Youth Festival from 2012 to 2016 indicates that the functioning of the department has enriched the talent of our students. Although the college team finished second (Runners up) in the Youth Festival last year the team was acknowledged as the most disciplined bunch in the festival. The students of our team looked different – a cut above.

The functioning of this department has made a positive impact on the performance of the college. The students do not only learn the specific skills but they are also groomed to be nice people in these classes. The teacher –taught relationship in this department is very healthy and close-unit.

Best Practices : 02

1. Title of the Practice:

   Capacity building programme for students.

2. Goal :

As the title of the practice suggests the main objective of this programme is to help students build their capacity so as to make them employable. The scheme is very inclusive as it is available to the students of all streams. The idea is to train the students of our college in communicative English and Computer Basics. The practice is expected to create the quality brand required by the employer. The proficiency in these two skills is expected to boost the confidence level of the students also.

3. The Context :

About one and a half years ago, in the very first meeting of the IQAC the functioning of the placement cell came up for discussion and review. The in-charge of the placement cell of the college placed all the records before the members. Each time, a campus interview was organised by any company, many students (more than a hundred) offered themselves as candidates. But out of about a hundred students who appeared for the interview, only five to six were finally picked. He further stated that students were not employable not because they did not have quality or knowledge. They were mostly good at studies, and were proficient in their subjects. But they suffered on account of two reasons: one, they had poor communication skills and second, many of them had almost no ability of working on computers. As a result, they lacked the flair and confidence required for succeeding in the interviews. It was also considered that only five percent students enrolled in the college had gone to English medium Public Schools. Most of them had attended such schools where medium of instruction would be Hindi or other vernacular language. Finally it was decided that two add-on certificate courses in (1) Communicative English and (2) Computer Basics should be started in the college. Teachers of the Department of English were given the responsibility to prepare the curriculum for the course of communicative English whereas the teachers of the Department of Commuter Science were entrusted with the job of curriculum design for   the course of Computer Basics. It was decided to have these courses for six months duration. Finally the syllabus of both the courses was designed and the courses were started in September 2013.

4. The practice:

The practice: - As mentioned above, the practice was to be inclusive and the two courses were to be made available to every student of our college – regardless of the class or the stream one could be in. The decision was circulated among all the stake-holders - the students, the teachers and the staff, the parents/guardians. It was put prominently on the college website. Notices were given prominently in the college. Teachers conveyed about the programme in detail in the classrooms. The Principal addressed the students and spoke at length about the prospects. It was so planned that the course of communicative English would be covered within Six months' and would take about Seventy-five classes - each of 75 minutes' duration. The accent of the course was not to make students interested is serious study of English literature but to make them proficient in communicative skills only. The course has been so designed as to make the teaching learning interactive and entertaining. So far only one batch of students has completed this course but the feedback is that it has achieved its objective. Students who got enrolled to this programme have acquired a fairly good communication skill, and appear to be confident. Similarly the second course i.e., Computer Basics was also designed to be completed within six months, in about 80 classes - each of 60 minutes' duration. It was so arranged that the classes could be engaged in the computer laboratory itself which would help the students

acquire the necessary skill easily. The first batch admitted to this programme has been concluded and the feedback is that they have been helped to a great extent in acquiring the required skill of computer.

5. Evidence of Success:

As the title suggests, conducting the above two courses is part of the capacity building programme for our students. The programme has been started in the month of September 2013 and several batches of students have completed the programme in both the courses. It is much too early to say something by way of conclusion that the programme has been successful, but keeping in view the huge response coming from the students, and their parents/guardians it would not be unfair to claim that this is a good beginning which may prove to be a very significant step in the right direction.

7.4 Contribution to environmental awareness / protection.

Department of Creativity also contributes to this awareness programme by presenting plays, Mime, Skit and Nukkad Darama at various places. This year a National Seminar was organised on, "Ecological Imbalance" a Challenge for Human Race, in which various scholars and learned persons participated as delegates and resource persons. A seminar volume is also being edited and will come soon.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

SWOC Analysis

Strength:

1. Sensitive and Supportive Management.

2. Capable and committed teachers.

3. Atmoshphere condusive for teaching and other activities totally ragging free and free from any activity detrimental to academic pursuits.

4. Totally transparent system of admission.

5. Totally fair and transparent recruitment of Teachers/ Staffs.

6. Sufficient books, journals & reading materials

7. Sensitization of students on social issues and gender issues through seminars/ workshop/ and various extension activities.

8. A functional IQAC

9. Remedial classes for weak students

10. Has got a mechanism for seeking regular feedback from students/ parents

11. Minimum percentage of dropout.

12. Students achieving distinction are felicitated and awarded on 26th January every year – be it in academics or sports , NCC, NSS, or cultural activities.

Weakness:

1. *Not having sufficient land for Hostel accommodation for students, for staff quarters and for play fields.*

2. *Not having statutory freedom and authority to create more number of faculty positions.*

3. *Not having statutory freedom and authority of generating funds by enhancing the tuition fee.*

4. *Not being able to fill up vacancies of teachers for reason beyond control.*

Opportunities:

1. Preparing our commerce graduates for job openings in financial institutions.

2. Preparing our commerce students for Chartered Accountancy/ Cost Accountancy/Company Secretaryship.

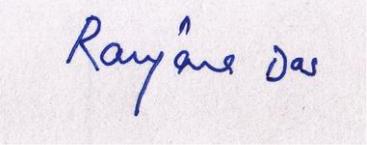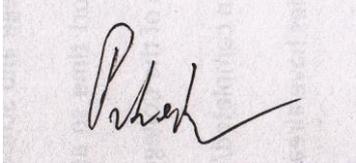3. Preparing our students for various competitive\examinations.

Challenges:

1. *Introducing more job-oriented courses in the college.*

2. Initiating such measures as may help and develop the personality of students.

3. To make the institution more socially relavant.

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

The plan for construction submitted to RUSA has been approved and the work has been started as (Deposit work) being done by Jharkhand State building construction department, Government of Jharkhand. A sum of Rupees 1.5 crore has already being received by the college. Hopefully this project should be completed within this year.

Name Dr. Ranjana Das   *Name Prof. P. Shekhar*

Ranjana Das	*Pshekhar*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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