Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GURU NANAK COLLEGE, DHANBAD**
Name of the head of the Institution	**P.Shekhar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03262305070**
Mobile no.	**9431122152**
Registered Email	**pshekhargnc@gmail.com**
Alternate Email	**pshekhar8953@gmail.com**
Address	**GURU NANAK COLLEGE BHUDA DHANBAD**
City/Town	**DHANBAD**
State/UT	**Jharkhand**
Pincode	**826001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. RANJANA DAS**
Phone no/Alternate Phone no.	**03262307745**
Mobile no.	**9431188813**
Registered Email	**ranjanalaldas@gmail.com**
Alternate Email	**principal@gncollege.org**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gncollege.org/assets/AQAR%20 2017-18.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gncollege.org/academic%20cal endar.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.16**	**2015**	**03-Mar-2015**	**02-Mar-2020**

6. Date of Establishment of IQAC	**30-Nov-2012**

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
One Day Workshop on Spoken Tutorial-MOOC	**05-Dec-2018** **01**	**80**

Career Counselling cum Interactive session by T.C.S. Ignite	30-Oct-2018 01	90
Guru Nanak Dev Lecture- Department of Economics	18-Jul-2018 01	150
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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
Guru Nanak College Dhanbad	RUSA Component 7Infrastructure Grants to the Colleges	RUSA	2018 90	3000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	5
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 File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	51000
Year	2018

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

1) The IQAC for the first time carried out an audit on the basis of feedback of students in order to evaluate the performance of the members of the faculty 2) The IQAC analysed the result of the students in various University examinations and organised a meeting with the teachers with a view to finding ways and means for the required improvement. 3) It helped organise as many as six workshops through various departments for improvement in the perspective of the students and the teachers. 4) It prepared a calendar of activities (cultural and

extracurricular activities) to be undertaken during a Golden Jubilee Year, i.e. from Feb.2019 to Feb.2020. 5) It helped organise PTMs and made analysis on the basis of the feedback received from the students and parents, which helped the College management to take important decisions.

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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	Achivements/Outcomes
A One Day Interactive Workshop on How to Read Poems	The two resource persons:a)Dr.Bashudhara Chatterjee from Karim City College,Jamshedpur and b)Prof.Mihir Kumar of SKM University Dumka conducted a workshop on appreciation of poetry and the modern tools for studying poets.They addressed a gathering of more than hundred and fifty students and quite a number of teachers.appreciation of poetry and the modern tools for studying poets.They addressed a gathering of more than hundred and fifty students and quite a number of teachers.
One Day Workshop on Spoken Tutorial-MOOC's- A Project of IIT Bombay	Shubham Chakraborty from Spoken Tutorial Project,IIT,Bombay conducted a workshop on MOOCs,which went very well with students and teachers
Career Counselling cum Interactive session by T.C.S. Ignite	Two experts from T.C.S. conducted a career counselling session(interactive)which was attended by ninety students and a number of teachers.
Guru Nanak Dev Lecture Department of Economics	Prof.Sajal Mukherjee addressed a gathering of two hundred students and about a dozen teachers on the latest job scenario for the youth,and suggested remedial measures so as to enhance their employability
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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	**20-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The College Management i.e., the Governing Council of the College is a sensitive and vibrant Body. Mostly the work done by the College, initiatives taken by the college and objectives reached by the College are brought to the notice of the College Governing Council in a systematic manner. Mostly every initiative, before being executed is documented on a note sheet which begins (i) at the end of the Organising Secretary/Accountant/Teacher (whosoever comes up with a proposal) (ii) is sent to the Bursar of the College for his opinion about the financial support system available (iii) is forwarded to the Principal for his opinion/approval and recommendation, and (iv) finally forwarded to the Secretary of the College for sanction. If the project demands so the note sheet is sent to the President of the College for his information and approval. Generally a Governing Council meeting is organised 34 times in a year, and all such details are brought to the notice of College Governing Council as "Action Taken Report". This network of MIS is strictly followed by the College.**

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

The College has got a time tested mechanism of curriculum delivery and documentation. Before the commencement of Academic Session in July every year, a meeting of the staff council is held by the Principal with all the teachers, in which a plan of action is enunciated and agreed upon for delivery to the learners. Every teacher is assigned a particular portion in a particular time-frame (i) for curriculum delivery (ii) for organising class tests (iii) for organising internal examinations, and (iv)evaluation. The Secretary of the staff council collects the progress report every 6 months, and hands over the details to the Co-ordinator of the IQAC. If its necessary, various meetings of the Staff Council are held during each semester, so that every issue arising out of the plan can be addressed and sorted out.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year					
Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepene urship	Skill Development
nil	nil	02/07/2018	0	nil	nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BBA	nil	02/07/2018
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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
BCA	nil	02/07/2018

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
nil	02/07/2018	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Business Research and Project Work	400
BCA	Web Designing and its Industrial Training	5
BCA	Online Voting System	5
BCA	Dynamic College Website	5
BCA	Online Examination System	5
BCA	RAKATDAN(Online Blood Donor Management System)	5
BCA	Online Appointment System(Health Care)	4
BCA	School ERP Information System	5
BCA	Online Shopping-Digi World	5
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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)

Feedback Obtained
The feedback received on the prescribed format issued to the students are collected and brought before a committee of 5 members for analysis and the report is submitted to the Principal. Similarily, feedback is obtained on a prescribed format from the parents once every year during the Parent Teacher's Meeting. Feedback from alumni is also invited and received from time to time. Analysis is made by the 5- member committee, and conclusions are reached regarding suggestions and grievances received therein. Such suggestions are sent to the College management by the Principal with his recommendations. Many of such recommendations--academic and non--academic have been implemented by the College

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Political Science	80	81	77
BCom	Accountancy	700	713	655
BA	History	110	137	117
BA	Hindi	50	97	83
BA	Psychology	60	34	30
BCA	Computer Application	45	54	45
BA	English	140	141	137
BA	Economics	80	78	72
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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	2873	0	31	0	14

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
31	15	7	4	0	2

View File of ICT Tools and resources
View File of E-resources and techniques used

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

nil

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2873	31	1:93

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
24	15	9	6	6

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
2018	nil	Assistant Professor	nil

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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	EconomicsVi	VI	23/07/2019	30/07/2019
BA	English	VI	23/07/2019	30/07/2019
BCA	Computer Applications	VI	30/07/2019	30/07/2019
BA	Psychology	VI	23/07/2019	30/07/2019
BA	Hindi	VI	23/07/2019	30/07/2019
BA	History	VI	23/07/2019	30/07/2019
BCom	Accountancy	VI	23/07/2019	30/07/2019
BA	Political	VI	23/07/2019	30/07/2019

Science			

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the situation obtains the curriculum introduced by the University in the CBCS semester system, continuous evaluation has become a part of the academic culture in the college. The teacher put their students to test every once in a while, conduct semester classes were students can be judged on their performance, have internal examinations every 2 months. The marks obtained in the Internal Examination are included in the final grades of the students.

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

The academic calendar for conduct of academic examinations is prepared and notified by the University. The College prepares a academic calendar of its own, which in no case can be contrary to the date sheet provided by the University. The College makes significant mention about the activities such as,i.e.,a)Guest Lectures b)Celebration of various important days c)seminars to be organised d)Various workshops to be conducted for students and teachers e)Extra—curricular and co—curricular activities (extension work)carried by the N.C.C.,N.S.S., Department of Creativity etc

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)

http://gncollege.org/creativity.html

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
As Prescribed by the University	BA	Political Science	70	65	93
As Prescribed by the University	BCom	Accountancy	430	421	98
As Prescribed by the University	BA	History	61	57	93
As Prescribed by the University	BA	Hindi	47	44	94
As Prescribed by the University	BA	Psychology	26	26	100

As Prescribed by the University	BCA	Computer Applications	34	29	85
As Prescribed by the University	BA	English	67	59	88
As Prescribed by the University	BA	Economics	57	45	79

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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)

http://www.gncollege.org/assets/Student%20Satisfaction%20Survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	nil	0	0

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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
Guru Nanak Dev Lecture	Department of Economics	18/07/2018
Workshop on Career Counselling cum Interactive session by T.C.S. Ignite	Department of Computer Science	30/10/2018
One Day Workshop on Spoken Tutorial- MOOc's-A Project of IIT Bombay	Department of Computer Science	05/12/2019
A One Day Interactive Workshop on How to Read Poems	Department of English	30/05/2019

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
nil	nil	nil	02/07/2018	nil

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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

Center			Start-up	up	Commencement
nil	nil	nil	nil	nil	02/07/2018

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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
nil	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	Department of English	3	0
National	Department of History	2	0
National	Department of Hindi	3	0

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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
Department of Hindi	1
Department of History	1
Department of English	5

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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
nil	nil	nil	2018	0	nil	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
nil	nil	nil	2018	0	0	nil

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	4	0
Presented papers	1	4	8	0
Resource persons	2	0	1	0
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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
Blood Donation Camp	Masonic Lodge ,Dhanbad No.95	2	70
Road Safety Programme	PIR Team of Road Safety Cell	5	210
Awareness Rally on World Disability Day	Rotary Club	1	64
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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
1st Jharkhand Inter-University Youth Festival,2019	Participation Certificate	Birla Agricultural University, Ranchi	17
34th East Zone Inter University Youth Festival	Participation Trophy	Lalit Narayan Mithila University, Darbhanga (Bihar)	17
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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 activites	Number of students participated in such activites
Awareness Campaign	N.S.S.	National Voter's Day	2	120
Awareness Campaign	N.S.S.	Voter's Signature Campaign(Lok Sabha Polls 2019)	2	170
Awareness Campaign	N.S.S.	Voter's awareness (Rally)	2	140

| Awareness Campaign | N.S.S. | Blood Donation Camp | 2 | 70 |

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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
nil	nil	nil	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
Project	Internship training at System Department Organisation	CIMFR	24/05/2018	20/06/2018	15
Project	Event Management System	BCCL	22/05/2018	21/08/2018	20

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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
nil	02/07/2018	nil	0

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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
2900000	809735

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added

Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added

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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 patially)	Version	Year of automation
KOHA	Fully	19.05.00	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20000	2700000	2000	600000	22000	3300000
Reference Books	7000	1000000	500	200000	7500	1200000
Journals	53	72000	10	20000	63	92000
Digital Database	2	3000	1	2000	3	5000
CD & Video	162	7000	0	0	162	7000
Library Automation	1	0	0	0	1	0
Weeding (hard & soft)	170	10000	0	0	170	10000
Others(specify)	7	6000	0	0	7	6000

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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
nil	nil	nil	02/07/2018

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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	60	2	1	2	2	1	1	10	0
Added	15	1	1	1	1	2	1	20	0

Total	75	3	2	3	3	3	2	30	0

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

30 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
nil	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 incurredon maintenance of physical facilites
1000000	450000	1000000	740632

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)

Utilizing physical academic and support facilities, i.e, laboratory, library, sports, computers, classrooms etc. is done in accordance with a master time table prepared by the College. Provision is made in such a way that there should be optimum utilization of the physical facilities available at the College. As for laboratory, the College has got 3 Computer laboratories with 75 systems. Besides it has developed a psychology laboratory. There is a provision in the College time table that students other than students of Computer Science are also admitted to the Computer laboratories at least twice in a week. Such students who opt for learning Computer Skills are divided into groups of 40 students who are taken to the laboratory for skill development. All such students who opt for Computer courses of Spoken Tutorial programme run by IIT. Bombay are given online teaching and training so as to make the students learn faster The College campus id Wi-Fi enabled ,which provides students internet facility. Almost 90 of the students who joined these classes passed the examination conducted by I.I.T, Bombay are given certificates which is a value addition to their C.V. as well. Anyone willing willing to learn computer skills is not denied the facility. The procedure and policies thus followed are quite popular with the parents and the students which derive much benefit from these laboratories. AS for psychology laboratory each student admitted to psychology class is allowed to work in the laboratory. The time table of such students is so organized as to make the optimum utilization of the psychology lab, with the assurance that no student is denied access to the psychology lab. The College library is much sought after place for students .It has adequate books, many of which are issued to the students from time to time. However there is still scope for enrichment with new books and journals purchased from time to time. There is also a reading room in the College library which is neat and tidy, and can seat 50 students at a time .Students are generally happy with the college library .Many of the students are initiated to the library by teachers who want the students to utilize the library with utmost sincerity. The College has got a pitch of cricket, a volleyball court ,table tennis and certain other indoor games. The College participates in most of the games and sporting events organised by the University in which talent of the students are chiselled and polished many of the students are provided opportunity and some get selected even for the University squad. Every year some money is set apart in the college Budget for maintenance of laboratories, library, computers, classrooms

and sporting events. A token fee is charged from every student at the time of admission, which is utilized for appointment of coaches, providing opportunities for participating at various levels. [All information are available in the institutional website www.gurunanakcollege.org]

http://gncollege.org

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	nil	0	0
Financial Support from Other Sources			
a) National	nil	0	0
b)International	nil	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 implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	02/07/2018	6	Department of Computer Science
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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 passedin the comp. exam	Number of studentsp placed
2018	Workshop	90	90	31	5
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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
TCS	31	2	LG	29	1

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	216	B.Com.	Commerce	BBMK University	M.Com.
2018	26	BA	Political Science	BBMK University	M.A.
2018	24	BA	Histrory	BBMK University	M.A.
2018	36	BA	English	BBMK University	M.A.
2018	21	BA	Economics	BBMK University	M.A.
2018	16	BA	Hindi	BBMK University	M.A.
2018	18	BA	Psychology	BBMK University	M.A.
2018	25	BCA	Computer Science	BBMK University	MCA

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
Any Other	0
No file uploaded.	

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

Activity	Level	Number of Participants
Youth Festival	Inter College University Competition	280

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
2018	National Youth Festival	National	0	1	121	Shubhi Bawaja
2018	National Youth Festival	National	0	1	12	Astha Ranjan

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

> Two students of our college have been given representation in the IQAC

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

In the Process

5.4.2 – No. of enrolled Alumni:

92

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

7200

5.4.4 – Meetings/activities organized by Alumni Association :

Once a Year

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)

> 1.The Departmental Heads of every subject have been made responsible for the admission to the departments during the Undergraduate Programme. They have the authority to select the students on merit. and to identify the slow learners from the students. Also the departmental heads have been given full authority for allotment of courses to the teachers of their respective department, allotment of the number of classes to be taken by each teacher. This practice of decentralisation has been introduced with a view to having more involvement of the members of faculty. 2. As for selecting part-time lecturers for engaging classes in every subject, the initiative has been entrusted with department heads. Although the process of selection is fair and transparent, the department heads are solely responsible for hiring these teachers against various vacant positions.

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

Partial

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
Admission of Students	With this year admission to all Colleges in the Undergraduate programmes is done from the Chancellors Portal set up at the state capital,ie.,Students apply online, with their priorities of Colleges and courses mentioned therein. The names are sent to Colleges through the University for Admission.

Industry Interaction / Collaboration	**The College has tried to collaborate and interact with local industrial houses by sending the students as interns.**
Human Resource Management	**The College management tries to be impartial and transparent while dealing with the issues of the teachers and staff.**
Research and Development	**Some new research journals and latent volumes of books have been subscribed in the College.**
Examination and Evaluation	**The College tries to be fair in examination and evaluation.**
Teaching and Learning	**The College has got 3 ICT class rooms which has raised the level of Teaching and Learning process. The College has introduced the system of having atleast one technology aided class for each group of students to become technology savvy, and the classes becoming more interesting.**
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.**

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

E-governace area	Details
Student Admission and Support	**online admission through chancellor portal**

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
2018	**nil**	**nil**	**nil**	**0**
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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)
2018	nil	nil	02/07/2018	02/07/2018	0	0
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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
nil	0	02/07/2018	02/07/2018	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
YES	YES	YES

6.4 – Financial Management and Resource Mobilization

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

The work has been assigned to a firm of Chartered Accountants, who conduct the financial audit regularly at the interval of 3 months and submit thereof. They advise the College management on various issues with regard to cheques and balances on matters of accounts.

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
College Management- Governing Council	5590460	Establishemnt
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6.4.3 – Total corpus fund generated

888700

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	Yes	College Management (Governing Council)	No	
Administrative	Yes	College Management (Governing Council)	No	

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

1.Parents are highly co-operative and supportive 2.Parents are highly co-operative and supportive 3. PTM's are organised subject wise, every year.

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

1. The support staff is given training of computer skill and soft skills.

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

1.Guru Nanak Dev Lecture Series 2.National Seminar 3.Workshops

6.5.5 – Internal Quality Assurance System Details

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

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
2018	Guru Nanak Dev Lecture	14/04/2018	18/07/2018	18/07/2018	82
2018	Workshop on Career Counselling cum Interactive session by T.C.S. Ignite	14/04/2018	30/10/2018	30/10/2018	90
2018	One Day Workshop on Spoken Tutorial- MOOc's-A Project of IIT Bombay	25/05/2018	05/12/2018	05/12/2018	87
2018	A One Day Interactive Workshop on How to Read Poems	11/05/2019	30/05/2019	30/05/2019	92
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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
Swachh Bharat Internship Programme	08/06/2018	22/06/2018	60	40

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
nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	8
Ramp/Rails	Yes	8
Rest Rooms	Yes	1
Scribes for examination	Yes	6

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
2018	0	0	02/07/2018	0	nil	nil	0

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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)
nil	02/07/2018	nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Youth Day	12/07/2019	12/07/2019	91
International Yoga Day	21/06/2019	21/06/2019	87
Blood Donation Camp	24/06/2019	24/06/2019	70
Van Mahotsav	29/07/2019	29/07/2019	101
National Unity Day	31/10/2018	31/10/2018	95

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

Initiatives have been taken to take care of the ecology of the campus by: 1)Planting trees in big numbers 2)Developing Gardens 3)By ensuring no use of plastic materials 4) Using CFL in place of high voltage lights. 5)Using eco-friendly gensets

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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 expose our students and teachers 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.Context About seven 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. Quite a few of our students have been 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. It was decided, therefore, to enrich and develop this department for better results. 4.Practice 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. 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. 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. The students enrolled in the department are given certificates on the successful completion of their course/training. With the coming of the new University into being, it seems possible to have a full diploma course (two-semester programme) in ''Art and Culture" in the College in near future, which will be an important milestone. 5.Evidence of success This Department has been functioning for about seven 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 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. In 2018,the College team was adjudged "Champions by the University" ",and our students have bagged prizes even at the zonal level, and at the national level.They were also invited at Raj Bhawan,Ranchi during celebration of Baishakhi Programme Best Practices 02 Title of the Practice: Capacity building programme for the

students and faculty members: Guru Nanak Dev Lecture series in 2017. The Lecture series in the name of Guru Nanak Dev Goal In 2017, members of the IQAC felt that a lecture series be started in the name of the great guru after whom the college is named. With the success and the attention which the College received during the National seminars organised by it was quite encouraging. It was decided to invite scholars and intellectuals for delivering lectures in the College. It was felt that this would build the capacity of the teachers as also initiate the students to intellectual and cerebral activities. Context Although teachers keep going for refresher courses, orientation programmes and other intellectual activities at various places, it was felt that inviting renowned scholars and learned teachers for lectures on various subjects should be truly capacity building. Besides having such programmes in the College would encourage the students also to such intellectual activities. With this end in view a senior teacher of the College was entrusted the job of co-ordinating with all departments for organising lectures in different subjects. Practice Guru Nanak Dev lecture series has come to stay as one of the leading best practices in the institution. It has indeed gone very well with the students and the members of the faculty. Two lectures were delivered during the year by: 1. Dr.R.N.Sinha,Prof.(Retd.)and former head department of English,St.Xavier's College, Ranchi delivered a lecture on "New bearings in English Literature "on 24th January,2018 2.Dr.Sajal Mukherjee,Orof. And Head Department of Economics,Vinoba Bhave University,Hazaribag delivered a talk on "Where are the Jobs :Decoding India's Jobless Growth" The two lectures were organised and delivered in great style,and there was a huge response from the students and the teachers. As mentioned above, with the success of this programme, the college has been encouraged to organise.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.gncollege.org/index.html

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

True to the vision, priority and thrust of the institution, the College has tried to impart holistic education among the students as also to make them imbibe the virtues of and values of responsible citizens. It is important that the graduates from the College carry themselves with lofty ideals and practical wisdom to walk into the streets of life with their head held high It is indeed very important that curricular aspects are properly looked after in the institution for the knowledge and skill development of the students. Throughout the year, students have been included, one batch after another,in the spoken tutorial programme of MHRD delivered through IIT, Bombay of which the College has been the 1st FOSS centre in the state of Jharkhand. This enhances the capacity of the students and combined with the certificates they receive from IIT. Bombay makes them moremconfident and employable. Students are also admitted to the exclusive club of Communicative English Classes, which also contributes to the shaping of their personality. But all this is not enough for what we call holistic development of our students. The College has tried to provide ample opportunities to them for various kinds of leadership programmes through the extension activites carried out by a very active N.S.S. and N.C.C. units. They are provided teaching and training in the field of art and culture-music and dance, theatre activities, literary activities such as debate, elocution and quiz competitions, activities in fine arts like sculpture, Rangoli, clay modelling. This is true that the hidden and the budding talent among the students is chiselled and polished through these activities. The initiative of the I.Q.A.C. to introduce lectures of distinguished and learned

teacher from outside has shown to be paying rich dividends. We have two lectures organised by the Department of English and Department of Economics during the past year. Apart from this more than half a dozen workshops were organised which included career counselling workshops. The workshop how to Read Poems" will stand out as a new perspective was introduced to the students of literature. The vision of the College "Pursuit of Excellence by Imparting teaching and training to the young" has been tried to be achieved through the above activities with the objective that the students appeared to be cut above and different has been achieved.

Provide the weblink of the institution
http://www.gncollege.org/index.html

8.Future Plans of Actions for Next Academic Year

2019-20 has been planned to be a remarkable year for the College. Since this would be the Golden Jubilee Year .The College was founded (conceptualised) on 25th November 1969.It was decided by the College Management to have celebrations throughout the year, beginning from Feb 2019 to Feb 2020 1)The IQAC had proposed that there should be some 8 lectures under the aegis of Guru Nanak Dev Lecture Series during this year asnalso two national seminars on 1) Some subjects related with English Literature,and2) Another related with Guru Nanak Studies Also it was decided to start the Golden Jubilee Celebration with a grand function of music and dance in which all the former managers and people associated with the College be invited and honoured. Appropriately the function was named "Nostalgia" which was organised on 23rd Feb 2018.It was decided further that there would be another cultural celebration in Feb 2020. The College management had sanctioned a sum of Rs.10 lakhs as financial support for the above. 2)It was decided to peruse the opening of1) P.G.Studies in Commerce and 2)Starting teaching B.B.A. with the University. It is likely that these two programmes would be started in the College with effect from this academic session. 3) Since a department of creativity in the College has been largely successful in providing skill and training to budding artists of the College and keeping in view the kind of talent that they have, it was decided to apply to the University for starting a diploma Course in Art and Culture as self-financed course, which will provide the College with enough resources to make it possible to enhance its area of activity in the field of Performing Arts and Fine Arts.The Dept.of Creativity will finally grow into the Department of Art and Culture.