



# **GURU NANAK COLLEGE DHANBAD**

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

## **Annual Quality Assurance Report (AQAR)**

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)**



### **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**

It is almost one year since the College got accredited with NAAC and was awarded “B” Grade in its meeting EC/(SC)05/A&A/044 dated 02/03/2015. The IQAC of the College has been functional for a long time before the visit of the NAAC peer team but AQARs were not prepared and sent to the UGC and NAAC.

The first AQAR is hereby being submitted, and it has been decided that it would be a regular and continuous exercise. It would be prepared every year, and would be submitted every year.

Efforts have been made to make the AQAR a truthful documentation without concealing our failures of any kind. Post-NAAC, the College has taken some time to make an honest analysis of the Peer Team reports and suggestions. It has been discussed and reviewed in the IQAC meeting, Staff council meeting and in the College Governing Council Meeting also.

Some of the suggestions given by the NAAC Peer Team have already been considered for implementation and initiatives.

The Present AQAR is an honest documentation of the work and proceedings of the College activities during the last year. I hope the effort will be appreciated.

**(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

2015-16

### I. 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

JHCOGN21991

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.gncollege.org/iqac.html>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

30.11.2012

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

N.A

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 ( <i>Specify</i> )	NO
UGC-COP Programmes	NO		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	Nil
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	01
2.8 No. of other External Experts	Nil
2.9 Total No. of members	13
2.10 No. of IQAC meetings held	04

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

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

### 2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Issues and challenges of National integration since Independence .
2. Women, Society & State: A historical prespective.
3. Matribhasha, Shiksha & Vikas
4. Kamagatamaru- A play staged in Collaboration with the Punjabi University Patiala.
5. Sadbhavna Diwas Samaroh (Communal Harmony) : A dialogue with the society at large.

### 2.14 Significant Activities and contributions made by IQAC

IQAC has made significant contribution in capacity building of the teachers, and quality enhancement of the teaching programme in general and students in particular.

### 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<b>SEMINAR</b>	
1. Kamagatamaru a play staged in collaboration with the Punjabi University Patiala	19 <sup>th</sup> Feb. 2015
2. Issues & Challenges	29 <sup>th</sup> March 2015
3. Women, Society & State: A historical prespective	31 <sup>st</sup> July & 1 <sup>ST</sup> Aug 2015
4. Sadbhavana Divas Samaroh	26 <sup>th</sup> Nov.2015
5. Matribhasha, Shiksha& Vikas	19 <sup>th</sup> Dec 2015

## **GURU NANAK COLLEGE, DHANBAD**

### **Academic calendar 2015-16**

This academic calendar is for 2015-16 academic session, which starts w.e.f. 1<sup>st</sup> June 2015 and ends on 31<sup>st</sup> may 2016.

But however the process of admission to all UG programme with start by the middle of May, just after the publication of results of +2 examinations of various Boards.

Date	Event
	<b><u>June 2015</u></b>
	Admission Notice to be given for Degree- I classes Arts/Commerce
<b>1<sup>st</sup> June to 20<sup>th</sup> June 2015</b>	Sale of prospectus and application forms
<b>20<sup>th</sup> June 2015</b>	Last date of Submission of application form
<b>21<sup>st</sup> June 2015</b>	Summer Vacation ends Classes to be resumed.
<b>21<sup>st</sup> June 2015</b>	Celebration of World Yoga Day



<b>24<sup>th</sup> June 2015</b>	Blood donation camp to be organised by NSS in collaboration with Masonic Lodge Dhanbad on the occasion of Unive5rsal Brotherhood Day Supported by the Blood bank PMCH
<b>24<sup>th</sup> June to 29<sup>th</sup> June 2015</b>	Date of Admission for first List (Arts/ Commerce)
<b>30<sup>th</sup> June to 6<sup>th</sup> July 2015</b>	Date of Admission for Second List
	<b><u>July 2015</u></b>
<b>1<sup>st</sup> Week of July 2015</b>	Van Mahotsav [Plantation of tree] & celebration of Digital, India week A seminar on “opens source software” to be organized by Computer Science Department
<b>10<sup>th</sup> July 2015</b>	Induction Meeting of Degree- I Students
<b>13<sup>th</sup> July 2015</b>	Classes of the New batch of Degree- I to Commence on and from 13 <sup>th</sup> July 2015
<b>3<sup>rd</sup> Week of July 2015</b>	Entrance test conducted for BCA Admission
<b>25<sup>th</sup> July 2015</b>	Last date of On-line Registration for Degree- I (Arts/Commerce)
<b>4<sup>th</sup> Week of July 2015</b>	Result Publication of Entrance Test for BCA
<b>31<sup>st</sup> July to 1<sup>st</sup> August 2015</b>	A UGC Sponsored national Seminar to be Organised by the Department of History on “Women, Society and State: A historical Perspective”
	<b><u>August 2015</u></b>
<b>10<sup>th</sup> August 2015</b>	Induction Meeting of B.C.A.
<b>11<sup>th</sup> August 2015</b>	Commencement of Classes of the B.C.A.
<b>2<sup>nd</sup> week of August 2015</b>	Camp to be organized by NSS “Voter Awareness Campaigns” a procession will be organised from college to the adopted village “Dhokra”

<b>14<sup>th</sup> August 2015</b>	<ol style="list-style-type: none"> <li>1. Beautification of the College</li> <li>2. Plantation in the College and the adopted village.</li> </ol>
<b>15<sup>th</sup> August 2015</b>	Independence Day Celebration
<b>3<sup>rd</sup> Week of August 2015</b>	<ol style="list-style-type: none"> <li>1. Classes of the Department of Creativity to commence after 15<sup>th</sup> August.</li> <li>2. Add on Courses CIC &amp; CIE to be resumed.</li> </ol>
<b>29<sup>th</sup> August 2015</b>	One Day national Seminar to be organized by the Department of Hindi/English on "Impact of market on Literature.
	<b><u>September 2015</u></b>
<b>1<sup>st</sup> Week of September 2015</b>	Enrollment of students in Spoken Tutorial Programme initiated by MHRD in Collaboration with IIT Bombay.
<b>8<sup>th</sup> September 2015</b>	World Literacy Day celebrated
<b>2<sup>nd</sup> Week of September 2015</b>	<ol style="list-style-type: none"> <li>1. Coaching and Practice for youth Festival</li> <li>2. Cricket Coaching to commence.</li> </ol>
<b>3<sup>rd</sup> Week of September 2015</b>	Nukkad Natak on Ecology related issue by the Department of Creativity in Collaboration with NSS.
<b>24<sup>th</sup> September 2015</b>	Celebration of NSS Day.
	<b><u>October 2015</u></b>
<b>2<sup>nd</sup> October 2015</b>	Communal Harmony Day & Swachhta Divasd to be organised by NSS & NCC
<b>15<sup>th</sup> October 2015</b>	Global hand-washing Day to be organized by N.S.S.
<b>15<sup>th</sup> October to 18<sup>th</sup> November</b>	Puja Vacation Commences

	<b><u>November 2015</u></b>
<b>19<sup>th</sup> November 2015</b>	College re-opens and classes to resume
<b>23<sup>rd</sup> November 2015</b>	Cultural Unity Day
	<b><u>December 2015</u></b>
<b>1<sup>st</sup> December 2015</b>	World AIDS Day to be organized By NSS
<b>1<sup>st</sup> Sunday of the December 2015</b>	Parent Teachers Meeting Department of BCA
<b>19<sup>th</sup> December 2015</b>	One Day National Seminar to be Organised by the College on “Matribhasha, Shiksha or Vikas”
	<b><u>January 2016</u></b>
<b>12<sup>th</sup> January 2016</b>	National Youth Day Celebration on the eve of Birthday of Swami Vivekanand
<b>25<sup>th</sup> January 2016</b>	National Voters Day to be organized by NSS & Vocational Department
<b>26<sup>th</sup> January 2016</b>	Celebration of republic Day & Prize distribution to the students for their achievements in various field.
	<b><u>February 2016</u></b>
<b>1<sup>st</sup> Week of February 2016</b>	<ol style="list-style-type: none"> <li>1. Classes to be continued.</li> <li>2. A National Seminar to be organized by the Department of Economics.</li> <li>3. Parents teachers Meeting (Commerce, Hindi, Psychology, Economics)</li> </ol>
	<b><u>March 2016</u></b>
<b>1<sup>st</sup> Week of March 2016</b>	Classes to be continued.
<b>3<sup>rd</sup> Week of March 2016</b>	A workshop [Research Methodology] to be organized by the Department of Economics

	<u>April 2016</u>
<b>1<sup>st</sup> Week of April 2016</b>	A national Seminar to be organised by the Department of History.
<b>2<sup>st</sup> Week &amp; 3<sup>rd</sup> Week of April 2016</b>	Examination and Evaluation Work
	<u>May 2016</u>
	<ol style="list-style-type: none"> <li>1. Classes to be continued.</li> <li>2. Degree Examination of the University Examination &amp; Evaluation Work.</li> </ol>

**Note :**

1. Should it be necessary the College may have to postpone some of the classes on a few dates on account of University schedules 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 as a change in our academic calendar.

2.15 Whether the AQAR was placed in statutory body      Yes  No   
Management       Syndicate       Any other body

Provide the details of the action taken

The Management approved most of the proposals sent by the IQAC, and appreciated the efforts of the IQAC.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	04 IGNOU			
UG	07	None	01	03
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	03			03
Others				
<b>Total</b>	10		01	03

Interdisciplinary	02			
Innovative	01			

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	
Annual	08

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 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 some of the students have recorded certain issues regarding the syllabus, the Library (Books & Journals) and at times about the laboratories. Immediately after the analysis of the feedback submitted by the students, the matter is discussed in the meeting 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 received 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 is a major change in system – The Annual System of Evaluation has been replaced by semester system and the syllabus has been made more flexible by introducing CBCS at the Undergraduate level by the university.

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

There is a proposal to have a (1.) diploma course in performing Arts and (2.) PG Diploma in Mass Communication & Journalism. The programme would be started after getting approval from the university

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	18	14	03	01	

2.2 No. of permanent faculty with Ph.D.

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
	17	11	03		01					

2.4 No. of Guest and Visiting faculty and Temporary faculty

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:

The college has got attached with Spoken Tutorials Programme of IIT Bombay at the initiative of MHRD, Govt. of India . This has brought change in the quality of teaching as also has made value-addition to the skill development of the students.

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

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

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

2.10 Average percentage of attendance of students

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)	634		479	146	Nil	98% app.
B.Com (G)	135		05	65	Nil	52% app.
B. A (H)	338		37	271	Nil	90% app.
B.A. (G)	49		Nil	19	Nil	40% app.
BCA	28	08	20	Nil	Nil	100%

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

The I Q A C 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	
HRD programmes	10
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	14	05	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, a workshop on Research Methodology was organised in which important and knowledgeable resource persons of eminence made their presentations for the benefit of the teachers and staff.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

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

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		03			
Sponsoring agencies		1. By UGC 2. By Local Industry			

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	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				

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



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  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text" value="08"/>	NSS	<input type="text" value="17"/>	Any other	<input type="text"/>

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 cleanness and personal hygiene.
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	03			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	<ol style="list-style-type: none"><li>1. Computer- (Desktop+UPS)</li><li>2. C.C.TV- 16+15 Camera</li><li>3. Led- 2 set</li><li>4. Printers- 05</li><li>5. Digital Inverter- 01</li><li>6. UPS – 01</li><li>7. DigitalCopier</li><li>8. Tablets</li><li>9. PA System including amplifier</li></ol>		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	16,00,000	25,000	35,00,000
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	Departments	Others
Existing	60+6	02	512 kbps	02	02			
Added			4 mbps					
Total								

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

Network all 30 Pc of Lab II .
Enhancing the internet speed to 4 Mbps.
Attached with spoken tutorial Programme of IIT Bombay at initiative by MHRD, Govt. of India.

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

i) ICT	<input type="text" value="17,950"/>
ii) Campus Infrastructure and facilities	<input type="text" value="13,23,660"/>
iii) Equipments	<input type="text"/>
iv) Others	<input type="text"/>
<b>Total :</b>	<input type="text"/>

## Criterion – V

### 5. Student Support and Progression

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

The IQAC has put up notices regarding availability of support service. The same has also been posted on the college website . Much information has also been given regarding the newly introduced CBCS and Semester system.

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

The Institution has tried to develop a system so that track could be maintain about the graduates passing out, a good number of whom have joined post graduate programme at various P.G centres.

#### 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	%	Women	No	%
	1540			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	1495	301	120	1194	10	3120

Demand ratio

Dropout % **5-7 %**

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

The College proposes to start coaching class for competitive exam in near future.

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

133

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
ICICI Prudential Life Insurance		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

04

National level

International level

No. of students participated in cultural events

34

01

Nil



State/ University level

National level

International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	35	52,059
Financial support from other sources		
Number of students who received International/ National recognitions	02	

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## 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 has 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.

## 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 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

The system of admission has been further streamlined to make it more transparent.

### 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 music 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 PTs 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 no plastic zone. The N.C.C cadets and N.S.S volunteers are very vigilant on this issue.

## Criterion – VII

### 7. Innovations and Best Practices

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

This year in July the college has started a new initiative for the students by taking up a collaborative programme with IIT Bombay NMEICT (National Mission of Education through information and communication technology.) MHRD Government of India has started this programme for skill development of the students as also developing software skill of the students. IIT Bombay has been made the Nodal centre for providing this facility to the students throughout the country. Our college has joined the mission and the classes are delivered in the form of spoken tutorials. The programme has become very popular on our campus. The students are able to interact with the best in the country, which is an online programme. Once they are ready for taking the exam, they are put to a test online. Finally they are given a certificate for both of participating in the programme and passing of the exam. This is going to be a real value addition for the students. The impact of this programme has been generally good.

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 two 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 in 2012 and 2013 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 both the years, 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 Computer 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 in 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 only one batch of students has 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

All the faculty members are requested to join the extension programme run by the NCC & NSS so as to convey the message of environmental awareness.

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. Atmosphere conducive 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 26<sup>th</sup> 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 relevant.

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

The College has submitted the Institutional Development plans for the 12<sup>th</sup> plan period & 13<sup>th</sup> plan period to RUSA cell of Jharkhand. A sum of rupees 2 crore has already been sanctioned to the college, and out of which rupees 38 lakhs has already been received in RUSA account. The College proposes to have the following construction by way of enhancement of the present infrastructure, the details of which are as follows:

1. Auditorium
2. Two Class Room
3. Girls Common Room
4. ICT Room
5. College Canteen
6. Boys Common Room.

We expect to add this infrastructure within a period of one and a half years.

**The recommendations for quality enhancement of the College as given by the NAAC Peer team were discussed in detail at the management level, and the following action points were arrived at:**

1. The classes in the Women's wing are now being organized from 8:20 in the morning so as to solve the problems of the girls.
2. The Second recommendation regarding the introduction of the departments of Maths & EVS was accepted in principle. It was decided to request the College management for recruitment of a regular lecturer in Mathematics (the post is already sanctioned), and a part time lecturer in EVS to start with.
3. As for recommendation Number 3 a proposal for opening of a department of performing Arts, Music, Dance & Drama was to be prepared by Dr. Ranjana Das. She was entrusted to prepare a detailed proposal with action points.

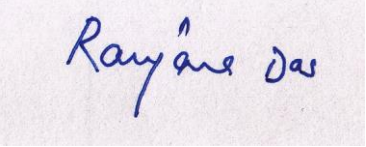
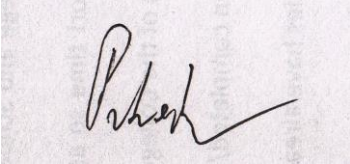
It has been decided by the College that the regular Department of Performing Arts would be created and developed this year. The project will need approval and sanction from the University and the Govt. of Jharkhand.

4. It was decided to motivate the teachers of the College for participating in Seminars/Conferences/Workshops/Symposia at the extra regional and national level so that they could gain exposure. The Principal was requested to make available TA/DA to Teachers for the above from the UGC fund if their papers are accepted for presentation in Seminar outside.
5. It was decided to organize a workshop for use of national research support schemes such as Major/Minor Projects of the UGC. Dr. Sanjay Prasad, H.O.D. Economics and Co-ordinator vocational studies Department was entrusted for organizing a workshop at the earliest.
6. Quite a number of books and Journals have already been purchased for the College Library this year.
7. The teachers have been advised to enlist books in English more than the books in Hindi for the Library.

8. The Parent Body of the College and Schools has resolved to create a separate infrastructure for the school within a very short time so as to make the present campus of the Women`s Wing available to the girl students of the College exclusively throughout the day.
9. The toilets have already been completed/renovated.
10. ICT facilities and Wi-Fi facilities have already been made available to students.

*Name Dr. Ranjana Das*

*Name Prof. P. Shekhar*

	
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*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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