GURU NANAK COLLEGE
DHANBAD

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

Annual Quality Assurance Report (AQAR)-III

Submitted to

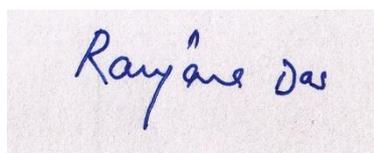## NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

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 gives us great pleasure to submit the third consecutive AQAR of the college. It is a truthful documentation of all the efforts and initiatives that we have taken during the whole year- without concealing our failures of any kind.

The IQAC of the college has taken many initiatives during the year in academic activities such as organising seminars, workshop etc. In addition to all these activities the IQAC has started "Guru Nanak Dev Lecture Series" from this year. Under this programme distinguished academicians from other institutions are invited to present their views.

It is our sincere hope that our efforts will be appreciated.

Ranjana Das

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

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*
AQAR for the year – [2017 – 2018]

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **GURU NANAK COLLEGE**

1.2 Address Line 1

> **GURU NANAK COLLEGE**

Address Line 2

> **BHUDA**

City/Town

> **DHANBAD**

State

> **JHARKHAND**

Pin Code

> **826001**

Institution e-mail address

> **pshekhargnc@gmail.com**

Contact Nos.

> **09431122152**

Name of the Head of the Institution:

> **Prof. P. Shekhar**

Tel. No. with STD Code:

> **0326-2207745, 2300994**

Mobile:

> **09431122152**

Name of the IQAC Co-ordinator:

Dr. Ranjana Das

Mobile:

09431188813

IQAC e-mail address:

ranjanalaldas@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

JHCOGN 21991

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

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

1.5 Website address:

www.gncollege.org

Web-link of the AQAR:

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   30.11.2012

1.8 AQAR for the year *(for example 2010-11)*   **2017-18**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR **20-02-2016 [2015-16]** **(20/02/2016)**
   ii. AQAR **04-03- 2017 [2016-17]** **(04/03/2017)**
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State **[√]** Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [ ] No **[√]**

Constituent College   Yes [ ] No **[√]**

Autonomous college of UGC   Yes [ ] No **[√]**

Regulatory Agency approved Institution   Yes [ ] No **[√]**

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

Type of Institution   Co-education **[√]** Men [ ] Women [ ]

                Urban **[√]** Rural [ ] Tribal [ ]

Financial Status   Grant-in-aid [ ] UGC 2(f) **[√]** UGC 12B **[√]**

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

1.11 Type of Faculty/Programme

Arts **[√]** Science [ ] Commerce **[√]** Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify)   **BCA**

1.12 Name of the Affiliating University *(for the Colleges)*

VINOBA BHAVE UNIVERSITY, HAZARIBAG

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

Autonomy by State/Central Govt. / University   **NO**

University with Potential for Excellence   **NO**   UGC-CPE   **NO**

DST Star Scheme   **NO**   UGC-CE   **NO**

UGC-Special Assistance Programme   **NO**   DST-FIST   **NO**

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

UGC-COP Programmes   **NO**

2. IQAC Composition and Activities

2.1 No. of Teachers   **08**

2.2 No. of Administrative/Technical staff   **02**

2.3 No. of students   **02**

2.4 No. of Management representatives   **02**

2.5 No. of Alumni   **01**

2. 6 No. of any other stakeholder and
     community representatives   **01**

2.7 No. of Employers/ Industrialists   **00**

2.8 No. of other External Experts   **00**

2.9 Total No. of members   **16**

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.   Faculty

| 07 | | 09 |

Non-Teaching Staff Students | 12 | Alumni | 01 | Others | 06 |

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

    If yes, mention the amount   **No New Fund has been received from UGC for IQAC**

2.13 Seminars and Conferences (only quality related)

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

| Total Nos. | 03 | International | Nil | National | 02 | State | Nil | Institution Level | 01 |

    (ii) Themes

1. Challenges and opportunities in higher education is the 21st century [11th & 12th Oct. 17]
2. National Seminar on 5th Nov. 17, Sadbhavna [cosmology of religion] is collaboration with Bada Gurdwara.
3. Guru Nanak Dev lecture series Hindi – 26.8.17 & English – 24.01.18

2.14 Significant Activities and contributions made by IQAC

IQAC Continued with its objectives of capacity building of teachers and quality enhancement of curricular delibury with that end in view the following initiatives were taken by the IQAC.

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
1. Challenges and opportunities in Higher Education in the 21st Century	11th & 12th October 2017.
2. National Seminar Sadbhavana [Cosmology of religion] is collaboration with Bada Gurdwara.	5th of November 2017.
3. Guru Nanak Dev Lecture series (Department of Hindi)	28th August 2017
4. Guru Nanak Dev Lecture series (Department of English)	24th January 2018

* Attach the Academic Calendar of the year as Annexure.

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

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

> Most of the recommendation made by the IQAC were supported by the college management.

Part – B GURU NANAK COLLEGE, DHANBAD
Academic calendar 2017-18

This academic calendar is for **2017-18** academic session, which starts w.e.f. 1st June 2017 and ends on 31st May 2018.

The process of admission to all UG programme will start by the middle of May, just after publication of result of +2 examination of various Boards.

Date	Event
	June 2017
5th June 2017	World Environment Day Programme
21st June 2017	Celebration of World Yoga Day
24th June 2017	Blood donation camp to be organised by NSS in collaboration with Masonic Lodge Dhanbad on the occasion of Universal Brotherhood Day Supported by the Blood bank PMCH
24th June 2017 to 7th July 2017	Issue and sale of prospectus cum Form BC
	July 2017
5th July 2017	Van Mahotsav [Plantation of Tree]
1st Week of July 2017	Awareness of FOSS Programme and & celebration of Digital India week
14th July 2017 20th	A Seven day NSS Special Summer Camp at Dhokra [Adopted Village]

July 2017	
29th July 2017	District Project of "Tree plantation" accomplished by members of Retract Club. [Mass tree planation]
3rd Week of July 2017	Entrance test for BCA Admission
15th July 2017	Workshop on FOSS programme [Resource person Swapnil More]
4th Week of July	Result publication of Entrance Test [BCA] Online admission started to semester – I Degree Course.
4th Week of July to 1st Week of August 2017	Online admission to Degree course continues.
	August 2017
11th August 2017	Induction Programme [Pravesh] of BCA
13th July 2017	Class commences [BCA]
14th August 2017	Campus cleanliness Drive and Beautification of the College
15th August 2015	Independence Day Celebration
3rd Week of August 2017	Classes of Department of Creativity to commence after 15th August
26th of August 2017	Guru Nanak Dev lecturer series to be organized [Hindi Department]
Last Week of August 2017	Enrolment of students in spoken Tutorial progremme initiated by MHRD in collaboration with IIT Bombay.
	September 2017
8th September 2017	World literacy Day celebration.
2nd Week of September 2017	1. Coaching and practice for youth festival. 2. Cricket coaching to commence.
24th September 2017	Literary activity [Debate] on the occasion of NSS Day.
25th September to	Puja Vacation commences

27ᵗʰ October 2017	
	October 2017
2ⁿᵈ October 2017	Communal harmony Day and Swachhta Divas to be organized by NSS & NCC.
1ˢᵗ Week of October 2017	Internal Assessment Test [Degree Course]
11ᵗʰ& 12ᵗʰ October 2017	A UGC Sponsored Two day National Seminar to be organized by the IQAC on "Challenges and opportunities in Higher Education in the 21ˢᵗ Century.
27ᵗʰ October 2017	College reopens and classes resume.
31ˢᵗ October 2017	Literary activities [Essay Writing] on the occasion of National Unity Day.
	November 2017
11ᵗʰ November 2017	Literary activities [Essay Writing] on the occasion of National Education Day.
2ⁿᵈ Week of November 2017	Libra Office enrolment [Spoken Tutorial] of B.A./B.Com.
16ᵗʰ November 2017	Campus Placement of "Concentrix"
23ʳᵈ November 2017	Cultural Unity Day
25ᵗʰ November 2017	Conservation Day
	December 2017
19ᵗʰ November 2015	College re-opens and classes to resume
23ʳᵈ November 2015	Cultural Unity Day
	December 2015
1ˢᵗ December 2015	Awareness Programme on the Occasion of world AIDS Day
1ˢᵗ Sunday of the	PTM of BCA Department

December 2017	
10th December 2017	Literary activity on the occasions of World Humans Rights Day
2nd& 3rd Week of December 2017	Campus Placement.
13th December 2017	Awareness rally on world Disability Day to be organized by Retractors.
	January 2018
12th January 2018	National Youth Day celebration on the occasion of Birthday Vivekananda.
20th January 2018	5th Annual function of Department of Creativity Guru Nanak Dev.
24th January 2018	2nd Guru Nanak Dev Lecturer series to be organized by the Department of English.
25th January 2018	Awareness activity on the occasion of national Voters Day to be organized by NSS – NSS and Vocational Department.
26th January 2018	Republic Day celebration and Prize distribution to the Students for their achievement in various field.
	February 2018
1st of February 2018	Classes to be continued.
2nd Week of February 2018	Parents-Teachers Meeting
	March 2018
28th February to 6th March 2018	Holiday for Holi Festival.
8th March 2018	International Women's Day Celebration.
2nd Week of March 2017	Classes to be continued.
	April 2018
7th April 208	World Health Day to be organized by NSS
11th April 2018	Road safety Campus

12th of April to 30th April 2018	Classes to be continued.

Note:

1. **Should it be necessary the College may have to post pound some of the classes on a few dates on account of University scheduled of various examinations.**

2. **This academic calendar has been prepared in conformity with University academic calendar any change in corporate [Mid-Session] by the university will be notified as a change is our academic calendar**

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	04[IGNOU]			
UG	07	None	01	03
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	04			03
Others				
Total	15		01	06

Interdisciplinary	03			
Innovative	01			

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

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

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

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

Please provide an analysis of the feedback in the Annexure

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

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

> The same system of admission introduced by the university in 2016-17 has been allowed to continue for the current academic session. The feedback of this change has been generally good and greater transparency has been achieved by the system.

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

> The FOSS centre inaugurated 2016 has performed well and provided support and training to many sister institution of higher learning in the District of Dhanbad.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
15	11	03	01	

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
11	13	03		01					

2.4 No. of Guest and Visiting faculty and Temporary faculty

| 00 | 02 | 21 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	60	
Presented papers	02	60	
Resource Persons	Nil	Nil	Nil

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

Spoken tutorial program of IIT Bombay has been made available to more numbers of students coming from different streams. The students are encourage to take the online test also so that certificate are awarded by IIT Bombay.

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

181

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

Bar coading and online Multiple choice question in some subject.

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

| 01 | 01 | 01 |

2.10 Average percentage of attendance of students

70%

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)	642	08	470	163	NIL	99.84%
EXAM	94		02	75	14	96.80%
B.A (H)	414		25	330	NIL	85.74%
B.A (G)	81			12	27	48.14%

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	07
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1+1+1+1+1 = 05
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
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	31	NIL		
Technical Staff	02			

Criterion – III

3. Research, Consultancy and Extension

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

The three computer laboratories of the college have been further up graded with establize power back-up and continued uninterrupted 4 MBPS inter net services. This is a facility for Research extended by college management. Some research journals and latest volums of books have been acquired in the college library.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

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

[   ]

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

ii) Without ISBN No. | |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		02			
Sponsoring agencies		By UGC By College			

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

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

3.14 No. of linkages created during this year | |

3.15 Total budget for research for current year in lakhs :

From Funding agency | | From Management of University/College | |

Total | |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
		02				

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

02

1. Dr Ranjana Das,   2. Dr Sanjay Prasad
1. Nita Kumari Singh   1. Maushmi
2. Abhishek Kr. Singh   2. Bibha Kumari

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	04	College forum	11		
NCC		NSS	18	Any other	09

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

The college have got several activities run by two units of NSS , NCC, Rotaract club, Red ribbon club. various leadership programme are run by college through these students bodies NSS of the college has organised one week special camp and several one day awareness programme in the college as well as in the adopted village [Dhokhra].

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				
Class rooms	32	05	RUSA	37
Laboratories	07			07
Seminar Halls	04			04
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Computerization of administration and 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	10,000	18,00,000		
Reference Books	5,000	6,00,000	2,000	4,00,000 appr.		
e-Books	100	Open source				
Journals	15		84	60,000 approx		
e-Journals	13	Open source				
Digital Database	20					
CD & Video	12 + 150					
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	90	03	4 Mbps	Broadband(wifi)	03	08	------	-------
Added								
Total								

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

Network all 90 PC Lab III Enhancing the internet speed to 4 Mbps , Attached with spoken tutorial program of IIT Bombay an imitative by MHRD, Govt of India.

4.6 Amount spent on maintenance in lakhs :

i) ICT   72020   BCA -15050 + General; 156970

ii) Campus Infrastructure and facilities   2,63,638

iii) Equipments   186,130   Generator [BWCCW]

iv) Others   9,84,610   Depreciation

Total :

Criterion – V
5. Student Support and Progression.

5.1 Contribution of IQAC in enhancing awareness about Student Support Services the functioning of

> The IQAC organized a national seminar on 11th & 12th October 2017. Many scholars and learned people came from various part of country to attend the seminar. The IQAC has closely monitored NSS, NCC & The Rotaract member of the college for the campaigning of "Swachha Bharat abhiyan" The NCC Cadets NSS volunteer and Rotaract have been kept is constant touch with the IQAC., Also the Rotaract club of the college has been motivated the IQAC to help physically & mentally challenge students of Jivan Jyoti School (A school for the Physically & mental challenge student.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3226			

(b) No. of students outside the state

| 10% |

(c) No. of international students

| Nil |

Men
No	%
1544	

Women
No	%
1682	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1495	301	120	1194	10	3120	1540	306	119	1256	5	3226

Demand ratio   Dropout %   5.7 %

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

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

No. of students beneficiaries | 15 |

5.5 No. of students qualified in these examinations

NET   [   ]   SET/SLET   [   ]   GATE   [   ]   CAT   [   ]

IAS/IPS etc   [   ]   State PSC   [   ]   UPSC   [   ]   Others   [   ]

5.6 Details of student counselling and career guidance

1.   Concentric – A software company

No. of students benefitted | 15 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Concentrix	65	15	

5.8 Details of gender sensitization programmes

The process of senistizaing students on gender issues is quite height on the list of priorities among our students activities .Workshop seminar organized by the IQAC, NCC, NSS & the Rotaract club for part of the continued process.

5.9 Students Activities

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

State/ University level   [   ]   National level   [   ]   International level   [   ]

No. of students participated in cultural events

State/ University level   [   ]   National level   [   ]   International level   [   ]

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

Sports : State/ University level [   ]   National level [   ]   International level [   ]

Cultural: State/ University level [   ]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	12½ % of the boys and granted student ship . All	
Financial support from government	E-kalyan	
Financial support from other sources	E-kalyan -13	
Number of students who received International/ National recognitions	Minority-170	

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 [01]   Seminar [Student Union]
                                                                    Our work computer by NSS
                                                              Major Grievances of students redressed.

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. During the last year this meeting has been held more than ten times as some new information was to be passed on to all members of the faculty regarding implementation of the CBCS system and its regulation.

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

6.3.1 Curriculum Development

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

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

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

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

The college tries to be fair and transparent in examination.

6.3.4 Research and Development

Some new research journals and latent volumes of books have been subscribe in the college.

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 both supportive and responsive to the personal problems of the teachers and staff.

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 on line admission process has been continued successfully.

6.4 Welfare schemes for

Teaching	√
Non-teaching	√
Students	√

6.5 Total corpus fund generated

NO

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				
Administrative		√		

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

For UG Programmes   Yes √   No ☐

For PG Programmes   Yes ☐   No ☐

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

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

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

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

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

> Computer training workshop programme has been conducted for office management and sartorial practice for the staff of the college. If necessary computer training is also givens to the staff.

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

> The programme of eco-friendly activities has been carried out throughout the year by the students, particularly the volunteer of NSS and NCC cadets.

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.

> As a new initiative on the recommendation of the IQAC, Guru Nanak Dev lecture series was started during the academic session 2017-18. The objectives of this initiatives is to invite scholars, academician's intellectuals of high repute from other university/colleges to deliver lecture before the teachers and the students of the college. Most of the teachers, students, research scholar related with the subject from across the colleges of Dhanbad are invited to attend. The first such lecture of the series was delivered by Dr. Gautam Sanyal, Department of Hindi, University of Burdhwan. Three more such lecturers are scheduled to be held during the current academic year.

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

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

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

> **Best Practices: 01**
>
> 1. **Title of the Practice:**
>
> A performance Enrichment programme for the budding talent in Arts and cultural activities: opening of the Department of Creativity:
>
> 2**. Goal:**
>
> As the title suggests the main objective is to improve the quality of the performance of the available talent in the field of Music, Dance, theatre events (one-Act Play, Skit, Mime and Mimicry), Fine Arts and Literary Activities (Debate, Elocution, Quiz etc.) so that quality becomes the defining feature in the above activities throughout their life. The idea is to provide such training and tools to the students as may chisel and polish their talent to create the quality brand needed by the society.

3. **The Context:**

About three years ago it was felt by the members of the Arts and culture society of the college in one of its meeting in July 2011 that the students of the college who have performed so consistently well at the University inter-college Youth Festivals need more attention and better training than just preparing them for a month or so by hiring some coaches from outside. In fact our college team has been either the Winner or the Runners up every year since 2009. Quite a few of our students are selected every year in the University team for participation at the higher level, i.e., in the Zonal inter university youth festival. Some of our students have won prizes even at the national level. Surely they deserved better, it was decided.

4. **The Context:**

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

5. **Evidence of Success:**

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

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

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

Best Practices : 02

1. Title of the Practice:

   Capacity building programme for students.

2. Goal:

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

3. **The Context:**

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

Teachers of the Department of English were given the responsibility to prepare the curriculum for the course of communicative English whereas the teachers of the Department of Commuter Science were entrusted with the job of curriculum design for the course of Computer Basics. It was decided to have these courses for six months duration. Finally the syllabus of both the courses was designed and the courses were started in September 2013.

4. The practice:

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

5. Evidence of Success:

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

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

7.4 Contribution to environmental awareness / protection

> Certain awareness programme including two week long camps were organised by the NSS volunteer of the college in the adopted village of the college. Apart from this one workshop was organised in the college for creating awareness on environmental issues.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [ ]

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

SWOC Analysis

Strength:

1. Sensitive and Supportive Management.

2. Capable and committed teachers.

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

4. Totally transparent system of admission.

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

6. Sufficient books, journals & reading materials

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

8. A functional IQAC

9. Remedial classes for weak students

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

11. Minimum percentage of dropout.

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

Weakness:

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

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

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

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

Opportunities:

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

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

3. Preparing our students for various competitive\examinations.
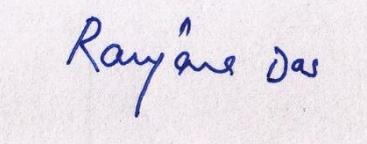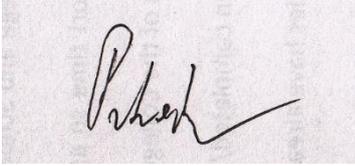
Challenges:

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

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

3. To make the institution more socially relevant.

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

> The project taken up by the Jharkhand State building corporation Ltd. Is nearing completion and is likely to be handed over to the college by June-end 2018. This will facilitate the college for having a (a) Conference Room, (b) the forth I.C.T. laboratory, (c) Three class rooms, (d) One Girls' Common Rooms and (e) Auditorium with the capacity of seating 600 persons

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

Ranjana Das	*P.Shekhar*

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

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