GURU NANAK COLLEGE
DHANBAD

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

SELF STUDY REPORT (SSR)

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.

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<u>PREFACE</u>

Preparing the NAAC report has been a humbling experience for the entire team working for it. In the process, some quality initiatives were also taken - the most important being the formation of IQAC. So far five meetings of the IQAC have been held, and each meeting has been of serious consequence. Since the college was to go for the first cycle of assessment and accreditation, some teething troubles were bound to occur as there is a serious lack of information and knowhow among the colleges of this part. I must say that it was a real team effort, preparing the self-Study Report. Every member of the faculty and the non-teaching staff has made commendable contribution, adding to the quality. Even the members of the college management were concerned all along and their support and co-operation was unqualified and generous. The President, the vice-President and the Secretary have gone through the major part of the SSR.

I am sure the co-ordinator of the Steering Committee must have taken a sigh of relief on completion of writing this report. She has put in long hours working on it with other members of the faculty, but I must admit that it was an enjoyable experience, and the college had much to gain in the process.

On behalf of the institution, I eagerly await the visit of the Peer Team in our College. As directed, five copies of the SSR along with a soft copy are being sent.

30.6.'14

(Purnendu Shekhar)

Principal

L.O.I Copy

x Gmail

P. Shekhar <pshekhargnc@gmail.com>

College TrackId
1 message

NAAC <admn@naac.gov.in>   Fri, Jun 20, 2014 at 5:13 PM
To: pshekhargnc@gmail.com
Cc: rceastneast@naac.gov.in

DEAR USER,

YOU HAVE SUCCESSFULLY SUBMITTED LOI.

INSTITUTION NAME :GURU NANAK COLLEGE DHANBAD
ADDRESS:BANK MORE DHANBAD
CITY :DHANBAD
STATE:JHARKHAND
PINCODE :826001
INSTITUTION EMAILID : pshekhargnc@gmail.com
YOUR INSTITUTION TRACKID IS :JHCOGN21891

PLEASE NOTE DOWN YOUR TRACK ID FOR FUTURE REFERENCE.
NAAC WILL REVERT TO YOU AT THE EARLIEST, IN NO CASE LATER THAN 40 DAYS.

----------------This is an auto generated mail and please do not reply to this mail. -----------------

EXECUTIVE SUMMARY

Guru Nanak College Dhanbad is a 43 years old Sikh Minority Degree College, established and managed by the Gurudwara Prabandhak Committee, Dhanbad. The college was started in 1970 to mark the fifth birth centenary of the great Guru after whom this college is named. True to the teachings and ideals of Guru Nanak, the college is committed to imparting quality education combined with value-based training and teaching to the young boys and girls so as to prepare them for the task of society building and nation building.

The college is a multi-faculty institution, affiliated to the Vinoba Bhave University Hazaribag. The college offers Ten Honours teaching programmes in the faculties of Humanities, Social Sciences, Commerce and in three-years professional courses, e.g, Bachelor in Computer Application and Bachelor in Journalism. Besides, the College also offers B.Ed. course, recognized by the N.C.T.E., of one-year duration. The college has tried to incorporate ICT to a great extent.

The college has earned the reputation of being one of the leading multidisciplinary institutions in the state which can be amply borne out by the performance of the students in   both academic and extra-curricular front at the University level.

The college was started with a clear vision that it would pursue excellence in all activities, and with the mission that it would train young men and women as such worthy citizens of the country as would carry the notions of social change by their enlightenment and skills. It is important for any centre of higher learning to know that the service to the nation lies in imparting quality education so that young men and women could be trained to be fearless leaders in various areas of activity including research. The college is committed to spreading the philosophy of Guru Nanak by initiating the young minds to value-based teaching, so that they could be morally and spiritually   sound.

The College has well qualified, competent and dedicated teachers. All members of the faculty are actively engaged in imparting quality teaching as well as in their own capacity building by participating in seminars, conferences etc., and by engaging them selves in genuine research.

The college aims at sensitising the students on socio-economic issues with emphasis on gender and human rights as well as environmental issues through extension activities and also by introducing the students to various co-curricular activities such as sports and games, cultural activities and literary activities etc., so that they can become liberal thinkers with democratic ideals.

As part of the capacity building programme, the College has started two add-on certificate courses namely (a) Certificate course in Communicative English (b) Certificate course in Computer Basics. These courses have made a positive impact making the students more confident and self-assured.

The college believes that graduating from the college should have the quality of mind and soul, knowledge and skill, so that students can contribute to the well-being of the society. Attaining such level is not possible just by imparting classroom teaching of the curriculum provided by the University. For this reason the students are given ample opportunities of interacting with the teachers by joining the programmes of the department of creativity and extension programmes taken up by a very active unit of NCC, and two units of NSS.

The college has adopted a village "Dhokhra", about 1.5 Kilometer from the Boys' wing. The volunteers of the two NSS units and the NCC cadets of the college take up various awareness programmes in that village. The result has been quite encouraging. The department of Creativity aims at grooming students in the field of co-curricular activities i.e., - Fine Arts, Music, Dance, Theatre events and literary activities. The impact of the functioning of this department can be easily felt in the college.

The College has a well-equipped library and computer laboratories. The college also has an internal mechanism to ensure quality. The IQAC has been formed in 2012 and the critical inputs coming out of the meetings of IQAC are of great help in improving the institutional quality. Our college has recently started to organize parent-teacher meetings as an annual feature, department-wise,for open discussion and to get honest feedback from the students and their parents.

The members of the faculty and the Principal are engaged in consultancy and extension work. The Principal has acted as a resource person during selection and recruitment of principals and teachers in many educational institutions. Even some of the faculty members are invited to act as subject experts in various interviews for selection of lecturers and school   teachers.

Preparing this Self-Study report has been an exercise in learning. It ia a team work and cannot be a single person's effort. It was impossible to complete this without the unqualified support and co-operation of the entire Guru Nanak college family. I received all kinds of support and co-operation from the President, the Vice-President, the Secretary and other members of the college management. All my colleagues – the teachers of the college and the members of the non-teaching staff, have contributed sincerely in various forms in completing this work.

I am grateful to the following persons in particular for their continuous help and hard

Work : Prof. Vinoti Trivedi (Joint Co-ordinator) Department of Education, Sri Muralidharan S. and Sri Sadhan Kr. Mishra, the members of the office staff of the Principal.

Finally I wish to thank the Principal of the college, Prof. P. Shekhar who reposed his trust in me while preparing this self-study Report. I am grateful to him for his constant support, encouragement and guidance.

With thanks.

Ranjana Das
30/6/2014

Ranjana Das

Co-ordinator,

Steering Committee, Self Study Report

SWOC Analysis

Strength:

➢ Sensitive and Supportive management.
➢ Capable and committed teachers
➢ Atmosphere conducive for teaching and other activities totally ragging free and free from any activity detrimental to academic pursuits.
➢ Totally transparent system of admission.
➢ Totally fair and transparent recruitment of teachers /staff
➢ Sufficient books, Journals and reading materials.
➢ Sensitization of students on social issues and gender issues through seminars/workshop/ and various extension activities
➢ IQAC has been formed for quality management
➢ Remedial classes for weak students.
➢ Has got a mechanism for seeking regular feedback from students/parents.
➢ Minimum percentage of dropout.
➢ Students achieving distinction are felicitated and awarded on 26th January every year – be it in academics or sports, NCC, NSS, or cultural activities

Weakness:

➢ Not having sufficient land for Hostel accommodation for students, for staff quarters and for playfields.
➢ Not having statutory freedom and authority to create more number of faculty positions.
➢ Not having statutory freedom and authority of generating funds by enhancing the tuition fee.
➢ Not being able to fill up vacancies of teachers for reason beyond control

Opportunities:

➢ Preparing our commerce graduates for job openings in financial institutions.
➢ Preparing our commerce students for Chatered Accountancy/ Cost Accountancy/ Company Secretaryship.
➢ Preparing our students for various competitive examinations.

Challenges:

➢ Introducing more job- oriented courses in the college.
➢ Initiating such measures as may help and develop the personality of students.
➢ To make the institution more socially relevant.

B. Profile of the Affiliated / Constituent College

1. **Name and address of the college :**

   Name : **Guru Nanak College**

   Address : **Guru Nanak College, Dhanbad**

   City : **Dhanbad**　　　　　　Pin : **826001**　　　　　State : **Jharkhand**

   Website : **www.gncollege.org**

2. | **For communication : - Guru Nanak College, Bank More, Dhanbad** |

   Designation

   - **Principal** - Prof. P. Shekhar
     Telephone with STD Code : 0326-2300994
     Mobile : 09431122152, Fax : 0326-2305070
     E-mail : pshekhargnc@gmail.com, principal@gncollege.org.
   - **Prof. In-charge** (Girls wing) - Prof. Debashish Bose
     Mobile : 09471334843, E-mail : dbosegnc@gmail.com
   - **Prof. In-charge** (Boys wing) - Dr. Gopal Kumar Sandilya
     Mobile : 09431375258
   - **Steering committee (Co-ordinator)** - Dr. Ranjana Das
     Mobile : 09431188813, E-mail : ranjanalaldas@gmail.com

3. **Status of the of Institution :**
   Affiliated College　　　　　　　　　　　　　　　　　　　✓
   Constituent College
   Any other (specify)

4. **Type of Institution :**
   a. By Gender
   　i) For Men
   　ii) For Women
   　iii) Co-education　✓
   b. By shift
   　i) Regular　✓
   　ii) Day
   　iii) Evening

5. **is it a recognized minority institution?**
   　Yes　　　　　　　　　　　　　　　　　　　　　　　　　✓
   　No　　　　　　　　　　　　　✓
   If yes specify the minority status (Religious / linguistic / any other) and provide
   documentary evidence.　　| It is a Sikh minority college |

6.   Source of funding :

Government

Grant-in-aid

Self financing

Any other

✓

7.   a. Date of establishment of the college : 25.11.1970 (dd/mm/yyyy)

b. University to which the college is affiliated / or which governs the college (if it is a constituent college) | VINOBA BHAVE UNIVERSITY, HAZARIBAGH |

c. Details of UGC recognition :

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	10-01-1990	
ii. 12 (B)	10-01-1990	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition / approval by statutory / regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section / clause	Recognition/Approval details Institution/Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	NCTE (B.Ed.)	11-11-2005	Permanent	
ii.				
iii.				
iv.				

(Enclose the recognition / approval letter)

8.   Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ✓   No ☐

If yes, has the College applied for availing the automous status?

Yes ☐   No ✓

9.   Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐   No ✓

If Yes, date of recognition : .... (dd/mm/yyyy)?

b.   for its performance by any other governmental agency?

Yes ☐   No ☐

If yes, Name of the agency................. and

Date of recognition : .... (dd/mm/yyyy)

10. Location of the campus and area in sq. mts.

Location*	Urban
Campus area in sq. mts.	17000 sq.mtr. approx
Built up area in sq. mts.	5800 sq.mtr. approx

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

Auditorium ☐ / Seminar ☑ Complex with Infrastructural facilities

- Sports facilities
  - Play ground   ☑
  - Swimming pool   ☐
  - Gymnasium   ☐
- Hostel
  - Boy's hostel
    - i) Number of hostels   ☐
    - ii) Number of inmates   ☐
    - iii) Facilities (mention available facilities) ☐
  - Girl's hostel
    - i) Number of hostels   ☐
    - ii) Number of inmates   ☐
    - iii) Facilities (mention available facilities) ☐
  - Woking women's hostel
    - i) Number of hostel   ☐
    - ii) Facilities (mention available facilities) ☐
  - Residential facilities for teaching and non-teacing staff (give numbers available - cadre wise) ☐
  - Cafeteria - ☑
  - Health centre ☑

First, Inpatient, Outpatient, Emergency care facility, Ambulance............

Health centre staff -

Qualified doctor	Full time	☐	Part-time	✓

Qualified Nurse	Full time	☐	Part-time	X

Facilities like banking, post office, book shops.	X
Transport facilities to center to the needs of students and staff	X
Animal house	X
Biological waste disposal	✓
Generator or other facility for management/regulation of electricity and voltage	✓
Solid waste management facility	X
Waste water management	✓
Water harvesting (Boys wing)	✓

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned /approved student strength	No. of students admitted
	Under-Graduate	Arts & Commerce	TYDC 3 years	Intermedi-ate/+2	English & Hindi	There is no such limit as sanctioned students strength in the Arts/ Commerce stream fixed by the affiliating university. But the college has got an admission policy in place. In Arts stream, 60 (sixty) seats has been fixed in each Honours subject i.e. English, Hindi, Economics, History, Pol. Sc. in both wings Similarly in commerce stream, 350 (three hundred fifty) seats has been fixed in Accountancy Hounours in both the wings of the college. In BCA and B.J. (the two self finance course) the university has sanctioned /approved 60 (sixty) seats in each. In B.Ed. (self financed), 100 (on hundred seats has been sanctioned/approved.)	B.A(H) : 1227 B.A(G) : 205 B.Com(H) : 1603 B.Com(G) : 293 BCA : 084 BJ : 007 _____ Total : 3419
	Certificate Course	Computer Sc. & Communi--cation English	6 months 72 (class)	Inter/+2	English	60	$\frac{16}{15}$
	Any Other (specify and provide details)	Programmes activated by IGNOU					

13. Does the college offer self-financed Programmes?

Yes [✓]   No [ ]

If yes, how many? [03   ]

14. New programmes introduced in the college during the last five years if any?

| Yes | ✓ | No | Number | 02 |

15. List the departments : (respond it applicable only and do not list facilities like Library, Physical Education as department, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science			
Arts	06		
Commerce	01		
Any Other not covered above	B.Ed BCA BJ		

16. Number of Programmes offered under (Programme means a degree course like BA, B.Sc., MA, M.Com...)

a. annual system   [✓]

b. semester system   [ ]

c. trimester system   [ ]

17. Number of Programmes with

a. Choice Based Credit System   [ ]

b. Inter/ Multidisciplinary Approach   [ ]

c. Any other (specify and provide details) [ ]

18. Does the college offer UG and / or PG programmes in Teacher Education?

Yes [✓]   No [ ]

If Yes,

a. Year of Introduction of the programme(s) 11.11.2005 (dd/mm/yyyy) and number of batches that completed the programme | 08 |

b. NCTE recognition details (if applicable)

Notification No.: APE00429.60.6.6/97 - 105

Date : 6.9.2005 (dd/mm/yyyy)

Validity : Permanent

c. Is the instruction opting for assessment and accreditation of Teacher Education Programme separately?

Yes | ✓ | No | |

19. Does the college offer UG or PG programme in Physical Education?

Yes | | No | ✓ |

If yes,

a. Year of Introduction of the programme(s) .... (dd/mm/yyyy)

and number of batches that completed the programme | |

b. NCTE recognition details (if applicable)

Notification No.: ....

Date................................ (dd/mm/yyyy)

Validity :.............................

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes | ✓ | No | |

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teahcing staff		Technical staff	
	Professor		Professor Associate		Professor Assistant					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC/ University/ State Government *Recruited*			03		14	06	26	06	02	
Yet to recruit										

Sanctioned by the Management/ society or other authorized bodies *Recruited*					13	15				
Yet to recruit										

*M-Male *F-Female

21. Qualifications of the teaching staff :

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D			01		02	03	06
M.Phil.							
PG			01		16	06	23
Temporary teachers							
Ph.D							
M.Phil.							
PG							
Part-time teachers							
Ph.D					03	06	09
M.Phil.							
PG					12	16	28

22. Number of Visiting Faculty / Guest Faculty engaged with the College : 04

23. Furnish the number of the students admitted to the college during the last four academic years

Categories	2011		2011-12		2012-13		2013-14	
	Years 1		Years 2		Years 3		Years 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	193	135	129	135	128	136	142	155
ST	89	56	81	92	88	107	88	117
OBC	486	400	475	442	445	523	467	487
General	1081	947	767	921	657	812	806	985
Others								

24. Details on students enrollment in the college during the current academic year :

Type of students	UG	PG	M.Phil.	Ph.D	Total
Students from the same state where the college is located	3419	-	-	-	3419
Students from other states of India					
NRI students					
Foriegn students					
Total					

25. Dropout rate in UG and PG (average of the last two batches)

2011-12

	Student admitted	Exam appeared	Deppt.
B.A. (H)	407	394	13
B.A. (G)	139	114	25
B.Com (H)	523	519	04
B.Com. (G)	197	170	27

2012-13

	Student admitted	Exam appeared	Deppt.
B.A. (H)	512	489	23
B.A. (G)	130	106	24
B.Com (H)	735	698	37
B.Com. (G)	144	120	24

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component   Rs. 9540

(b) excluding the salary component   Rs. 3650

27. Does the college offer any programme /s in distance education mode (DEP)?

Yes ✓   No ☐

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes ✓   No ☐

b) Name of the University which has granted such registration.

IGNOU

c) Number of Programmes offered

d) Programmes carry the recognition of the Distance Education Council

Yes ✓   No ☐

28. Provide Teacher-student ratio for each of the programme / course offered?

B.A.   -   1:60   BCA - 1:9

B.Com -   1:240   BJ - 1:2   B.Ed. - 1:17

29. Is the college applying for

Accreditation :   Cycle 1 ✓   Cycle 2 ☐   Cycle 3 ☐   Cycle 4 ☐

Re-Assessment :

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accureditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3 and Cycle 4 and re-assessment only)

Cycle 1 :.......................... (dd/mm/yyyy) Accreditation Outcome / Result.........

Cycle 2 :.......................... (dd/mm/yyyy) Accreditation Outcome / Result.........

Cycle 3 :.......................... (dd/mm/yyyy) Accreditation Outcome / Result.........

* Kindly enclose copy of accreditation certificate (s) and peer team report (s) as an annexure.

31. Number of working days during the last academic year. No of Holidays - 118 (2012)

   | 195 |

32. **Number of teaching days during the last academic year**

   (Teaching days means days on which lectures were engaged the examination days)

   | 150 |

33. **Date of establishment of Internal Quality Assurance Cell (IQAC).**

   IQAC. 30.11.2012 (dd/mm/yyyy)

34. **Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC**

   AQAR (i).................................... (dd/mm/yyyy)

   AQAR (ii)................................... (dd/mm/yyyy)

   AQAR (iii)................................... (dd/mm/yyyy)

   AQAR (iv)................................... (dd/mm/yyyy)

35. **Any other relevent data (not covered above) the college would like to include. (Do not include explanatory / descriptive information)**

CRITERION – 1

1.1   Curriculum Planning and Implementation

1.1.1 State the vision, mission and objective of the Institution and describe how these are communicated to the students, teachers, staff and other stakeholder.

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

- 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.

- 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.

- 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.

- 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.

- The College aims at making use of ICT aided teaching so that the students can be given exposure to the latest advancement in technology.

Goals

- The College is guided by the philosophy of Guru Nanak in setting goals :

- To impart value-based teaching.
- To encourage a dialogue among various schools of thought, faith and culture.
- To encourage care and concern for the less privileged.
- To concentrate on overall development of the individuals in order to promote development of the society.

Objectives

- To impart quality education with high moral standards.
- To provide equal opportunities to students of all sections of the society.
- To introduce the latest technology in teaching programmes.
- To provide conducive environment for creativity and cultural activities.
- To provide equal opportunities to both genders.
- To help develop the skills of students so as to make them more employable.

The Objectives and Goals are made known to the students and other stakeholders through:

- College Website
- Prospectus/Brochure
- Alumni Association
- Meeting with students and parents
- Display in the College campus

1.1.2 How does the Institution develop and deploy action plan for effective implementation of the curriculum? Give details of the process and substantiate through specific(S)

The college offers the following academic programmes at UG level:

Government Aided Course
UG Course

Arts Stream

B.A. [Hons.] course offered in the following subjects-

1. English
2. Hindi
3. Economics
4. Political Science
5. History

6. Psychology

Commerce Stream

B.Com [Hons] offered by the college with specialization in Accountancy.

Self-Financing Course/ Vocational Course

UG Level

B.Sc. [H] / B.Com[H] /Education

1. Computer Science [TYDC]

2. Journalism & Mass Communication[TYDC]

3. Bachelor in Education[One year duration course]

ADD- ON Course

1. Certificate Course in Computer Science

2. Certificate Course in Communicative English

3. Certificate Course in Creativity for Music, Dance, Fine Arts, and Theatre items.

The college follows the curriculum designed by the Vinoba Bhave University,Hazaribag with which the college is affiliated. The curriculum of each subject is designed/revised and redesigned from time to time by the University.

The college prepares an academic calendar for effective implementation of the curriculum provided by the university. While preparing the calendar, a meeting of staff council is convened and teachers are requested to prepare their work-schedule in such a way that courses of studies are covered before the end of the session.

Also, they are encouraged to organise feedback classes / interactive classes / surprise tests / seminars to ensure that the students get the maximum benefit of their teaching, and doubts of the students are cleared at each stage.

Every three months, a meeting of the staff council is convened by the Principal for collecting regular updates / feedback regarding the effective implementation of curriculum by the teachers.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/ or institution) for effectively translating the curriculum and improving teaching practices?

a) The teachers are encouraged to attend seminar/ conferences/ workshop/ orientation course/ refresher course organised by various institutions so as to be in touch with the latest: both the content and the form.

b)   The teachers are encouraged to organise seminars / workshop in the college for which the college tries to provide financial support and other kinds of support.

c)   The teachers are encouraged to attend UGC sponsored orientation courses and UGC sponsored refresher courses organised by the academic staff colleges of various universities for acquiring the latest updates in knowledge and skills for effectively implementing the curriculum and for improving the teaching practices.

d)   Also .the teachers are encouraged to learn and practice the use / application of educational technology particularly computer skills so as to impart the teaching with modern techniques.

The number of teachers being very few, only one or at times two teachers are allowed at a time for the above three week / four week courses. The teachers are given duty leave for participating in the above programmes at various places.

As for attending seminars / conferences etc. they are provided T.A / D.A also as per admissible rules.

1.1.4   Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The college tries to participate in curriculum design / revision in its own humble way. The teachers of the college collect the feedback from the students and discuss the curriculum at regular interval among them.

They, if it is felt necessary, send their suggestion to the registrar of the University for Consideration by the Board of Studies while designing / redesigning / revising the curriculum.

1)   This has been done in many cases by the college. The curriculum of two vocational / self-financed courses B.C.A and B.J have been prepared in this college and finally adopted by the academic council of the university. The Board of Studies was constituted by the university and the Principal of this college was assigned the responsibility for organising meeting of the Board of Studies for designing the curriculum of the above courses.

2)   The set of regulations for running the self-financed courses of the university

was prepared by a committee in which the Principal of this college was also a member. The regulations so prepared was adopted by the Academic Council and other bodies of the university and was adopted by the Chancellor of the Universities of Jharkhand.

3)   Even while revising B.Ed. curriculum in 2007, the principal of this college was included as a member of the Board of Studies by the V.B. University. The curriculum was revised and a set of regulations was prepared by the Board of Studies. The meeting of the Board of Studies was held in this college itself..

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum.

- Many of our students of Commerce [AccountancyHons]are taken as Interns at various firms of Chartered Accountants and Cost Accountants to work during their spare time. This is also with a view to orienting them for a career in Chartered/ Cost accountancy.

- The students of B.J. programme are taken as Interns in Editorial offices of various newspapers. They are also taken to various functions, meetings and seminars for preparing reports as interns.

- The third year B.C.A. students – seventeen [17] of them, underwent on the job training for four weeks at B.S.N.L. Dhanbad.

- Two members of the faculty Dr. D. Ramesh and Prof. Arup Paul from the Indian School of Mines, Dhanbad were invited as guest lecturers to make a presentation on "Information on Network security " before the students of B.C.A.

- One senior faculty member Dr A. P. Burnwal was invited from G.G.P.S Engineering College Chas for making a presentation on "Informationon Network security "before the students of B.C.A.

- Students of B.C.A. have successfully carried out a market survey on Automobile [Mahindra, and Reliable unit 1&2] and have submitted project report.

- Students of our B.Ed. Programme are sent to various schools for training as interns for forty days.

- Students of our B.Ed. programme carry out various survey which provide very useful inputs on the well-being of the society.

  In this manner, the college tries to interact with the society and ensure effective operationalisation of the curriculum.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/ departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided specific suggestions etc.

The college has tried to make some humble contribution by way of development of the Curriculum of the University which are as follows:

1.   The Principal of this college was a member of the Board of Studies for Vocational self-financed courses i.e., BCA and BJ [Regulation and Syllabus].

2.   The University regulations for running self-finance vocational courses was prepared by a committee of two persons of which the Principal of this College was also a member. The same set of regulations was adopted by the Academic Council and other bodies of the University and was approved by the Chancellor of the University.

3.   The B.Ed. syllabus and set of regulations was revised in 2007 by the University. The Principal of our college was included as a member of the Board of Studies. The meeting of the Board of Studies was held in our college itself..

4.   The Principal of this college was also a member of the Board of Studies for English Literature [PG & B.A.H) syllabus framing..

5.   Dr.Sanjay Prasad (HOD, Economics Department & Co-ordinator BCA)assisted for the vocational self-financed course for BCA [Regulation and Syllabus].

6.   Prof.Prabhat Kumar (Department of English) assisted for the vocational self-financed course for the BJ [Regulation and Syllabus].

1.1.7   Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Apart from the inputs given in the curriculum design of the university; the college has got developed the curriculum of the following certificate courses (add on courses) introduced by the college:

1)   C.I.C; CERTIFICATE COURSE IN COMPUTING; developed and designed by the teachers of the department of computer science namely Prof. PushpaTiwary, Prof. UdaySinha,Prof. Ramesh Sharma, Prof. AmardeepGorai

2)   C.I.E.; CERTIFICATE COURSE IN COMMUNICATIVE ENGLISH; developed and designed by the teachers of the department of English namely Prof. Amarjit Singh, Prof PrabhatKumar,Prof. Dipak Kumar.

3)   CERTIFICATE COURSE IN CREATIVITY; developed and designed under the leadership of the co-ordinator, Dr Ranjana Das department of creativity of our college.

1.1.8   How does the institution analyse/ensure that the stated objectives of the curriculum are achieved in the course of implementation?

1)   The College has designed a feedback system: The feedback form has been created, and is circulated among the students for their honest inputs

2)   The feedback is collected from the teachers as well at the end of the session; and they are encouraged to make honest analysis if the stated objectives of the curriculum are achieved.

3)   And finally, a separate kind of feedback form has been created to collect the views of the parents / guardians, when they are invited to attend the Teacher-Parent meetings.

After making an overall analysis of the feedback so gathered, a meeting of the Staff Council is held to devise such mechanism as may help a more effective implementation of the curriculum.

1.2   Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

Keeping in view the Goals and objectives specified by the college at 1.1.1, the College has taken the following initiatives by offering certificate / skill development courses. The three certificate courses as mentioned at 1.1.7 has been offered by the college.

In fact, it was recommended in one of the meetings of the I.Q.A.C. that certificate courses in a) Communicative English and b) Computing be designed for making our students of all steams more employable. It was felt that even the students who were quite proficient at studies were not able to clear interviews. The two courses have been designed to be completed within six months' time and initial reports are quite encouraging.

- A certificate course has been started in C.I.E (communicative English), so as to develop the skills of the students to make them more employable.

- A certificate course has been started in computer with a view to providing basic information and skill to the students.

- A certificate course has been started in creativity for providing conducive environment to the students for expression of their talent in Music, Fine Arts, Dance and Literary activities.

- The college has got two active units of NSS, which make opportunities available to the students in acquiring skills of social service [socially useful work] through extension activities which are carried throughout the year in accordance with the annual calendar of the NSS.Initiatives are taken to impart quality education with high moral standards.

- The college carries out extension activities by a very active unit of NCC. Emphasis is given to such training which can inculcate the quality of selflessness and leadership among the students.

1.2.2 Does the institution offer programmes that facilitate twinning/ dual degree? If 'yes', give details.

The college being an affiliated unit of Vinoba Bhave University, Hazaribag has to implement only such programmes that are part of the University curriculum. There are no such provisions for facilitating twinning programmes leading to dual degree in the University curriculum.

The college however does take the initiative of advising/ counselling the students to carry out some certificate/ diploma course of IGNOU along with the degree programmes offered by the college as per the affiliating University curriculum.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

- **Range of Core/ Elective options offered by the university and those opted by the college**
- **Choice Based Credit System and range of subject options.**
- **Courses offered in modular form.**
- **Credit transfer and accumulation facility**
- **Lateral and vertical mobility within and across programmes and courses.**
- **Enrichment courses**

The college does not have any such academic flexibility.

Only for 'Enrichment programme', the college has created:

Department of Creativity – The College has started the Department of Creativity with a view towards making all round development of students of the college. The Department of Creativity aims at grooming students in the field of co-curricular activities i.e., literary activities, fine arts, music, dance, theatre, etc. thereby also imparting value-based education to them.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list

them and indicate how they differ from other programmes, with reference to admission curriculum, fee structure, teacher qualification, salary etc.

Yes, we have three self-financed programmes, namely BCA, B.J. and B.Ed.

Admission :

BCA   -   On the basis of Entrance test.

BJ   -   On the basis of Entrance test.

B.Ed.   -   On the basis of the Merit list prepared in accordance with the norms provided by the University./Govt. of Jharkhand.

Curriculum

BCA/ BJ -   Framed in accordance with the university regulations by a Board of Studies nominated by the university.

B.Ed.   -   According to VBU/NCTE norms.

Fee Structure

BCA   -   24,751 per annum

BJ   -   18,751 per annum

B.Ed.   -   50,751 per annum

Qualification of Teachers

BCA/ BJ   -   According to University norms

B.Ed.   -   According to University norms/ N.C.T.E norms.

Salary

BCA/BJ   -   Teachers are being paid a consolidated salary of Rs16,000/per month, which may be revised w.e.f the next academic session.

B.Ed.   -   Teachers are paid in the 5th pay scale with all admissible allowances. Their salary may be revised in the near future.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and beneficiaries.

No, the college does not offer any programme other than the three mentioned in the above column, i.e,

a)   Certificate course in Communicative English [C.I.E]

b)   Certificate course in Computer Science [C.I.C.]

c)   Department of Creativity

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/ combination of their choice? If 'yes', how does the institution take advantage of such provision for the benefit of students?

There is no such provision so far.

1.3   Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The college has introduced the three certificate course as mentioned in columns above in order to supplement the curriculum prescribed by the university.

Also the college tries to help the slow learners and the weak students by providing sufficient number of remedial classes.

1.3.2 What are the efforts made by the institution to modify, enrich and organise the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market

It was only with a view to preparing our students to cater to the needs of the dynamic employment market that certificate courses in a) Communicative English and b) in computing have been designed and offered in the college. The college proposes to review the performance of the above courses every year and to make these courses more

effective. It is felt that these courses will go a long way in making our students more confident and employment friendly.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

(a)   The college organises at least ten (10) seminars in a year on various relevant subjects

(b)   Debates, Elocutions and Extempore speeches are also organised periodically to sensitize students on the above issues.

(c)   ICT – Information and Communication Technology is used in BCA/ B.J/ B.Ed.

Even in B.A/B.com courses, teachers are being encouraged to use I.C.T. in their teaching.

1.3.4 What are the various value-added courses/ enrichment programmes offered to ensure holistic development of students?

§ **Moral and ethical values**

§ **Employability and life skills**

§ **Better career options**

§ **Community orientation**

The college organises various enrichment programmes for holistic development of the students. These programmes are encouraged and organized through various activities of the Department of Creativity, NSS and NCC

The extension programme carried out by the students includes subjects such as environment awareness programme, highlighting the issue of Waterconservation , plantation, the problem caused by polythene bags, health and hygiene issues, leadership programmes etc.

Even seminars/ Nukkad dramas are organised so that the students can imbibe these ideas more effectively.

Also the students are actively engaged in organising functions / seminars, exposure to which acts as an enrichment programme.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

We have collected feedback from students and their parents in as many as ten sessions: Parent-Teacher meetings have been made a compulsory component of our teaching programme. Every department organises a Parent-Teacher meeting.

The meetings are organised on Sundays only, so that most of the parents could find time to come and attend. So far the response has been quite encouraging.

Feedback is taken from parents and students separately. As a result of the feedback received from them it has been decided that the college library will be stacked with the latest books and journals. Moreover, it was also decided that remedial classes will also be conducted for certain subjects in which the students are facing difficulties.

The remedial classes have already been started for Physics and Mathematics. The college also tries to discuss the issue periodically with all stakeholders so that necessary changes, if required in the curriculum can be sent by way of suggestions to the University for inclusion in the agenda of the meeting of the Board of Studies.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

A meeting is held at the end of the year by the senior Professors, Co-ordinators of various courses and the Principal.

Monitoring of enrichment programmes is done on the basis of the. evaluation of the quality of programme which is assessed by:

♦ Performance of the students in different activities.

♦ Feedback by the students and teachers.

♦ Examination result.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

Entire curriculum has been designed by the University but from time to time

we take feedback from our students and teachers for proper suggestions. Final suggestions are sent to the Registrar of the University. In this way some value addition can be done in the curriculum. Our inputs and suggestions are sent to the authority for being included in the agenda of the Board of Studies of various subjects..

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/ new programmes?

The college has framed feedback questionnaire on curriculum. These are filled by the students and other stakeholders and the conclusion is derived based on this feedback. It is sent to the Registrar by way of suggestions.

1.4.3 How many new programmes/ courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/ programmes?

During the last four years, the college has introduced the following programmes:

♦ In the year 2011, two new vocational courses i.e., BCA and BJ were introduced by the college.

♦ Two Add-On courses were also introduced, namely:

　　▣ Certificate course in Computer Science

　　▣ Certificate course in Communicative English

By introducing the above courses, the college aims at providing such teaching and tools to the students as may help them develop their entrepreneurship skills and they may become more employment friendly.

CRITERION II

Teaching – Learning and Evaluation Process

2.1.1. How does the college ensure publicity and transparency in the admission process?

The college ensures wide publicity in the admission process through

- Active website
- The Annual Prospectus
- News in local/ regional dailies
- College noticeboard

Transparency in the admission process is ensured by preparing the merit list strictly on the basis of marks obtained in the qualifying examination, and by displaying the form numbers and names of selected candidates with their percentage of marks obtained in the qualifying examination on the college website and also on the college notice board.

2.1.2. Explain in detail the criteria adopted and process of admission [Ex. (1) merit (2) common admission test conducted by state agencies and national agencies (3) combination of merit and entrance test or merit, entrance test and interview (4) any other to various programmes of the institution

a)   Forthe regular courses of the college i.e. B.A / B.Com (Hons. /Gen.) classes, the merit list is prepared on the basis of the marks obtained in the qualifying examination. 90% of the seats are filled up on the basis of the merit list so prepared.10% seats are filled up on the recommendation of the college management, made on the basis of various criteria e.g. Sports / cultural activities / Physical disabilities

b)   As for admission to vocational courses such as BCA (Bachelor of computer application) andBJ (Bachelor of journalism),entrance test is conducted by the college in accordance with the university regulation for admission to

vocational courses, which is of objective type. Question paper booklet and OMR seats are provided to the candidates. After evaluation, a merit list is prepared on the college notice board as well as on the college website.

c)   As for admission to B.Ed. course, the college prepares a merit list strictly in accordance with the norms and guidelines provided by the university / Govt. of Jharkhand. No deviation is made from the norms/ roster provided for admission to B.Ed.

2.1.3. Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city / districts.

Chart indicating Minimum and Maximum Percentage of Marks for Admission at Entry Level, Course wise and Subject wise:

Course	Subject	Maximum%	Minimum%	Marks obtained in Entrance Test
B.A. Hons	Economics	77.00	45.00	N.A.
	English	81.00	45.00	
	HIndi	72.20	45.00	
	History	86.00	46.00	
	Political Science	70.00	50.00	
	Psychology	56.00	45.00	
B.Com Hons	Accountancy	95.80	45.00	
B.C.A. Hons	Computer Sc.			Students have been admitted on the basis of an Entrance exam.
B.J. Hons	Journalism			Students have been admitted on the basis of an Entrance exam.
B.A. General	Pass Course	50.00	45.00	N.A.
B.Com General	Pass Course	65.00	45.00	N.A.

2.1.4. Is there a mechanism in the Institution to review the admission process and student profiles annually? If yes what is the outcome of such an effort and how has it contributed to the improvement of the process?

Every year after theadmission process is over, a post admission review is carried out first by the admission committee members and then by all the teachers in the meeting of the Staff council. Suggestions /new proposals are discussed at length. If it is felt necessary, the suggestions are forwarded to the college governing council by the principal.

The college management, after considering all pros and cons, decides if the suggestions should be included in the process of admission. There are only two yardsticks for such decision (1) one if the suggestion would make the process more transparent, (2) if the suggestion could be enforced effectively without making the process cumbersome.

Over the years, the system has got better because of this exercise. For future, it is being considered to conduct entrance examination for admission to regular courses also.

2.1.5. Reflecting on the strategies adopted to increase /improve access for following categories of students, enumerate on how the admission policy of the Institution and its student profiles demonstrate/ reflect the National commitment to diversity and inclusion

- **ST/ SC**
- **OBC**
- **Women**
- **Differently Abled**
- **Economically Weaker Sections**
- **Minority Community**
- **Any other**

The College management has been very sensitive about its socio-academic responsibility, which can be amply borne out by two facts: 1) When it became difficult for the college to grow and expand its activities, another campus (now known as the Boys' wing campus)was created in an area of 2.32 acres in Bhuda,four kilometers away from the city campus. While choosing the site for its new campus what weighed uppermost in the mind of the college management was that the college should serve the

interest of the less privileged people of the society- people from the socially and economically weaker sections. The Boys wing campus is surroundedby the villages inhabited   mostly by the people coming from S.T, O.B.C.and S.C categories.2) Again after getting it surveyed thoroughly, a women's wing of the college was started in the old campus of the college with a view to empowering the girls of the minority community. At present more than forty percent of the girls enrolled in the women's wing are from a minority community. The change that has occurred on account of educating these girls is unmistakable, and highly satisfying.

Even otherwise, the college maintains that representation be given to the following categories at the time of admission, e.g.

- ST   26%
- SC   10%
- OBC   14%
- Differently Abled 3% as per the policy of the Government of Jharkhand.

➢   The college does not practice any discrimination on the basis of gender; and equal opportunities are given to both genders. In fact, more than 50% students admitted to the college are girls.

➢   Also, No tuition fees is taken from the girl students, which is in accordance with the decision of the Govt. of Jharkhand.

● Economically Weaker Section

➢   For the students belonging to the economically weaker sections of the society the college has the scheme of free-studentship 12 ½% of the total students are awarded free-studentship, which is decided by a committee consisting of

a)   The Principal

b)   Two senior teachers of the college.

c)   A member of the college management.

The award of free-studentship is done in a transparent manner, and posted on the college noticeboard.

Besides, the students from the minority community are paid by the Govt.

of Jharkhand which is towards reimbursement of tuition fee and other expenses.

A chart is being given below to reveal as to what amount was claimed from the govt. of Jharkhand and was made available to the students of the minority community coming from economically weak background:

Financial Year	Amount received and disbursed
2010-11	Rs. 34,892.00
2011-12	Rs. 75,530.00
2012-13	Rs. 1,96,624.00
2013-14	Rs. 60,222.00

2.1.6 Provide the following details for various programmes offered by the institution during the last years and comment on the trends i.e., reasons for increase/decrease and action initiated for improvement.

Programmes	Number of Application	Number of Student Admitted	Demand Ratio
UG			
1. B.Com (H)	845	687	845:687
2. B.Com (G)	120	100	120:100
3. B.A. (H)	642	502	642:502
4. B.A. (G)	95	95	95:95
Certificate			
1. CIC	15	15	15:15
2. CIE	15	15	15:15
Any Other			
1. B.C.A. (H)	73	35	73:35
2. B.J. (H)	07	00	07:.00
3. B.Ed.	508	100	508:100

There has been an increase in the number of applications in almost all the courses – except in the three years Degree Course in Journalism (B.J). This trend of increase in the number is noticed more in the Women's wing of the College.

In particular, there is a huge rush for admission to B.Com Accountancy Hons course. It appears that commerce has become very popular with the girls of Dhanbad lately. Our college has earned the reputation of being a very good one for Commerce teaching. Every year there are three to four students placed in the top ten of the merit list of the University. And quite a few of our students qualify in the foundation course of the

Chartered Accountancy.

There has been an increase in the number of applications even in History Hons Course and Political Science Hons course as well, again the main reason being good result of our students at the University examinations.

The Bachelor of Journalism (T.Y.D.C.) is the only exception, which has somehow failed to register with the students, parents and the society at large.

2.2.1. How does the institution cater to the needs of the differently-abled students and ensure adherence to government policies in this regard?

- Students are given due consideration in the admission process which is 3% as per the policy of the Government of Jharkhand.

- 3% seats are filled up by differently abled students coming from all categories, as per the policy of the Govt. of Jharkhand.

- Differently abled students are provided other facilities, e.g., 1) Ramp and 2) their classes are organized on the ground floor.

2.2.2. Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Before the commencement of the academic programme every year, orientation programmes are organized department-wise to inform the students about the curriculum, examination pattern, general discipline and dress code etc. classes are generally interactive in nature – their needs and cognitive skill are assessed through interaction during the classes.

2.2.3. What are the strategies drawn and developed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/ Remedial/ Add-on/ Enrichment Courses, etc.)

Students who are found to be weak in certain areas in their subjects are given extra attention by means of remedial classes such as in Mathematics and Physics for BCA students, Language skills for BJ students etc. Students coming from the rural community face difficulties on account of their weakness in communicative skill in English language. Many students come from schools where teaching is imparted in vernacular medium.

Remedial Classes

- The College has started a certificate course in teaching Communicative English exclusively for such students so as to make them proficient in English language.

- Remedial classes are conducted in Physics and Mathematics for those students who join the BCA course from Arts and Commerce background. This has been organised on the basis of the feedback collected from the students and their parents during P.T.M.

- Special coaching classes are conducted during holiday and vacations for slow learners.

- The faculties are encouraged to provide personal guidance and help to weak students at all times so that they are helped to overcome their problems.

- Even Bilingual method of teaching is adopted in order to make the students understand the course content in a better way.

- Bridge Course - The College attempts to bridge the gap between the students of rural and urban background [The disadvantaged and the advantaged category] through the following measures :

1. Personal counseling and guidance by teachers.
2. Tutorial classes/ Remedial classes in certain subjects.

2.2.4. How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The college sensitizes its staff and students on such issues as gender, inclusion, environment etc.

a) By organizing Seminar, Debates, Essay Competition etc. on such subject.

b)   By organizing various cultural activities on these themes

c)   By extension work taken up by the N.C.C. and N.S.S. under the guidance of teachers.

2.2.5. How does the institution identify and respond to special educational/ learning needs of advanced learners?

The advanced learners are identified on the basis of their performance and interaction in the class. They are helped by the teachers in the form of special guidance in the tutorial programmes, seminars etc. Also, they are provided with the opportunity to compete and participate at various advanced levels.

They are encouraged to take add-on courses – certificate courses offered by IGNOU of which the college has got a Study Centre.

2.2.6. How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

There is an inbuilt mechanism which points out every three months about the long absenteeism among students. [It is tried to find out/ identify as to why there is a drop out mid-session.] About 5% to 7% students drop out every year mid-session. Generally, the following are the reasons of dropout:

a)   The students coming from economically weak background find it hard to pursue studies on account of their economic condition being very weak. Besides, they have to make efforts to earn their bread, and support their family.

b)   Coming from the conservative background, some of the girls get married early and drop out mid-session.

<u>Teaching Learning Process</u>

2.3.1. How does the college plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print etc.)

Academic calendar is planned/ prepared before the commencement of the new academic year. This exercise is done in order to adjust the academic calendar of the college in correspondence with the examination schedule, list of holidays and the schedule of extra-curricular activities of the University. The academic calendar is planned by the Principal in consultation with all the teachers in the meeting of the Staff Council. Accordingly, information is also given to the students well in advance during their orientation classes. The system has been made flexible because the college has to make adjustments in accordance with the University schedule which does keep changing from time to time, particularly the examination schedule.

The Teaching Plan of the particular subject is prepared by the subject Head of the College in consultation with other teachers of the Dept. and is notified to the students well in advance. As for examination and evaluation process, the College does not have any major role to play. It is the prerogative of the affiliating University. The College does however have a system of evaluating the merit and performance of the students by organizing tests/exams, on the basis of which students are sent up for final examination of the University, the schedule of such examination is given to students in advance.

2.3.2. How does the IQAC contribute to improve the teaching – learning process?

The IQAC was formed in the college only recently in November, 2012. It has been decided that IQAC will conduct a meeting every three months [at least 3 meetings in a year] and will also try to improve the quality of the teaching learning process. In the first meeting itself, certain areas were located which needed to be strengthened in the college. It was found that the students needed some help in Communicative English and Computer skills so as to make them eligible for jobs. The IQAC suggested the

College Administration that Certificate Courses be designed and carried out for helping the students in these two areas. Similarly, the IQAC recommended that regular meeting of parent's teachers – department-wise, got started. Even meetings of the Alumni association got regular on the initiative of the IQAC.

2.3.3. **How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

In addition to the class room interaction [Lecture method being the pre-dominant feature of the classroom] following other methods are employed to make teaching learning more effective:

a.   Seminars

b.   Workshops

c.   Group Discussions

d.   Project work and Field work

2.3.4. **How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

Seminars, Workshops, Project work, Field work, Group Discussions, and Lecturers by eminent personalities are organized regularly which help the students in being initiated to critical thinking, creativity and scientific temper. They get the motivation to be life-long learners and innovators.

2.3.5. **What are the technologies and facilities available and used by the faculty for effective teaching? Eg : Virtual laboratories, e-learning – resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

The College tries to provide the following facilities to improve the learning

experience of the students:

1. Computer with Internet facilities

2. Use of Multimedia projectors

3. Use of PowerPoint presentation

4. Use of Slide projectors/ Overhead projectors

5. The programmes of NPTEL are made available to the students on T.V. screen.

2.3.6. How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The members of faculty are exposed to advanced levels of knowledge and skill by encouraging them to attend expert lectures, seminars, workshops, orientation course, refresher course etc. Also they are encouraged to organize such lectures/workshops/Seminars.

Students of Vocational subjects like BJ [Bachelor of Journalism] and B.C.A. are sent to attend seminars and workshops at different institutes like ISM, CIMFR. Students of B.J. are sent to various functions and meeting for trainings in reporting etc. Besides they are sent to various Press for initiation to various nuances of the working of the Press.

The students are encouraged to participate in not only the college seminars but also in the seminars organised by various other institutions. Students of the final year B.C.A. Hons were sent to B.S.N.L. training centre for on-the-job training. Also, they have been sent to the following three industrial/corporate houses for Survey etc.

1. Reliable Industries, Matkuria, Dhanbad

2. Gurukripa Automobiles, Saridhela, Dhanbad

3. Modern Fuels (MahildraMoters), Dhansar, Dhanbad

2.3.7. Detail (process and the number of students\benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/ mentoring/ academic advise) provided to students?

Students are provided regular academic support and guidance from the members of the faculty. As for personal and psycho-social support and guidance also, they are helped by the senior teachers and the teachers of the Dept. of Psychology.

2.3.8. Provide details of innovative teaching approaches/ methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The use of modern teaching tools has been introduced in imparting teaching in such courses as B.C.A. Hons, B.J. Hons, B.Ed. and English Hons Efforts are being made to maximize the use of such aids to improve the learning experience by the following means:

- Computers with internet facility
- Use of multi-media projectors
- Use of Power point presentation
- Availability of learning resources

Also, teachers have started more of practical and project work in their teaching. This has contributed in increasing group activity among students.

Add-on courses such as Communicative English and Computer awareness programmes have also helped in developing their skills.

2.3.9. How are library resources used to augment the teaching-learning process?

The college library has a good collection of books and journals which are regularly upgraded and replenished with new books. The library is continuously enriched with new editionsof books related to the emerging trends in various subjects, thereby helping the students to keep pace with the recent developments. Moreover, all the students have access to the library and the college encourages the students to use the library often.

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome this?

For some years now, the college has not faced a problem like not being able to complete the curriculum within the planned time frame. However, once in a while if the examination schedule of the University gets delayed for any reason or the other then in that case such situations do arise. In a situation like this, classes have been held even during vacations or holidays so as to complete the curriculum within the specified time frame.

2.3.11. How does the institute monitor and evaluate the quality of teaching learning?

The institute monitors and evaluates the quality of teaching-learning by the respective department in the following ways:

- Attendance
- Classroom interaction
- Assignment evaluation
- Group discussion
- Seminar and Quizzes
- Mid-term test (in some subjects like in B.C.A., B.J., English & B.Ed.)
- Project work (in Some Subjects)
- Continuous internal assessment (in B.Ed.)

<u>Teacher Quality</u>

2.4.1. Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teacher							
D.Sc. / D.Litt.							
Ph.D.			02		01	03	
M.Phil.						01	
PG			02		15	06	
Temporary Teachers							
Ph.D.							
M.Phil.							
PG							
Part-time Teachers							
Ph.D.					03	06	
M.Phil.							
PG							

2.4.2. How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The college started the teaching of BCA (H) and BJ (H) w.e.f. the academic session 2011. Apart from appointing suitably qualified teachers of Computer Science, the college also invites qualified senior faculty from resource centres such as ISM and CIMFR for the above mentioned courses. Similarly, senior members of the Press (Media) are also invited for teaching Journalism and Mass Communication. This effort is made in order to provide quality teaching in these two programmes.

2.4.3. Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality

a)   Nomination to staff development programmes

SI. No.	Name of the Faculty	Refresher Course	Orientation Course	Staff training Programme	Workshop
1.	Dr. Gopal Kr. Sandilya	--	--	--	02
2.	Dr. Sanjay Prasad	01	01	--	--
3.	Prof. Amarjit Singh	02	01	--	--
4.	Prof. Prabhat Kumar	01	01	--	--
5.	Dr. Ranjana Das	01	01	--	--
6.	Dr. Mina Malkhandi	--	01	01	--
7.	Prof. Dipak Kumar	--	01	01	--
8.	Prof. Shubha Ajamani	--	01	--	03
9.	Prof. Vinoti Trivedi	--	--	--	03

b) **Faculty Training programmes organized by the institution to empower and enable use of various tools and technology for improved teaching-learning**

❖ **Teaching learning methods/ approaches**

❖ **Handling new curriculum**

❖ **Content/ knowledge management**

❖ **Selection, development and use of enrichment materials**

❖ **Assessment**

❖ **Cross cutting issues**

❖ **Audio Visual Aids/ Multimedia**

❖ **OER's**

❖ **Teaching learning material development, selection and use**

❖ The various teaching learning methods are as follows: -

   •   Lecture Method

   •   Interactive Method

   •   Seminar/Workshop

   •   Assignment / Group discussions

   •   Project works / field works.

❖ The use of modern teaching tools has been introduced in imparting teaching in such courses as BCA(H), BJ(H) B.Ed. and English(H). Efforts are being made to introduce the use of such aids to improve the teaching experiences by the following means

   1.   Computer with internet facilities

   2.   Use of multimedia

   3.   Use of power point presentation.

❖ In the latest trend our institution has provided many teaching programmes by utilizing computers and advanced forms of teaching material i.e Power Point Presentation, LCD, Smart Board in the class room. Use of these advance technology has a tremendous scope of improving the level of education in our College.

c)   **Percentage of faculty**

❖   **Invited as resource persons in Workshops/ Seminars/ Conferences organized by external professional agencies.**

❖   **Participated in external Workshops/ Seminars/ Conferences recognized by national/ international professional bodies.**

❖   **Presented papers in Workshops/ Seminars/ Conferences conducted or recognized by professional agencies.**

Almost every teacher, nearly ninety percent and more, have participated in workshops / Seminars / conferences, and have presented papers also.

2.4.4. What policies/ systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications, teaching experience in other national institutions and specialized programmes, industrial management etc.)

The teachers of the College are encouraged to attend Refresher courses, Conferences, Seminars of the concerned subjects organised by the Academic Staff Colleges and Sister Institutions. They are also provided support in the form of books and journals for carrying out their research project. Many of the teachers are engaged in research work and are having teaching experience in other National Institutions such as IGNOU PG programmes. Some of the teachers have been engaged in research guidance also.

2.4.5. Give the number of faculty who received awards/ recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/ achievement of the faculty.

No such award has been received by any of the faculty members.

2.4.6. Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

There is no such mechanism as evaluation of teachers by the students so far.

Evaluation Process and Reforms

2.5.1. **How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation process?**

The College tries to ensure that all stakeholders of the institution – particularly the students and the teachers are made aware of the evaluation process:

- The teachers are sent all the regulations and circulars of the evaluation process issued by the University.

- The regulations and circulars regarding evaluation process, if there be any change, are discussed at length in the meeting of the Staff Council.

- Important information regarding examination and evaluation system is given in the College prospectus which is made available to every student/ parent along with the admission form.

- Notice/circulars/changes issued by the University are updated on College website. Students are encouraged to visit the University website also for details.

- Detailed information regarding curricular change, pattern of question papers and distribution of marks are made available to students by the teachers in the Classroom and by notices posted on the College noticeboard.

2.5.2. **What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

In the recent years the University has computerized the tabulation of results which has made it possible to declare examination results in time. The Examination System of the University has undergone welcome changes during the past four years. Now, it runs on a fully functional software system whose function ranges from registration of the students to the declaration of the results and preparation of certificates.

The Examination Department of the University maintains the

confidentiality of the evaluation system by using the following system:

- Coding all the answer scripts before the evaluation.
- The marks foil made available to the examiner/ evaluator contains the code given by the exam department and not the candidate's roll number/ registration number.
- The coding and decoding of the answer scripts is computerized.

This has ensured fairness in the evaluation system to a great extent. The teachers of our college work as Examiners and Head Examiners in the Evaluation process and contribute their bit by ensuring fair evaluation. This has also ensured timely publication of results.

2.5.3. **How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

Whenever the institution is asked by the University to ensure implementation of the evaluation reform of the University, the college cooperates promptly and effectively. On more than one occasion, the college has been made the Centralized Evaluation Centre by the University. Moreover, the college has successfully carried out all the responsibilities which it has been entrusted so far.[Collection center]

Most often, our College works as collection Centre of Examination answer scripts of the district on behalf of the University.

2.5.4. **Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

Formative Evaluation

B.A. and B.Com – Before the University examination, several objective type tests are conducted by the college for the B.A. and B.Com (H) students so as to help them prepare for the final examination.

B.C.A. and B.J – Two Internal tests are held before the students are sent up for the university examination

B.Ed. – Two Internal tests are held before the University Examination

Evaluation is also done even in Co-curricular activities.

Summative evaluation is done by the University at all levels and for all courses, and final results are published on that basis.

The answer scripts of all college tests – objective or subjective type, are shown to the students with teachers' comments and suggestion in the Teacher-Parent's meet so as to help them prepare properly for the final exam. This seems to have made a positive impact.

2.5.5. Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/ programme? Provide an analysis of the students' results/ achievements (Programme/ course wise for the last four years) and explain the differences if any and patterns of achievement across the programmes/ courses offered.

The college monitors the progress and performance of the students on the basis of an internal examination which is mostly of objective type for the students of B.A. and B.Com (H) and Professional courses.

2.5.6. Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning communication skills etc.)

The University examination system is such that marks awarded in the internal examination of the college does not carry any weightage.

2.5.7. Does the institution and individual teacher use assessment/ evaluation as an indicator for evaluating student performance achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

It is done only in courses such as BCA, BJ and B.Ed.

2.5.8. **What are the mechanisms for redressal of grievances with reference to evaluation both at college and University level?**

If the student feels that the marks awarded is not up to his/her expectations then in that case he/she can apply for scrutiny in that particular paper by paying the prescribed fee within three weeks of the declaration of the results.

The same is forwarded to the University for Scrutiny. Scrutiny at the University level implies retotaling, correction of the transcription mistakes and checking of unevaluated parts only. It does not imply re-evaluation of the entire answer book.

Student Performance and Learning Outcomes

2.6.1.   Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes, the college has it clearly conveyed both to the teachers and the students that the Teaching-Learning programme should be such that it should contribute to the overall development of student's personality so that they can become responsible citizens. This is conveyed to the students and their parents in the very first Induction meeting following orientation class which is held prior to the commencement of classes. The students are also made aware of this through the:

a)   College prospectus

b)   College website

c)   Various notices and circulars

d)   Interaction with the faculty members

The teachers are made aware of the clearly stated learning outcome through:

a)   Staff council meetings

b)   Review meetings, where it is stressed that the college must achieve its outcome. They are also kept informed through the extension activities of the college such as NSS, NCC, Seminars and activities of the Department of Creativity.

2.6.2. How are teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

After the admission process is over and before commencement of the new academic session (the classes etc.), a meeting of the Staff Council is convened by the Principal with all members of the faculty in order to frame strategies so as to facilitate the achievement of College objectives.

After that, review meetings are held department-wise for taking stock of the progress made.

The teachers are encouraged to conduct surprise tests and to convert

some of the classes into interactive classes.

In programmes like B.Ed., BCA and B.J. students are also made to appear at mid-term tests to see how they have progressed.

2.6.3. What are the measures/ initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship innovation and research aptitude) of the courses offered?

Quite a few of our B.Com.Accountancy Hons Students are taken by the established firms of Chartered Accountants as apprentices/article clerks. These students work there in their free hours and learn the finer and subtle nuances of the work. Finally, such training helps them achieve their ambition of becoming Chartered Accountants/Cost Accountants.

Some of our students are sent to various corporate and industrial houses for survey and at times for internship. This helps them develop their entrepreneurial skills.

The college holds at least one meeting in a year with the members of faculty, department wise, in order to review the social and economic relevance of the course components prescribed by the University. If necessary, an initiative is taken to write to the University with suggestions for incorporating such components as may be job friendly and socially relevant. Emphasis is given on entrepreneurship and innovation as well.

2.6.4. How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

The College collects and analyses the data on student's outcomes through their attendance, performance in class tests, their participation in various co-curricular activities and finally their performance at the University examination. The data so collected are discussed at length in staff council meetings and sincere efforts are made for overcoming the barriers.

2.6.5. How does the institution monitor and ensure the achievement of learning outcomes?

After the end of every academic session, the college tabulates the performance of the students on the basis of their.

- Performance in Class-test.
- Performance in Classroom
- Performance in co-curricular and extra-curricular activities.
- Performance in University examination.

Before making any future plan, analysis of the above is made and taken into account.

2.6.6. **What are the graduates attributes by the college/ affiliating University? How does the college ensure the attainment of these by the students?**

The college believes that those graduating from the college should have the quality of the mind and soul, knowledge and skill, drive and confidence so that they can contribute to the well-being of the society.

Having such level is not possible just by imparting classroom teaching of the curriculum provided by the University. For this reason the students are given ample opportunities of interacting with the teachers by joining the activities of the Department of Creativity, various sports and games etc. and extension programmes taken up by a very active unit of N.C.C. and two units of N.S.S.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

Guru Nanak College is a 43 year old Sikh Minority Degree College, imparting quality education in the field of Humanities, Social Science and Commerce as well as in such professional courses as B.Ed., B.C.A. and B.J. (Bachelor of Journalism). The college was started in 1970 by the GurudwaraPrabandhak Committee, Dhanbad to mark the 5th birth centenary of the great guru after whom this college is named.

The college is affiliated to VinobaBhave University, Hazaribagh and has earned the reputation of being a leading institution, which can be amply borne out by the achievements of our students in both academic examinations as well as co-curricular activities eg. Games, sports and

cultural activities. Listed below is the detailed write-up on some of the recent achievements of the college.

Faculty	No. of students admitted	Appearance at the FinalExam	Passes			Pass Percen-tage	University Rank ifany
			I Div.	II Div.	III Div.		
I.A.	321	315	17	178	38	73% approx.	
I.Com	492	487	172	249	16	88% approx.	6th Rank in Jharkhand
B. A. (Hons)							
English	28	26	07	17	---	92%	Top 10
Hindi	30	28	02	22	---	85%	
History	87	85	07	69	---	90%	Top 10
Political Sc.	49	47	NIL	45	---	95%	
Psychology	27	25	02	15	---	70%	Top 10
Economic	21	19	02	09	---	56%	Top 10
B. Com (Hons)							
Accountancy	424	405	215	175	----	97%	1,4,9 Rank in University Merit list
B.Ed.	100	99	81 1st Class with Dist.	16 1st Class	----	99%	2 in Top 10 of University

Academic Performance 2012-13

The performance of our students in the final University examination has been very satisfying. Many of our students figured in the top ten of the Merit list of Jharkhand Academic Council and the VinobhaBhave University, Hazaribagh in I.Com, B.A., English (Hons), History (Hons), Psychology (Hons), Economics (Hons) and B.Com Accountancy (Hons) examination. In B.Com (Hons) examination 3 of our students figured in the top 10 with the University topper, Neha Sharma, also being from our college.

In B.Ed., 81 students passed in First class with overall Distinction (securing 75% marks) and 17 students passed with First class. In the Merit list of the VinobhaBhave University, 2 of our students were placed in the top 10 list.

In 2012-13, our college participated in five University Inter-College events:

1. Cricket
2. Chess
3. Badminton
4. Volleyball
5. Athletics

Notable achievements:

Cricket and Chess

In Cricket, Guru Nanak College, Dhanbad Boys won the Inter-College tournament of the VinobhaBhave University and became the Champions for a record 11th time since 1992. The tournament was held at B.I.T. Sindri. Seven players of our college cricket team were selected in the VinobhaBhave University team which participated in the East zone University Cricket tournament organized by Kolkata University.

In Chess, the college team became the University champion for the 5th time in a row. The tournament was held at Ramgarh College, Ramgarh.

Youth Festival

In the mega-event i.e., the VinobhaBhave University Inter-College Youth festival which was organized by J.J. College, Jhumritelaiya and our college performed exceeding well therebywinning the Runners-up trophy. The college won prizes in

various events like Folk dance, One-act play, Mime skit, Mimicry, on the spot painting and elocution and was also adjudged as the most disciplined team. This was the 5th consecutive year when the college finished either as the winners or runners-up in the youth festival.

N.C.C.

The NCC unit of our college won many laurels this year. Many of the cadets passed 'C' certificate and 'B' certificate exams. Most important of all, two of our NCC cadets went to New Delhi to participate in the Republic Day parade on 26th January, 2013.

N.S.S.

The college NSS has been in news throughout the year after adopting the village 'Dhokhra' and carrying out various campaigns on adult literary, environment awareness successfully

CRITERION- III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.3.1   Does the institution have recognized research centre/s of the affiliating university or any other agency/ organization?

No. The affiliating university does not have any recognised research centre.

3.1.2   Does the institution have a research committee to monitor and address the issues of research? If so what is its composition? Mention a few recommendation made by the committee for implementation and their impact.

The college has got a research committee in place to monitor and address the issue of research. The committee consists of the following:

- The Principal as the ex-officio chairman

- Dr.Gopal kr. Sandilya

- Dr. Sanjay Prasad

- Dr.SudhaPandeya

The committee has made the following recommendation:

a)   For grant of study leave to teachers for going to bigger library& research centre for collection of data etc.

b)   The committee promotes research initiatives of the teachers of the college.

c)   For organising workshops on research methodology- both for students and the teachers.

3.1.3   What are the measures taken by the institution to facilitate smooth progress and implementation of the research schemes / projects?

- **autonomy to the principal investigator**

- **timely availability or release of resources**

- **adequate infrastructure and human resources**

- **time-off**, **reduced teaching load**, **special leave etc.** **to teachers**

- **support in terms of technology and information needs**

- **facilitate timely auditing and submission of utilization certificate to the funding authorities**

- **anyother**

- Such teachers who are registered for M.Phil. / Ph.D. Research are helped by time off as and when required so as to reduce the teaching load. Moreover, Special Leave [if required to go to the research centre, library and laboratories outside] is also given

- The college provides and encourages its teachers enrolled in research to use available facilities such as library, laboratories, equipment and electricity, internet etc.

- The college encourages the teachers to attend conferences / workshops / national / international seminars for which they are paid TA / DA and duty leave.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The classes are made interactive and students are encouraged to ask questions frankly. Efforts are made to initiate the students to logical thinking. This helps them develop their scientific temper.

In order to develop research culture and aptitude among students, workshops are organised on research methodology.

3.1.5 Give details of the faculty involvement in active research [guiding student research, leading research projects, engaged in individual / collaborative research activity etc.

At present there are three teachers registered for Ph.D. Programme whose research projects are under various stages before submission of theses:

1)   Prof. Amarjit Singh

2)   Prof. Nita Ojha

3)   Prof. Amarjeet Kaur

3.1.6 Give details of workshops / training programme / sensitization programmes conducted / organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The college has collaborated with sister institutions for organising National level seminars on the following subjects:-

1.   A National Seminar on "Media and society"by Dept. of Commerce,

S.S.L.N.T. Mahila College, Dhanbad

2.   A National Seminar on "Financial Market and Financial Literacy" by Dept. of Commerce, P. K. Roy memorial College, Dhanbad on 20th & 21st Dec. 2013.

The college has successfully organised a National seminar on the initiative of the Department of History in the month of March 2014 (29th March) on "Issues and challenges of National Integration since Independence"

Another Seminar is planned to be organised sometime in July by the Departments of English and Hindi literature. Besides, Departmental Seminars are organised by every department for sensitising our students. Participation of the teachers and students in these seminars goes a long way in term of capacity building for research and for developing research culture.

The final year students of B.C.A. are actively guided by the following teachers of the Department in their project work, which is a compulsory component of the B.C.A. curriculum.

1.   Prof. PushpaTewari

2.   Prof. Ramesh Kr. Sharma

3.   Prof. Uday Kr. Sinha

4.   Prof. Amardeep Gorai

On the job training is a compulsory part of the curriculum in vocational subjects.

3.1.7   Provide details of prioritised research areas and the expertise available with the institution.

The college however has earned the distinction of being a good resource centre for socio-academic expertise in subjects like commerce and accountancy, History, Economics, Pol. Sc., Psychology, Literature and Education.

3.1.8   Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

During workshops our institution invites researchers of eminence to visit the campus and interact with teachers and students.Lectures by eminent scholars having research expertise have been organised. The following eminent scholars have delivered lectures recently:

o   Dr. I. C. Kumar, I.A. S. (Retd.) and an eminent social scientist.

o   Dr. B. B. Kumar, Editor of "Dialogue" (English) and "Srijan" (Hindi), New Delhi

o   Dr. A. I. Khan, Principal, J. J. college, Jhymritelaya.

o   Dr. Y. D. Prasad, Former H.O.D. History, Patna University and Director A.N. Sinha Institute of Social Science, Patna.

B.C.A

o   Prof. D. Ramesh, Indian School of Mains, Dhanbad

o   Dr. Arup Paul,   Indian School of Mains, Dhanbad

o   Dr. A. P. Burnwal, G. G. P. S. Engineering College, Chas.

3.1.9   What percentage of the faculty has utilised Sabbatical leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

12% of the total of the faculty [Dr.Gopal Sandilya, Dr. Sanjay Prasad, Dr.Munishwar Prasad, Dr.Ranjana Das, Dr.Meena Malkhandi] have utilised sabbatical leave for research and they have successfully completed their Doctoral research and have been awarded Ph.D. degrees.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness / advocating / transfer of relative finding of research of the institution and elsewhere to students and community (lab to land)

● Periodically seminars / workshops are organised for students within the college.

● They are made aware of the findings of research of the college teachers.

● Scholars are invited from outside for making presentations, which helps the students get encouragement and motivation.

3.2   Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual

utilization.

There has not been any specific allocation for research in the college Budget But there is provision for finance for organising Seminar/Workshop/Guest lectures in the college.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

No, there is no such provision.

The teachers are however encouraged to undergo faculty improvement programme such as workshop/ seminar/ refresher course/ orientation course which would help them in their research projects as well as in refining their teaching skills. They are entitled to get T.A./ D.A. etc. for participation as also duty leave for their period of absence.

Name of the faculty	Refresher course	Orientation course	Staff training programme
Dr. Sanjay Prasad	**01**	**--**	**--**
Prof. Amarjeet Singh	**01**	**01**	**--**
Prof. Prabhat Kumar	**--**	**01**	**--**
Dr.Ranjana Das	**01**	**01**	**--**
Dr.MeenaMalkhandi	**--**	**01**	**01**
Prof. Deepak Kumar	**--**	**01**	**01**

3.2.3 What are the financial provisions made available to support student research projects by students?

Financial provisions are made in the Budget for organising Seminars/workshops and also for students' project work.

Research aptitude is developed through seminars and workshops. All students of vocational courses such as B.C.A, B.J. and B.Ed. have to submit project reports which is a compulsory part of their curriculum

- In subjects like Accountancy and Entrepreneurship of commerce stream,

project work is an essential part of the curriculum.

- The students are also encouraged to present papers in seminars organised at departmental level.

3.2.4   How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Teachers are encouraged to organise/attend Seminars which could be inter-disciplinary in nature.

3.2.5   How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

Facilities like books and journals, equipment and internet etc., are used to the optimum level by the staff and students for their project works/research activities.

3.2.6   Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If'yes'givedetails.

The College has not received any such grant from any agency.

3.2.7   Enumerate the support provided to the faculty insecuring research funds from various funding agencies, industryand other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

No such fund has been made available to any member of the faculty for any project.

3.3   ResearchFacilities

3.3.1   What are the research facilities available to the students and research scholars within the campus?

Books and Journals (Library facilities), internet, computer laboratory etc., are available to the students and scholars within the campus.

3.3.2   What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of research especially in the new and emerging are as of research?

The College proposes to create a bigger computer laboratory which could be used for research activities.

It is proposed that the library of the college be enriched with quality books and research journals so as to create this as information resource centre specifically for the researchers.

3.3.3   Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If' yes', what are the instruments/facilities created during the last four years.

The College has not received any grant or finance from the industry or any other agency for developing research facilities.

3.3.4   What are the research facilities made available to the students and research scholars outside the campus/other research laboratories?

The students are sent to such institutions as CIMFR, ISM, BSNL, for their project work. The college has established good rapport with the above institutions and research facilities are made available to the students and research scholars of the college in those laboratories.

3.3.5   Provide details on the library/information resource center or any other facilities available specifically for the researchers?

It is proposed to create an information research centre in the college in coming years.

3.3.6   What are the collaborative research facilities developed/created by the research institutes in the college.For ex. Laboratories, library, instruments, computers, new technology etc.

There is no such collaboration for research facility developed by any research institute in the College

3.4   Research Publications and Awards

3.4.1   Highlight the major research achievements of the staff and students interms of

○ **Patents obtained and filed (process and product)**

○ **Original research contributing to product improvement.**

○**Research studies or surveys benefiting the community or improving the services.**

○ **Research inputs contributing to new initiatives and social development.**

The College faculty do not have any patents.

3.4.2   Does the Institute publish or partner in publication of research journal(s)? If' yes' , **indicate the composition of the editorial board**, **publication policies and whether such publication is listed in any international data base?**

The College does not publish or partner in publication of any research journals as such. However the college organises various seminars and brings out souvenirs containing quality research papers.

3.4.3   Give details of publications by the faculty and students:

○   **Publication per faculty**

○   **Number of papers published by faculty and students in peer re viewed journals(national/international).**

○   **Number of publications listed in International Database (for Eg: Webof Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBS COhost,etc.)**

○   **Monographs**

○   **Chapterin Books**

○   **Books Edited**

○   **Books with ISBN / ISSN numbers with details of publishers**

○   **Citation Index**

○   **SNIP**

○   **SJR**

○   **Impact factor**

○   **h-index**

The following Faculty members have actively contributed their research articles i referred journals periodically. The list is as follows:

Sr. No.	Name of the Faculty	Department	No. of Publication
1	Dr. Gopal Kr. Sandilya	Commerce	02
2	Prof. Amarjit Singh	English	01
3	Prof. Prabhat Kumar	English	08
4	Dr. Ranjana Das	History	01
5	Prof. Dipak Kumar	English	01
6	Prof. Santosh Kumar	Commerce	01
7	Prof. Sanjay Kr. Sinha	Commerce	01
8	Dr. Mina Malkhandi	Political Sc.	05
9	Dr. Sangita Nath	Hindi	01
10	Dr. Seema Kumari	Psychology	04
11	Dr. Sarita Madhesia	History	04
12	Prof. Uday Kr. Sinha	Computer Sc.	03
13	Dr. G. C. Jha	Physics	03
14	Prof. Shuba Ajmani	Education	01
15	Dr. Mita Malkhandi	Economics	03
16	Prof. Vinoti Trivedi	Education	01
17	Prof. Kumud Ranjan Jha	Education	01
18	Sudha Pandeya	Economics	02

3.4.4   Provide details (ifany) of

*   **research awards received by the faculty**

*   **recognition received by the faculty from reputed professiona lbodies and agencies, nationally and internationally**

*   **incentives given to faculty for receiving state, national and international recognitions for research contributions.**

The College faculty have not received any research award.

3.5   Consultancy

3.5.1   Give details of the systems and strategies for establishing institute-industry interface?

Ours being an Arts and Commerce college, there is limited scope for institute- industry interface.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expert is e advocated and publicized?

There is no stated policy of the institution for consultancy.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The teachers are encouraged to take assignments for being resource persons in various Seminars/ workshops and experts in various interviews for selection of teachers etc.

3.5.4 List the broad are as and major consultancy services provided by the institution and there venue generated during the last four years.

The Principal and the teachers of the college have offered consultancy to various schools and colleges for selecting teachers during the last four years:

1. Prof. P. Shekhar

a) As resources person of the Selection committee/Interview board for the appointment of Principal at Yogada Satsang College, Ranchi

b) Member of the Selection Committee as Subject expert [English] for the appointment of lecturers at J.P.S.C., Ranchi.

c) Has been appointed Co-ordinator for getting question papers setting for examinations such (1) State Civil Service and (2) for recruitment of teachers by the Jharkhand Public Service Commission.

d) Has been the Co-ordinator of the evaluation of the General Studies paper of the State Civil Service Examination conducted by the J.P.S.C. in 2010.

2. Dr. Sanjay Prasad

a) Member of the selection committee as subject expert at Rajkmal Sarsawati Vidya mandir, Dhanbad

b) Member of the Governing Council of R.S. V. M. Bhuli Nagar as Educationist.

c)   Member of the selectors subject committee as subject expert [Economics] for the appointment

3.   Prof. Sunil Sinha

a)   Member of the Interview Board/Selection committee as Subject expert [Commerce] for the appointment of plus two teachers of Dhanbad Public School.

4.   Prof. Debasish Bose

a)   Member of the Selection Committee as subject expert [Bangla] for the appointment of lecturer at Rajganj College, Rajganj

b)   Member of the Selection Committee as subject expert [Bangla] for the appointment of lecturer at Mahuda College, Mahuda

c)   Member of the Selection Committee as subject expert [Bangla] for the appointment of lecturer at B.B.M. College, Baliapur.

5.   Prof. Arvind Kumar

a)   Member of the selection committee as subject expert[Hindi] for the appointment of +2 lecturers at B.B.M. College, Baliapur.

6.   Prof. Prabhat Kumar

a)   Member of the selection committee as subject expert [English] for the appointment of teachers at DPS &RajkamalDhansar Dhanbad.

         But mostly such consultancy is offered free – the concerned teachers are paid by way of honoraria and conveyance etc. No revenue is generated by the college.

7.   Dr. Ranjana Das

a)   Has been the question setter for Jharkhand Public Service Commission Ranchi for 1) Jharkhand Civil Service Examination and 2) appointment of School Teachers.

b)   Is one of the member of District Environment Committee, Dhanbad.

8.   Prof. Vinoti Trivedi

a)   Member of the selection committee as an expert for the appointment of Primary School Teachers, Delhi Public School, Dhanbad.

b)   Member of selection committee as subject expert (History) for the appointment of lecturers at HKKMMV, Dhanbad.

9.   **Dr. Mina Malkhandi**

a)   Member of the Selection committee as subject Expert (Pol.Sc.) for appointment of lecturers at BBM College, Baliapur.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staffinvolved: Institution) and its use forinstitutionaldevelopment?

There is no such policy

3.6   Extension activities and institutional social responsibilities (ISR)

3.6.1 How does the institution promote institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

- The college promotes institution-neighbourhood community network through its active units of NCC and NSS by:

- Adopting a village

- Getting a school building roof cast for girls

- Promoting programme like literacy, Environmental awareness,Health& Hygiene,Promoting sports & games in order to develop quality of good citizens in their camps.

The students of the college are initiated to community work through its active units of NCC and NSS. The activities of the students through NCC and NSS go a long way in providing training and tools to them in good citizenship, service orientation and holistic development.

3.6.2 What is the institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

There is well-organised institutional mechanism in the form of NSS and NCC which ensures students` involvement in various socially useful work and activities which help promote citizenship roles among students.

The college has adopted a village named "Dhokra" which is only 1/2 Kms from the Boys' wing campus of the college.

Our N.S.S. volunteers – about two hundred boys and girls go to the adopted village every week for carrying out programmes like adult literacy, awareness

campaign for environment issues, AIDS control, health and hygiene, water conservation, cleanliness etc. [once in a year, they organise a special camp in the village for one week.]

This is a regular feature once every year, a special camp of the N.S.S. volunteers is organised which is very popular.

The NCC cadets of the college go to the adopted village regularly for preparing the youth of the village in the art of self-defence. They also organise various sports and games activities in the village.

The Village School - Janata High School, Dhokra, is the centre from where our N.C.C. cadets and N.S.S. volunteers operate. The village school in being run by the villagers; and our college has tried to get help for the school by getting it funds from various sources and made efforts for completion of its half constructed building.

3.6.3 How does the institution solicits take- holder perception on the overall performance and quality of the institution?

In its annual day function held every year on 26th January, a comprehensive annual report of the college is presented in presence of all stakeholders -the college management, the parents/guardians, students and the alumni. The overall performance of the college is presented on that day including those of the N.S.S. and N.C.C. Students, who achieve distinction in any area of activity – studies, University exams, games and sports, cultural activities, youth festival, N.C.C., N.S.S. are felicitated. They are given away prizes by the members of the college management.

3.6.4 How does the institution plan and organize its extension and out reach programmes? Providing the budgetary details for last four years, list the major extension and out reach programmes and their impact on the over all development of students.

Most of the extension and outreach programmes of the college are planned and

executed by the N.S.S. and N.C.C. The annual calendar of the activities of NSS and NCC is prepared.

<u>**NSS**</u>

➢ Tree plantation programme.

➢ Blood donation camp organized every year.

➢ AIDS awareness programme every year.

➢ Campus cleaning programme.

➢ Two NSS Volunteers participated in NSS Mega Camp in New Delhi 2011

➢ Two NSS Volunteers participated in adventure camp organised in Himachal Pradesh.

➢ Eight NSS Volunteers participated in Red Ribbon Express AIDS awareness programme.

<u>**NCC**</u>

➢ 4 Cadets of the College participated in the Republic Day parade at New Delhi.

➢ 42 cadets got B Certificate and 26 cadets got C certificate

➢ 110 Cadets of the College participated as Volunteers during 2011 National Games held at Ranchi.

➢ 8 Cadets participated in National Integration camp held at Imphal (Manipur).

➢ 5 Cadets participated in National Integration camp held at Bijapur.

➢ 8 Cadets participated in National Integration camp held at Jaipur.

Budgetary Details:-

NSS Unit (each unit) of the College receivesRs. 22,500/- for regular activities and Rs. 22,500/- for Special Camp from VinobaBhave University, Hazaribag. Besides, they are given financial support from the college on every project they undertake.

3.6.5 How does the institution promote the participation of students and faculty inextension activitiesincluding participation in NSS, NCC,YRC and other National / International agencies?

The students are encouraged to enrol in NCC & NSS. The students/faculty members who participate in extension activities are granted leave on duty/attendance for the missed classes.

The institution promotes the participation of students and faculty in extension activities in the following way:

Activities of NSS:

- Meeting of Programme officers V.B.U. Hazaribag May 2011

- Attended Orientation Programme TORC, Kolkota December 2011

- Meeting of Programme officers P.K.R. Memorial College, Dhanbad December 2011

- Welcome Programme for "VigyamJyoti" P.K.R. Memorial College, December 2011

- Awareness Programme on "Women Employment" G.N.College, Dhanbad April 2012

- Meeting of Programme officers with Regional Officer Patna G.N.College, April 2012

- Volunteers attended training programme on AIDS awareness B.S.S.M. College September 2012

- Participation in Red Ribbon Express, Rly Station Dhanbad September 2012.

- NSS Special Camp, Dhokra (Adopted Village) December 2012.

- Youth Day Celebration Guru Nanak College, Dhanbad January 2013.

- Beautification of College Campus, G.N.College, Dhanbad January 2012

- Republic Day Celebration, G.N.College, Dhanbad January 2013

- Preparing work for celebrating "Van-Mahostsav", G.N.College, Dhanbad June 2013

- Van-Mahotsav Celebration, G. N.College, Dhanbad July 2013

- Beautification of College Campus (for Independence Day) G.N.College, Dhanbad August 2013

- Independence Day Celebration, G.N.College, Dhanbad August 2013

- NSS Day celebration, G.N.College, Dhanbad September 2013

- NSS Special Camp, Dhokra (Adopted Village) January 2013.

- National Youth Day Celebration Guru Nanak College, Dhanbad January 2014.

- National Votes day Celebration Guru Nanak College, Dhanbad January 2014.

The institution has got as active unit RotaractClub which carries out socially useful work under the guidance of Rotary International

The 18 students of BCA from our College are the members of Rotaract Club, Dhanbad. Rotaract is "Rotary in action "i.e., they are the working hands of Rotary Club in their activities they took part in the rally organmised by Rotary Club on 13th January 2014.

When "WHO" announced India, Polio free.

On 27th March, 2014, 8 Students went to the various slum areas and explained the importance of Voting and Election.

3.6.6 Give details on social surveys, research or extension work(if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- Social survey on literacy.

- Campus in rural areas to create awareness on social justice and social economic issues among the people.

- Women children problem are also discussed in these camps.

- Awareness against AIDS.

- In favour of blood donation

- Village cleaning programmes.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

What is taught in the classroom as good theories comes alive in the extension activities organized by the college. Students enrolled and engaged in extension activity learn such things as team work, sense of togetherness, dining together, leadership skills, companionship for the poor and the underprivileged. They are also sensitized on such issues as communal harmony, gender issues, championing the cause of the underdogs. Participation in such extension activities is a serious learning experience for the students which surely go on to complement their academic learning experience. They learn leadership skills and good social values which make them good citizens of the society.

3.6. 8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The village "DHOKRA" which has been adopted by the college for its extension activities is a densely populated village. The village has got a duly elected Gram Panchayat with Mukhiya, Sarpanch, and other office-bearers of local self-government.

The college involves these people in its extension activities which contribute to the community development. For example there was a High school of the village, the building of which was incomplete for a long time. The college approached some influential people of the village, elected representatives like the local legislator and some business people of the society for generous contribution to the cause. With everyone's help, it became possible to get the construction work completed and now a full-fledged Girls' High School is dedicated to the society and to the cause of women's education.

3.6.9 Give details on the constructive relationships forged (ifany) with other institutions of the locality for working on various out reach and extension activities.

The college has been assured to get constructive support from such institutions as Lions Club, Rotary Club of Dhanbad and the Masonic Lodge of

Dhanbad. The members of these institutions offer such services as free Medical Aid Camps, Polio programme, Blood donation camp etc.

3.6.10 Give details of awards received by the institution for extension activities and / contributions to the social/ community development during the last four years.

In 2011& 2013 Thirty-five NCC cadets participated in Republic Day Parade at Golf-Ground Dhanbad, NCC team of Guru Nanak College was awarded 2nd Prize at the district level.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives-collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The College collaborates and interacts with local sister institutions (like S.S. L. N.T. Mahila College, Dhanbad, & P.K. Roy Memorial College, Dhanbad) in terms of staff exchange programme. In the recently concluded UGC sponsored National Seminar held at S.S. N. T. Mahila College, Dhanbad on "Media & Society" in the month of September 2013 as well as in P. K. Roy Memorial College, Dhanbad on "Financial Market and Financial literacy" in the month of December 2013. Our faculty members were part of the organising committee. Our college was the collaborating partner in the above Seminars.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/ other universities /industries/ Corporate (Corporateentities) etc. and how they have contributed to the development of the institution.

The institution has not signed any MoUs/collaborative arrangements as such.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to   the establishment/ creation/up-gradation of

academic facilities, student and staff support, **infrastructure facilities of the institution viz. laboratories /library /new technology/ placement services etc.**

BCCL, a Govt. of India undertaking contributed in terms of construction of three lecture halls at our main campus way back in the year 1995. This block was inaugurated by Sri Ajit Kr. Panja, the then Minister, Coal, Govt. of India.

3.7.4 Highlighting the names of eminent scientists/ participants who contributed to the events, **provide details of national and international conferences organized by the college during the last four years.**

During seminars /workshop, our college invites eminent scholar and resource persons to visit the campus and interact with teachers and students.

The following eminent scholars have delivered lectures recently:

☐ Dr. I. C. Kumar, I.A. S. (Retd.) and an eminent social scientist.

☐ Dr. B. B. Kumar, Editor of "Dialogue" (English) and "Srijan" (Hindi), New Delhi

☐ Dr. A. I. Khan, Principal, J. J. College, Jhymritelaya.

☐ Dr. Y. D. Prasad, Former H.O.D. History, Patna University and Director A.N. Sinha Institute of Social Science, Patna.

BCA

☐ Prof. D. Ramesh, Indian School of Mains, Dhanbad

☐ Dr. Arup Paul,   Indian School of Mains, Dhanbad

☐ Dr. A. P. Burnwal, G. G. P. S. Engineering College, Chas.

3.7.5 How many of the linkages / collaborations have actually resulted informal Mous and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and /or facilitated-

a) **Curriculum development / enrichment**

b) **Internship / On-the- job training**

c) **Summer placement**

d) **Faculty exchange and professional development**

e) **Research**

f) **Consultancy**

g) **Extension**

h) **Publication**

i) **Student Placement**

j) **Twinning programmes**

k) **Introduction of new courses**

l) **Student exchange**

m) **Any other**

- The institution has got linkage with Rotary International, has organised rally and awareness campaign with them.

- Masonic Lodge: Health check-up and blood donation programmes are carried out in collaboration with them.

- Inner Wheel Club [Women's wing of Rotary International] work for disabled children.

- The institution has got an active unit of Rotaract Club which carries out socially useful work under the guidance of Rotary International.

Internship/On-the-jobtraining :

On the Job-training is a compulsory part of the curriculum in all vocational subjects. The respective co-ordinator observes the students` activities related to their training programmes and schedules at different places.

Students of Vocational subjects like BJ [Bachelor of Journalism] and B.C.A. are sent to attend seminars and workshops at different institutes like ISM, CIMFR. Students of B.J. are sent to various functions and meetings for trainings in reporting etc. Besides they are sent to various Press for initiation to various nuances of the working of the Press.

Students of the final year B.C.A. Hons were sent to B.S.N.L. Dhanbad for a training project. It is an essential coponent of the syllabus. As a part of curriculum Bachelor of Computer Application, Part- II of Entrepreneurial development subject, a market survey on automobile industries, Dhanbad was conducted by

17 students divided in 3 groups. On the basis of the market survey, the students prepared their extensive market survey report to be submitted at the time of their practical examination. Also, they have been sent to the following three industrial/corporate houses for Survey etc.

1. Reliable Industries, Matkuria, Dhanbad

2. Guru Kripa Automobiles, Saridhela, Dhanbad

3. Modern Fuels (Mahindra Moters), Dhansar, Dhanbad

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

We have established good association with CIMFR and I.S.M, should there be any need for having support for our B.C.A programme.

CRITERION - IV INFRASTRUCTURE AND LEARING RESOURCES

4.1 **Physical facilities**

4.1.1 **What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The College has got a perspective plan and policy regarding creation and enhancement of infrastructure. It is a policy of the institution that no new academic activity should be started without creation of adequate infrastructure. During the forty-three years of its existence, a number of new buildings have been constructed in order to facilitate opening of new departments (courses)

4.1.2 **Detail the facilities available f**or :

The College functions at two places: (1) Just beside the Bara Gurudwara in the Bank More area, where it was started as an Arts and Commerce College in 1970.

And (2) at Bhuda, 4 (four) kilometers away from the Bank More Campus which was created in 1997, keeping in view the need for growth and expansion of the institution.

Campus 1:

a)   The College was started in this campus (Bank More campus) in 1970 by the Gurudwara Prabandhak Committee and was affiliated to the Ranchi University as a Sikh Minority College, imparting teaching in the faculties of Arts and Commerce up to degree level. Now this is known as the second campus functioning as the Women's wing of the college since 2000.

b)   In 2005, new infrastructure was created on the second floor of this building exclusively for the Dept. of Education imparting teaching of B.Ed. Course.

c)   In 2011, a new three storied building was constructed which has been named the Dept. of Vocational Studies, where B.C.A. and B.J. courses are being taught.

1)   **Details of the infrastructural facilities available at Bank More Campus:**

1.   Classrooms   : 20

2.   Technology enabled Classroom   : 02

3.   Seminar room: for teaching and training of presentation skills, i.e., Debates/Seminar/Quiz etc.   : 01

4.   Multi-Purpose hall : for training of co-curricular activities, Yoga Centre and for organizing functions.   : 01

5.   Laboratories

a)   Computer Laboratories: 02 each having thirty systems.

b)   Physics Laboratory :   01

c)   Chemistry Laboratory: 01

d)   Biology Laboratory :   01

e)   Psychology Laboratory :   01

f)   Educational Technology Lab :   01

6.   Dispensary

a)   Doctor's Chamber: 01

b)   Waiting area for the patients: 01

c)   Examination room for patients: 01

7.   Library

8.   Girls' Common Rooms: 02

9.   Principal's office: 01

10.   Rooms for Office Staff: 03

11.   Bursar/Accountant Room :   01

12.   Cashier & Counter Clerk :   01

13.   Material Distribution room: 01 for distribution of various material to students

14.   Teachers' Common rooms : 03 – 1 for General course 2 B.Ed. Course 3 Teachers of Vocational Studies Department.

15.   IQAC Room : 01 Sufficient for meeting etc.

Campus 2 :

This campus was created in 1997, and was inaugurated on 16th November 1997 by His Excellency the Chancellor of the Universities of Bihar Dr. A. R. Kidwai.   Since then this has acquired the status of being the main campus of the College, known   as the Boys' wing campus.

Details of the infrastructural available at Bhuda Campus:

1.	Classrooms :	11
2.	Technology-enabled Classrooms:	01
3.	Seminar room:	01
4.	Psychology Laboratory:	01
5.	Library:	01
6.	Reading room:	01
7.	Principal's office –chamber:	01
8.	Teachers' Common room:	01
9.	Room for the Prof-in Charge:	01
10.	Examination Control Room :	01
11.	Office - Staff:	05
a)	Head Assistant's room:	01
b)	P.A. to Principal's room:	01
c)	Cashier cum Counter clerk:	01
d)	Material Distribution:	01
e)	Store:	01

12.	**Students Activity Block:**	
a)	Room for Sports & Games:	01
b)	Room for N.C.C. :	01
c)	Room for N.S.S. :	01
d)	Room for Canteen :	01
13	Cycle Stand :	01
14	Volleyball Ground :	01
15	Gardens:	02

16   Parking area: Big enough to accomodate more than a dozen cars.

17   Drinking water :   Acquaguard - 2

Extra-Curricular Activities :

1.   The College has got

a)   A cricket net practice ground   - 1

b)   A Volleyball court   - 1

c)   A Badminton court   - 1

d)   Facilities for indoor games   - 1

e)   Students Common Room   - 1

i)   Table Tennis   - 1

ii)   Carrom Boards   - 2

iii)   Chess   - 2

2.   Separate block of building for office of students' activities i.e., N.S.S. , N.C.C. Sports and games.

3.   A seminar Room where public speaking practice and competitions are organized.

4.   A multi-purpose hall where cultural activities are organised; and training of cultural activities and yoga is organized.

5.   A College Health Centre known as Bhai Kanhaiya Dispensary where students and even staff get free medical checkup and advice.

6.   Separate common room for girls.

4.1.3   How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed / augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution /campus and indicate the existing physical infrastructure and the future planned expansions if any).

The College has made commendable effort to augment the infrastructure to keep pace with the academic growth. The infrastructure is used optimally in the following ways:

•   Class timings are scheduled in such a manner that there is minimum problem

for room availability to conduct the classes.

- Office and Library are located in the ground floor, which does not disturb the conduct of classes .

- Silent generators have been installed for power back up which are used for classes and examination, in case of power cuts.

- A photocopying Centre exists in the Vocational Studies campus so that students can get their papers photocopied at a very reasonable rate.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities ?.

- The main library room and examination department are situated on the ground floor of the college building which makes easy accessibility for physically disabled students.

- There is also ramp facilities in the college campus.

- Care is also taken to ensure that physically disabled students take examination in the ground floor. (even the classes are conducted on the ground floor for such students.)

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel facility – Accommodation available**

- **Recreational facilities, gymnasium, yoga center etc.**

- **Computer facility including access to internet in hostel**

- **Facilities for medical emergencies**

- **Library facility in the hostels**

- **Internet and Wi-Fi facility**

- **Recreational facility –common room with audio-visual equipments**

- **Available residential facility for the staff and occupancy Constant supply**

- **Security**.

The College does not have any hostel facilities for girls and Boys.

4.1.6. What are the provisions made available to students and staff in terms of health care on campus and off the camlpus?

The College has a health Centre named Bhai Kanhaiya Dispensary for students and staff with the following facilities:

- There are part-time doctors who come to the Dispensary on regular hours.
- A couch has been provided for examination of the patient, in the patient examination room.
- Waiting area with washroom facility for patients.
- First aid Kit
- Weighing machine
- sphygmomanometer
- In case of an emergency , the cases are referred to the P.M,C.H. Hospital, Dhanbad
- Medical check-up camps are organized off and on by the college in collaboration with the parent body of the college i.e. Gurudwara Prabandhak Committee and other service organization such as Masonic lodge. (recently Doctors from the super specialty hospital , The Mission Hospital from Durgapur came and organized Cardiac and ortho check up programme in the dispensary.

4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen recreational spaces for staff and students, safe drinking water facility, auditorium etc.

- There is a separate room for IQAC
- Meeting of the Grievances Redressal cell and Women's cell are also held in that room.
- Counselling and career guidance activities are carried out in the Seminar

room/multi-purpose hall.

- In every wing of the college, there is a separate arrangement of water purifier and water cooler for students/staff, so that safe drinking water could be made available to them.

- For Health centre.

Provision for two elevators has already been made. It has been planned that two lifts would be provided after construction of the III & IV floor of the campus.

Auditorium – It is planned that a state- of -art auditorium will be constructed on the IV floor of vocational studies department which would accommodate 450 people at a time.

4.2 Library as a Learing Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such committee. What significant initiatives have been implemented by the committee to render the library student/user friendly?

Yes the college does have a library Advisory Committee consisting of the following:

- Prof. Prabhat Kumar

- Prof. Sanjay Kr. Sinha

- Dr. Sudha Pandeya

- Sri A. K. Pathak

Students are allowed free access in order to make it user- friendly. The library functions from 8 A.M. to 5 P.M. on every working day. Apart from borrowing two books for 15 days, the students can also take notes from reference books while sitting in the reading room of the library. The catalogue of the library is in the process of being computerised.

4.2.2   Provide details of the following:

＊ **Total area of the library (in Sq. Mts.):**

＊ **Total seating capacity**

＊ **Working hours (on working days, on holidays, before examination days During examination days, during vacation)**

• **Layout of the library (individual reading   carrel, lounge area for browsing and relaxed reading. IT zone for accessing e-resources)**

＊ 350   Sq. Mts.

• 40 students can sit in the reading room of library at a time

• 8A.M. to 5 P.M. (working days)

• Before examinations and during the examinations library is kept open even on Sundays and holidays.

4.2.3   How does the library ensure purchase and use of current titles, print and E-journals and other reading materials? Specify the amount spent on Procuring new books, journals and e-resources during the last four years.

The list of books to be purchased for the college library is prepared by the teachers, department-wise. Each department prepares its own list with the help of every teacher of the department. Adequate care is taken that current titles and only useful books are included in the list. Quotations are invited from publishers and suppliers and it is ensured that orders are placed to the lowest bidders only. Also it is ensured that only latest editions of the books are supplied to the library.

Payment is made only after a certificate is given by the members of the library committee that books are in good condition, as per the list, and of the latest edition.

The college has spent an amount of approximately six lakhs rupees on purchase of books and journals during the last four years.

4.2.4   Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

? **OPAC**

? **Electronic Resource Management package for e-journals**

? **Federated searching tools to search articles in multiple databases**

? **Library Website**

? **In-house/remote access to e-publications**

? **Library automation**

? **Total number of computers for public access**

? **Total numbers of printers for public access**

? **Internet band width/ speed 2mbps 10 mbps 1 gb (GB)**

? **Institutional Repository**

? **Content management system for e-learning**

?**Participation in Resource sharing networks/consortia (like Inflibnet)**

- The automation work for library is under process

- Number of computers for public access:- 1(one)

- Numbers of printers for public access:- 1 (one)

- Internet band width up to 2mbps

4.2.5 **Provide details on the following items:**

? **Average number of walk-ins**

? **Average number of books issued/returned**

? **Ratio of library books to students enrolled**

? **Average number of books added during last three years**

? **Average number of login to opac (OPAC)**

? **Average number of login to e-resources**

? **Average number of e-resources downloaded/printed**

? **Number of information literacy trainings organized**

? **Details of "weeding out" of books and other materials**

- Average number of walk-ins - 40 students (per day)

- Average number of books issued/returned – 4/4

- Ratio of library books to students enrolled – 1:6

- Average number of books added during last three years – 2600 (volumes) average 650 (volumes)

- Number of information literacy trainings organized – 01 one day lecture organised by the B.C.A. department on "information and network security"

4.2.6   Give details of the specialized services provided by the library

? **Manuscripts**

? **Reference**

? **Reprography**

? **ILL (Inter Library Loan Service)**

? **Information deployment and notification (Information Deployment and Notification)**

? **Download**

? **Printing**

? **Reading list/ Bibliography compilation**

? **In-house/remote access to e-resources**

? **User Orientation and awareness**

? **Assistance in searching Databases**

? **INFLIBNET/IUC facilities**

Books are available in "Reference Book" Section, which helps the students, and teachers get support in their research by making available the facilities of (a) Reprography (b) Download and (c) Printing.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

Support provided by the library staff :

- Books and journals are made available to the teachers and the students of the College,

- A photocopying centre exists in the College campus. Students can get

their papers photocopied at a very reasonable rate.

- The library reading room is open on all working days. During the examinations library is kept open even on Sundays.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- The main library room is situated on the ground floor of the College building which makes easy accessibility for physically disabled students.

- There is also ramp facilities in the College campus.

- Help is extended by the library staff as and when needed.

- There is no facilities for visually challenged students.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

· The library does not have any feedback receiving mechanism from its users. However the College organizes parent-teachers meeting wherein the students and their parents are given a feedback form which contains details pertaining to the library. On the basis of feedback which the College receives, it takes necessary action to make sure that all the issues are addressed for the future improvement.

4.1   IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

Number of computers with Configuration (provide actual number with exact configuration of each available system)

Computer-student ratio

Stand–alone facility

LAN facility

Wi-Fi facility

Licensed software

Number of nodes/ computers with Internet facility

Any other

Total Number of computers (60 + 5) with Pentium P-IV 2 GB RAM, 320 HDD 18.5" LED

Computer-student ratio 1:2

Stand–alone facility:

LAN facility: 30 computers with LAN

Wi-Fi facility: Broadband with Wi-Fi Facilities

Licensed software: Windows 7, Microsoft office, Windows server

Number of computers with Internet facility 60 Computers

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Teachers of every department are encouraged to use computer and internet. There are ten broadband connections for internet facility available in the campus. The faculty members are encouraged to make use of this facility at will. But, for students, there is restricted availability of internet facility in the campus.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

It is planned that the number of computers in the campus will be increased to 150 Within a period of two years. Teachers of every department are encouraged to make use of computers and other IT infrastructures such as LCD projectors, Slide Projectors, Overhead Projectors in imparting teaching.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Maintenance of the Computers

2009-10   Rs.   3,175/-

2010-11   Rs. 10,350/-

2011-12   Rs. 5,385/-

2013-14   Rs. 4,120/-

4.3.5   How does the institution facilitate extensive use of ICT resources including development and use of computer aided teaching/learning materials by its staff and students?

The College has tried to provide ICT training to the teachers and the staff so that ICT resources such as use of computer aided teaching learning could be made available to the students. For this, workshops have been organized and capable teachers of computer department have been invited to provide the knowhow to our teachers and the staff to make them ICT resource friendly.

4.3.6   Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on –line teaching –learning, resources, independent learning, ICT enasbled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching learning process and render the role of a facilitator for the teacher.

So far it has not been possible to provide on- line teaching learning or ICT enabled classroom etc. in the college in a general way. But some teachers of the Dept. of Computer Science or the Dept. of English have taken initiative as to provide some kind of e-teaching to the students.

Teachers and students are however encouraged to make PowerPoint presentations in Seminar classes with the help of laptop, L.C.D. projectors and Screens.

The college proposes to make sincere efforts to make teaching-learning more student-centric, and make the role of the teacher that of a facilitator.

4.3.7   Does the institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so what are the services availed of?

The college does have additional facilities for having National knowledge connectivity. Programmes of IGNOU and other such bodies are available on T.V [Gyan darshan] which is made available to the students. And also the college has got disc antenna for connecting the students to live programmes of UGC.

4.4   Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the followingfacilities (substantiate your statements by providing details of budget allocated during lastfour years)?

The College prepares estimated budget and makes budgetary allocation for all expenses in the month of March every year. Budgetary provisions are made in accordance with the plans for development and maintenance every year. Also it is tried to ensure that optimal utilization of the funds available for the purpose is done. Finally the annual audit is carried out to take stock of the situation;

Amount spent as per the audit report.

		2010-11	2011-12	2012-13	2013-14	Total
a.	Building	22,50,000/-	21,50,000/-	24,00,000/-	27,50,000/-	95,50,000/-
b.	Furniture	2,50,000/-	2,50,000/-	2,50,000/-	2,50,000/-	10,00,000/-
c.	Equipment	19,971/-	42,665/-	1,16,248/-	79,207/-	2,58,091/-
d.	Computers	3,175/-	10,350/-	5,385/-	4,120/-	23,030/-
e.	Vehicles	Nil	Nil	Nil	Nil	Nil
f.	Anyother					

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

Usually the college does have an annual contract for maintenance and upkeep of the equipment such as

- Computer

- LCD Projector

- OHP

- Slide Projector

- T.V.

- Dish Antina

For the maintenance and upkeep of the infrastructure of the College, there is a Building Sub-committee, which takes care.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Precisions measures for the equipment/instrument are usually taken up every six months.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

Any other relevant information regarding Infrastructure andLearning Resources which the college would like to include.

There are three electricity connection; one each for a) Boys' wing campus b) Women's wing campus and c) Vocational Studies Department. In order to ensure stabilized current availability, three - phased lines have been taken in all three connections. There is a caretaker for each block, who ensures that immediate steps are taken in case of any need. Besides, two separate green Generators have been provided as power backup in the event of power cuts.

There are four deep-borings with submersible motor pumps and overhead tanks, so that constant supply of running water is made available to all students/staff in every campus.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1   Student mentoring and support

5.1.1   Does the institution publish its updated / handbook annually? If yes what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the college publishes its updated prospectus and handbook annually. The information is also disseminated through the college website www.gncollege.org

The college prospectus provides information about

- Vision and mission of the college
- Various courses offered
- Staff members- both teaching and non-teaching
- Rules and regulations of the college
- Extra –curricular activities like NCC, NSS etc.
- Add-on courses
- Fee structure
- List of different committees in the college.

5.1.2   Specify the type, number and amount of institutional scholarship / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Yes, the college provides financial aid to students in the form of free-student ship and scholarships.

- Free studentship is provided to 12 ½ % of the boys enrolled in the college.
- Free studentship is provided to all girls enrolled in the college as per the Govt. policy prevalent in the state of Jharkhand.

5.1.3   What percentage of students receive financial assistance from state government, central government and other national agencies?

Scholarship (financial help) is made available to minority students of the community. Similarly fee reimbursement and stipend is made available to

SC/ST and OBC(Annexure-I)

5.1.4   What are the specific support services / facilities available for?

- **Students from SC / ST / OBC and economically weaker sections**

- **Students with physical disabilities**

- **Overseas students**

- **Students to participate in various competitions / national and international**

- **Medical assistance to students: healthcenter, health insurance etc.**

- **Organizing coaching classes for competitive exam.**

- **Skill development (spoken English, computer literacy,etc.)**

- **Support for slow learners**

- **Exposures of students to other institution of higher learning / corporate / business house etc.**

- **Publication of student magazines**

The college provides following services to the SC / ST students.

- During admission the SC / ST/ OBC students get a reservation of 10% 26%, and 14% respectively of the total seats available in a course.

- Government scholarships are arranged for students belonging to minority community.

- Special care is taken by arranging tutorial classes.

- For the students belonging to the economically weaker sections of the society the college provides free studentship to 12 ½ % of the total strength.

- Differently-abled students are given due consideration in the admission process, which is 3% as per the policy of the government of Jharkhand.

- At present there are no overseas students in the college.

- Students are trained and groomed to participate in co-curricular and extracurricular competition (youth Festival/ Cricket/ Chess/ Badminton/ Volleyball / NCC) at the University level/Zonal level/national level. Some of our students have gone up to national level competitions.

- The college has a separate health center(Bhai Kanhaya Dispensary) which is free of cost for students and free health check-up is made available.

- Two add-on courses for skill development like communicative English and computer literacy have been introduced.

- Remedial classes are conducted for slow learners

- A magazine "REFLECTION" [B.Ed.] is published twice in a year

5.1.5 **Describe the efforts made by the institution to facilitate entrepreneurial skill, among the students and the impact of the efforts.**

Guest teachers are invited from various institutions and industries. Seminars are arranged for the benefit of the students in order to facilitate the entrepreneurship skills.

5.1.6 **Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussion, cultural activities etc.**

Our college has earned the distinction of providing facilities to promote participation of students in various extra-curricular and co-curricular activities.

The college has got an Athletic and Sports Association consisting of five senior teachers and the P.T.I. being the member Secretary. Every year, at the beginning of the academic session, i.e., July a meeting is convened by the Principal to prepare the annual calendar for sports and games. Even Budgetary provisions are planned and decided in that meeting. The college does not have permanent coaches. But coaches are engaged from outside for providing coaching in various games and sports before the college teams are selected finally for participation in inter college tournaments. Team selection is made in a fair and transparent manner.

Our College cricket team has won the University Championship thirteen times during the last twenty years. Every year, five to six of our students are selected in the University team.

Similarly, the college has got an Art and culture society also, consisting of five teachers.The meeting is held in July to prepare the annual calendar;

and budgetary provisions are planned and decided in that meeting.

Teachers from outside are engaged for providing coaching in Music, Dance, theatre events, fine Arts. Coaching of our students goes on throughout the year at the initiative   of the Dept. of Creativity. Finally the youth Festival team is selected in a transparent manner.

Our Youth Festival team has won the championship once, and has been Runners up on four occasions during the last five years. Many of our students have been part of the University team; and a few of them have represented even at the national level.

5.1.7   Enumerating on the support and guidance provided to the students in preparing for the completive exams. Give details on the number of students appeared and qualified in various competitive exams. Such as UGC-CSIR-MET, UGC-NET, ATE / CAT / GRE /TOEFL / GMAT / CENTRAL / STATE SERVICES, DEFENSE CIVIL SERVICES etc.

No specific support is provided to the students in preparing for the competitive examinations. The students are however provided guidance in the form of special classes for appearing at the foundation course of the examination of CA and for various entrance examinations for admission to MBA programme. The Department of Education provides training and guidance to students for Central T.E.T and Jharkhand T.E.T.

5.1.8   What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.

As counseling is a day to day activity all the HODs and faculty members are involved in academic and personal counseling. Students are encouraged to approach the HODs and faculty members whenever they are in need of guidance and counseling regarding higher studies, placement opportunities, preparation for competitive examinations as well as the problems faced by them in the college regarding academics and other activities.

5.1.9   Does the institution have a structured mechanism for career guidance and placement of its students? If'yes',detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers

and the programmes).

There is a placement cell created in the college headed by a Senior teacher. So far there have been more than six campus interviews and quite a few of our students have been selected for employment through those interviews.Placement cell is actively engaged in inviting various companies and informing the students on matters of employment.

5.1.10   **Does the institution have a student grievance redressal cell? If yes, list (ifany) the grievances reported and redressed during the last four years.**

Yes the college does have a student's grievance redressal cell which consists of the Teaching staff with the Principal as its chairman.

- Grievance redressal box is placed in the ground floor of the College in which students put their grievances in writing.

- The members of grievance redressal cell meet at regular intervals to solve problems of the students.

- Collective measures are taken and accordingly notified.

- Students also interact directly with the teachers of the respective departments.

5.1.11   **What are the institutional provisions for resolving issues pertaining to sexual harassment?**

A Women's cell has been functional to address the issues of sexual harassment. The cell consists of senior teachers. The College takes utmost care that cases of sexual harassment do not occur in the college campus. In case such incidents are reported, the Principal refers the matter to the Women's cell for (a) verifying authenticity of the matter and (b) to suggest suitable actions.

So far no such case of serious nature has been brought to notice.

5.1.12   **Is there an anti-ragging committee?How many instances (ifany) have been reported during the last four years and what action has been taken on these?**

Yes, there is an anti-ragging committee, but ours is a truly ragging-free institution.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

Yes the college provides the following welfare schemes for students:

- The college provides free studentship to needy students. In the last four years the college disbursed a sum of Rs.63,919/-

- The college also arranged for Govt. Scholarship for the minority students. In the last five years the college has disbursed a sum of Rs. 3,67,268/-

- The college provides health care facility in the campus. The part-time doctors are available on regular basis in Bhai Kanhaiya Dispensary.

5.1.14 Does the institution have a registered Alumni Association?If 'yes', what are its activitie and major contributions for institutional, academic and infrastructure development?

The college does have an Alumni association which meets once in a year. They organise function like fairs and fete inside the campus. They are a major source of feedback for the academic and co-curricular performance and infrastructure development. Alumni members share their experiences with staff and students whenever they visit the institution.

5.2   StudentProgression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last fourbatches)highlight the trends observed.

Many of our students join the P.G. programme in the University. Some of them join professional courses such as MBA programme, Chartered Accountancs, Cost Accountacs and Company secretaryship. Since there is no mechanism to maintain the record of the students after they leave the college, it is difficult to figure out the percentage of the students progressing to higher education or to professional education or employment. However the Department of Education maintains a record of the students progressing to higher education and employment.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/ batch wise as stipulated by the university)? Furnish programme-wise details in

comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The following is programme wise details of pass percentage an completion rate for the last four years:

2009-10									
				Passed with %					
Sr.no.	Faculty/Subject	Appeared	1st	%	2nd	%	3rd	%	Failed
1	B.Com (H) Accountancy	386	204	52.80	147	38.00	0		35
2	B.A. (H) English	36	0	0.00	22	61.10	0		14
	B.A. (H) Hindi	18	1	5.50	13	72.20	0		4
	B.A. (H) History	78	1	1.20	70	89.70	0		7
	B.A. (H) Poltical Sc.	59	0	0.00	43	72.80	0		16
	B.A. (H) Economics	40	1	2.50	21	52.50	0		18
	B.A. (H) Psychology	42	2	2.80	26	61.90	0		14
3	B.Com (General)	86	1	1.10	43	50.00	26	30.20	16
4	B.A. (General)	81	0	0.00	25	30.80	29	35.80	27
5	B.Ed.	99	98	9.90	0	0.00	0	0.00	1
6	B.C.A								
7	B.J.								

2010-11								
					Passed with %			
Sr.no.	Faculty/Subject	Appeared	1st	%	2nd	%	3rd	%	Failed
1	B.Com (H) Accountancy	432	181	41.80	219	50.60	0	0.00	32
2	B.A. (H) English	38	2	5.20	33	86.80	0	0.00	3
	B.A. (H) Hindi	28	3	10.70	25	89.20	0	0.00	0
	B.A. (H) History	95	0	0.00	87	90.50	0	0.00	8
	B.A. (H) Political Sc.	115	5	4.30	102	88.60	0	0.00	8
	B.A. (H) Economics	32	2	6.20	20	62.60	0	0.00	10
	B.A. (H) Psychology	47	7	14.80	32	68.80	0	0.00	8
3	B.Com (General)	84	0	0.00	35	41.60	17	20.20	32
4	B.A. (General)	63	0	0.00	13	20.60	10	15.80	40
5	B.Ed.	94	94	100.00	0	0.00	0	0.00	0
6	B.C.A								
7	B.J.								

2011-12									
				Passed with %					
Sr.no.	Faculty/Subject	Appeared	1st	%	2nd	%	3rd	%	Failed
1	B.Com (H) Accountancy	424	222	52.30	196	46.20	0	0.00	6
2	B.A. (H) English	24	2	8.30	22	91.60	0	0.00	0
	B.A. (H) Hindi	23	8	34.70	14	60.80	0	0.00	1
	B.A. (H) History	55	6	10.90	46	83.60	0	0.00	3
	B.A. (H) Poltical Sc.	29	0	0.00	28	96.50	0	0.00	1
	B.A. (H) Economics	19	1	5.20	17	89.40	0	0.00	1
	B.A. (H) Psychology	33	4	12.12	25	75.70	0	0.00	4
3	B.Com (General)	71	1	1.40	37	52.10	18	25.30	15
4	B.A. (General)	66	0	0.00	20	30.30	19	28.70	27
5	B.Ed.	99	97	96.03	0	0.00	0	0.00	2
6	B.C.A								
7	B.J.								

2012-13								
			Passed with %					
Sr.no.	Faculty/Subject	Appeared	1st	%	2nd	%	3rd	%	Failed
1	B.Com (H) Accountancy	403	215	53.30	177	43.90	0	0.00	11
2	B.A. (H) English	26	7	26.90	17	65.30	0	0.00	2
	B.A. (H) Hindi	30	2	6.60	23	76.60	0	0.00	5
	B.A. (H) History	85	7	8.20	70	82.30	0	0.00	8
	B.A. (H) Poltical Sc.	49	0	0.00	46	95.80	0	0.00	2
	B.A. (H) Economics	19	2	10.50	9	47.30	0	0.00	8
	B.A. (H) Psychology	25	2	8.00	16	64.00	0	0.00	7
3	B.Com (General)	135	0	0.00	77	57.00	45	33.30	13
4	B.A. (General)	75	0	0.00	21	28.00	20	26.60	34
5	B.Ed.								
6	B.C.A								
7	B.J.								

There is no such mechanism in place to provide comparison with other institutions of the University

5.2.3   How does the institution facilitate student progression to higher level of education and /or towards employment?

The faculty members of the college organize career counseling classes of the final year students of the college of various streams. They are advised about the institutions and courses available to them. After completing their graduation programme – they are provided guidance on various competitive entrance exams for admission to such programs as MCA/MBA/CA/CS etc. They are provided necessary information regarding various competitive examinations conducted by the UPSC/SPC/Banking Service Recruitment Board etc.

5.2.4 Enumerate the special support provided to students who are at risk of failure and dropout?

It has been observed that a little more than 5% of the students enrolled with college are mid-term dropouts and about 10 – 15% of the students fail to pass the University examination.

The College does try to solve the problems if students have to dropout for financial reasons. In one case financial support of Rupees three thousand per month was provided to a student who was on the brink of dropping out for not having adequate financial support. The amount was provided from an industrial house managed by a member of the college management. (DevChouhan)

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extra curricular activities available to students. Provide details of participation and program calendar.

The following students participated in various Sports, Culture and extracurricular activities as part of the University team.

2010-11

Six students were selected to represent the University team in the East Zone Cricket tournament held in Burdwan University, from 26-11-2010 to 30-10-2010.

1) Md. SarfrazAlam Ansari

2) Bhagirath Kumar Rajwar

3) SatishKusmar Singh

4) IftekharAlam

5) MoinAkhter

6) Sadab Nishat

Three students participated in East Zone Badminton tournament held in Manipur University;

1) SubehenduChakraborty

2) Swati Singh

3)   Sukhchain Kaur

Two students participated in East Zone Chess tournament held in Kolkota University:

1)   Md. SikandraAnish

2)   Jitender Kumar

Seven students participated in East Zone Rifle Shooting tournament held in Gwalior University;

1)   Chandrabhan Choubey

2)   Maninder Kumar Choubey

3)   Vijay Kumar Yadav

4)   Dharmender Kumar Sinha

5)   Richa Thakur

6)   Lalita Kumari

7)   Mukta Sharma

2010-11

Seven students participated in East Zone Cricket tournament held in Kolkota University, from 12-11-2011 to 23-11-2011;

1)   Bhagirath Kumar Rajwar

2)   Ketan Kumar Singh

3)   Iftekhar Alam

4)   Satish Kumar Singh

5)   Rohit Kumar Singh

6)   Piyush Kumar

7)   Sarfraj Alam Ansari

Two students participated in East Zone Badminton tournament held in Bhagalpur University;

1)   Sukhchain Kaur

2)   Subendu Chakraboroty

Two students participated in East Zone Chess tournament held in Kanpur University:

1)   Md. Sikandar Anish

2)   Jitender Kumar

2011-12

Six students participated in East Zone Cricket tournament held in B.H.U. Varanasi from 17-11-2012 to 27-11-2012;

1)   Bhagirath Kumar Rajwar

2)   Satish Kumar singh

3)   Ketan Kumar Singh

4)   IftekharAlam

5)   Moin Akhter

Two students participated in East Zone Badminton tournament held in Kolkata University;

1)   Samir Kumar Modi

2)   SubenduChakraborty

Three students participated in East Zone Chess tournament held in Kolkata University;

1)   Md Sikandar Anis

2)   Sagar Singh

3)   Sumit Roy

2013-14

Five students participated in the Chancellor's Trophy tournament held in Kolhan University Chaibasa from 4 4 2012 to 8-4-12.

1)   Bhagirath Kumar Rajwar

2)   Satish Kumar Singh

3)   Ketan Kumar singh

4)   IftikarAlam

5)   MoinAkhter

Two students participated in East Zone Chess tournament held in Magadh University;

1)   Dinesh Kumar

2)   Sumit Roy

Two students participated in East Zone Rifle Shooting tournament held in Chandigarh University.

1)   Dharmendra Kumar Sinha

2)   Bipul Kumar,

Cricket:

• Our college cricket team has won the University championship thirteen times during the last twenty years. Every year five to six students are selected in the University team.

• Our Youth Festival team has won the championship once and has been Runners up four times during the last Five years. Many of our students have been part of the University team and a few of them represented in even at the national level.

VINOBA BHAVE UNIVERSITY, HAZARIBAG

TENTATIVE SPORTS CALENDAR 2012-13

S. No	Events	Date of Tournament/ Competition	Venue
1	Kabaddi (M/W	4-5 July 2012	R.S.P.CollegeJharia
2	Kho-Kho(M/W)	9-10 July 2012	Giridih College, Giridih
3	Chess (M/W)	13-14 July 2012	RamgarhCollege,Ramgarh
4	Cross Country Race	17 July 2012	Chatra College, Chatra
5	Archery (M/W)	23-24 July 2012	P.F. VBU, Hazaribag
6	Foot Ball(W)	31 July 1 Aug. 2012	B.S.City College, Bokaro
7	Foot Ball (M)	4-8 August 2012	K.B. College, Bermo
8	Basket Ball(M)	23-24 Aug. 2012	Sindri College, Sindri
9	Basket Ball (W)	24 August 2012	St. Colamba, Hazaribag
10	Badminton(M/W)	30-31 Aug. 2012	B.S.K. Colleg. Maithon
11	Volley Ball (M)	3-4 Sept. 2012	Visthapit College, Balidih
12	Volley Ball (W)	5-7 Sept.2012	S.S.L.N.T.Coll. Dhanbad
13	Shooting (M/W)	13-14 Sept. 2012	P.G.VBU, Hazaribag
14	Weight Lifting(M/W)	18-19 Sept. 2012	J.J.Colle, Jhumritilaiya
15	Cricket (W)	21-22 Sept.2012	K.B.Women'sHazaribag
16	Cricket (M)	1-6 Oct. 2012	B.I.T.Sindri, Sindri
17	Athletic(M/W)	10-12 Oct. 2012	P.K.R.K.College,Dhanbad
18	Hockey (M)	13-14 Aug. 2012	Markham Coll. Hazaribag
19	Table Tennis(M/W)	27-28 Aug. 2012	Guru Nanak College

5.3.2   **Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University /State/ Zonal/ National/ International, etc. for the previous foury ears.**

Students participate in extra curricular activities through the following:

Students of Guru Nanak College have very actively participated in Inter College Games and sports and have come out many times with flying colours in most of the events. In cricket, the college teams have been overall champion for thirteen times and runners-up for four times. The college has also becomes champion once and runners-up once in Badminton (Boys and Girls) - both separately. The College has remained champion in Chess for five times and runners-up for two times, in the events of Shooting champion for two times and in Volleyball, champion for two times and runners-up for one time. In the year 2004, the college was declared overall champion in Athletics, and in Football, runners-up for one time so far.

The college was given the honour of organising the XVIII V.B.U. Inter-College Youth Festival held in October 2013, which was successfully organised.

The following are the details of the performance of the college in the university inter- college Youth Festivals, year wise (for four years):

XIX VinobaBhave University Inter College Youth Festival

1) Year : 2010   **Event- Wise Performance**

S.No.	Events	Position
1	On the spot painting	1st
2	Elocution	1st
3	Clay Modeling	1st
4	Classical vocal solo	2nd
5	Group Song	2nd
6	SKIT	2nd
7	Mimicry	2nd
8	Cultural Procession	2nd
9	One act play	2nd
10	Folk Dance	2nd
11	Semi Classical Vocal	3rd
12	Cartooning	3rd
13	Debate	3rd
14	Quiz	3rd

Final Result of theTeam :
Runners up

XIX   VinobaBhave University Inter College Youth Festival "PRATIBIMB" 2011"

2) Year : 2011   Event- Wise Performance

S.No.	Events	Position
1	Procession	1st
2	Group Song	1st
3	One Act Play	1st
4	Mimicry	1st
5	Collage	1st
6	Cartooning	1st
7	Rangoli	1st
8	Folk Dance	1st
9	Classical Vocal Solo	2nd
10	Light Vocal Solo	2nd
11	Western Vocal Solo	2nd
12	Classical	2nd
13	SKIT	2nd
14	Poster Making	2nd
15	Clay Modeling	2nd
16	Photography	3rd

Final Result of theTeam :
Champion

XIX   Vinoba Bhave University Inter College Youth Festival "JHOOMAR 2012"

3) Year : 2012   Event- Wise Performance

S.No.	Events	Position
1	One Act Play	1st
2	Classical Vocal	1st
3	Skit	1st
4	Instrument	1st
5	Clay Modeling	1st
6	Rangoli	1st
7	Light Vocal	2nd
8	Folk Dance	2nd
9	Collage	3rd
10	On the spotpainting	3rd

Final Result of theTeam :
Runners up

4) Year : 2013   Event- Wise Performance

S.No.	Events	Position
1	Group Song Indian:	3rd
2	Classical Dance	3rd
3	Mimicry	3rd
4	One Act Play	2nd
5	Quiz	2nd
6	Debate	2nd
7	Poem Reading	1st
8	Elocution	2nd
9	On the Spot Painting	1st
10	Collage	3rd
11	Poster Making	1st
12	Clay Modeling	2nd
13	Installation	1st
14	Western Vocal (Solo)	2nd
15	Creative Dance (Solo)	1st
16	Group Song Western	3rd
17	Folk / Tribal Dance	3rd

**Final Result of theTeam :
Runners up**

Zonal :-

PriyaPathak [Elocution]secured 1st Position

Ashok Maji [Mimicry] secured 1st Position

National:-

Ashok Maji [Mimicry] secured 2nd Position

5.3.3 How does the college seek and used at and feedback from its graduates and employers, to improve the performance and quality of the institutional provision?

On the basis of consistent performance in various youth Festivals, during the last many years, it was decided that the college should make provision for teaching and training of such forms of arts as Music, Dance, theatre events, Fine Arts and literary events to the students in a professional manner. There is no sanctioned department of Fine arts/Music/Performing arts in the college. It was decided to start the department of Creativity under the leadership a senior teacher. The objective was to get quality teachers from sister institutions and society at large, and to provide teaching and training to the young and budding talent throughout the year on a regular basis. This has contributed to improvement of performance and quality in the cultural activities of the college.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and othe r material? List the publications/ materials brought out by the students during the previous four academic sessions.

The college does not publish any magazine as such but the students of B.Ed. course are actively involved in the preparation of the annual bulletin "Reflection"

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection,constitution,activities and funding.

There is provision of a student's union in the college. It has got statutory sanction of the university. There is direct election for the post of office bearers of the students union. Also there are representation of sportspersons, artists and meritorious students who are nominated to the student's union body by the college administration. But election of the college students union has not been conducted for the last five years.

5.3.6 Give details of various academic and administrative bodies that have

student representatives on them.

The role of students union is confined to such areas as sports and cultural activities grievance redressal of the students etc. They do not get representation in the academic administration of the college.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Any other relevant information regarding Student Support and Progression which the college would like to include.

There are meetings of Alumni Association twice every year (at least one). The college values support and feedback of Alumni Association regarding academic and co-curricular activities of the college as also about the development of the college. One of the Alumni of the college has been co-opted as a member of IQAC.

The retired teachers of the college are requested to come and engage special classes which many of them willingly do. Also they are invited to all the important social and cultural functions in the college. They are treated as major source for honest feedback on the performance of the college.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1   Institutional Vision and Leadership

6.1.1   State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the student's it seeks to serve, institution's traditions and value orientations, vision for future etc. ?

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

•   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.

•   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.

•   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 employment friendly.

•   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.

- The College aims at making use of ICT aided teaching so that the students can be given exposure to the latest advancement in technology.

The mission statement of the college is categorical in putting stress on the role of our institution trying to reach out to the weakest of the society. With this end in view the college shifted its main campus (Boy's Wing) at a place surrounded by the economically and socially deprived people. During the last 16 years it has been possible for the college to cater to the academic needs of the students belonging to the economically weak and socially deprived background.

The college has been able to put emphasis on educating women from the economically and socially deprived homes in its women's wing situated in the old campus. The college has reserved 50% of the seats for women out of which nearly 40% girls come from the families of a particular minority community where it is most important to spread the light of education.

True to the motto derived from the teachings of GuruNanak,the college tries to impart a value system to its students through various activities so that they can be groomed into worthy citizens, upholding the tradition and be initiated to modern ways of thinking at the same time.

The college has tried and succeeded to some extent in sensitizing the students on socio- economic issues, gender issues and also human rights issues through various activities.

The college has to a great extent been able to introduce modern educational technologies and tools so that the students get initiated to the latest technological advances.

The college plans to introduce more of such courses as might help the students become more employment-friendly.

6.1.2 What is the role of the top management, the Principal and the Faculty in design and implementation of its quality policy and plans?

The sponsors of the college, the Gurudwara Prabandhak committee of Dhanbad nominates a Governing council which has to perform a role strictly in accordance with the powers and duties enumerated in the Act and statutes of the university and by elaws of the college.

The Governing council of the college has a President, a Vice President and a

Secretary along with three other members nominated by the parent body. Besides, the President and the General Secretary of the parent body i.e. the GurudwaraPrabandhakcommittee, are ex- officio members of the college governing council. The Principal of the college is also an ex officio member of the college governing council.And there is a teachers representative elected from among the teachers of the college as a member of the Governing council.

The role of the President and that of the Secretary and the Principal is properly defined by the university statutes and the byelaws of the college. The copies of the statutes are being enclosed.

There is a meeting of college Governing council every three months to take decisions and to review implementation of its quality policy and plans. Action taken report on the resolutions of the previous meeting is presented by the principal of the college which is a statement of implementation of the policy and the plans of the college Governing council.

6.1.3   What is the involvement of leadership in ensuring?

- **The policy statements and action plans for the fulfilment of the stated mission.**

- **Formulation of action plans for all operations and incorporations of the same into institutional strategic plan.**

- **Interaction with stakeholders.**

- **Proper support for policy and planning through need analysis, research inputs and consultations with stakeholders.**

- **Reinforcing the culture of excellence.**

- **Champion organizational change.**

The involvement is stated as follows:

- The mission statement of the college is always kept in mind while taking decisions on policy making and action plans. For this reason the college started a women's wing in the old campus since there was a pressing demand from the weaker section of the society for this.

- The college leadership is actively involved in formulation of action plans. The president, the Secretary, the Principal and some of the members of the governing council are actively engaged in formulation of action plans and execution of the plans. They have meetings at regular interval to supervise the proper execution of the action plans.

- The college leadership tries to report most of the policy decisions and action plans to the sponsors of the college as also to the affiliating university. The college leadership provides proper support in most of the projects of the college should there be need.

- The college leadership tries to have frequent meetings with the faculty and the administrative mechanism for reinforcement of the culture of excellence.

- Should there be a need; the college leadership is not averse to the idea of making changes at the organisation level.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

For every policy statement and action plan approved by the Governing council of the college, a working committee is constituted for effective implementation. Meeting of the working committee is held frequently with the Principal for stock taking of the extent and quality of the implementation. If it is felt that some help is needed the principal convenes a meeting with the Secretary and the President of the college to remove the obstacles at the earliest.

If it is regarding construction of building, a construction committee is made which consists of senior technical experts for effective implementation and continuous improvement.Efforts are made so that planning and execution are properly co-ordinated.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

One teacher who is elected as the Teachers' representative becomes an ex officio member of the college Governing council, who attends every

meeting as part of the top management of the college. He is involved even in policy making and preparation of action plans.Other than that, many of teachers are given administrative assignments in order to facilitate the smooth functioning of the system of college governance; such as:

1. Prof in charge (Girls wing)

2. Prof in charge (Boys wing)

3. Examination controller

4. Bursar

5. Co-ordinator (Vocational studies)

6. Asst. Co-ordinator, B.C.A.

7. Joint Co-ordinator (Bachelor of Journalism)

8. Co-ordinator, B.Ed.

9. Co-ordinator, Department of creativity

10. Programme officers, N.S.S.

11. In charge, N.C.C.

12. Co-ordinator, IQAC

6.1.6 How does the college groom leadership at various levels?

The College tries to groom leadership by giving responsibility to the concerned membersof the faculty as well as giving them adequate freedom to carry out the responsibility. They are provided guidance and support from the top management, whenever it is needed. Efficient and effective leadership is created through de-centralization in the form of setting up of various decision making bodies such as

A. Grievance Redressal cell [for teachers, non-teaching and students]

B. Women's' cell

C. Library committee

D. Anti-Ragging committee

E. Placement and career counselling cell

F. Research committee

G. A functioning I.Q.A.C.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments/ units of the institution and work towards decentralized governance system?

The college has got a well-established system of delegation of authority to the functionaries. This provides adequate operational autonomy to various departments. The system of Governance and administration is de-centralized to a great extent.

There are two campuses – each situated at the distance of 4 km from the other. It is not possible for the principal to personally supervise each and every activity of the college. There is a Prof.-in-charge (Administration) in both the wings of the college, who have got sufficient freedom and authority to provide a flexible system so that classes are held as per the timetable. Besides they have the authority of attestation and of signing such papers as CLC, Bonafide certificates, Identity cards of the students. They are given adequate authority to take decisions in matters of any indiscipline etc.

There is a co-ordinator for the B.Ed. wing and other co-ordinator for the Vocational studies. They have been given sufficient freedom and authority to run the activities on day-to-day basis, such as the arrangement of classes, maintenance of discipline, maintenance of laboratories. Since the co-ordinator of the Department of Vocational studies is also the H.O.D. of Economics in the college and has also been delegated such responsibility as Training and Placement Cell [TPC], a teacher from the computer science department has been made Assistant co-ordinator who looks after the affairs of the department in absence of the Co-ordinator. Similarly a teacher in the Department of Journalism has been appointed Joint co-ordinator who looks after the activities of the Department in the absence of the co- coordinator of Vocational studies.

Even in the B.Ed. wing of the college a Joint co-ordinator has been provided to support the Co-ordinator.

All the above functionaries have been given adequate authority and freedom to operate within the framework of the system of governance.

The role of the Principal is to provide support and guidance to all the above

functionaries as also to co-ordinate among the various departments for their smooth co-existence.

The Heads of the departments of various subjectsof the college are given sufficient freedom and authority to allot classes among the teachers – both permanent and the part-timers of the department. They have authority of making stop-gap arrangement also if some teachers are on leave. Only they are required to take such decision in consultation with the Prof. In-charge and the Principal.

The subject Heads have been given freedom and authority to organise Parent Teacher Meets [PTM] once in a year in consultation with the Principal.

6.1.8   Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The college does promote the culture of encouraging participation of other stakeholders in the affairs of the college management:

- The feedback received from parents/guardians and studnets is analysed and discussed in the meeting of the Staff Council, the IQAC and the College Governing Council, if necessary.

- The feedback received from the old students (alumni association) is also taken seriously, analysed and discussed at length.

- The top management of the College is sensitive to the inputs received from these stakeholders, and steps are initiated to implement some of the ideas received from them.

6.2   Strategy Development and Deployment

6.2.1   Does the institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

During the period of the last 43 years of the college a quality policy of the college has been evolved and developed.

6.2.2   Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

True to the vision and mission statement of the College, the perspective plan of the College is introducing more of job-friendly and socially relevant courses. The plans are initiated, discussed and deliberated in the meetings of the staff council, in the meetings of IQAC and finally in the meeting of the College Governing Council. Implementation and execution of the plans depend on such factors as a) The financial support available b) University statutes and regulations and c) The State Government Laws.

Some of the plans implemented during the last four years are:

i.   Construction of a three storied building named as the Department of Vocational studies

ii.   Development of two computer laboratories, each having thirty systems – One in 2009 & Second in 2013

iii. Commencement of new courses – Vocational Courses: 1) Bachelor of Computer Applications and 2) Bachelor of Journalism in 2011. the college had been trying to get these courses approved by the authorities at the university level and Government Level since 2006

iv.   Creation of the Department of Creativity as a certificate course from the internal resources in 2012. (The Certificate to be awarded by the college itself).

v.   Commencement of two new certificate courses: a) Computer Applications b) Commutative English. (The Certificates would be awarded by the college on successful completion of the course).

Some of the plans which the college wants to implement during the next five years are:-

i.   Construction of the 3rd and 4th Floor on top of the Vocational Studies Department for starting two more vocational courses a) B.B.A. and b) Fine Arts and performing arts.

ii.   Construction of an auditorium on the 4th floor of the same building for accommodating about 400 students at a time.

iii. Setting up a language laboratory for students for improving their communication skill.

iv.   Full automation of the College Library with ultra-modern facilities.

v.   Establishment of a Gymnasium, Construction of Two Halls, Two Toilets & Auditorium on the 1st Floor of the Boys Wing Campus.

vi.   The parent body of the College has decided to shift Khalsa School to a new campus and thereby making the present women's college building available to the college for the whole day.

6.2.3   **Describe the internal organizational structure and decision making process.**

The Principal is both the academic and administrative head of the college. Since the college functions at two places, which is separated by a distance of 4 kilometres from the other, the college management has appointed two senior teachers as Profs-In-Charge for day-to-day administrative work. The professors' In-charge of both the wings of the college takes such decisions as making temporary arrangements of the class in the absence of the teachers as well.

There is a Bursar who is the head of the finance section, who supervises all work related with finance and accounts such as preparing the Budget, implementation of the financial decision of the management as per rules, and to get the accounts audited.

There is a Controller of Examinations, who is in charge of making all arrangements of various examinations held in the college centre. The controller is also in-charge of publishing the internal results and preparing examination schedules of various internal examinations held in the college.

There is an athletic and sports association consisting of five teachers. The association is headed by senior teachers. The P.T.I. of the college functions as the member secretary of the association.

There is a senior teacher functioning as the coordinator of the department of creativity. She prepares annual calendar of the activities related with Music, Dance, Theatre items & Fine-Arts She also prepares a list of teachers from various other institutions, who are to be engaged as part-time resource persons for organizing classes for these activities. The calendar and the program prepared by the Coordinator is discussed and approved by the members of the Art& Culture Board.

The college follows the University Act and Statutes for organizational structure. The College has got the following statutory bodies in its organizational setup:

1.   College Governing Council

2.   Staff Council

3.   IQAC [formed only one year ago]

1.   Units of the statutory bodies

        The College Governing Council:

a.   President   -   01

b.   Vice-president   -   01

c.   Secretary   -   01

d.   Principal of the College   -   01

e.   Representative of GurudwaraPrabandhak Committee. -   02

f.   Members nominated by the parent body   -   03

g.   Teachers Representative   -   01

2.   Staff Council

a.   President   (Principal)   -   01

b.   Secretary – Co-ordinator/Prof-in-chage   -   01

c.   Members – All Permanent Teachers of the College

3.   IQAC

a.   Principal   -   01

b.   Co-ordinator   -   01

c.   Representative of the College Management   -   01

d.   Teachers   -   05

e.   Members from the Alumni Association   -   01

f.   Outside member   -   01

6.2.4   Give a broad description of the quality improvement strategies of the institution for each of the following:

♦   **Teaching and Learning**

♦   **Research and Development**

♦   **Community engagement**

♦   **Human Resource management**

♦   **Industry interaction**

- The meeting of the staff council is held two to three times in a year to discuss the quality improvement strategies for teaching and learning. The feedback collected by the different departments is discussed at length and future strategies are based on that.

- The teachers are encouraged to take up research and development work. They are granted duty leave for attending seminars and conferences as also for going to various libraries for data collection etc for their research project.

- The College has adopted a Village about 1.5 Km. from the Boys' wing campus. Two NSS Units and the NCC of the College take-up various extension works and awareness programmes in that village. The results have been quite encouraging. The College has emerged as the major resource centre for that adopted village.

- The management of the College tries to look after the human resources of the college properly. The college management tries to be of help to the members of the faculty and sub ordinate staff in their hour of need.

  The College management has tried to devise transparent system for recruitment of teachers and staff.

- The college has tried to have some understating with the Industries as well. Many of the students come from the homes of the employees and the officials of BCCL and others Industrial houses of Dhanbad. The college

interacts with the authorities of the industrial houses for initiating welfare measures for such students. So much so that BCCL has got a portion of the Boys' Wing Campus constructed from its own resources.

6.2.5   How does the Head of the Institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and stakeholders, to review the activities of the institution?

The Principal of the College seeks approval of most of the important activities from the top management. Whenever a major initiative is taken – academic or Co-curricular, other than the routine activities such as classes, examination, sports,; a note-sheet is initiated for approval of the secretary of the college. The college secretary is the executive officer of the management.

The information is passed on to the college Governing Council for their notice and approval when the meeting of the Governing Council is held which is generally held every three months. . The top management of the college and the stakeholders such as the parent body are kept informed regarding every important activity taken up by the college or achievement of the college by the principal and the Secretary.

6.2.6   How does the management encourage and support

The members of the college Governing Council attend functions such as the Induction programme of students organized by the college annually, the Independence Day programme, important cultural functions and the programme organized by the college on every Republic Day. The members of the management distribute prizes among students and encourage the teachers and the staff through their appreciation of their work during the above functions. The members of the management try to get their appreciation recorded in the governing council meeting and the same is conveyed to the teachers and the staff.

6.2.7   Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolution.

G. B.   Minutes and action taken reports are being enclosed.

6.2.8   Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution is obtaining autonomy?

No there is no such provision. The college has not made any efforts in that direction so far.

6.2.9   How does the Institution ensure that grievances / complains are promptly attended to and resolved effectively? Is there a mechanism to analyses the nature of grievances for promoting better stakeholder relationship?

A grievances reddresal committee has been formed to look into the grievances / complaints made by the teachers / Staff / Students. The grievances are scrutinized in depth; and the report is put up before the College management with recommendations. It is tried that grievances are properly looked into so that an association of trust and confidence could be established in the College.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No there has not been any specific instances of court case filed by any one against the college

(i)   A case was filed by the retired teachers of the college in 2012 regarding their promotion against the Govt. of Jharkhand and VinobaBhave University. The college has been made one of the respondents in that case

(ii)   The college has served legal notice to the State Bank of India for having made Tax Deduction at source from the provident fund account of the college teachers & staff. It is likely college may file a case against the State Bank of India in the Consumers Protection forum in order to seek justice in

the matter.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes the college does collect students feedback on institutional performance department-wise every year in the Teacher Parent meeting. The feedback of the students/parents is discussed in the meetings of the staff council, and if required even by the Governing Council of the College.

Efforts are made to overcome the weaknesses, if any, pointed out by the students/parents.

6.3   Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

- The teachers are encouraged to participate in seminars/ conferences/ workshops etc. organised by various institutions and departments, which helps them acquire both knowledge and skills, leading to their professional development.

- Also they are encouraged to organise seminars/ workshops etc. in the college, which would help them develop their professional skills

- Besides, teachers are encouraged to attend UGC sponsored Refresher courses organised at various Academic staff colleges, for which they are provided duty leave from the college.

- Customized computer training programmes have been organized by the college for training and development of non-teaching staff, also workshops are organised to help the non-teaching staff acquire skills.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining motivating the

employees for the roles and responsibility they perform?

The college does not have any specific strategy for faculty empowerment. But the teachers associated with NSS and NCC have been sent for training and courses for the roles and responsibility they perform.

6.3.3   Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The college follows the self-appraisal method of teachers through specific format given by the university. The self-appraisal report reflects the teaching, research and other credentials of the teachers before applying for any promotion. The teachers are required to fill up the self-appraisal report.

The self-appraisal report is finally analysed by the principal for writing the confidential report of the teachers before considering their candidature for promotion.

6.3.4   What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Generally the performance of self-appraisal report submitted by the teachers is analyzed by the Principal. If at all there is something to be communicated to the person concerned, the matter is presented before the college Governing Council; and finally conveyed to the person concerned by the Secretary.

6.3.5   What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such scheme in the last four tears?

Should there be any such need as illness of a teacher and non- teaching staff, the college provides interest-free loans in order to meet the expenses towards treatment and hospitalization. .

· Also the college provides advance up to 50% from the provident fund account to respective teachers and employees for meeting such expenses as treatment of a family member, marriage of their wards, and even house construction or purchase of land.

· The college tries to get loans from such financial institutions as Banks by standing guarantee for house loan and educational loan to the teachers and employees for their children.

· In the event of death of an employee in service the college provides job to his spouse on compassionate grounds. Also expenses incurred on the last rites are borne by the college.

6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?

The teachers who join this institute are properly supported so that they may have a feeling of a sense of belonging to the college.

6.4   Financial management and resource mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

• A Comprehensive Budget of estimated receipt and expenditure is prepared in the month of March by the Accounts section of the college. The basis of such exercise of preparing a budget is the actual statement of receipt and expenditure of the previous year.

• In preparing a budget like this it is taken care that at least 15% of the total available financial resources must be spent on development projects.

• The budget so prepared by the Accountant and the Bursar is analysed by the principal of the college.

• The Principal discusses the proposed budget with the Secretary and the President of the college before finally taking the budget to the Governing council for approval.

• The budget is finally approved by the Governing council after detailed

discussion item-wise.

- If at all there is a mid-term proposal for any major expenditure, which could not be visualized at the time of preparing the budget, the proposal is taken to the Governing Council through the same proper channel for approval before making such expenses.

6.4.2   What is the institutional mechanism for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

1-   The College has adopted a mechanism of internal audit by engaging a firm of chartered accountants. Internal audit is done every three months by this firm of chartered accountants.

2-   Finally an annual audit report is submitted by the above firm of chartered accountants, within three months after the end of the financial year. This system has been in practice for the last twenty five years.

3-   The Government of Jharkhand also sends its officials to look into the accounts of the college almost every four to five years.

6.4.3   What are the major sources of institutional receipts / funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund / corpus available with institutions, if any.

- Amount received from the government of Jharkhand by way of deficit grant for payment of salaries to teachers and staff appointed on substantive basis against the posts sanctioned by the government.

- By way of fee etc. received from students at the time of admission.

- By way of development assistance received from the UGC

    Usually the budget is prepared in such a way that there could be minimum deficit. It at all there is any major deficit on a particular project, the college

has to take a loan from a commercial Bank to meet the deficit of that project. And the Budget of the next financial year is so prepared as to be able to repay the loan taken from the Bank.

The audit report of the previous four years are been enclosed herewith.

6.4.4   Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any)

The college had asked for a construction grant from the BCCL for starting the construction of the new campus. The basis was that about 50% of the students enrolled with the college came from the homes of those who were employed with the BCCL. The college got a generous grant of Rs. 10lacs which was utilized by the civil engineering department of the BCCL for construction of the three lecture halls of the college.

After that the college has not been able to secure any additional funding from any other source.

6.5   INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

6.5.1   Internal quality assurance cell (IQAC)

•   **Has the institution established an internal quality assurance cell (IQAC)? If yes, what is the institution policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

•   **How many decisions of IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?**

•   **Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

•   **How do students and alumni contribute to the effective functioning of IQAC?**

•   **How does the IQAC communicate and engage staff from different constituents of the institution?**

Yes the college has established an IQAC in December 2012. The college has formed an IQAC with a view to planning, guiding and monitoring quality assurance of the institution. The IQAC, it is expected, will also monitor the quality enhancement activities of the College so as to achieve optimum results vis-à-vis the mission and objectives of the college. The IQAC should be able to channelize and systematize the efforts and measures of our College towards "Pursuit of academic excellence"

So far there have been five meetings of the IQAC. Some of the decisions taken by the IQAC have already been implemented by the College after getting approval from the College management:

The following decisions of the IQAC have been approved by the College management; and have already been implemented successfully:

a)   Starting of two certificate courses (add-on course) i) Certificate in Communicative English and b) Certificate course in Computer awareness for students of B.A./B.Com.Classes.

b)   At least one Parents-Teachers meeting to be held by each department (subject) in January/February every year. The meeting should be held on Sunday so that parents can find it convenient to come and attend.Also, feedback form be designed for both Parents/Students.

c)   Al least, two national Seminars be organised on inter-disciplinary issues in a year from the internal resources of the College.

d)   It was decided by the IQAC to organise the V.B.U. Inter College Youth Festival 2014 in our college. It was felt that organising a mega event of that magnitude will help foster a sense of comradeship and team spirit in the College.

All the above decisions have already been successfully executed and implemented in the College.

Two external members have been nominated in the IQAC – one is a Chartered Accountant who is also an alumni of the College. And the second is a senior journalist with academic leanings. Both have attended all the meetings and have been of great help.

The IQAC tries to communicate with various functionaries of the College through the Principal who is also the Chairman of the IQAC.

It is being considered to include one of the office-bearers of the Alumni Association of the College in the IQAC in the future.

6.5.2 Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If yes give details on its operationalisation?

Since the IQAC has been formed recently, an integrated framework for quality assurance of the academic and administrative activities may take some time to evolve.However the college is keen to have an integrated framework like that.

6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance proceduers? If yes, give details enumerating its impact.

The college proposes to provide training to the staff for effective implementation of the quality assurance procedures in future.

6.5.4 Does the institution undertake academic audit or other external review of the academic provisions? If yes, how are the outcomes used to improve the institutional activities?

The academic activities of the college are monitored and analysed in the staff council meeting.

The result of the various examinations are analysed and discussed at length in the staff council meetings. The weaknesses are identified and steps are initiated to outcome those.

However there is no academic audit committee as such in the college.

CRITERIA VII : INNOVATIONSAND BEST PRACTICES

7.1   Environment consciousness

7.1.1 Does the institute conduct a Green Audit of its campus and facilities?

The College does not undertake the exercise of a formal "Green Audit" done of its campus and facilities. But "Keep the Campus Clean and Green campaign" is carried at regular intervals with the help of N.S.S. Volunteers and N.C.C.Cadets.

7.1.2   What are the initiatives taken by the College to make the campus eco-friendly?

* **Energy conservation**

* **Use of renewable energy**

* **Water harvesting**

* **Check dam construction**

* **Efforts for carbon neutrality**

* **Plantation**

* **Harzardous waste management**

* **E-waste management**

Such measures are taken so as to ensure that the campus is properly maintained, and is kept eco friendly with sufficient amount of greenery, flowers and plantation.

- It is ensured that energy is conserved in the form of electricity;

    (a) Bulbs and tubes have been generally replaced by CFLs

    (b) A.C is used only when it is absolutely necessary.

    (c) Fans and wirings are properly serviced so as to keep things in order

    (d)   theold system of the Generator has been replaced by the Green D.G.Set, which is somewhat eco-friendly.

- There is a water harvesting system in the campus which conserves rain water.

- The problems of hazardous waste management and carbon neutrality are

minimal, as the College does not have Science teaching; and Physics, Chemistry, Botany and Zoology Laboratories are not there.

- The College has a system of E-waste management in place as generally the old systems are disposed of properly before acquiring the new ones.

- Plantation is a regular feature – at least once every year after the arrival of monsoons in the main campus of the College (Boys' wing at Bhuda). Proper initiative is taken to ensure that all the trees and plants are looked after and maintained in good health with the help and co-operation of the department of Forest and Horticulture.

  Besides, the students of the department of Creativity joins the N.S.S. Volunteers and N.C.C. Cadets in their "Keep the Campus Clean and Green Campaign" by creating awareness on ecology related issues by enacting Nukkad Dramas, Skits and Mines. This also creates an impact.

7.2   Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The following innovations have been introduced during the last four years, which are meant to go a long way in quality enhancement and capacity building of the students.

- Two job-oriented courses w.e.f. 2011-12 academic session
a)   B.C.A. Honours (T.Y.D.C.)
b)   B.J. Honours (T.Y.D.C.)
- Formation of IQAC for quality management of the college in December 2012
- Two add-on coursesw.e.f. 2013-14
a)   Certificate in Communicative English (CIE)
b)   Certificate in Computer Applications (CIC)
- Opening of the Department of creativity in February 2012.
- Computerisation of the College Accounts w.e.f. 2011-12 financial year.
- Establishment of the Grievance Redressal Cell

- Establishment of the Women's Cell

Surely, these innovations have created a positive impact on the functioning of the college.

7. 3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/orcontributedtotheQuality improvement of the core activities of the college.

BestPractices: 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 meetings 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 Practice :**

As mentioned above, the idea was to make available quality training and teaching to our students in fine Arts and performing Arts as also in literary events throughout the year. But the college did not have a Department of Music or a Department of Fine Arts or a Department of Performing Arts. 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-Knit.

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 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.

6.   **Contact Details**

Name of the Principal	:	Purnendu Shekhar
Name of Institution	:	Guru Nanak College
City	:	Dhanbad
Pin Code	:	826001
Accredited Status	:	Not accredited so far
Work Phone	:	0326- 2300994
Website	:	www.gncollege.org
Mobile	:	94311-22152
Fax	:	0326- 2305070
E-Mail	:	pshekhargnc@gmail.com

University Grants Commission
Bahadur SHAH Zafar Marg
New Delhi-110002

No.F.8-31/89(CPP-I)

[1] JAN 1990

To

The Registrar,
Ranchi University,
Ranchi.

Subject: List of Colleges accorded under Section 2(f)
of the UGC Act, 1956 inclusion of the Colleges.

Sir,

     I am directed to refer to your letter No.
PL/3321 dated 6.5.89 on the above subject and to
say that the name of the following colleges has
been included in the above list under Non-Govt. colleges
teaching upto Bachelor's degree.

Name of the College	Year of Estt.	Remarks
Guru Nanak College, Dhanbad, (Bihar) (Principal-L.K.Chowdhary) Permanent affiliation	1971	The College is fit to receive Central assistance under sec.12(B) of the UGC Act, 1956.

     The Indemnity Bond and other documents in respect of the
above college have been accepted by the Commission.

Yours faithfully,

(KISHAN CHAND)
UNDER SECRETARY

Copy forwarded to:

1. The Principal, Guru Nanak College, Dhanbad (Bihar)
2. Accounts 'C' Section.
3. Computer Cell.
4. All Officers/Sections in the UGC Office.
5. Guard file.

(J.P.PITTAL)
SECTION OFFICER

[True Copy]

University Grant Commission
Bahadur Shah Zafar Marg
New Delhi – 110002

No. F.R-51/80(CPP-I)   **10/Jan/1990**
To
The Registrar
Ranchi University
Ranchi

Sub: List of Colleges proposed Under Section 2(f)& 12(B) of the UGC Act 1956 inclusion of U G College.

Sir,

I am directed to refer to your letter no. PL/3381 dated 06.05.88 on the above subject and to say that the name of the following college has been included in the above list under Non-Govt. colleges teachingupto bachelor degree.

Name of the College	Year of Estt.	Remarks
Guru Nanak College Dhanbad, (Bihar) (Principal L. K. Choudhary) Permanent Affiliation	1970	The College is fit to received Central assistant under sec, 12(B) of the UGC Act, 1956

The indemnity Bond and other documents in respect of the above college have been accepted by the commission.

Yours faithfully
Sd/-
(KISHAN CHAND)
UDENR SECRETARY

Copy forwarded to:
1. The Principal, Guru Nanak College, Dhanbad (Bihar)
2. Accountant 'B" Section
3. Computer Cell.
4. All Officers/Sections in the UGC office
5. Guard file.

Sd/-
(J.P. MITTAL)
Section officer

VINOBA BHAVE UNIVERSITY

HAZARIBAG – 825 301

Post Box No. – 31

Phone Nos. V.C- 264279 (O), 262342 (R), P.V.C- 264724 (O), 262301 (R), Registrar-270982 (O), 267272 (R)
C.E –263330 (O), 262387 (R), F.O: 270983 (O)
FAX-06546-267878, 270982 (O), 264066 (R)

Ref. No. VBU./ESSTT/421/2013   Date. 09.04.13

TO WHOM IT MAY CONCERN

This is to certify that Guru Nanak College, Dhanbad is an affiliated college since 1970. It was initially affiliated to Ranchi University, Ranchi; and became a part of the Vinoba Bhave University, Hazaribag since its inception, i.e. w.e.f.- 1992. It is recognized by the University Grants Commission and registered under 2(F) & 12(B) of the U.G.C. Act.
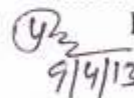
The following courses/subjects are taught in this college-

1. Three Year B.A. Hons. Course in Hindi, English, History, Economics, Political Science & Psychology.

2. Three Year B.A. General Course with the subject Hindi, English, Bengali, Urdu, History, Economics, Political Science & Psychology.

3. Three Year B.Com. Accountancy Hons. Course.

4. Three Year B.Com General Course.

5. Three Year B.C.A. Hons. Course (Self-Financing)

6. Three Year B.J. Hons. Course (Self -Financing)

7. One Year B.Ed. Course

(S.P. Sinha)
Registrar,
Vinoba Bhave University,
Hazaribag.
9/4/13

D:\Birendra Kr\Registrar Section\registrar\letter.doc/ 19 -

Evaluation Report of the Departments

1. **Name of the department:** BANGLA

2. **Year of Establishment:** 1970

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D, Integrated Masters; Integrated Ph.D., etc):**
   - B.A. Bangala (Hons.)
   - B.A. Bangla (Pass).

4. **Names of Interdisciplinary courses and the departments/ units involved:**
   - Commerce /Arts

5. **Annual/ Semester/ Choice based credit system (programme wise):**
   - B.A. Bangla (Hons.)   -   Annual
   - B.A. Bangla (Pass).   -   Annual

6. **Participation of the department in the courses offered by other departments:** N/A

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** N/A

8. **Details of courses/ Programmes discontinued (if any) with reasons:** N/A

9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	----	----
Associate Professors	----	----
Asst. Professors	One (01)	One (01)

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt./Ph.D./ M. Phil. Etc.,**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
D. Bose	M. A.	Assistant Professor	RavindraNath Tagore	35 Yrs.	----
					---

11. **List of senior visiting faculty:**   None

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty.:**
   - B.A. Bangla (Hons.)   NIL
   - B.A. Bangla (Gen./Sub).   NIL

13. **Student-Teacher Ratio (programme wise):**

- B.A. History (Hons.)   1:136
- B.A. History (Gen./Sub).   1:103

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled.**

Secretarial assistance is available in the college.

15. **Qualifications of teaching faculty with DSc/ D.Litt / Ph.D/ MPhil/ PG.:**

- Prof. Debasish Bosed   -   M.A. , Ph.D.

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received.Nil**

17. **Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received.N/A**

18. **Research Centre / facility recognized by the University:**   N/A

19. **Publications: N/A**

  * a) Publication per faculty   Nil
  * Number5 of papers published in peer reviewed journals (national / international) by faculty and students
  * Number of publications listed in International database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.)
  * Monographs
  * Chapter in Books
  * Books Edited
  * Books with ISBN/ISSN numbers with details of publishers
  * Citation Index
  * SNIP
  * SJR
  * Impact factor
  * h-index

20. **Areas of consultancy and income generated:**   N/A

21. **Faculty as members in : N/A**

   a). National committees   b). International Committees   c) Editorial Boards...

22. **Student Projects: N/A**

   a). Percentage of students who have done in-house projects including inter Departmental/programme: NIL
   b).Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/ Industry/ other agencies: NIL

23. Awards/ Recognitions received by faculty and students: NIL

24. List of eminent academicians and scientists/ visitors to the department: NIL

25. Seminars/ Conferences/ Workshops organized & the source of funding:

      a). National: NIL

      b). International: NIL

26.   Student profile programme/ course wise:

Name of the Course/ programme TYDC Eco. (Refer question no. 4)	Applications received	Selected	Enrolled *M *F	Pass percentage
2010-11				
2011-12				
2012-13				
2013-14				

    *M=Male F=Female

27. Diversity of Students

Name of the Course Eco (H) & Eco (P)	% of students from the same state	% of students from other States	% of students from abroad
2010-11			
2011-12			
2012-13			
2013-14			

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? : Not Available

29. Student progression   : N/A

Student progression	Against % enrolled
UG to PG PG to M.Phil. PG to Ph.D.	------
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

    a) Library: No. Of Books –

    b) Internet facilities for Staff & Students: Available for Staff

    c) Class rooms with ICT facility: Available

    d) Laboratories: N/A

31. Number of students receiving financial assistance from college, university, government or other agencies. :

1. 12.5% Students are awarded free student ship from the college
2. Scholarship/ Stipend is made available to the students of minority community received from the Government of Jharkhand

32. Details on student enrichment programmers (special lectures / workshops / seminar) With external experts.:NIL.

33. Teaching methods adopted to improve student learning. NIL

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: NIL

35. SWOC analysis of the department and Future plans-

SWOC analysis:-

Strengths:

- ✓ Faculty members are qualified, experienced and dedicated.

- ✓ All the basic infrastructure/facilities available.

- ✓ Spacious rooms available

- ✓ Access to internet available.

Weaknesses:

- ✓ Not many students opt Bengali as a subject.

- ✓ Low employment opportunities.

Opportunities

- ✓ Bengali Journalism offers ample opportunities to the students.

Challenges:

- ✓ Even students coming from Bengali family are reluctant to opt Bengali as subject at school level.

- ✓ Very low numbers of students in the department.

Future Plane:

- • To have a counselling cell for encouraging students to opt Bengali language and literature as subject.

Evaluative Report of the Departments

Department of Vocational Studies (BCA)

1. **Name of the department:** Department of Vocational Studies

2. **Year of Establishment:** 2011

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D, Integrated Masters; Integrated Ph.D., etc):** Bachelor of Computer Application

4. **Names of Interdisciplinary courses and the departments/ units involved.**

   •CIC (Certificate course in Computing)

   •BCA (IGNOU)

5. **Annual/ Semester/ Choice based credit system (programme wise)**

   • Annual

6. **Participation of the department in the courses offered by other departments**

   • CIC (Certificate course in Computing)

   •BJ(Bachelor in Journalism)

   • B.Ed.

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**

   N/A

8. **Details of courses/ Programmes discontinues (if any) with reasons**

   N/A

9. **Number of Teaching posts:**

   The department has four regular lecturers to teach the various computer papers of all the three year students. Also the department has part-time teachers for Physics, Economics, Maths and Hindi.Some of our subjects such as English, Entrepreneurship and few classes of Economics are taken by the permanent teachers of the college.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt./Ph.D./ M. Phil. Etc.,)

Regular Faculty:

Sl. No	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
1	PushpaTewari	MCA	Lecturer	Computer Application	Since 2011	N/A
2	RameshKr. Sharma	MCA	Lecturer	Computer Application	Since 2011	N/A
3	Uday Kr Sinha	MCA	Lecturer	Computer Application	Since 2011	N/A
4	Amar Deep Gorai	MCA, MBA	Lecturer	Computer Application	Since 2011	N/A

Part-Time faculty:

Sl. No	Name	Qualification	Designation	Specialization	No. of Years of Experience	Ph.D. Students guided
1	Manoj Verma	M.Sc.(Mathematics)	PTL	Applied Mathematics	Since 2011	-----------
2	Dr. G.C Jha	M.Sc., Ph.D.	PTL	Electronics and communications	6 months	-----------
3	Dr.SangitaNath	MA, Ph.D.	PTL	Surdas	Since 2011	-----------
4	Dipak Kumar	MA(	PTL	Drama	Since 2011	-----------
5	Sanjay kumarSinha	M.com	PTL	Accountancy	6 months	-----------
6	Santoshkumar	M.Com	PTL	Accountancy	6 months	-----------
7	Dr.SanjayPrasad	MA, Ph.D.	PTL	Statistics	Since 2011	
8	Mousumee Banerjee	MA	PTL	-----------------------	6 months	

11. List of senior visiting faculty.

N/A

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporaryfaculty.

Sl. No.	Session	Percentage
1	2011-12(Hons)	100%
2	2011-12(Sub)	100%
3	2012-13(Hons)	100%
4	2012-13(Sub)	100%
5	2013-14(Sub)	100%

13. Student-Teacher Ratio (programme wise)

a) Honours (132:4)

b) Subsidiary (132:8)

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled.

N/A

15. Qualifications of teaching faculty with DSc/ D.Litt / Ph.D/ MPhil/ PG.

N/A

16. Number of faculty with on-going projects from a) National b) International funding agencies and grants received.

N/A

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received.

N/A

18. Research Centre / facility recognized by the University

N/A

19. **Publications:** A faculty of the department Mr.Uday Kumar Sinhahas a publication on "Parallel prefix computation on torus embedded hypercube network" in Elsevier sponsored International conference on recent trends engineering and technology, 28th to 30th March' 2014, Nasik.

Journal – The work of Mr.UdaykumarSinha on "Data concentration on torus embedded hypercube network " is accepted in Springer sponsored International conference on Advance computing and network security, 24th to 26th June 2014, Kolkata.

20. Areas of consultancy and income generated

N/A

21. Faculty as members in National / International Society

Mr Ramesh Kumar Sharma has the life membership of "Indian Science congress Association, Kolkata". He is also the member of "Computer Society of India", Dhanbad chapter.

Mr Uday Kumar Sinha is the member of "Computer Society of India", Dhanbad chapter.

Ms.PushpaTewari is the Member of "Computer Society of India", Dhanbad chapter.

22. Student Projects

a). Percentage of students who have done in-house projects including inter departmental/programme
N/A

b).Percentage of students placed for projects in organizations outside the institutioni.e. in Research Laboratories/ Industry/ other agencies:

17 Students of the department (Degree-III) were send toBSNL ,Dhanbadfor a training project. It is also the part of theirsyllabus. They performed very well there andwere awarded very good grades.

23. Awards/ Recognitions received by faculty and students

N/A

24. List of eminent academicians and scientists/ visitors to the department

N/A

25. Seminars/ Conferences/ Workshops organized & the source of funding

N/A

26.   Student profile programme/ course wise:

Name of the Course/ programme (Refer question no. 4)	Year	Applications received	Selected	Enrolled *M *F	Pass percentage
BCA	2011	68	42	23M 19F	-------------------
BCA	2012	86	55	33M 22F	-----------------------
BCA	2013	73	35	18M 17F	-----------------------

*M=Male   F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BCA	100%	N/A	N/A

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defence services, etc.?

NA

29. Student progression

Student progression	Against % enrolled
UG to PG PG to M.Phil. PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed • Campus selection • Other than campus recruitment	NA
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities

a) Library

The Library of the department has sufficient books for all three year students. The books are of latest edition and of various publications and the volumes are also sufficient.

b) Internet facilities for Staff & Students:

The department has internet facility for staff and has limited internet facility for students also which is made available as and when required on request.

c) Class rooms with ICT facility

The department has LCD projector which is used by the teachers. Teachers are especially encouraged to use this facility and students are promoted to use it while presenting their seminar papers.

d) Laboratories

The department has two labs of 30 computers each. All the computers are branded desktop computers with dual core processors. The computers are equipped with softwares as per the syllabus of the university.

31. Number of students receiving financial assistance from college, university, government or other agencies.

The college tries to get help for the students for financial assistance through agencies and various financial institutions.

32. Details on student enrichment programmers (special lectures / workshops / seminar) with external experts.

A one-day lecture was organised by DOVS-BCA on 5th April'2014, Saturday on "Information and network security" in our department. The lectures include security management, policies, procedures, network architectures and other protective measures regarding IT.

The guest lecturers were

1. Prof. D. Ramesh (Indian School of Mines, Dhanbad). He delivered lecture on "Cloud Computing". It being the latest in IT, students benefitted a lot out of it and resolved queries regarding application, platform and infrastructure of cloud computing.

2. Dr. Arup Kr. Paul (Indian School of Mines, Dhanbad). He introduced the students to a very emerging and new area of work i.e., "Image Processing". He explained digital, optical and analog processing, its use, benefits and methods.

3. Dr. A.P Burnwal (GGPS Engineering College, Chas). He clarified the cryptography and 3 different algorithms of data encryption to achieve security. He explained symmetric key cryptography and public key cryptography also

4. Prof. Ramesh Sharma(Guru Nanak College,Dhanbad). He delivered lecture on "Security Information and Event Management (SIEM).He explained about the advance security stages of network security devices.

33. Teaching methods adopted to improve student learning

- Talk and Chalk

- Teaching through audio-video method and power point presentations

- LCD projector

- White Board

- Group Discussions

- Internal Seminars: Regular internal seminars are arranged by the department under the guidance of Mr. Amar Deep Gorai. Students are given different topics by the teacher and some preparation time before the event day. They sometimes has to take it as an extempore. A grand internal seminr was organised for all the three year students in which they presented their papers through power point presentation on various topics such as

  ✓ Multimedia and Unimedia
  ✓ Android apps
  ✓ JAVA Games
  ✓ Flash Animation
  ✓ AutoCAD
  ✓ VB Applications
  ✓ Network Topologies

- Remedial Classes. Remedial classes are arranged for by identifying the weak students for one hour after usual class timing and the students of these classes are regularly monitored by the teachers of these classes.

- Internal Exams. Internal monitoring theory exams are conducted twice in a year in the department along with practical exams and the results of these exams were shown to the parents through Parent-Teachers meet held at the department yearly.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The extension activities provide the students with a rare consciousness that motivates them to reach out of their fellow beings particularly the needy and the marginalized. 18 students of the BCA department are active members of Rotaract club, Dhanbad. These students took various in various activities of the society such as "Polio free India", Blood Donation camps etc. They went to the slum areas of city and created awareness regarding voting and its importance. They also discussed various rights people are generally not aware of. They hold meetings and rallies against eve teasing and atrocities on women. To strengthen the extension activities, they are guided and monitored by the moderator of the club. Also Students of our department are actively associated to NSS programme. They have attended special camp organised by NSS unit of the college.

35. SWOC analysis of the department and Future plans

Future plans of the department:

- ✓ Organizing State and National Level Seminars sponsored by UGC.
- ✓ Conducting more guest lectures inviting expertise from the best institutions.
- ✓ Giving students experience of small research projects and papers.
- ✓ To activate the placement cell in order to provide better employment opportunities.

SWOC analysis:-

Strengths:
- ✓ Practical & methodical training.
- ✓ Bilingual method of teaching for the weaker students
- ✓ Well qualified & diversified teachers.
- ✓ Laboratory with latest softwares as per syllabus.
- ✓ Exposure through field work and industrial trainings.
- ✓ Participation in extension activities.
- ✓ Activities such as internal seminars, group discussion, remedial classes etc.
- ✓ Parent-teacher meets for honest feedback and open discussion.
- ✓ ICT enabled classes.

Opportunities:
- ✓ Jobs in the IT sector.
- ✓ Pursuit of higher education like MCA, MBA etc.

Weaknesses:
- ✓ Poor english communication skill.
- ✓ Syllabus needs updating.

Challenges:
- ✓ To improve communication skills.
- ✓ To contain exodus of students from Dhanbad.

Evaluation Report of the Commerce Department

1. Name of the department:Commerce
2. Year of Establishment:1970
3. Name of Programmes/Courses offered: Under Graduate 1)B.Com (Honours)
   2) B.Com (General)
4. Names of Interdisciplinary courses and the departments/units involved:Nil
5. Annual/Semester/choice based credit system (Programme wise): Annual 1)B.Com (Honours)
2)B.Com (General)
6. Participation of the department in the courses offered by other departments:Dett. Of Vocational Studies (B.C.A)
7. Courses in collaboration with other universities, industry, foreign institutions, etc:Nil
8. Details of courses/programmes discontinued (if any) with reasons:Nil
9.Number of Teaching posts

	Sanctioned	Filled
PROFESSOR	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	7	4

10. Faculty Profile with name qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Philetc,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sunil Sinha	M.Com	Assistant Professor	Acoounts and Income Tax	35	
Gopal Kumar Sandilya	M.Com,Ph.D.	Assistant Professor	Commerce	30	
Santosh Kumar	M.Com	Assistant Professor	Accountancy	06	
Sanjay Kumar Sinha	M.Com	Assistant Professor	Accountancy	06	
Anuradha Prasad	M.Com	Lecturer (Part Time)	Labour Law	08	
Mrs. AmarjeetKaur	M.Com	Lecturer (Part Time	Accountancy	2 Year and 6 months	
Mrs. ManmeetKaur	M.Com	Lecturer (Part Time	Accountancy	2 Years and 3 months	
Daljeet Singh	M.Com	Lecturer (Part Time	Accountancy	6 months	

11. List of senior visiting faculty:Nil

12. Percentage of Lectures delivered and practical classes handled (programme wise) by temporary faculty:

Programme	%
B.Com (Honours) 2013	6
B.Com (General) 2013	62
B.Com (Honours)2012	6
B.Com (General) 2012	50
B.Com (Honours)2011	6
B.Com (General) 2011	25
B.Com (Honours)2010	6
B.Com (General) 2010	25

13. Student-Teacher Ratio (programme wise):

Programme	Ratio
B.Com (Honours) 2013	320:1
B.Com (General) 2013	39:1
B.Com (Honours)2012	303:1
B.Com (General) 2012	54:1
B.Com (Honours)2011	216:1
B.Com (General)2011	75:1
B.Com (Honours)2010	192:1
B.Com (General) 2010	51:1

14.Number of academic support staff (technical)and administrative staff; sanctioned and filled:Nil

15. Qualifications of teaching faculty with Dsc/D.Litt/Ph.D/M Phil/PG: 1) Post Graduation--8

2)Ph.D -- 1

16. Number of faculty with ongoing projects from a)National b) International funding agencies and grants received:Nil

17.Departmental projects funded by DST-FIST;UGC,DBT,ICSSR,etc and total grants received:Nil

18.Research Centre/facility recognized by the University:Nil

19.Publications:

*Publication per faculty: 1) Dr. Gopal Kumar Sandilya

a)The role of I.C.T in the development of rural industries-January-March ,2012, ISSN-0976-6650-Volume 3 No. 1

b)Health ,Poverty and Human Development Interrelationships-Jan-June,2013,ISSN-0975-5799,Volume-V Issue 1

2) Santosh Kumar--- Electronic Data Interchange,

Indian Research Bulletin, Dhanbad

3) Sanjay Kumar Sinha---Total Quality Management

Indian Research Bulletin, Dhanbad

* Number of papers published in peer reviewed journal (national/international) by faculty and students-Total Number of Publication-04

*Number of publications listed in International Database

*Monographs

*Chapter in Books

*Books Edited

*Books with ISBN/ISSN numbers with details of publishers

*Citation Index

*SNIP

*SJR

*Impact Factor

*h-index

20. Areas of consultancy and income generated:Nil

21.Faculty as members in

a)National committees b)International   Committee C)Editorial Boards

22.Students Projects

a)   Percentage of students who have done in-house projects including inter departmental /programme:Nil

b)Percentage of Students placed for projects in organizations outside the institutuion i.e. in Research Laboratories/Industry/Other agencies:Nil

23. Awards/Recognitions received by faculty and students:GoldMedalist,Neha Sharma(B.Com Honours,2013)

24.List of eminent academicians and scientists/visitors to the department

25.Seminars/Conferances/Worshops organized & the source of funding

a)National

b)International

26.Studentprogramme/course wise

Name of the Course/Programme	Application received	Selected	Enrolled *M	*F	Pass Percentage
B.Com (Honours) 2013	859	687	307	380	91.16
B.Com (Pass) 2013	120	100	60	40	54.67
B.Com (Honours)2012	897	735	375	360	98.5
B.Com (Pass) 2012	160	144	100	44	78.87
B.Com (Honours) 2011	628	523	231	292	92.59
B.Com (Pass) 2011	210	197	121	76	61.9
B.Com (Honours) 2010	671	545	276	269	90.93
B.Com (Pass) 2010	211	192	140	52	81.39

27 Diversity of Students

Name of the course	% of students from same State	%of students from other States	%of stuents from abroad
B.Com (Honours)	100	Nil	Nil
B.Com (General)	100	Nil	NIl

28.How many students have cleared national and state competitive examinations such as NET,SLET,GATE,Civilservices,Defenceservices,etc

29.Students progression

Student progression	Against % enrolled
UG to PG	Data Not Available
PG to M.Phil	Data Not Available
PG to Ph.D.	Data Not Available
PH.D. to Post -Doctorol	Data Not Available
Employed	Data Not Available
*Campus Selection	Data Not Available
*Other than Campus recruitment	Data Not Available
Entrepreneurship/Self-employment	

30.Details of Infrastructural facilities

a)Library: Number of books available:5245

b) internet facilities for staff and students: Available

c) Class rooms with ICT facility:Available

d) Laboratoriess

31.Number of students receiving financial assistance from college,university,government or other agencies:

1) 12.5% students are awarded free studentship from the college

2)Scholarships/stipend I made availabe to students coming from minority commuynitiesfron Government of Jharkhand

32.Details of Students enrichment programmes (Special lectures/worshops/seminar)with external experts

33.Teaching Methods adopted to improve student learning:*Classes are made interactive by using Seminar method

*Classes are made interactive by encouraging students to take up field projects

34..Participation in Institutional Social Responsibility (ISR) and Extension Activities:Students are encouraged to do excursion activities by joining N.C.C and N.S.S and other activities of the college.

35.SWOC Analysis of the department and Future Plans: enclosed herewith.

SWOC Analysis

STRENGTHS

- A Strong academic staff base.
- Responsive and transformative leadership.
- Devolution of Power and Authority
- Access to library resources.
- Fool proof students selection system.
- Good reputation in the society.

WEAKNESSES

- Inadequate research activities.
- Inadequate collaboration with national and international institutions.

OPPORTUNITIES

- To make available jobs to our students through placement cell.
- To induct add-on courses.

CHALLENGES

- To prepare students for MBA/CA/Company Secretary ship.
- To start teaching B.B.A. Course.

FUTURE PLANS

- Organizing State and National Level Seminars sponsored by UGC.
- Conducting guest lectures
- Giving Students experience of small research projects and papers.
- Establishment of Commerce Laboratory.

Evaluative Report of the Department

1. Name of the department: **Economics**

2. Year of Establishment: **1970**

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D, Integrated Masters; Integrated Ph.D., etc): UG Level-TYDC :a. **B.A. Eco (Pass)**   b. **B.A. Eco (Hons).**

4. Names of Interdisciplinary courses and the departments/ units involved: **IGNOU – BCA & MEC Programme**

5. Annual/ Semester/ Choice based credit system (programme wise): **Annual**

6. Participation of the department in the courses offered by other departments: **a. Department of Vocational Studies, GNC – BCA Programme**

7. Courses in collaboration with other universities, industries, foreign Institutions, etc.: **N/A**

8. Details of courses/ Programmes discontinues (if any) with reasons: **N/A**

9. Number of Teaching posts

	Sanctioned	Filled
Professors	----	----
Associate Professors	----	----
Asst. Professors	Two(02)	One (01)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt./Ph.D./ M. Phil. Etc.,

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Sanjay Prasad	M. A. Ph.D	Reader & HOD	Statistics	29 Yrs.	---
Mousumee Banerjee	M. A.	Lecturer (Part Time)	----	02 Yrs.	--

11. List of senior visiting faculty:**N/A**

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty.: **2012-13 – 47%**

        2013-14 - 48%

13. Student-Teacher Ratio (programme wise):a. **Hons- 183:2**   b. **Pass – 227:2**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled.

15. Qualifications of teaching faculty with DSc/ D.Litt / Ph.D/ MPhil/ PG.: **Sanjay Prasad, Ph.D.**

16. Number of faculty with ongoing projects from a)National b) International funding agencies and grants received.**N/A**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received.**N/A**

18. Research Centre / facility recognized by the University**N/A**

19. Publications:**N/A**

    * a) Publication per faculty

    * Number5 of papers published in peer reviewed journals (national / international) by faculty and students

    * Number of publications listed in International database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.)

    * Monographs

    * Chapter in Books

    * Books Edited

    * Books with ISBN/ISSN numbers with details of publishers

    * Citation Index

    * SNIP

    * SJR

    * Impact factor

    * h-index

20. Areas of consultancy and income generated: **N/A**

21. Faculty as members in :**N/A**

    a). National committees   b). International Committees   c) Editorial Boards...

22. Student Projects:**N/A**

    a). Percentage of students who have done in-house projects Including inter Departmental/programme

    b).Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/ Industry/ other agencies

23. Awards/ Recognitions received by faculty and students:

24. List of eminent academicians and scientists/ visitors to the department: **N/A**

25. Seminars/ Conferences/ Workshops organized & the source of funding :**N/A**

    a). National

    b). International

26.   Student profile programme/ course wise:

Name of the Course/ programme TYDC: *Economics*	Applications received	Selected	Enrolled *M	*F	Pass percentage
2010- 11	48	37(H)	19	18	68%
		62(G)	48	14	
2011-12	70	57(H)	10	47	94%
		66(G)	45	21	
2012-13	38	28(H)	14	14	57%
		58(G)	24	34	
2013-14	75	61(H)	28	33	
		41(G)	21	20	

*M=Male F=Female

27. Diversity of Students

Name of the Course Eco (H) & Eco (P)	% of students from the same state	% of students from other States	% of students from abroad
2010-11	95%	5%	NIL
2011-12	98%	2%	NIL
2012-13	94%	6%	NIL
2013-14	96%	4%	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defence services, etc.? : **N/A**

29. Student progression   : **N/A**

Student progression	Against % enrolled
UG to PG	30%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

   a) Library: **No. Of Books - 1160**

   b) Internet facilities for Staff & Students: **Available for Staff**

   c) Class rooms with ICT facility: **Available**

   d) Laboratories: **N/A**

31. Number of students receiving financial assistance from college, university, government or other agencies. : a. **12.5% Students are awarded free student ship from college**

           b. **Scholarship/ Stipend is made available to the students of minority community received from Government of Jharkhand**

32. Details on student enrichment programmers (special lectures / workshops / seminar) with external experts.:

33. Teaching methods adopted to improve student learning:

   a. Lecture/Class discussion by teacher

   b. Learning by teaching

   c. Classroom assignment/test

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: **Students of our department are actively associated to NSS & NCC programme. They have attended special camp organised by NSS unit of the college. Likewise, they have also attended various camps organised by NCC, like NIC, CATC, ATC, RD etc.**

35. SWOC analysis of the department and Future plans

SWOC : Strength

1. Guru Nanak College is a Sikh Minority Degree College established on teachings and Philosophy of the Great Guru. Our department also offers this unique philosophy to students to develop themselves as fully integrated individuals.

2. Our department can boast of a near perfect discipline.

3. The performance of the students of our department at University level as well as at National level has been up to the mark.

4. The performance of our students in the field of sports, cultural activities, NSS, NCC etc., at University and National level has been appreciable.

5. The Campus life of our students is free from any incidence of ragging or any such activity which is detrimental to their academic pursuits.

6. The College runs a number of programmes to reach out to the large community. Students of our department are part of this programme.

7. Students who achieve distinction be it academic or sports, NCC, NSS or cultural activities are rewarded on 26th of January every year.

SWOC : Weaknesses

1. The Socio-Economic background of many of the students admitted to our department is responsible for poor language competence especially in English. This leads to an unsatisfactory level of comprehension and communication.

2. Space crunch In the Women's Wing Campus is a major impediment in providing greater avenues and opportunities to our students.

3. Teacher Student ratio of our department is another hindrance in the pursuit of academic excellence.

SWOC : Opportunities

1. The new age learning requires proficiency and soft skills among students. This facility is available to our students in the form of newly launched CIC Course.

2.   To improve their proficiency in English CIE Course is available to our students as an add on course.

SWOC :Challenges

1.   Creating adequate space (infrastructure) in the women wing campus.

2.   Getting more job opportunities to the students through placement cell of the college.

Future Plans

1.   To conduct seminars symposium and workshops in the department on a regular basis.

2.   To conduct professional training and career counselling programmes in the department.

3.   To introduce more diploma/certificate courses as add on course for the benefit of our students.

SWOC analysis Department of Economics

Strengths:
- ✓ Campus life of our students is free from ragging.
- ✓ Bilingual method of teaching for the weaker students.
- ✓ Participation in extension and cultural activities, like NSS, NCC, Youth Festival
- ✓ Parent-teacher meets for honest feedback and open discussion.
- ✓ Facility of ICT enabled classes.
- ✓ Achievers are rewarded on 26th of January every year.
- ✓ Facility of soft skill is available through newly launched CIC course.

Opportunities:
- ✓ Jobs in Banking, Insurance and Financial sector.
- ✓ Pursuit of higher education like M.A. Economics & MBA etc.

Weaknesses:
- ✓ Unsatisfactory level of comprehension and communication.
- ✓ Syllabus needs updating in terms of more job oriented courses.

Challenges:
- ✓ To improve communication skills.
- ✓ Providing more job opportunities to the students through placement cell of the college.

Evaluative Report of the Department

1. **Name of the Department:**   English

2. **Year of Establishment:**   1970

3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D.,Integrated Masters,Integrated Ph.D., etc.):**
   - B.A. (English Honours)
   - B.A. (General/Subsidiary)
   - B.com (Alternative English)
   - M.A. English (IGNOU)

4. **Names of Interdisciplinary courses and the departments/units involved:**
   - B.J.
   - B.C.A
   - M.C.A(I.G.N.O.U)
   - B.C.A. (I.G.N.O.U)

5. **Annual/ semester/choice based credit system (programme wise):**
   - U.G.-   Annual
   - P.G.-   Annual
   - B.C.A.-   Semester
   - M.C.A.-   Semester
   - B.J.-   Annual

6. **Participation of the department in the courses offered by other departments:**
   - B.J.
   - B.C.A.(IGNOU)
   - English(Subsidiary)
   - B.Com

7. **Courses in collaboration with other universities, industries, foreign Institutions, etc.**
   - I.G.N.O.U.

8. **Details of courses/programmes discontinued (if any) with reasons:**
   - None

9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	3	3

10. Faculty profile with name, qualification designation, specialization(D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for last 4 years
Amarjit Singh	M.A.(Eng.), Ph.D. pursuing	Asst.Prof.	Linguistics	24 Yrs	NIL
Prabhat Kumar	M.A.(Eng.)	Asst.Prof.	Fiction	24Yrs	NIL
Dipak Kumar	M.A.(Eng.)	Asst.Prof.	Drama	6Yrs	NIL

11.   List of senior visiting faculty: Nil

12.   Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil

13.   Student -Teacher Ratio (programme wise):
   - B.A. (Eng.Hons.) : 53:1
   - B.A.(Gen)   : 15:1

14.   Number of academic support staff (technical) and administrative staff; sanctioned and filled: Secretarial assistance provided by the college.

15.   Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG: Post Graduate

16.   Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre /facility recognized by the University: Nil

19. Publications:

   I. Publication per faculty:

   a) Amarjit Singh:

   - Article Published in College Souvenir (National Seminar): *National integration since Independence and Problems of Linguistic Disputes*, 2014.

   b) Prabhat Kumar:

   - Article published in V.B.U. Journal: *Indianness in Ruskin Bond* (Vol.1, January, 2005).
   - Article published in V.B.U. Journal: *Two Leaves and a Bud* (Vol.2, spring, 2007).
   - Paper read in seminar organized by P.G Dept of English V.B.U: *Eco- criticism On Ruskin Bond* (2006).
   - News Paper Publication: *Now Institutions for higher education take up Social task* (HT Dhanbad, 25th April, 2004).
   - News paper publication: *Teachers' appraisal must* (HT Dhanbad, 9th may, 2004).
   - Short story Published in University Youth Festival Souvenir: *Chhil* , 2013.
   - Article Published in National Seminar Souvenir: *Role of Print Media: A Communal Perspective*, 2014.

   c) Dipak Kumar:
   - Article published in Literary Journal, P.G.Dept., V.B.U: *Portrait of Socio-Political gallery in Jayanta Mahapatra's poetry*, 2010.
   - Article published in Indian Research Bulletin: *American Literature, 2014*.
   - Article Published in National Seminar Souvenir: *Rashtra Nirmaan aur Ekikaran ki Samasyaein*, 2014.

   II. Number of papers published in peer reviewed journals (national /international) by faculty and students: Nil
   III. Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCOhost, etc.):Nil
   IV. Monographs: Nil
   V. Chapter in Books: Nil
   VI. Books Edited: Nil
   VII. Books with ISBN/ISSN numbers with details of publishers: Nil
   VIII. Citation Index: Nil

IX.   SNIP: Nil

X.   SJR: Nil

XI.   Impact factor: Nil

XII.   h-index: Nil

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

I.   **National committees :** Nil

II.   **International Committees:** Nil

III.   **Editorial Boards:**

   a)   Amarjit Singh:
   - Souvenir, XIX Inter College Youth Festival (Jhoomar), 2013, V.B.U.

   b)   Prabhat Kumar:
   - Souvenir, XIX Inter College Youth Festival (Jhoomar), 2013, V.B.U.
   - Souvenir, National Seminar on National Integration, Guru Nanak College, 2014.

   c)   Dipak Kumar:
   - Souvenir, XIX Inter College Youth Festival (Jhoomar), 2013, V.B.U.
   - Souvenir, National Seminar on National Integration, Guru Nanak College, 2014.

22. **Student projects**

   - Percentage of students who have done in-house projects including inter departmental/programme. Nil
   - Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the department: Nil

25. Seminars/ Conferences/Workshops organized & the source of funding
   a) National: NII (b) International: Nil

26. **Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass %
			*M	*F	TYDC, Part-III
B.A (Hons.)TYDC,Part-I 2010-11	35	35	17	18	61% 2010
B.A (Hons.)TYDC,Part-I 2011-12	26	26	7	19	92% 2011
B.A (Hons.)TYDC,Part-I 2012-13	66	66	21	45	100% 2012
B.A (Hons.)TYDC,Part-I 2013-14	67	67	24	43	92% 2013

27. **Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. English Honours	90%	10%	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. :   Not available

29. **Student progression:**

Student progression	Against % enrolled
UG to PG	60%
PG to M.Phil.	5%
PG to Ph.D.	1%
Ph.D. to Post-Doctoral	Not available
Employed • Campus selection • Other than campus recruitment	Not available 40%
Entrepreneurship/Self-employment	Not available

30. Details of Infrastructural Facilities:
   a.   Library: Available (1485 books)
   b.   Class rooms with ICT facility: Available
   c.   Laboratories: N.A
   d.   Internet Facilities for staffs and students: Available.

31.   **Number of students receiving financial assistance from college, university, Government or other agencies:**

   - 12.5% students are awarded free scholarship from college.
   - Scholarships/stipend are made available to students coming for minority communities from Govt. of Jharkhand.

32.   **Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:** Nil

33.   **Teaching methods adopted to improve student learning**
   - Use of Multimedia in Class room
   - Educational Blog

34.   **Participation in Institutional Social Responsibility (ISR) and Extension activities:**
   - Students actively participate in NCC and NSS units of the college.

35.   **SWOC analysis of the department and Future plans:** Enclosed Separately.

Future Plans

On the basis of the SWOC analysis, an overall picture of the present situation of education in our department may be summed up as:

- Majority of students of the department come from the lower middle class families.
- The Hindi medium of instruction till secondary level of education, provided by Jharkhand Academic Council, creates communication barrier at the college level education especially if students opt for English Honours programme.
- The traditional UG courses of college BA and B.com are facing a problem of reducing luster due to relatively lesser employment opportunities to that of professional courses.
- It remains a challenge for us to reduce the gap between the number of college degrees awarded and jobs realized.
- The curricula of traditional degree colleges present a holistic but theoretical version of education and therefore, faces inherent slackness in equipping the students with diverse and target oriented skills for specialized jobs.

Keeping in view the above mentioned weaknesses and challenges, we propose following steps to be taken by the department of English:

- Remedial classes for students coming from Hindi medium schools to develop better communication skills in English.
- Provision of internet facility in the college for students (who belong to rural background and low income families) so that they may use the academic blog and other academic sites to enrich their knowledge.
- Introduction of more multimedia aided classes for a better perception of the subject matter.
- Conducting departmental seminars on literary topics to develop a complete understanding on a particular topic.
- Conducting debates on literary issues.
- Internal class tests on regular basis.
- Assignments.
- Conducting PTM session-wise.

SWOCanal ysisandfutur eplans

Strength

- All the basic infrastructure/ facilities available.

- Sufficient number of books in the college library

- Availability of internet, multi-media equipments and accessories.

- Faculty members are qualified, experienced and dedicated.

- Bachelor of Journalism (TYDC) is attached to the Department of English.

- The department also runs a certificate course in Communicative English

- The department has developed an educational blog(24x7englishliteratureconcepts.blogspot.in)

- Multi-media aided classes and remedial classes are held as per need of the students.

Weaknesses

- Majority of students come from the lower middle class families

- Weakness in the communication skill and low level of employability

- Better brains are attracted towards the courses of vocational nature.

Opportunities

-Facility of internet and multimedia allows the students to experience the new developments

-A number of opportunities for students, such as, administrative services, teaching, journalism, management, etc

Challenges

- Job potential graph presents a bleak picture.

- To reduce the gap between the number of college degrees awarded and jobs realized.

- A large number of students of college hailing from rural, backward areas, lower income group families and with weak communication

Evaluation Report of the Hindi Department

1. Name of the department : Hindi

2. Year of Establishment : 1970

3. Name of Programmes/Courses offered : Under Graduate   1) B.A. Hindi Honours
                                                                    2) B.A. General Hindi

4. Names of Interdisciplinary courses and the departments/units involved : Nil

5. Annual/Semester/choice based credit system (Programme wise): Annual

6. Participation of the department in the courses offered by other departments: Deptt. of Vocational studies (B.C.A./B.J.).

7. Courses in collaboration with other universities, industry, foreign institutions, etc : Nil

8. Details of courses/programme discontinued (if any) with reasons : Nil

9. Number of Teaching posts

	Sanctioned	Filled
PROFESSOR	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	2	1

10. Faculty Profile with name qualification, designation, specialization, (D.Sc./D.Litt./Ph.D/M.Phil etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Arvind Kumar	M.A.	Associate Professor	Soordas	35	Nil
Sangita Nath	Ph.D.	Lecturer (Part time)	Soordas	12	Nil
Priyanka Sharma	M.A.	Lecturer (Part time)	Soordas	04	Nil

11. List of senior visiting faculty : Nil

12. Percentage of Lectures delivered and practical classes handled (programme wise) by temporary faculty:

Programme	Year	%
B.A. Hindi Honours/General – L.L. Hindi	2013	60%
B.A. Hindi Honours/General – L.L. Hindi	2012	60%
B.A. Hindi Honours/General – L.L. Hindi	2011	60%
B.A. Hindi Honours/General – L.L. Hindi	2010	60%

13. Student Teacher Ratio

Year	Ratio
2013	40:1
2012	40:1
2011	40:1
2010	40:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled: Nil

15. Qualifications of teaching faculty with Dsc/D.Litt/Ph.D/M Phil/PG : 1) Post Graduation – 2
                                                                        2) Ph.D – 1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc and total grants received : Nil

18. Research Centre/facility recognized by the University : Nil

19. Publications :
    * (a) Publication per faculty : Total number of publication – 03.
    * Number of papers published in peer reviewed journal (national/international) by faculty and students – Total Number of Publications-02.
    * Number of publications listed in International Database.
    * Monographs
    * Chapter in Books – 01 (Five Gazals in Gazal Sangrah)
    * Books Edited
    * Books with ISBN/ISSN numbers with details of publishers
    * Citation Index
    * SNIP
    * SJR
    * Impact Factor
    * h-index

20. Areas of consultancy and income generated :   Nil

21. Faculty as members in
    (a) National committees
    (b) International Committees
    (c) Editorial Boards - (i) Souvenir – "Youth Festival" 2013, V.B.U. Hazaribagh.
                                    (ii) Souvenir – Gurunanak College, Dhanbad 2014.
    Topic – Issues and challenges of National Integration since independence.

22. Students Projects
    (a) Percentage of students who have done in house projects including inter departmental/programme: **Nil**
    (b) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/Industry/Other agencies : **Nil**

23. Award/Recognitions received by faculty and students : **Nil**.

24. List of eminent academicians and scientists/visitors to the department

25. Seminars/Conferences/Workshops organized & the source of funding.
    (a) National
    (b) International

26. Student programme/course wise

Name of the Course/programme	Applications received	Selected	Enrolled		Pass Percentage
			M	F	
Hindi Hons TYDC					
2010	37	37	08	29	77%
2011	49	49	04	45	100%
2012	40	40	04	36	95%
2013	44	44	15	29	84%

*M = Male   F=Female

27. Diversity of students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
Hindi Hons. (TYDC)	100% from the same state Jharkhand.	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc ? Data not available.

29. Students progression

Student progression	Against % enrolled
UG to PG	Data Not Available
PG to M.Phil	Data Not Available
PG to Ph.D.	Data Not Available
Ph.D. to Post Doctoral	Data Not Available
Employed *Campus Selection * Other than Campus recruitment	Data Not Available
Entrepreneurship/Self employment	Data Not Available

30. Details of infrastructural facilities
    (a) Library : Number of books available : 1000
    (b) Internet facilities for staff and students : For Staff
    (c) Class rooms with ICT facility :
    (d) Laboratories

31. Number of students receiving financial assistance from college, university, government or other agencies :
    (i) 12.5% students are awarded free studentship from the college.
    (ii) Scholarship/stipend is made available to students coming from minority communities from Government of Jharkhand.

32. Details of students enrichment programmes (Special lectures/workshops/seminar) with external experts).

33. Teaching Methods adopted to improve student learning   (I) Lecture Method
                                                                (ii) Interactive Method

34. Participation in institutional Social Responsibility (ISR) and Extension Activities .
    • Students actively participate in NCC and NSS programmes.

35. SWOC Analysis of the department.
    (SWOC Analysis Report of the department is enclosed in Hindi).

Name: Arvind Kumar
Associate Professor/H.O.D
Deptt. Of Hindi
Gurunanak College
Dhanbad

SWOC
"गुरूनानक महाविद्यालय/हिन्दी विभाग

I सामर्थ्य (Strength)	III अवसर (Opportunity)
1. विद्वान शिक्षकगणों द्वारा विद्वतापूर्ण शिक्षण कार्य। 2. शोधपरक लेखन कार्य में सक्रियता एवं दिशा निर्देशन। 3. विभागीय परिसंवाद (Departmental Seminar) का आयोजन। 4. अभिभावक–शिक्षक मिलन के आयोजन द्वारा आपसी संवाद। 5. प्रयोजनमूलक हिंदी/संचार माध्यम लेखन पाठ्यक्रम द्वारा रोजगारोन्मुखी शिक्षण। 6. शिक्षकीय अनुवर्ग (Tutorial classes) की व्यवस्था।	1. हिन्दी पत्रकारिता के क्षेत्र में अवसर। 2. राज्य एवं केन्द्रीय सरकारों के अधीनस्थ संस्थानों/कार्यालयों में हिन्दी अनुवादक एवं हिन्दी अधिकारी के पदों पर नियुक्ति के अवसर। 3. विद्यालय एवं महाविद्यालयों में शिक्षण कार्य के अवसर। 4. हिन्दी के न्यूज चैनलों में संभावनाएँ। 5. साहित्यिक लेखन, पटकथा लेखन एवं संवाद लेखन में संभावनाएँ।
II कमजोरियाँ (Weakness)	IV चुनौतियाँ (Challenge)
1. हिन्दी भाषा एवं साहित्य में छात्रों की अभिरूचि में कमी होना। 2. हिन्दी भाषा एवं साहित्य के पाठ्यक्रम का समयानुसार आधुनिक एवं रोजगारपरक न होना।	1. छात्रों में हिन्दी भाषा एवं साहित्य के प्रति अभिरूचि उत्पन्न करना। 2. पाठ्यक्रम को आधुनिक एवं रोजगारपरक बनाने की आवश्यकता। 3. कक्षा में छात्रों की नियमित उपस्थिति को सुनिश्चित करना।

नाम   :– अरविन्द कुमार
पद   :– एसोसियेट प्रोफेसर सह अध्यक्ष
             हिन्दी विभाग
             गुरूनानक महाविद्यालय, धनबाद।

हस्ताक्षर

<u>**Evaluative Report of the Departments**</u>

1. **Name of the department:** History

2. **Year of Establishment:** 1970

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D, Integrated Masters; Integrated Ph.D., etc):**
   - B.A. History (Hons.)
   - B.A. History (Pass).
   - BSHF[IGNOU]
   - B.J. (Bachelor in Journalism)

4. **Names of Interdisciplinary courses and the departments/ units involved:**
   - B.J. (Bachelor in Journalism)

5. **Annual/ Semester/ Choice based credit system (programme wise):**
   - B.A. History (Hons.)   –   Annual
   - B.A. History(Pass).   –   Annual
   - BSHF[IGNOU]   –   Semester
   - B.J. (Bachelor in Journalism)   Annual

6. **Participation of the department in the courses offered by other departments:**
   - B.J.
   - BDP [IGNOU]

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:**
   IGNOU

8. **Details of courses/ Programmes discontinued (if any) with reasons:**
   None

9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	----	----
Associate Professors	(01) One	----
Asst. Professors	(01) One	Two(02)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt./Ph.D./ M. Phil. Etc.,

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Dr.Munishwar Prasad	M. A. Ph.D.	Associate Professor	International History	29 Yrs.	---
Dr.Ranjana Das	M. A.Ph.D.	Assistant Professor (Sr. Scale)	Ancient Indian History	15 Yrs.	---
Dr.SaritaMadesia	M. A. Ph.D.	Lecturer part-time	Medieval Indian History	10 Yrs.	---

11. List of senior visiting faculty:None

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty.:

- B.A. History (Hons.)   36%
- B.A. History (Gen./Sub).   38%

13. Student-Teacher Ratio (programme wise):

- B.A. History (Hons.)   1:136
- B.A. History (Gen./Sub).   1:103

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled.

Secretarial assistance is available in the college.

15. Qualifications of teaching faculty with DSc/ D.Litt / Ph.D/ MPhil/ PG.:

- Dr. Munishwar Prasad   -   M.A. , Ph.D.
- Dr. Ranjana Das   -   M.A. , Ph.D.
- Dr.SaritaMadesia   -   M.A. , Ph.D.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received.Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received. N/A

18. Research Centre / facility recognized by the University N/A

19. Publications: N/A

* a) Publication per faculty

* Number5 of papers published in peer reviewed journals (national / international) by faculty
and students

* Number of publications listed in International database (For Eg: Web of Science, Scopus,
Humanities International Complete, Dare Database- International Social Sciences Directory,
EBSCO host, etc.)

* Monographs

* Chapter in Books

* Books Edited

* Books with ISBN/ISSN numbers with details of publishers

* Citation Index

* SNIP

* SJR

Impact factor

    * h-index

<u>Dr.Munishwar Prasad</u>

Article published in national seminar "issues and challenges of national integration"

<u>Dr.Ranjana Das</u>

- Article published in national seminar souvenir "Problems of Indian nationalism from Gandhian age to1956"
- Article published in national seminar souvenir" Terrorism and Extremism"
- Article published in national seminar souvenir "Commercialisation of education"
- Article published in national seminar souvenir "The revolt of 1857"
- Article published in volume which was brought out after completion of the refresher course
- Article published in university youth festival souvenir "youth and culture"
- Article published in national seminar souvenir "Issues and challenges of national integration since independence" organised by the department of History

<u>Dr.SaritaMadesia</u>

- Article published in national seminar souvenir "Issues and challenges of national integration since independence" organised by department of History
- Article published in national seminar souvenir "The revolt of 1857"
- Article published in national seminar souvenir" Terrorism and Extremism"
- Article published in "Magadh Journals of Social science"

20. Areas of consultancy and income generated: N/A

21. Faculty as members in : N/A

  a). National committees b). International Committees c) Editorial Boards...

22. Student Projects: N/A

  a). Percentage of students who have done in-house projects including inter
  Departmental/programme
  b).Percentage of students placed for projects in organizations outside the institution
  i.e. in Research Laboratories/ Industry/ other agencies

23. Awards/ Recognitions received by faculty and students:

Many of our students have been awarded at university level as well as national level in cultural activities

24. List of eminent academicians and scientists/ visitors to the department:

During seminar our department invites eminent academicians/social scientist to visit the campus and interact with teachers and students.

The following eminent scholars have delivered lectures
- Dr. I.C. Kumar IAS (retd) and eminent social scientist
- Dr. B B Kumar Editor Diollouge (English) and Srijan(Hindi) New Delhi
- Dr.A.I.Khan Principal J.J.College, Jhumritilaiya
- Dr.Y.D.Prasad Former HOD History Patna university and Director A.N.Sinha Institute of social science Patna

25. Seminars/ Conferences/ Workshops organized & the source of funding:

  a). National: The Department of History organised a National seminar on 29th March 2014 on "Issues and Challenges of National Integration Since Independence"

source of funding : Guru Nanak College, Dhanbad

  b). International: Nil

26. Student profile programme/ course wise:

Name of the Course/ programme TYDC Hist. (Refer question no. 4)	Applications received	Selected	Enrolled *M *F	Pass percentage
2010- 11	130	121 62(G)	60 61 48 14	91.03%
2011-12	130	124(H) 66(G)	5569 45 21	91.58%
2012-13	170	163(H) 58(G)	9172 24 34	94.55%
2013-14	180	137(H) 41(G)	35102 21 20	90.59%

*M=Male F=Female

27. Diversity of Students

Name of the Course Eco (H) & Eco (P)	% of students from the same state	% of students from other States	% of students from abroad
2010-11	95%	5%	NIL
2011-12	98%	2%	NIL
2012-13	94%	6%	NIL
2013-14	96%	4%	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, defense services, etc.? :

Many of our students have cleared competitive examination but data in not available.

29. Student progression   **: N/A**

Student progression	Against % enrolled
UG to PG PG to M.Phil. PG to Ph.D.	Many of our students joined the PG Programme.
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

    a) Library: No. Of Books - 1285

    b) Internet facilities for Staff & Students: Available for Staff

    c) Class rooms with ICT facility: Available

    d) Laboratories: N/A

31. Number of students receiving financial assistance from college, university, government or other agencies. :

1. 12.5% Students are awarded free student ship from the college
2. Scholarship/ Stipend is made available to the students of minority community received from the Government of Jharkhand

32. Details on student enrichment programmers (special lectures / workshops / seminar)

With external experts.:

- The college has adopted a village "Dhokra" where enrichment programmes like mass awareness, blood donation camps, literacy programme etc. are organised by NSS. Efforts are made so that students get enlisted in these programmes.

33. Teaching methods adopted to improve student learning.

1. Students are encouraged to interact with their teachers
2. Lecture/Class discussion by teachers
3. Problems solving method
4. Classroom assignment/test

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- The department takes special interest in promoting extension and cultural activities
- The students are encouraged to enrol in NCC/ NSS
- Students of our department are actively associated to NSS & NCC
- Under the ISR programme, a faculty member is a co-ordinator of the department of Creativity wherein students are groomed by refining their skills in various fields such as Music, Dance, Fine Arts and Literary events.

35. SWOC analysis of the department and Future plans-

SWOC analysis:-

Strengths:
- ✓ It is one of the largest department students-wise
- ✓ Qualified, competent and dedicated teachers
- ✓ Faculty members regularly update their knowledge through attending seminars and refresher course etc.
- ✓ For the betterment of the students department organises PTM to take feedback and suggestion from the students and parents.
- ✓ Classroom teaching is made interactive most often.
- ✓ Performance of our students in cultural activities is appreciable.
- ✓ One of the faculty members is the co-ordinator of NAAC steering committee

Weaknesses:
- ✓ The syllabus needs regular updating to make the course relevant and attractive

Opportunities
- ✓ Students have better chances of success in various competitive examinations.
- ✓ Students can opt for Archeology and archive as their subjects of specialisation which offers opportunities of research and employment.

Challenges:
- ✓ To make the marginalised students proficient in language skills
- ✓ Provide more Job-opportunity to the students through placement cell of the college

Future Plane:

- • To Conduct Seminar/ Workshop in the Department on a regular basic.
- • To Introduce more Add-on courses for the benefit of college students.

Evaluative Report of the Department

1. **Name of the Department:**   Journalism

2. **Year of Establishment:**   2011

3. **Names of Programmes/Courses offered (UG, PG, M.Phil., Ph.D.,Integrated Masters,Integrated Ph.D., etc.):**
   - Bachelor of Journalism (Honours)- TYDC

4. **Names of Interdisciplinary courses and the departments/units involved:**
   - Department of English
   - Department of Hindi
   - Department of Political Science
   - Department of Economics
   - Department of History

5. **Annual/ semester/choice based credit system (programme wise):**
   - Bachelor of Journalism (Honours): Annual

6. **Participation of the department in the courses offered by other departments: None**

7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**
   None

8. **Details of courses/programmes discontinued (if any) with reasons:**
   - None

9. **Number of Teaching posts:**

Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	Nil	Nil

10. Faculty profile with name, qualification designation, specialization(D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for last 4 years
Indrajit Prasad Singh	M.A. (History)	Faculty and Joint Coordinator	Medieval Indian History	5 Yrs	NIL
Akhilesh Kumar	B.J.	PTL	Reporting	3 Yrs	NIL
Amarjit Singh	M.A.(Eng), Ph.D. pursuing	Asst.Prof.	Linguistics	24 Yrs	NIL
Prabhat Kumar	M.A.(Eng.)	Asst.Prof.	Fiction	24Yrs	NIL
Dipak Kumar	M.A.(Eng.)	Asst.Prof.	Drama	6 Yrs	NIL
Dr. Sanjay Prasad	M.A.(Fco),Ph.D.	Reader	Statistics	28 Yrs	NIL
Dr.(Mrs)Ranjana Das	M.A.(Hist),Ph.D.	Asst.Prof.	Ancient Indian History	14 Yrs	NIL
Neeta Ojha	M.A.(Pol. Sc.)	PTL	Indian Constitution	22 Yrs	NIL
Dr.(Mrs)Sangita Nath	M.A.(Hindi)	PTL	Soordas	12 Yrs	NIL

11.   List of senior visiting faculty: Nil

12.   Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 100%

13.   Student -Teacher Ratio (programme wise): 3:1 (Hons)

14.   Number of academic support staff (technical) and administrative staff; sanctioned and filled: Secretarial assistance provided by the college.

15.   Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG: Post Graduate

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre /facility recognized by the University: Nil

19. Publications: Details enclosed.

    I. Number of papers published in peer reviewed journals (national /international) by faculty and students: Nil

    II. Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCOhost, etc.):Nil

    III. Monographs: Nil

    IV. Chapter in Books: Nil

    V. Books Edited: Nil

    VI. Books with ISBN/ISSN numbers with details of publishers: Nil

    VII. Citation Index: Nil

    VIII. SNIP: Nil

    IX. SJR: Nil

    X. Impact factor: Nil

    XI. h-index: Nil

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

    I. National committees : Nil

    II. International Committees: Nil

    III. Editorial Boards:

        a) Indrajit Prasad Singh:
- Souvenir, XIX Inter College Youth Festival (Jhoomar), 2013, V.B.U.
- Souvenir, National Seminar on National Integration, Guru Nanak College, 2014.

22. Student projects

- Percentage of students who have done in-house projects including inter departmental/programme. Nil
- Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Nil

23. Awards / Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists / visitors to the department: Nil

25. Seminars/ Conferences/Workshops organized & the source of funding
   a) National: Nil (b) International: Nil

26.   Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass %
			*M	*F	TYDC, Part-III
B.J (Hons.)TYDC,Part-I 2010-11	18	08	06	02	NA

27.   Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.J. Honours	88%	12%	Nil

28.   How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. :   Not available

29. Student progression:

Student progression	Against % enrolled
UG to PG	None
PG to M.Phil.	None
PG to Ph.D.	None
Ph.D. to Post-Doctoral	None
Employed • Campus selection • Other than campus recruitment	None None
Entrepreneurship/Self-employment	None

30. Details of Infrastructural Facilities:
   a. Library: Available (150 books)
   b. Class rooms with ICT facility: Available
   c. Laboratories: N.A
   d. Internet Facilities for staffs and students: Available

31. Number of students receiving financial assistance from college, university, Government or other agencies:

   • 12.5% students are awarded free scholarship from college.
   • Scholarships/stipend are made available to students coming for minority communities from Govt. of Jharkhand.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: Nil

33. Teaching methods adopted to improve student learning
   • Use of Multimedia in Class room
   • Fieldwork
   • Project
   • Seminars
   • Workshops

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
   • Students actively participate in programmes held by NSS unit of the college.

35. SWOC analysis of the department and Future plans: Enclosed Separately.

SWOC analysis and future plans

Strength

- Newly constructed building.
- All the basic infrastructure/ facilities available.
- Sufficient number of books in the college library available.
- Availability of internet, multi-media equipments and accessories.
- Qualified, experienced and dedicated faculty members.
- Remedial classes are held on regular basis.
- Spacious classrooms available.

Weaknesses

- Poor response in admissions.

Opportunities

- Great demand of journalists in print and electronic media.
- As a reporter, editor, photo journalist, free lance journalist, technical writer, etc.
- As a communication manager, circulation manager, production assistant, etc.
- As a newsreader in electronic media.
- As Public Relation Officer (PRO) in government and public sector offices, NGOs, Boards, Corporations, and electronic media.

Challenges

- To bring awareness among the students about the scope of Journalism.

Future plans:

1. Since there is not much response from the society, the college plans to undertake the exercise of making wide publicity once again so that more number of students would find the programme atterractive and useful.
2. It is planned to take up the issue of revising the curriculam of the course with the university so that the syllabus could be updated and modernised with more of mass communication contet in it.
3. Finally depending on the response this year the college will create a multimedia studio in future.

Evaluative Report of the Department

1) Name of the Department- **Political Science**

2) Year of Establishment-   1970

3) Names of Programmes/Courses offered (UG, PG, M.Phil, Ph.D., Integrated Masters, Integrated Ph.D.,etc):   **UG Level: B.A. (Honours) B.A (General/subsidiary)**

4) Names of Interdisciplinary courses and the departments/units involved: None.

5) Annual/Semester/choice based credit system (programme wise):

   a) BA (Hons/Gen/Sub) –Annual

   b) BJ   - Annual

   c) BSHF, FHS   - Semester

6) Participation of the department in the courses offered by other departments- Dept. of Vocational Studies- Bachelor of Journalism, BDP (IGNOU)

7) Courses in collaboration with other universities, industries, foreign institutions, etc.- IGNOU

8) Details of courses/programmes discontinued (if any) with reasons- Nil.

9) No of Teaching Posts:

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	Two (2)	One (1)

10) Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt/Ph.D/M.Phil etc.

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Mina Malkhandi	M.A., Ph.D	Asst. Professor (HOD)	International Organisation ,International Law	Six Years	Nil
Neeta Ojha	M.A	Lecturer (Part Time)	International Organisation, International Law	Twenty Two Years	Nil

11) List of senior visiting faculty- Nil

12) Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty –   B.A. Honours: 46%, B.A. General: 48%

13) Student- Teacher Ratio (Programme wise):

    BA (Honours) - 1:160

    BA (General) - 1:146

14) Number of academic support staff (technical) and administrative staff, sanctioned and filled- Secretarial support made available by the college.

15) Qualifications of teaching faculty with DSc/D.Litt/Ph.D/Mphil/PG –

    a) Mina malkhandi – M.A., Ph.D

    b) Neeta Ojha   - M.A. Ph.D (Pursuing)

16) Number of faculty with ongoing projects from a) National b) International funding agencies and grants received. – Nil.

17) Department projects funded by DST-FIST, UGC, DBT, ICSSR, etc. and total grants received - Nil.

18) Research Centre/Facility, recognized by the University-Nil.

19) Publications:

- a) Publication per faculty – Details Appended Annexure-2

- Number of papers published in peer reviewed journals (national/international) by faculty and students- Nil.

- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory ,EBSCO host , etc.)

- Monographs-Nil

- Chapter in Books-Nil

- Books Edited-Nil

- Books with ISBN/ISSN numbers with details of publishers-Nil

- Citation Index-Nil

- SNIP-Nil

- SJR-Nil

- Impact Factor-Nil

- H-index -Nil

20) Areas of consultancy and income generated- Nil

21) Faculty as member in:

a) National committees b) International committees c) Editorial Boards.......- Nil.

22) Students Projects

a) Percentage of students who have done in-house projects including inter departmental /programme-Nil

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/Industry/Other agencies- Nil

23) Awards/ Recognitions received by faculty and students-Nil

24) List of eminent academicians and scientists /Visitors to the department-Nil

25) Seminars/ Conferences/Workshop organized & the source of funding

a) National- None

b) International-None

26) Student profile programme /course wise

Name of the Course/Programme (Refer question no .4)	Applications Received	Selected	Enrolled *M	*F	Pass Percentage BA(Hons)TYDC Part-III
BA (Hons) TYDC Part-I, 2010-11	115	106	35	71	72% 2010-11
BA (Hons) TYDC Part-I, 2011-12	95	83	11	72	93% 2011-12
BA (Hons) TYDC Part-I, 2012-13	139	134	51	83	96% 2012-13
BA (Hons) TYDC Part-I, 2013-14	111	104	56	48	95% 2013-14

*M=Male,*F=Female

27) Diversity of Students:

Name of the Course	% of students from the same state	%of students from other Sates	%of students from abroad
BA (Honours)	100%	Nil	Nil

28) How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : Data Not Available.

29) Student progression

Student progression	Against % Enrolled
UG to PG	60%
PG to M.Phil	4%
PG to Ph.D	1%
Ph.D to Post-Doctoral	Not available

Employed
  • Campus Selection
  • Other than campus recruitment
	
	Not available
	20%

Entrepreneurship/Self-employment	Not available

30) Details of Infrastructural facilities:

   a) Library: Books available - 1510

   b) Internet facilities for staff & students- Available

   c) Class rooms with ICT facility: Available.

   d) Laboratories: NA

31) Number of students receiving financial assistance from college, university, government or other agencies- a) 12.5% students is awarded full free ship from college.

          b) Scholarship/ Stipend made available to students coming from minority communities of Government of Jharkhand.

32) Details on student enrichment programmes (special lectures/ workshops/seminar) with external experts. : Nil.

33) Teaching methods adopted to improve student learning: Interactive sessions.

34) Participation in Institutional Social Responsibility (ISR) and Extension activities

   a) Dr. Mina Malkhandi is NSS officer, Unit-II, Guru Nanak College.

   b) Member, Department of Creativity.

   c) Students in NSS from the department.

   d) Conducted PTM for 2013-14 session.

35) SWOC analysis of the department and Future Plans- Enclosed.

Future Plans:

1. Provision of internet facility in the college for students (who belong to rural background and low income families) to enrich their knowledge.

2. Conducting department seminars and symposium.

3. Conducting debates

4. Internal class test on regular basic.

5. Assignments.

SWOC analysis and future plans

Strength

- It is one of the largest departments student-wise.

- Students are selected on marks basis for admission.

- Sufficient number of books available in the college library.

- A large number of students take part in activities such as NSS, NCC, and Cultural activities.

- Class-room teaching is blended with interactive sessions.

- Faculty members are qualified and dedicated.

- Classes are held regularly.

Weaknesses

- Being traditional in nature UG courses of college, BA and B.com are facing a problem of reducing lustre due to relatively lesser employment opportunities.

- Faculty members are not conversant with modern teaching tools and technique.

Opportunities

- Apart from conducting theoretical classes, students can also be introduced to the practical applications of the theories.

- Use of multimedia and internet would open up new avenues for the department.

Challenges

- Adoption of modern teaching tools and technique.

- A large number of students of the department coming from rural, backward areas present a great challenge as far as their academic performance is concerned.

- Theoretical version of education faces inherent weakness in equipping the students with diverse and target oriented skills for specialized jobs.

Evaluative Report of the Department

1. Name of the Department: Psychology

2. Year of Establishment: 1970

3. Names of Programmes/Courses offered (UG,
   PG, M.Phil., Ph.D., Integrated Masters, Integrated Ph.D., etc.):
   - B.A. (Psychology Honours)
   - B A. (General/Subsidiary)

4. Names of Interdisciplinary courses and the departments/units involved: None

5. Annual/semester/choice based credit system (programme wise):
   - U.G.-   Annual

6. Participation of the department in the courses offered by other departments: None

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: None

8. Details of courses/programmes discontinued (if any) with reasons:
   - None

9. Number of Teaching posts:

Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	2	Nil

10. Facultyprofilewithname,qualificationdesignation,specialization(D.Sc./D.Litt./Ph.D./M.Phil.etc.)

Name	Qualification	Designation	Specialization	No.ofYears of Experience	No. of Ph.D Students guided for last4years
Dr. ManjitNagi	MA, Ph.D	PTL	Clinical&Psy Pathology	40 Yrs	NIL
Dr. SeemaKumari	MA, Ph.D	PTL	Cliical&Indus psychology	1 Yr	NIL
Dr. Kavita Singh	MA, Ph.D	PTL	Cliical&Indus psychology	4 Yrs	NIL
RinkiChhabra	MA	PTL	Cliical&Indus psychology	6 Yrs	NIL

11. Listofseniorvisitingfaculty: Nil

12. Percentageoflecturesdeliveredandpracticalclasseshandled (programmewise)
    Bytemporaryfaculty: Nil

13. Student-TeacherRatio(programmewise):
    • B.A. (PsyHons.) :37:1

14. Numberofacademicsupportstaff(technical)andadministrativestaff;sanctioned andfilled: Secretarial
    support available from the college.

15. QualificationsofteachingfacultywithDSc/D.Litt/Ph.D/MPhil/PG: Post Graduate&Ph.D

16. Numberoffacultywithongoingprojectsfroma)Nationalb)Internationalfunding agencies
    andgrantsreceived: Nil

17. DepartmentalprojectsfundedbyDST-FIST;UGC, DBT, ICSSR,etc.andtotal grantsreceived: Nil

18. ResearchCentre/facilityrecognizedbytheUniversity: Nil

19. Publications:

  I. Publicationperfaculty: Enclosed.

  II. Numberofpaperspublishedinpeerreviewedjournals(national/international)byfacultyandstudents: Nil

  III. NumberofpublicationslistedinInternationalDatabase(For
      ofScience,Scopus,HumanitiesInternationalComplete,Dare
      InternationalSocialSciencesDirectory,EBSCOhost,etc.):Nil

            Eg:Web
            Database-

  IV. Monographs: Nil
  V. ChapterinBooks: Nil
  VI. BooksEdited: Nil
  VII. BookswithISBN/ISSNnumberswithdetailsofpublishers: Nil
  VIII. CitationIndex: Nil
  IX. SNIP: Nil
  X. SJR: Nil
  XI. Impactfactor: Nil
  XII. h-index: Nil

20.Areasofconsultancyandincomegenerated: Nil

21.Facultyasmembersin

  I. Nationalcommittees: Nil

  II. InternationalCommittees:Nil

  III. EditorialBoards: Nil

22. Studentprojects

  • Percentageofstudentswhohavedonein-houseprojects
     includinginterdepartmental/programme.Nil
  • Percentageofstudentsplacedforprojectsinorganizations
     outsidetheinstitutioni.e.inResearchlaboratories/Industry/ otheragencies: Nil

23. Awards/Recognitionsreceivedbyfacultyandstudents: Nil

24. Listofeminentacademiciansandscientists/visitorstothe department: Nil

25. Seminars/Conferences/Workshopsorganized&thesourceoffunding
a) National: Nil   (b)International: Nil

26.   Studentprofileprogramme/coursewise:

Nameofthe Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass %
			*M	*F	TYDC, Part-III
B.A (Hons.)TYDC,Part-I 2010-11	53	50	03	47	67% 2010
B.A (Hons.)TYDC,Part-I 2011-12	45	43	06	37	83% 2011
B.A (Hons.)TYDC,Part-I 2012-13	55	52	04	48	88% 2012
B.A (Hons.)TYDC,Part-I 2013-14	50	48	04	44	72% 2013

27.   Diversityof Students

Nameofthe Course	%of students fromthe samestate	%ofstudents fromother States	%of students from abroad
B.A. Psychology Hons	100%	Nil	Nil

28.   Howmanystudentshaveclearednationalandstatecompetitiveexaminationssuch asNET,SLET,GATE,Civilservices,Defenseservices,etc. : Not available

29.   Studentprogression:

Studentprogression	Against%enrolled
UGtoPG	40%
PGtoM.Phil.	Not available
PGtoPh.D.	Not available
Ph.D.toPost-Doctoral	Not available
Employed ➡Campusselection	Not available
➡Other than campus recruitment	Not available
Entrepreneurship/Self-employment	Not available

30. Details of Infrastructural Facilities:
    a. Library: Available (1050 books)
    b. Class rooms with ICT facility: Available
    c. Laboratories: Available
    d. Internet Facilities for staffs and students: Available

31. Number of students receiving financial assistance from college, university, Government or other agencies:

    - 12.5% students are awarded free scholarship from college.
    - Scholarships/stipend is made available to students coming for minority communities from Govt. of Jharkhand.

32. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts: Nil

33. Teaching methods adopted to improve student learning
    - Interactive sessions
    - Laboratory method

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
    - Students actively participate in N.C.C. and N.S.S. programmes.

35. SWOC analysis of the department and Future plans: Enclosed Separately.

35. SWOC analysis of the department and Future plans-

<u>**SWOC analysis:-**</u>

Strengths:

- ✓ Faculty members are qualified, experienced and dedicated.

- ✓ All the basic infrastructure/facilities available.

- ✓ Spacious rooms available

- ✓ Access to internet available.

- ✓ Laboratory available

Weaknesses:

- ✓ Not being able to fillup the permanent vacancies for reasons beyond the control of the college.

Opportunities

- ✓ Applied field of psychology offers ample opportunities to the students.
- ✓ Studying clinical psychology at PG level for taking the role of psychologist/counselor.

Challenges:

- ✓ Preparing our students for the role of counselors.

Future Plans:

- • The college would like to take up some advancedcoursesof vocational nature.
- • Seminars/workshops to be conducted on regular basis.

3. Evaluative Report of the Department

1.   **Name of the Department**   :   Department of Education.

2.   **Year of Establishment**   :   20.11.2005

3.   **Name of Programme**   :   B.Ed.

4.   **Names of Inter disciplinary courses and the departments / units involved**

- B.C.A
- I.G.N.O.U

5.   **Annual / semester / choice based credit system (programmewise)**

- Annual

6.   **Participation of the department in the courses offered by other departments**

- B.C.A
- I.G.N.O.U.

7.   **Courses in collaboration with other universities, industries, foreign institutions, etc.**

- I.G.N.O.U.

8.   **Details of courses / programmes discontinued (if any) with reasons**

- None

9.   **Number of Teaching posts**

	Sanctioned	Filled
Professors	Nil	Nil
Associates Professors	Nil	Nil
Asst. Professors	07	06

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./ D.Litt. /Ph.D./M.Phil.etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the last 4 years
Mrs. Shubha Ajmani	M. Com, M.Ed M.Phil	Co-ordinator	Educational Technology Women Education	16.6 years	Nil
Mrs. Vinoti Trivedi	M.A. (History) M.Ed., M.A. in Education, NET in Education	Joint Co-ordinator	Teacher Education Educational Technology	18 years	Nil
Mr. Kumud Ranjan Jha	M.A. (English) M.Ed., M.A. in Education, NET in Education	Lecturer	Teacher Education Educational Technology	10 years	Nil
Mrs. Sudha Pandeya	M.A. (Eco) M.Ed., M.A. in Education, NET in Economics Ph.D. in Economics	Lecturer	Educational Technology Measurement and Evaluation	9 years	Nil
Mr. Vikash Kumar Singh	M.A. (Anthropology) M.Ed., M.A., in Education.	Lecturer	Guidance and Counseling Teacher Education	7.6 years	Nil
Mr. Rajesh Singh	M.Sc. (Chemistry) M.Ed., M.A. in Education	Lecturer	Guidance and Counseling Educational Technology	11 years	Nil

11. **List of senior visiting faculty :** Nil

12. **Percentage of lectures delivered and practical classes handled (programme wise)**
    By temporary faculty   :   10% Lectures and 5% practical classes.

13. **Student-Teacher Ratio (programme wise)   :** 1:17

14.   Number of academic support staff (technical) and administrative staff; sanctioned and filled

	Sanctioned	Filled
Technical staff	01	01
Administrative staff	06	06

15.   Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.
Mentioned above

16.   Number of faculty with ongoing projects from a)National b)International funding agencies and grants received : Nil

17.   Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc .and total grants received : Nil

18.   Research Centre/facility recognized by the University : N/A

19.   Publications :

A)   Publication per faculty

Prof. Shubha Ajmani - Shiksha Avam Drir Vishwas se Sambhav hai Mahilaon ka Shashktikaran; 2014, PP 174 - 84, ISSN 978 - 93 - 80310 - 71-8, Women Empowerment in family welfare.

Prof Vinoti Trivedi - Curricular Areas "Devloke" Seminar Proceedings, ISSN 2250-2254, 27-28 August, 2011, pp154-159.

Prof Kumud Ranjan Jha - Curriculam Transactional Strategies "Devloke"Seminar
Proceedings, ISSN 2250-2254, 27-28 August,2011,pp159-165

Dr Sudha Pandeya - Social Research Journal 'Past, Present & Future' ISSN 0975-0274 July-December 2010,VOI-2,NO-2 pp87-90.
Journal of economic and social development ISSN0973-886XVol-III,No-1&2 2007pp164-168.
" Women in the Rural Non- Farm sector."

Mrs. Shubha Ajmani -

• Article published in National Seminar Souvenir "Adhyapak Shiksha Ka Tulnatmak Adhayan."

• Article Published in National Seminar Souvenir "Adhayapak Shiksha Ki Samasyon Ki Sanjeevani- Mulya Avam Adhyatma Shiksha."

• Article Published in National Seminar Souvenir- Badalte Samajik Parivartan me Adhyapak- Ek Nav Srijankarta ke Roop Me.

• Article published in National Seminar Souvenir.

Mrs. Vinoti Trivedi-

• Article Published in National Seminar Souvenir." Role of ICT in Education."

• Article Published in National Seminar Souvenir. "Humanistic Approach in teaching learning of Science."

• Article Published in National Seminar Souvenir. "Regionalism as a force of disintegration."

• Article Published in Souvenir of Youth Festival. "What is Education for............."

Mr. Kumud Ranjan Jha-

• Article Published in National Seminar Souvenir. "Linguistic Disputes in India.

Dr. Sudha Pandeya-

• Article Published in magazine Economy India. "Economic Factors of Migration."

• Article Published in Souvenir of Youth Festival. "Rangoli"

• Article published in National Seminar Souvenir. " Two decades of Economic Reforms."

• Article published in National Seminar Souvenir. " Media and Society issues prespectives and challenges."

• Article published in National Seminar Souvenir. " Communal Disharmony."

Mr. Vikash Kumar Singh-

- Article Published in National Seminar Souvenir. "Problems of Teacher Eduacation."

- Article Published in National Seminar Souvenir. "Positive influence of Cinema on Society."

- Article Published in National Seminar Souvenir. "Problems of Regionalism."

  Poetry "Cheekh" Published in the Souvenir of Youth Festival.

Mr. Rajesh Singh-

- Article Published in National Seminar Souvenir. "Hundred Years of Satyagrah."

- Article Published in National Seminar Souvenir. "Issues and Challanges since Indepedence."

Study Material prepared by faculty Members :

Prof. Shubha Ajmani - Shiksha and Samaj, Block - 04, B.Ed. Course Second year, Directorate of Distance education, L.N. Mithila University, Darbhanga. (11.06.2009)

* **Number of papers published in peer reviewed journals(national/ international)by faculty and students :** Nil

* **Number of publications listed in International Database(For Eg:Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host,etc.):** Nil

* **Monographs :** Nil

* **Chapter in Books :** Nil

* **Books Edited**: Nil

* **Books with ISBN/ISSN numbers with details of publishers :** Nil

* **Citation Index :** Nil

* **SNIP:** Nil

* **SJR :** Nil

* **Impact Factor :** Nil

*   **H-index :** Nil

20.   **Areas of consultancy and income generated**

PROF VINOTI TRIVEDI - Acted as an Expert for the post of Primary teachers,Delhi Public school,Dhanbad,2012&2013.

Acted as an Expert of History,Hemlata Kumari Kameshwary Mahila Maha Vidyalaya,Dhanbad.

AS A JUDGE -

PROF SHUBHA AJMANI - Dance Competition, Rajkamal Saraswati Vidya Mandir, Dhanbad.

PROF VINOTI TRIVEDI - Inter school debate competition organized by Inner Wheel Club, Dhanbad. Krishna sajja organized by Sanskar Bharti,Dhanbad.

PROF. KUMUD RANJAN JHA - Spell bee competition ,Delhi Public School,Dhanbad.

DR. SUDHA PANDEYA - Inter Denobili Dance Competition, Dhanbad.

No income is generated through consultancy.

21.   **Faculty as members in**

a)   **National committees b) International Committees c)Editorial Boards….:** Nil

22.   **Student projects**

a)   **Percentage of students who have done in-house projects including interdepartmental/programme**

In B.Ed course in-house projects are compulsory part of the curriculum.

b)   **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies** : Nil

23. **Awards/Recognitions received by faculty and students:** Nil

24. **List of eminent academicians and scientists/visitors to the department**

- **Sri Inderjeet Prasad Singh**
  Chief Reporter, Hindustan

- **Prof. Pramod Pathak -** H.O.D.
  Management I.S.M.

- **A. I. Khan - Principal -** P.K.R.M. College

25. **Seminars/Conferences/Workshops attended, organized &the source of funding**

PROF SHUBHA AJMANI	
National Seminar	1. "New Horizon of Teacher Education: Concern Practices" Al Iqra Trust Dhanbad, November 2011.2. 2. Teacher Education: Recent trends, challenges, opportunity". Jamshedpur women' s college, faculty of Education, April 2012
CONFERENCES	1. LATE XXXXII Annual conference on the changing scenario of Teacher Education, December 2008. 2. National conference on Educational Technology in teaching learning; prospects challenges, March 2012. 3. National conference on Women empowerment & family welfare.

WORKSHOPS	1. Social values of 150th birth anniversary of Pandit Madan Mohan Malviya, ISM Dhanbad. July 2012.
	2. Syllabus orientation ,CBSE New Delhi, Chinmaya vidyalaya, Bokaro.
	3. Orientation Programme,CBSE New Delhi, Delhi public school, Bokaro.

PROF VINOTI TRIVEDI	
NATIONAL SEMINAR	1. "Quality concern in Teacher Education: Curriculum Reform Perspectives". DIPSER College of education ,August 2011. 2. New Horizon of Teacher Education: Concern practices." Al Iqra Trust Dhanbad, November 2011. 3. "Expanding Horizon of Research in Science &Technology". Jamshedpur women's college, Faculty of education, April 2013.
WORKSHOPS	1. Social values of 150th birth anniversary of Pandit Madan Mohan Malviya, ISM Dhanbad, july 2012.. 2. INSET programme of secondary school teachers, Dhanbad. 3. Orientation programme, CBSE, New Delhi, Riverside, Burnpur..

PROF KUMUD RANJAN JHA	
NATIONAL SEMINAR	1. Quality concern in Teacher Education:Curriculum Reform Perspectives". DIPSER College of education, August 2011.

DR SUDHA PANDEYA	
NATIONAL SEMINAR	1. "Two decades of Economic Reforms"PKRM College, September 2011.
	2. "Media and society ;issues ,perspectives & challenges."SSLNT Mahila college Dhanbad,September 2013.

PROF VIKASH KUMAR SINGH	
NATIONAL SEMINAR	1. "Problems of teacher education."AL IQRA trust Dhanbad,November 2011.
	2. "Positive influence of cinema on society" SSLNT mahila collge ,Dhanbad, September 2013.

PROF RAJESH SINGH	
NATIONAL SEMINAR	1. Hundred years of Satyagrah"SSLNT mahila college, Dhanbad, October 2012

Workshop organized by the institution

Workshop on teaching aids.

Workshop on First aids.

Workshop on yoga.

Workshop on micro teaching (teaching skills practice)

Workshop for DPE of IGNOU (Year 2009)

26. **Student profile programme / course wise :**

Name of the Course	Applications Received	Selected	Enrolled		Pass %
			*M	*F	
2010-11	967	100	32	68	100%
2011-12	591	100	34	66	100%
2012-13	380	100	26	74	
2013-14	508	100	27	73	

*M = Male , *F = Female

27. **Diversity of Students**

Category	%
a. SC	11%
b. ST	25%
c. OBC	14%
d. Physically Challanged	3%
e. General Category	50%

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?**

	2010-11	2011-12	2012-13
NET	3%	2%	3%
JTET	75%	80%	-
CTET	5%	8%	6%
BTET	19%	20%	-

Prehaps clear data is not available.

29.   Students Progression

Student Progression	Against % enrolled
B.Ed. to M.Ed	approx 5% of the students Pursue for M.Ed.
M.Ed. to Ph.D	approx 2%

30.   Details of Infra structural facilities :

a.   Library : No. of Books   -   3104

b.   Internet Facility   -   Available for staff

c.   Classroom with ICT facility -   Available

d.   Laboratories   -   Not available

31.   Number of students receiving financial assistance from college, university, government or other agencies

The students belonging to the reserved category received financial help in the form of reinburcement of the fee etc, from the Govt. of Jharkhand through the college.

32.   Details on student enrichment programmes (specia lectures/ workshops /seminar) with external experts

The seminar practice has found a permanent place in the 'Time-Table'. In the time- table it is placed on Saturday at post lunch session. The institution, organizes ten seminars under the guidance of Prof. Vinoti Trivedi in a session. In each seminar, ten students present paper. Therefore, in ten seminars all the hundred pupil teachers get a chance to present at least one seminar. The seminar practices follow the principle of 'learning by participation'. Therefore, all the works to conduct the seminar are performed by pupil teachers themselves. The hundred students are divided into five different groups. Each group is given the responsibility to conduct the seminar, accordingly. All the members of the group make the arrangement. They select anchor, rapporteur, time keeper, OHP operator, slide operator, LCD operator, and a person to render vote of thanks, from their group. Each group gets two chances to conduct the seminar.

The faculty members go beyond the university syllabus to provide know how and training to students so as to equip them to compete for examination like central Teacher eligibility test and state level teachers eligibility test.

Workshop are organized on -

Microteaching, First Aid, Teaching Aids Yoga etc.

With external expert

The college has adopted a village "Dhokra" where enrichment programmes like mass awareness, blood donation camps, literacy programme etc. are organized by NSS in which department of education participated actively.

Community Activities Like - Voters' Awareness Campaign, Rallys on important days, Nukkad Natak for communal Harmony, Survey on very sensitive issues are organised by the department of education successfully.

33.   Teaching methods adopted to improve student learning

•   Use of multimedia in classroom

•   Seminar has been made compulsory component of the curriculum.

•   Students are encouraged to interact with their teachers.

•   Preparation of Assignments, Projects

•   Conduct of survey.

34.   Participation in Institutional Social Responsibility (ISR) and Extension activities:

•   We encourage our students to participate actively in programmes of NSS and NCC. Further the Institution has got an active unit of Rotaract Club which carries out socially useful work.

35. SWOC Analysis of the department

STRENGTHS:

1) Motivated, competent and proactive teachers.
2) Conducive atmosphere for academic activities.
3) Totally transparent system of admission of students.
4) Totally fair and transparent recruitment of teachers.
5) Comprehensive teaching of the academic curriculum.
6) Sensitization of student teachers on social issues and gender issues through seminars, workshops and awareness programme .
7) Proper application of ICT aided teaching.
8) Curriculum so delivered that social contradictions obtaining in the region could be bridged.
9) Adequate opportunity is provided to students in co curricular activities such as cultural activities and sports activities.
10) Sufficient books, journals, reading materials and support service.
11) Quite a big number of our students have been placed in various leading schools of Jharkhand.
12) 80% students have qualified JTET, 20% BTET out of them 10% also qualified CTET.
13) The institution has a comprehensive and integrated set of evaluation measures   that provids information for use in monitoring student's performance   and managing and improving the institutional processes.

WEAKNESSES :

1. The college does not have hostel for student teachers (boys and girls).

2. The college does not have playfields for cricket and football.

3. The college does not have staff quarters.

OPPORTUNITIES:

1) The college tries to provide good opportunities to its students for employment.

2) The college is situated centrally which can be accessed easily.

3) The college does have a Placement cell.

4) Training of computer skills made available to students.

5) Teachers are given adequate facility of skill development and improvement of qualification.

CHALLENGE:

1. Fewer openings in the jobs than required for teachers.

FUTURE PLANS :

1. Introduction of multimedia aided classes for a better perception of the subject matter.

2. To Establish a language Laboratory.

3. Planning to organise a National Seminar.

2009-2010

HARODIA AGARWAL SHARMA & CO.
CHARTERED ACCOUNTANTS

AUDITOR'S REPORT

We have audited the attached Balance Sheet as on 31st March 2010 and the Income & Expenditure Account for the year ended on that date attached herewith of Guru Nanak College, Barmasia, Dhanbad.

These financial statements are the responsibility of the College Management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with the auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

We report that: -

A) We have obtained all the informations and explanations which, to the best of our knowledge and belief were necessary for the purpose of the audit.

B) In our opinion, proper books of account have been kept by the College, so far as appears from our examinations of the books.

C) We certify that the Balance sheet & the Income and Expenditure A/c are in agreement with the books of accounts maintained by the college.

D) In our opinion and to the best of our information and according to the explanations given to us, read with notes thereon given in Annexure 'A" the said accounts gives a true and fair view: -

    a) In the case of Balance Sheet of the state of the affairs of the College as at 31st March, 2010.

                  AND

    b) In the case of Income & Expenditure Account of the Excess of Expenditure over Income of the college for the year ended on that date.

Shastri Nagar, Dhanbad
The 19th day of July, 2010

For Harodia Agarwal Sharma & Co.
Chartered Accountants

(K.K. Harodia)
Partner

2nd Floor, Shree Laxmi Complex
Shastri Nagar, Dhanbad - 826001(JHARKHAND)
Ph. : 0326-2302066, (O) 2942132, 2961053 (O) Cell. 9431120134
Fax : 91 326 2302066, e-mail : kkharodia@gmail.com

2010 – 2011

HARODIA AGARWAL SHARMA & CO.
CHARTERED ACCOUNTANTS

AUDITOR'S REPORT

We have audited the attached Balance Sheet as on 31st March 2011 and the Income & Expenditure Account for the year ended on that date attached herewith of Guru Nanak College, Barmasia, Dhanbad.

These financial statements are the responsibility of the College Management. Our responsibility is to express an opinion on these financial statements based on our audit.

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B) In our opinion, proper books of account have been kept by the College, so far as appears from our examinations of the books.

C) We certify that the Balance sheet & the Income and Expenditure A/c are in agreement with the books of accounts maintained by the college.

D) In our opinion and to the best of our information and according to the explanations given to us, read with notes thereon given in Annexure 'A' the said accounts gives a true and fair view: -

         a) In the case of Balance Sheet of the state of the affairs of the College as at 31st March, 2011.
                                 AND
         b) In the case of Income & Expenditure Account of the Excess of Expenditure over Income of the college for the year ended on that date.

Shastri Nagar, Dhanbad
The 1st day of July, 2011

For Harodia Agarwal Sharma & Co.
Chartered Accountants

(K.K. Harodia)
Partner

KASG & CO.
(Formerly Known As Harodia Agarwal Sharma & Co.)
Chartered Accountants

2011 – 2012

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website :- www.kasgca.com

AUDITOR'S REPORT

We have audited the attached Balance Sheet as on 31ˢᵗ March 2012 and the Income & Expenditure Account for the year ended on that date attached herewith of Guru Nanak College, Barmasia, Dhanbad.

These financial statements are the responsibility of the College Management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with the auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

We report that: -

A) We have obtained all the informations and explanations which, to the best of our knowledge and belief were necessary for the purpose of the audit.

B) In our opinion, proper books of account have been kept by the College, so far as appears from our examinations of the books.

C) We certify that the Balance sheet & the Income and Expenditure A/c are in agreement with the books of accounts maintained by the college.

D) In our opinion and to the best of our information and according to the explanations given to us, read with notes thereon given in Annexure 'A' the said accounts gives a true and fair view: -

a) In the case of Balance Sheet of the state of the affairs of the College as at 31ˢᵗ March. 2012.

AND

b) In the case of Income & Expenditure Account of the Excess of Expenditure over Income of the college for the year ended on that date.

Shastri Nagar, Dhanbad
The 21 day of July , 2012

For K A S G & Co.
Chartered Accountants

(K.K. Harodia)
Partner

CA **KASG & Co.**
Chartered Accountants

2012 - 2013

AUDITOR'S REPORT

Report on the Financial Statements

1. We have audited the accompanying financial statements of the Guru nanak College, Dhanbad, which comprise the Balance Sheet as at 31st March, 2013 and the Income & Expenditure Account for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

2. Management is responsible for the preparation of these financial statements in accordance with law of India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

3. Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

5. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

6. In our opinion and to the best of our information and according to the explanations given to us, the said accounts give a true and fair view in conformity with the accounting principles generally accepted in India:
(i) In the case of the Balance Sheet, of the state of affairs of the College as at 31st March, 2013;
(ii) In the case of the Income & Expenditure Account of the excess of Expenditure over Income of the college for the year ended on that date.

GURU NANAK COLLEGE, DHANBAD

A meeting of the Guru Nanak College Governing Council was held today the **14th of April, 2012 at 11:30 AM** in the Principal's chamber of the Women's wing of the College. Sardar J. S. Johal was in the chair.

The following members were present:

1) Sardar J. S. Johal   -   President
2) Sardar S. S. Sandhu   -   Vice President
3) Sardar D. S. Gill   –   Secretary
4) Sardar R. S. Chahal   -   President, G.P.C
5) Sardar B. S. Dua   -   Gen. Secretary, G.P.C.
6) Sardar S. S. Mehta   -   Member
7) Sardar Diljon Singh   -   Member
8) Sardar Palwinder Singh –   Member
9) Prof. Sanjay Prasad   -   T.R.
10) Prof. P. Shekhar   -   Principal

Proceedings:

1. The proceedings of the previous meeting dated **18th of December 2012** were read, and confirmed.

2. **Matters arising out of the previous meeting:**
   Regarding resolution no. 5, i.e., appointment of lecturers against the existing vacancies, it was further decided that the procedures must be strictly observed in accordance with the latest and updated norms of the Govt. of Jharkhand and the U.G.C., so that no technical problem arises afterwards

3. The creation of the following societies was approved unanimously vis-a-vis NAAC assessment of College:
   a)   Department of Creativity
   b)   Old Boys' Association
   c)   Parent – teacher Association.
   Besides, the Principal was authorised to form various cells which may be necessary for the above purpose.

4. The proposal of Computerisation of College Accounts was approved. It was decided to hire the services of a Technical Expert for the purpose, initially for six months.

5. It was decided to fix the schedule of interview for appointment of lecturers tentatively in the month of July 2012 after going through all technicalities of the procedure.

6. It was decided to approve the decision of the Building Committee regarding payment to Contractors.

7. It was decided to get a toilet constructed on the first floor of the Boys' wing (Bhuda building) of the College as also Sports infrastructure such as a Volleyball court after

July 2012.

8. The effort made for fresh affiliation of the a) B.C.A. and b) B.J. was approved. The Secretary and the Principal were authorized to get the inspection done and all other steps that may be required for the purpose.

9. **Miscellaneous:**

   (a)   It was decided to introduce a fee of Rs. **100/-** per annum from all students for contingent expenses of the College with effect from the new academic session, i.e. **June 2012.**

   (b)   It was decided to raise electricity fee from Rs. **2/-** per month to Rs. **5/-** Per month from all students w.e.f. the new academic session, i.e. **June 2012.**

   (c)   The Annual Budget of the college for the financial year 2012-13 was presented, and approved unanimously.

There being no other matter, the meeting ended with a vote of thanks to the chair.

(**D. S. Gill**)
Secretary

GURU NANAK COLLEGE, DHANBAD

A meeting of the Guru Nanak College Governing Council was held on the <u>27th of August, 2012</u> in the Principal's chamber of the Women's wing of the College. Sardar J. S. Johal was in the chair.

The following members were present:

1) Sardar J. S. Johal   -   President
2) Sardar S. S. Sandhu   -   Vice President
3) Sardar D. S. Gill   –   Secretary
4) Sardar R. S. Chahal   -   President, G.P.C
5) Sardar B. S. Dua   -   Gen. Secretary, G.P.C.
6) Sardar Palwinder Singh –   Member
7) Sardar Diljon Singh   -   Member
8) Prof. Sanjay Prasad   -   T.R.
9) Prof. P. Shekhar   -   Principal

<u>Proceedings:</u>

1. The proceedings of the previous meeting dated <u>14th of April 2012</u> were read, and confirmed.

2. <u>Matters arising out of the previous meeting:</u>

    a)   As per the latest norms of the U.G.C., the panel of experts for being on the Selection committee for appointment of lecturers in the College is to be provided by the University. Such panel has not been received by the University from the concerned authorities. The Secretary and Principal have been advised to be in touch with the concerned authorities. The schedule for interview would be finalized only after getting   the panel from the University.

    b)   The College has been given affiliation for B.C.A. and B. Journalism for three academic sessions, i.e. for 2012-13, 2013-14, and 2014-15 academic sessions. There are sufficient applications for admission to B.C.A. course and it is likely that total number of seats would be filled up. All members felt happy on this development.

    But there being only three applications for admission to B. Journalism course, it was decided not to take admission to that course in the current academic session, i.e.; 2012-13, because it will be financially non-viable. However, it was decided to keep the affiliation of B.J. in suspended animation

for this year. The process of admission would be tried next year also, i.e., 2013-14 session. Only after that the matter would be reviewed again on that issue.

3. The audit Report for the financial year 2011-12 was presented, and approved unanimously.

4. The Audit Report for the first quarter of the financial year 2012-13 was presented, and approved unanimously.

5. It was decided to enhance the D.A. and to provide H.R.A. to all the employees (Class – III & IV) working on the management post on par with the current rate. This would entail an expenditure of Rs. 11,492/- per month.

6. It was decided to regularize the services of a) Mrs. Gurmeet Kaur and b) Sri Rajan Ram as Class – IV employee of the B.Ed. wing. They will be paid wages in accordance with the norms prevalent in the B.Ed. wing.

7. It was decided to get the white-washing of both the campus done as per the convenience of the College.
    As for the Women's wing, payment would be made on the sharing basis as per the prevalent formula of 50:30:20. The college will bear 50% of the expenditure.

8. Miscellaneous:
    (a)   It was decided to send a reply to the letter received from Sri Chandrika Sing, Retd. Head Assistant. The draft of the reply was presented, and approved unanimously.
    (b)   It was decided enhance Rs. 1500/- per month (Rs. 500/- to each person) to the Hindustan Security Agency for providing three guards in the Boys' wing campus of the College w.e.f. September 2012.
    (c)   Various letters received under R.T.I. Act were presented. Also the replies sent to the letters were presented, and approved.

There being no other matter, the meeting ended with a vote of thanks to the chair.

(D. S. Gill)
Secretary

GURU NANAK COLLEGE, DHANBAD

A meeting of the Guru Nanak College Governing Council was held on the <u>30th of November, 2012</u> at 12.30 P.M. in the Principal's chamber of the Women's wing of the College. Sardar J. S. Johal was in the chair.

The following members were present:

1) Sardar J. S. Johal   -   President (in the chair)
2) Sardar D. S. Gill   –   Secretary
3) Sardar R. S. Chahal   -   President, G.P.C
4) Sardar B. S. Dua   -   Gen. Secretary, G.P.C.
5) Sardar Diljon Singh   -   Member
6) Sardar Palwinder Singh –   Member
7) Prof. Sanjay Prasad   -   T.R.
8) Prof. P. Shekhar   -   Principal

Proceedings:

1. The proceedings of the previous meeting dated <u>27th of August 2012</u> were read, and confirmed.

2. *Matters arising out of the previous meeting:*
   a)   It was decided to request the Vice-Chancellor, V,B,U, Hazaribag by sending a reminder for providing the panel of experts for appointment of lecturers in various subjects in the College.
   b)   Sardar R. S. Chahal was co-opted the Vice-President of the College Governing Council in place of Late Sardar S. S. Sandhu. Also, it was decided to send his signature to all the Banks for inclusion as the third signatory of all college Accounts and financial papers, replacing Sardar Palwinder Singh who was given the authority only on an emergency basis.
   c)   Keeping in the view the workload of the office, it was decided to advertise two vacancies of Assistants in the College – One for the Accounts' section and the second for the General Section; strictly in accordance with the updated norms and pre-requisite qualification. Proficiency in working on system (computer) must be an essential qualification. The above appointments, it was decided, may be made in the new financial year.

3. (a) The Principal informed that Sri Dhaneshwar Kumhar a Class –IV employee of the college should have retired from service on 31st of August, 2010 as his date of birth as per the old records available in the college is 12th August 1950. Somehow, by some clerical mistake made in 2001, it got changed in the office record as 21st May

1953, which remained undetected.

Since the mistake was detected in the first week of September 2012, two years after he should have retired, the mater was taken seriously. The Secretary and the Principal brought it to the notice of the President telephonically; and a committee was constituted with the President's approval with late Sardar S.S. Sandhu as chairman and the following persons as members:

i)   Sardar S. S. Sandhu -   Chairman

ii)   Sardar B. S. Dua   -   Member

iii)   Prof. Sunil Sinha   -   Member

iv)   Prof. Gopal Sandilya -   Member And

v)   Dr. Sanjay Prasad   -   Member

The committee was authorized to go into the matter in detail and to make recommendations on the issue.

The following findings and recommendation were made

1. It was conclusively established that the due date of Sri Dhaneshwar Kumhar's retirement was 31st August, 2010.

2. The Secretary and the Principal were authorized to issue notice of superannuation to Sri Dhaneshwar Kumhar w.e.f. 31st August, 2010.

3. The College authorities were authorized to take all such initiatives i.e. not claiming Sri Dhaneshwar Kumhar's salary etc. from the Govt. of Jharkhand, and all other steps such as recovery of the money already claimed on his behalf and paid to him, strictly in accordance with the directives received from the Govt. and University.

Promptly thereafter; (i) Sri Dhaneshwar Kumhar was issued a notice that he had alredy retired w.e.f. 31/08/2010 vide letter no. GNC/WW/2012/77 dated 07-09-2012, and (ii) a letter no. GNC/WW/2012/86 dated 08-09-2012 was sent to the Director Higher Education, Govt. of Jharkhand with a copy to the Registrar, V.B.U., Hazaribag with detailed information as also with the proposal that salary etc claimed and disbursed by the college for 24 months after the due date of his retirement may kindly be allowed to be returned to the Govt. of

Jharkhand. Specific instructions regarding mode of such return of money were sought from the Govt. in this regard. So far, no response has been received by the college.

The above steps were approved by the members of the Governing Council.

4. As for retiral benefits due to Sri Dhaneshwar Kumhar, it was unanimously decided to release his Provident Fund amount. But it was decided to withhold his "Goodwill gesture payment" until a clearance is received from the Govt. In case, the college is directed to return the salary released to him for 24 months in excess the amount would be adjusted with the "Goodwill gesture payment" due to be paid to him.

5. After the detection of the above mistake in Sri Dhaneshwar Kumhar's case, all cases of the members of the non-teaching staff were subjected to scrutiny by the above committee. In the process, five more similar mistakes were detected, which are as follows:

			Prevalent (wrong) Date of Birth	Corrected Date of Birth.
1.	Sri Tulsi Mandal	-	12/04/1955	12/04/1954
2.	Sri Shiboo Pandya	-	08/10/1956	14/03/1954
3.	Sri Shivraj Rai	-	22/06/1962	22/06/1958
4.	Sri Tek Bahadur	-	04/01/1959	04/06/1961
5.	Mrs. Sushila Devi	-	15/07/1980	16/07/1974

Of the above, the four were detected to be clerical mistakes on the part of the college office. But in case of the fifth Mrs. Sushila Devi, it was detected that she had submitted two affidavits, stating two different dates of birth – one at the time of her appointment on compassionate grounds, and the other at a later date. The matter was taken seriously by the Governing Council. The Principal was authorized to issue a show cause to Mrs Sushila Devi and to present the matter in the next meeting.

Also finally the detailed list of the schedule of retirement of all members of the non-teaching staff was approved as prepared by the College which is as follows:

The Schedule of retirement of all members of the Non-teaching staff.

GURU NANAK COLLEGE, DHANBAD

A meeting of the Guru Nanak College Governing Council was held on the **14th of April, 2013** at 12.00 Noon in the Principal's chamber of the Women's wing of the College. Sardar J. S. Johal was in the chair.

The following members were present:

1) Sardar J. S. Johal   -   President (in the chair)
2) Sardar R. S. Chahal   -   Vice-President
3) Sardar D. S. Gill   –   Secretary
4) Sardar B. S. Dua   -   General Secretary, G.P.C.
5) Sardar S. S. Mehta   -   Member
6) Sardar Diljon Singh   -   Member
7) Sardar Palwinder Singh –   Member
8) Prof. Sanjay Prasad   -   T.R.
9) Prof. P. Shekhar   -   Principal

Proceedings:

1. The proceedings of the previous meeting dated 30th of November 2012 were read, and confirmed.

2. *Matters arising out of the previous meeting:*

   a)   The show cause notice issued to Mrs. Sushila Devi, a peon appointed on compassionate ground on the as demise of her husband, Late Bal Bahadur was presented in the meeting Also, the reply given by her was presented before the members of Governing Council. Finally, all things considered, it was unanimously decided to exonerate her of the charge of adopting fraudulent means on her plea of having made an innocent mistake.

   b)   It was decided to form a committee for appointment of classes IV staff in college. The appointment will be made on the recommendation of the committee consisting of

      i)   Sardar R.S. Chahal   -   Chairman
      ii)   Sardar B.S. Dua   -   Member
      iii)   Sardar Diljon Singh   -   Member
      iv)   Principal of the College as convener

3. Budget proposals for the financial year 2013-14 were presented in detail, and approved unanimously.

4. The issue of tax deduction at source from the interest accrued on the Provident fund

F.D. Rs. of the teachers and staff of the college by the State Bank of India, P. B. Branch was discussed at length. After going through the correspondence made by the college and the replies received from the Bank, it was unanimously decided that a good lawyer be consulted in the mater and if necessary, legal remedies be sought at an appropriate forum so as to ensure justice to the teachers and staff.

5. The I.Q.A.C. (Internal Quality Assurance Cell) formed by the college was unanimously approved, which is as follows:
   i)   Sardar D.S. Gill
   ii)   Sardar Diljon Singh
   iii) Prof. D. Bose, Prof.-in Charge, w.w.
   iv)   Dr. Gopal Kr. Sandilya, Prof.-in Charge, Boys' Wing
   v)   Dr. Sanjay Prasad, Co-ordinator, Vocation Studies.
   vi)   Mrs. Shubha Ajamni, Co-ordiantor, B.Ed.
   vii) Mr. K. K. Harodia -   (Alumni Quota)
   viii) Mr. Inderjit Pd. Singh
   ix)   Dr. Ranjana Das, Co-ordinator, NAAC Steering Committee
   x)   Principal (Ex-Officio)

6. a) The detailed proposal regarding setting up of a new Computer laboratory of thirty systems on the Second floor of the Vocational Studies Department was unanimously approved the Secretary and the Principal were authorizes to take all suitable steps for that. The necessary financial sanction given for that purpose.

   b) The Proposal for construction of a room on the   ground floor of the Dept. of Vocational Studies (about 200 sq. ft. approx.) for use as storage etc. of IGNOU material was approved unanimously. It was decided that the work would be done by the construction committee of the G.P.C.

   c) The proposal for starting a Certificate course in Computer teaching was studied and discussed in detail. It was unanimously approved, and was decided to be started in August 2013.

   d) The proposal for starting a Certificate course in Communicative English was discussed at length, and it was decided to be started in August 2013.

7. a) The Principal informed that Letter of Intent (L.O.I.) had already been sent to NAAC (national Accreditation & Assessment Council) in the new (changed) format.

   b) It was informed that the service of the following three staff :
   i)   Sri Sadhan Kumar Mishra
   ii)   Sri Pappu Kumar
   iii) Sri Dhiren Chandra Mahto

   was approved by the H.R.D. Dept. of Jharkhand, Ranchi; and payment of their salary etc was started w.e.f. September 2012.

   etc. of the following four Jharkhand.

c)   It was informed that salary etc of the following four lecturers:
  i)   Dr. Mina Malkhandi
  ii)   Sri Santosh Kumar
  iii)   Sri Sanjay Kr. Sinha
  iv)   Sri Dipak Kumar

Had been fixed by the Govt. of Jharkhand, and notified by the Vinoba Bhave University, Hazaribag in the 5th pay scale; and is expected to be received soon.

d)   It was informed that the facility of the triple-benefit scheme (Pension-Gratuity-Provident fund) as retiral benefit has been sanctioned and notified by the Govt. of Jharkhand for the teachers and the staff of Deficit grant minority colleges including our college w.e.f. December 2012. The detailed statute/regulation in this regard is still awaited.

e)   It was informed that the age of superannuation for the teachers had been raised from sixty-two years to Sixty-five year in all college and University of Jharkhand including our college.

8. The formation of the following committees was approved, e.g.,

a)   Proctorial Board/Discipline Committee:
  i.   Sardar D. S. Gill   - Secretary
  ii.   Prof. D. Bose
  iii.   Dr. Gopal Kr. Sandilya
  iv.   Dr. Sanjay Prasad
  v.   Prof. Sunil Sinha
  vi.   Prof. Amarjit Singh
  vii.   Mrs. Shubha Ajmani

b)   Anti-Ragging Cell:
  i)   Prof. D. Bose
  ii)   Prof. Sunil Sinha
  iii)   Dr. Gopal Kr. Sandilya
  iv)   Mrs. Vinoti Trivedi
  v)   Prof. Dipak Kumar
  vi)   Sri Sanjay Kr. Singh – P.T.I.

c)   Grievances Redressal Committee
  i)   Sardar Diljon Singh
  ii)   Sardar B. S. Dua
  iii)   Prof. D. Bose
  iv)   Prof. Arvind Kumar
  v)   Dr. Sanjay Prasad

d)   Cell against Harassment of Women
  i)   Dr. Ranjana Das
  ii)   Dr. Mina Malkhandi
  iii)   Mrs. Shubha Ajmani
  iv)   Mrs. Vinoti Trivedi

e)   Library Advisory Committee:
  i)   Prof. Arvind Kumar

ii)   Prof. Prabhat Kumar

iii)   Prof. Santosh Kumar

iv)   Mrs. Sudha Pandeya

9. It was decide unanimously to get a CCTV installed in the Bank More Campus of the College

10. Miscellaneous:

(a)   Keeping in view the fact that triple -benefit scheme of retiral benefits would be made available to the teachers and staff of the college by the Govt. of Jharkhand w.e.f. December 2012; it was decided to withdraw the scheme of payment of "goodwill gesture" amount to those retiring after November 2012.

Also, it was decide to stop taking the Gratuity fee of Rs. 165/- from the students at the time of admission w.e.f the admission for 2013-14 academic session, i.e. , from June 2013.

(b)   i) It was decided to raise the Development fund fee by Rs. 150/- annually w.e.f. June 2013.

ii) It was decide to raise the Students fund fee by Rs. 15./- annually w.e.f. June 2013

(c)   The letter no. ERC/05522/2011/17358 dated 5th April 2013 received from the N.C.T.E. was presented. The Principal was authorized to send the compliance thereof within time, swearing an affidavit and duly notarized.

(d)   It was decide to confirm the appointment of the following lecturers of B.Ed. in the College Service (i) Mrs. Shubha Ajmani, (ii) Mrs. Vinoti Trivedi (iii) Mrs. Sudha Pandeya (iv) Sri Vikash Kr. Singh and (v) Sri Kumud ranjan Jha. This confirmation will be subject to extension of affiliation to B.Ed. course.

(e)   It was decided to regularise the service of (i) Sri Jaspal Singh, a class – IV employee and (ii) Sri Raja Ram, a class IV employee w.e.f. April 2013.

(f)   It was decided to start the admission process of (i) B.Ed, (ii) B.C.A. & (iii) B.J. after 15th May 2013 for the next academic session, i.e., 2013-14

(g)   It was decided to appoint Sri Narender Singh Guard of the Voc. Studies Dept. of   college.

There being no other matter, the meeting ended with a vote of thanks to the chair.

(D. S. Gill)
Secretary

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
(An Autonomous Institution of the University Grants Commission)
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

IEQA EVALUATION RESULT

DETAILS	RESULT
Track ID	JHCOGN21991
Name Of The College	GURU NANAK COLLEGE DHANBAD
Address	BANK MORE DHANBAD
E-Mail	pshekhargnc@gmail.com
IEQA Submission Date	27/06/2014
IEQA Closing Date	27/06/2014
IEQA Evaluation Status	Congratulations ! You have earned IEQA status . Institution should submit SSR/SAR (5 hard copies and 1 soft copy) within 6 months from the date of obtaining IEQA Status. One month before submission of hardcopy, softcopy of SSR/SAR to be uploaded on institutional website with intimation to NAAC. Please refer NAAC website (www.naac.gov.in) for guidelines regarding submission of SSR/SAR, fee and other documents at the time of submission of SSR/SAR. Please contact your regional co-ordinator in case of any issues/clarifications

IEQA SUBMISSION DATE-27/06/2014

INSTITUTIONAL ELIGIBILITY FOR QUALITY ASSESSMENT(IEQA) QUESTIONNAIRE

1 COLLEGE DETAILS			
Name of the college	GURU NANAK COLLEGE DHANBAD	Year of establishment	1970
Location of the college	URBAN		
2 ADDRESS			
Address	BANK MORE DHANBAD	City	Dhanbad
State	Jharkhand	Pin Code	826001
Website	www.gncollege.org	E-Mail	pshekhargnc@gmail.com
Phone STD Code	0326	Phone No	2300994
Fax STD Code	0326	Fax	2305070
3 HEAD OF THE INSTITUTION			
Name	Prof. P. SHEKHAR	Designation	PRINCIPAL
Status of appointment	PERMANENT		
4 CONTACT DETAILS OF HEAD OF THE INSTITUTION			
Phone std code	0326	Phone number	2300994
Fax std code	0326	Fax	2305070
Mobile	+919431122152	E-Mail	pshekhargnc@gmail.com

5 DOES THE COLLEGE FUNCTION FROM

a. MAIN CAMPUS

	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.
OWN BUILDINGS	2.3	2136.0
RENTED BUILDINGS	0.0	0.0

b. SATELLITE CAMPUS

	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.
OWN BUILDINGS	1.98	2800.0
RENTED BUILDINGS	0.0	0.0

6 NAME OF THE UNIVERSITIES TO WHICH THE COLLEGE IS AFFILIATED OR CONSTITUENT			
University1	Vinoba Bhave University, Hazaribagh	Other	
Nature of relationship with the university	AFFILIATED	If affiliated, status of affiliation	PERMANENT
University2		Other	
Nature of relationship with the university		If affiliated, status of affiliation	
University3		Other	
Nature of relationship with the university		If affiliated, status of affiliation	

7 STATUTORY PROFESSIONAL REGULATORY COUNCIL(S)			
Does the college offer any programme recognized by any Statutory Professional Regulatory Council(s)?			no
Programmes offered		Name of the Regulatory Council(s)	

8 COLLEGE FUNCTIONING			
Type of college	CO-EDUCATION	Time of functioning	DAY COLLEGE
Nature of funding	GRANT-IN-AID	Management	MINORITY

9 MANAGEMENT/TRUST DETAILS			
Name of the Management	GURUDWARA PRABANDHAK COMMITTEE DHANBAD	Recognition under Ugc Act.1956	2f & 12b

10 MANAGEMENT/TRUST OF THE COLLEGE IS REGISTERED UNDER

Society's registration Act of 1960	yes	Relevant Act of the respective state Govt.	yes
Any other(please specify)			

11 NUMBER OF DEGREES OFFERED BY THE COLLEGE

UG	5	PG	0
Research	0	Others	0
Total	5		

12 DETAILS OF DEGREES OFFERED(B.A., M.A., B.Com., M.Com., B.Sc., M.Sc., M.Phil., Ph.D., etc.,)

Arts	B.A , BCA & B.J.	Commerce	B.COM
Science		Education	B.ED
Health Science		Engineering & Technology	
Management		Others	
Is the college opting for Assesment & Accreditation of Teacher Education department separately?			no
Is the college opting for Assesment & Accreditation of Physical Education department separately?			no
Number of departments			10

13 TOTAL NUMBER OF STUDENTS(EXCLUDING THOSE IN SELF-FINANCING PROGRAMMES)

	UG		PG		M.Phil/Ph.D		Value Added Courses(Certificate/Diploma)	
	Male	Female	Male	Female	Male	Female	Male	Female
General	1072	1600	0	0	0	0	0	0
SC/ST	128	140	0	0	0	0	0	0
OBC	403	440	0	0	0	0	0	0
Total	1603	2180	0	0	0	0	0	0
Grand Total	3783							

14 TOTAL NUMBER OF STUDENTS IN SELF-FINANCING PROGRAMMES

	UG		PG		M.Phil/Ph.D		Value Added Courses(Certificate/Diploma)	
	Male	Female	Male	Female	Male	Female	Male	Female
General	37	55	0	0	0	0	0	16
SC/ST	13	24	0	0	0	0	0	0
OBC	32	35	0	0	0	0	0	14
Total	82	114	0	0	0	0	0	30
Grand Total	226							
Total number of students in the college		4009						

15 NUMBER OF TEACHING,TECHNICAL AND ADMINISTRATIVE STAFF

	Permanent		Temporary		Total	
	Male	Female	Male	Female	Male	Female
Teachers with PG	17	6	13	15	30	21
Teachers with M.Phil.	0	0	0	0	0	0
Teachers with Ph.D	3	2	2	4	5	6
Teachers with NET/SLET	1	2	0	0	1	2
Technical staff	2	0	0	0	2	0
Administrative staff	14	1	0	0	14	1
Support staff	15	6	0	0	15	6
Total no. of teachers	20	8	15	19	35	27

16 SUPPORT SERVICES

Number of titles of books	6000
Number of journals	10
Number of e-resources	0
Does the college have a registered Alumni Association?	no
Does the college have a functional Placement Cell?	yes

17 UNIT COST OF EDUCATION

Unit Cost=Total annual expenditure divided by no. of students enrolled	9540.0

Unit cost calculated excluding salary component	3650.0

18 MENTION FIVE ACADEMIC MILESTONES OF THE COLLEGE

First	1997 THE COLLEGE GOT A NEW & SPACIOUS CAMPUS CONSTRUCTED IN BHUDA
Second	2000 THE COLLEGE STARTED A WOMEN'S WING IN BANK MORE CAMPUS
Third	2002 THE COLLEGE WAS MADE THE STUDY CENTRE OF THE IGNOU
Fourth	2005 THE COLLEGE STARTED B.ED. COURSE AFTER RECOGINITION FROM NCTE
Fifth	2011 THE COLLEGE STARTED TEACHING OF TWO VOCATIONAL COURSES; BCA & BJ

Section 2: Institutional Data Questionnaire

1. The college has in place a structured internal quality assurance system for ensuring continuous quality monitoring or improvement	YES
2. Library has reading room facilities for students and faculty separately	YES
3. The college uses the students feedback for analysis and improvement purposes	YES
4. Basic computer literacy is ensured for all students in a structured way such as add on courses	YES
5. The college provides financial aid to at least 10% of the general category students	YES
6. The college has a mechanism for counselling students	YES
7. An annual in-house academic calendar is prepared and implemented by the college	YES
8. The college has a mechanism for addressing grievances of students and staff	YES
9. The college promotes scholarly activities of the faculty beyond the syllabus	YES
10. Internet facility is available in the college for faculty and students	YES
11. The college campus is differently-abled friendly	YES
12. The college has a formal mechanism to promote research activities of its students and faculty.	YES
13. The college has adequate sports facility	YES
14. The college has developed a short term and a long term plan for its development and growth	YES
15. Percentage of classrooms equipped with LCD projector	<25%
16. Percentage of teachers using audio-visual aids including computer-aided teaching	<20%
17. The average number of extension activities organised by the college during the last four years	>6
18. Average percentage utilization of annual allocated funds for the last four years	>75%
19. Maintenance expenditure on infrastructure as percentage of the total annual budget	>4%
20. Average pass percentage of graduating students	>70%
21. Computer students ratio	1:30-1:60
22. Percentage of faculty benefitted from UGC and other staff development programmes (average of last four years)	>10%
23. Percentage of permanent teachers with Ph.D. qualification	20-40%
24. Percentage of classes taught by guest faculty or temporary teachers	20-50%
25. Students teacher ratio	>50:1
26. Percentage of faculty positions filled against sanctioned posts	60-80%
27. Number of add-on courses conducted by the college	<3
28. Awards received by the students in sports and cultural activities in the last four years	State or University Level
29. Percentage of teachers having on-going or completed research projects in the last four years	10-25%
30. Number of academic seminars or conferences or workshops that the college has organized (average of last four years)	2-4
31. Number of Journals subscribed in the library National or International	10-20
32. Percentage of students admitted against the reservation category as per Government of India norms	<50%

Certificate

This is to certify that the information given in the IEQA application is true to the best of my knowledge and ability and if the same is found to be false or misleading, I authorize NAAC to initiate any action which it deems fit including withholding the outcome of the Peer Team Visit.

Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussion, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

30.6.'14

Signature of the Head of the Institution

with seal:

Place: Dhanbad

Date: 30th June 2014