ANNUAL QUALITY ASSURANCE

REPORT (AQAR)

Submitted to

**National Assessment and Accreditation Council,
Bangalore (NAAC)**

By

Nirmala College

Ranchi – 834002
Jharkhand

Recognized by UGC under section 2 (f) &12 (B)

July 2010 – June 2011

The Annual Quality Assurance Report (AQAR) of the IQAC

PART-A

1. Details of the institution

1.1 Name of the Institution   Nirmala College

1.2 Address Line 1   PO Doranda

     Address Line 2   Post Box No.15

     City/Town   Ranchi

     State   Jharkhand

     Pin code

     Institution e-mail Address   nirmala_college@yahoo.co.in

     Contact Nos   0651-2411322, 06512412963

     Name of the Head of the Institution   Dr. Sister Priscilla

     Tel.No with STD Code: 0651-2411322

     Mobile   09386366425

     Name of the IQAC Co-ordinator   Dr. Rashmimala Sahu

     Mobile   09431382431

     IQAC e-mail address   iqacnirmalacoll@gmail.com

1.3 NAAC Track ID   JHCOGN10570

1.4 Website address: www.nirmalacollegeranchi.com

     Weblink of the AQAR: http://nirmalacollegeranchi.com/AQAR.aspx

1.5   Accreditation Details

Sl. No	Cycle	Grade	Institutional Score	Year of Accreditation	Validity Period
1	1st Cycle	B+	78.25	2004	2004-2009

1.6   Date of establishment of IQAC   09/09/ 2009

1.7   AQAR for the year   2010-2011

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

1.9   Institutional Status
       University   -   Ranchi University,
                                                        Ranchi, Jharkhand.

       Affiliated College   -   Yes
       Constituent College   -   No
       Autonomous college   -   No
       Regulatory Agency approved Institution   -   No
       (eg. AICTE, BCI, MCI, PCI, NCI)
       Type of Institution   -   Women (Urban)
       Financial Status   -   UGC 2(f), UGC 12B, Grant-in-
                                                        aid and Self Financing

1.10   Type of Faculty/Programme – Arts and Science, Vocational and Ad-on - Courses

1.11   Name of the Affiliating University *(for the Colleges)* Ranchi University

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

2.   IQAC Composition and Activities

2.1   No. of Teachers   05

2.2   No. of Administrative/Technical staff   03

2.3   No. of students   10

2.4   No. of Management representatives   06

2.5   No. of Alumni   06

2. 6   No. of any other stakeholder and community representatives   04

2.7	No. of Employers/ Industrialists	-

2.7   No. of Employers/ Industrialists | - |

2.8   No. of other External Experts | 02 |

2.9   Total No. of members | 36 |

2.10   No. of IQAC meetings held | 8 |

2.11   No. of meetings with various stakeholders: No. | 08 | Faculty | 03 |

Non-Teaching Staff Students | 02 | Alumni | 02 | Others | 01 |

2.12   Has IQAC received any funding from UGC during the year? -   No

2.13   Seminars and Conferences (only quality related)

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

        Total Nos. | - | International | - |

        National | - | State | - | Institution Level | 4 |

    (ii)   Themes
- Employment in India: Dimensions, challenges and Policies
- Artificial Intelligence
- Cellular Disease
- Resources: Utilizations, Management and Conservation

2.14   Significant Activities and contributions made by IQAC

IQAC has been contributing for the qualitative development of the college by initiating student welfare measures, subsequently leading to substantial growth and development of the institution. It strives for quality enhancement and quality sustenance and doing commendable services in upgradation of the institution in all spheres.

2.15   Plan of Action by IQAC/Outcome

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

Plan to upgrade the quality of teaching-learning.
Proposal to upgrade and equip the library with books on curriculum and competitive examinations with increase in number of students
Plan to constantly upgrade the laboratory with additional equipments
Plan to introduce skill oriented /vocational courses.

Plan of Action Achievements
Attach the Academic Calendar of the year as Annexure.
We follow the academic calendar of the university.

2.15   Whether the AQAR was placed in statutory body: Yes, Management

Provide the details of the action taken
1. Provision of collar mikes in bigger classrooms for the benefit of the students
2 . Upgradation of laboratories
3 . Purchase of curriculum based new books in the library
4. Introduction of self financing vocational course---- F.D,.

Criterion – I

1.   Curricular Aspects

1.1   Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self –financing programmes	Number of value added/Career Oriented programme
Ph.D				
PG				
UG	09		03	03
PG Diploma				
Advanced Diploma	01			
Diploma	01			
Certificate	01			
Others				
Total	12			
Interdisciplinary	01			
Innovative				

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

       (ii)   Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	√

1.3   Feedback from stakeholders*   Alumni   [√]   Parents   [√]

                                       Employers [ ]   Students   [√]

       Mode of feedback: Online   [ ]   Manual   [√]

                                       Co-operating schools (for PEI)   [ ]

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

Revision of syllabus is done by P.G. Departments of Ranchi University from time to time and the revised course and guidelines are strictly adhered to in the college.

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

F.D Department was introduced from the session 2010-13

Criterion-II

2.   Teaching, Learning and Evaluation

2.1   Total No. of permanent faculty

Total	Asst.Professors	Associate. Professors	Professors	Others
29	29			

2.2   No. of Permanent faculty with Ph.D. | 23 |

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

Asst. Professors		Associate. Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01									

2.4   No. of Guest, Visiting faculty and temporary faculty

No. Faculty	International level	National level	State level
Attended			
Presented papers	01	07	
Resource Papers			

2.5   Faculty participation in conferences and symposia: | - | 0 | 2 |

2.6   Innovative processes adopted by institution in Teaching and Learning:

Introduction of mentoring for the weak students
UGC Remedial coaching for SC, ST, OBC and Minorities Field Trips

2.7   Total no. of actual teaching days during this academic year | 144 |

2.8   Examination/evaluation Reforms initiated by the institution (for example: Open Book Examination bar coding, double valuation, photocopy online multiple choice question) | NA |

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

2.10   Average percentage of attendance of students | 75% |

2.11 Course/programme wise distribution of pass percentage:

Title of the programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.III	285	0.7	31.9	63.8		96.4
B.Sc.III	85	16.4	83.5	--------		100

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

IQAC contributes towards total quality enhancement through periodical reviews, feedback from stake holders and periodical scrutinisation of quality parameters. It also holds periodical interface with staff and students.

2.13 Initiatives undertaken towards faculty development

Faculty/staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC-Faculty Improvement Programme	
HRD Programme	
Orientation Programmes	03
Faculty exchange Programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer/Winter Schools, Workshop,etc.	
Others	02

2.1 4 Details of Administrative and Technical staff

Category	Number of permanent Employees	Number of Vacant positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18			
Technical staff	14			

Criterion-III

3.   Research, Consultancy and Extension

3.1   Initiatives of the IQAC in sensitizing/promoting Research climate in the institution

The IQAC promotes research climate in the institution by encouraging both the faculty members and students to organize Seminars, Workshops, Special Lectures, Training Programs, undertake minor and major projects; participate, present & publish research papers. And invite eminent academicians, researchers and policy makers to the college for interactions. 2 teachers secured UGC funds for minor research project in 2011.One faculty member was awarded for her research paper in 2010.

3.2   Details regarding Major projects :   NA

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-
Total				

3.3   Details regarding Minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs			96,000.00	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	02	
Non-Peer Review Journals			
e- Journals	-	-	-
Conference proceedings			-

3.5   Details on Impact factor of publications: NA

Range [   ]   Average [   ]

h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanction and received from various funding agencies, industry and other organizations

Name of the project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major project				
Minor project	2010-2012	UGC XI plan	96,000.00	96,000.00
Interdisciplinary project				
Industry sponsored				
Project sponsored by the University/College				
Students research project (Other than compulsory by the University)				
Any other(specify)				
Total			96,000.00	96,000.00

3.7 No. of books published

    i) With ISBN no. 02 Chapters in Edited Books 01

    ii) Without ISBN no.

3.8 No. of University Departments receiving fund from NA

3.9 For colleges NA

3.10 Revenue generated through consultancy NA

3.11 No. of conferences organized by the Institution NA

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

3.13 No. of Collaborations NA

3.14 No. of linkages created during this year 06

3.15 Total budget for research of current year in lakhs: NA

3.16 No. of patents received this year NA

3.17   No. of research awards/ recognitions received by faculty and research fellows

Total	International	National	State	University	Dist	College
01		01				

3.18   No. of faculty from the Institution who are Ph.D. Guides | 03 |

And students registered under then

3.19   No. of Ph.D. awarded by faculty from the Institution | 03 |

3.20   No. of Research scholars receiving the Fellowship (Newly enrolled+existing ones)   NA

3.21   No. of students participated in NSS events:

University level | 255 | State level | |

National level | 3 | International level | |

3.22   No. of students participated in NCC events: NA

3.23   No. of Awards won in NSS: NA

3.24   No. of Awards won in NCC: NA

3.25   No. of Extension activities organized:

University forum | | College forum | 05 |

NCC | | NSS | 09 | Any other (WC) | |

3.26   Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility
   - Polythene Ban Rally.
   - National Youth Week
   - International women's Day Celebration.
   - Mountaineering Training programe
   - NSS Summer Mega Camp
   - Training program for Peer Educators for HIV /AIDS awareness (sponsored by Jharkhand Government).

Criterion –IV

4. Infrastructure and Learning Resources

4.1   Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of fund	Total
Campus area	5.35 acres			
Class rooms	50			
Laboratories	12			
Seminar Halls				
No. of important equipments purchased(≥1-0 lakh) during the current year.			U.G.C.XIthPlan	
i) Computer on line UPS with Antivirus	1			
ii) Laser Printer	1			
iii) Sony DVD	1			
iv) On line UPS	3			
v) Submersible Pump	1			
vi) Air Condition	2			
vii) Aquaguard	1			
viii) LCD Projector	1			
ix) Laptop	2	1		
x) Refrigerator	1			
xi) Amplifier & microphone	1			
xii) Podium	1			
xiii) Cyclostyling	1			
xiv) Xerox Machine	1			

xv)	Wi-Fi Connection	1			
xvi)	Sony Handy Cam	1			
xvii)	Electric stabilizer	1	8		
xviii)	Aquaguard		1		
xix)	Gas Plant (Chemistry Lab.)		1		
Value of the equipment purchased during the year (Rs. In Lakhs)					
i)	Computer on line UPS with Antivirus	23,700.00			
ii)	Laser Printer	5275.00			
iii)	Sony DVD	4033.00			
iv)	On line UPS	143100.00			
v)	Submersible Pump	28665.00			
vi)	Air-Condition	94250.00			
vii)	Aquaguard	5000.00			
viii)	LCD Projector	54990.00			
ix)	Laptop	37600.00			
x)	Refrigerator	18700.00			
xi)	Amplifier & microphone	23245.00	15,000.00	U.G.C.XI[th]Plan	
xii)	Podium	44000.00			
xiii)	Cyclostyling	1,40,040.00			
xiv)	Xerox Machine	95,000.00			

xv)	Wi-Fi Connection	26,500.00		
		10,000.00		
xvi)	Sony Handy Cam		10,000.00	College fund
xvii)	Electric Stabilizer		42,000.00	College fund
xviii)	Aquaguard		5,000.00	College fund
xix)	Gas Plant (Chemistry Lab.)		1,21,354.00	U.G.C.XI[th]Plan

4.2   Computerization of administration and library

Part of administration Computerised
Computerization of entire administration is in progress.

4.3   Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	25575	1849339.16	1677	377023.00	27252	2226362.16
Reference books						
e-Books						
Journal	11		02		13	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centers	Office	Departments	others
Existing	32	30		BSNL broadband		2		
Added	26	25				1		
Total	58	55				3		

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

Computer, Internet access to vocational students

4.6 Amount spent on maintenance in lakhs:

i) ICT

94,745.00

ii) Campus Infrastructure and facilities

60572.00

iii) Equipments

65,000.00

iv) Others

Total:

220272.00

15

Criterion –V

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has played an instrumental role in spreading and enhancing awareness about Student Support Services available in the college. It helps the institution in getting the prospectus updated. The prospectus contains information about the vision and mission of the college, courses of study, fee structure, infrastructural and other facilities, rules and regulations of the college, anti ragging rules and committees, details of co-curricular activities etc. It also gets the college website regularly updated. Information regarding any new event or programme is also put up on the notice board of the college. Local dailies and banners are also used as a means of disseminating information. In addition to this, the Principal addresses the students on the day of commencement of their session where she makes them aware of the student support services available in the institution.

5.2   Efforts made by the institution for tracking the progression

The institution uses the following means to track the progression of its students:
1.   Feedback from all the stakeholders
2.   Informal data collection in social gatherings and through social networking site

5.3   (a) Total numbers of Students

UG	PG	Ph.D.	Others
1715			

(b) No. of students outside the states

112

(c) No. of International students

NA

Men

NO	%
NA	-

Women

NO	%
1715	100

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
648	72	615	267	10	1602	659	81	678	297	08	1715

Demand ratio - 1: 1.5   Dropout% = - 0.17 %

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

5.5   No. of students qualified in these examinations

NET   X   SET/SLET   X   GATE   X CAT   X

IAS/PS etc   X   State PSC   X   UPSC   X others   X

5.6   Details of student counseling and career guidance

Regular career and counseling sessions are organized in the college campus. To make students get better opportunities and job in future, counseling services are provided by well educated and qualified personnel from different organizations and IT institutions. They guide students about the choice and selection of courses for higher education. Students also visit organizations like NIIT, MIT, SAIL, MECON, and SHIKSHA PARIYOJNA, HUDCO etc. to enhance their knowledge and acquire training skills. Experts from IPMCS are also called for spoken English and personality development classes to improve their communication skills so that students can face interview boards with confidence.

5.7   Details of campus placement   NA

5.8   Details of gender sensitization programmes -   NA

5.9   Students Activities

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

No. of students participated in cultural events

State/University level   16   National level   10

International level   NA

5.9.2   No. of medals /awards won by students in sports games and other events   NA

5.10   Scholarships and Financial support

	Number of students	**Amount**
Financial support from institution	29	61784.00
Financial support from government	-	-
Financial support from other sources	NA	NA
Number of students who received International /National recognition	NA	NA

5.11   Student organized/initiatives   NA

5.12   No. of social initiatives undertaken by the students   NA

5.13   Major grievances of student (if any) redressed

Upgradation of books in the library	• Increase in number of books in the library
	• Opening of departmental library in some departments.
	• Introduction of a separate section for books related to competitive exams in the library.

Criterion – VI

6.   Governance, Leadership and Management

6.1   State the Vision and Mission of the institution
Advancement of learning, knowledge and empowerment of women especially of the under-privileged class.

6.2   Does the Institution has a management Information System
Yes, regular feedback analysis through General Body (G.B) meetings. Meetings are also held by the Principal along with the Head of Departments and on Staff council level.

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

6.3.1   Curriculum Development
Curriculum is followed as prescribed by Ranchi University, Ranchi. The institution decides teaching methodology, internal exams and work order.

6.3.2   Teaching and Learning
Use of ICT, class room discussions, special lectures and workshops

6.3.3   Examination and Evaluation
Regular internal examination– class test, terminal examination and selection test.

6.3.4   Research and Development
Minor projects are taken up, workshops, seminars, conferences are conducted, Orientation and Refresher programs are attended by faculty.

6.3.5   Library, ICT and physical infrastructure / instrumentation
All the above have been provided, maintained and improved upon.

6.3.6   Human Resource Management: NA

6.3.7   Faculty and Staff recruitment
Recruitment is as per UGC guidelines.

6.3.8   Industry Interaction / Collaboration
Students of BCA and IT go for job training / internship in various industries / companies like CCL, NIFFT, NIIT, AGO, MECON, SAIL, LIC, Usha Martin, GPO etc.

6.3.9   Admission of Students
Merit based admission following a set of rules and procedure prescribed by the institution.

6.4   Welfare schemes for

Teaching	Provident Fund, Gratuity, GI,
Non Teaching	Provident Fund, Gratuity, GI,
Students	Freeship and Fee concession for underprivileged students.

6.5   Total corpus fund generated

Rs.2, 87, 39,869.00

6.6   Whether annual financial audit has been done   Yes

6.7   Whether Academic and Administrative Audit (AAA) has been done?

| Audit type | External | | Internal | |
	Yes / No	Agency	Yes / no	Authority
Academic	Yes	RU	Yes	IQAC, GB, Sub-Committees
Administrative	Yes	RU	Yes	IQAC, GB, Sub-Committees

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

6.9   What efforts are made by the University / Autonomous College for Examination reforms ?
University ensures timely delivery of question and answer booklets.
It provides external magistrate and security for free and fair examination.
Examinations are conducted on time in order to maintain the session.

6.10   What efforts are made by the University to promote autonomy in the affiliated / constituent colleges?
Autonomy in appointment of staff, decisions regarding work plan , routine, infrastructure, dress code and discipline on campus.

6.11   Activities and support from the Alumni Association
Alumni organizes various programs and activities for the betterment of the institution.

6.12   Activities and support from the Parent – Teacher Association.
Teachers meet the parents informally and update then regarding the students.

6.13   Development programmes for support staff
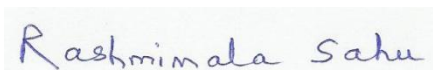Short term computer training programs are conducted for improving efficiency.

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

Proper waste disposal and drainage facilities, large number of trees and plants on campus.

Criterion-VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution, Give details
1. Opening of Departmental Libraries .
2. Use of Cordless mikes.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
1. Introduction of F.D.
2. Computer and Internet access to Vocational Students .
3. Upgradation of library and class rooms .

7.3 Give two Practices of the institution (*please see the format in the NAAC-Self-study Manuals*)
1. Gender sensitization through various programs and activities.
2. Contribution of books by the outgoing students to the departmental libraries.

7.4 Contribution to environmental/protection
- Plantation programmes undertaken by NSS, Women Cell and other units of the college from time to time in college campus as well as other localities.
- Students Seminars conducted from time to time on topics like "Global warming" and "Bio- diversity" make them aware of burning issues that devastate environment.

7.5 Whether environmental audit was conducted? No.

Dr. Rashmi Mala Sahu   **Dr. Sr. Jyoti Kispotta**

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

Annexure I

AIACHE   All India Association for Christian Higher Education
AICUF   All India Catholic University Federation
CLC   Christian Living Community
GB   Governing Body
MECON   Metallurgical Engineering Consultant
NIFT   National Institute of Fashion Technology
NSS   National Service Scheme
SAIL   Steel Authority of India Limited
UGC   University Grants Commission
XBHEI   Xavier Board of Higher Education in India
CCTV   Closed Circuit Television
LIC   Life Insurance Corporation
GPO   General Post Office
AGO   Accountant General Office