

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 2011 – June 2012

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	834002
	Institution e-mail Address	nirmala_college@yahoo.co.in
	Contact No.	0651-2411322, 0651-2412963
	Name of the Head of the Institution	Dr. Sister Priscilla
	Tel. No with STD Code:	0651-2411322
	Mobile	09386366425
	Name of the IQAC Co-	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	1 st Cycle	B+	78.25	2004	2004-2009

1.6 Date of establishment of IQAC 09/09/ 2009

1.7 AQAR for the year 2011-2012

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

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

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

- Autonomy by State/Central Govt. / University
- University with Potential for Excellence UGC-CPE
- DST Star Scheme UGC-CE
- UGC-Special Assistance Programme DST-FIST
- UGC-Innovative PG programmes Any other (Specify)
- UGC-COP Programmes

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

Plans for levelling of the playground for students and staff.
Proposal to upgrade and equip the library with books on curriculum and competitive examinations
Plan to issue I Card for students and teachers
Plan to construct a common room for the students.

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

<ol style="list-style-type: none">1. Playground levelled and made fit for sports events.2. Purchase of curriculum based new books in the library, journals, magazines.3. Issue of I card for students and teachers.

PART-B

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
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	√

1.3 Feedback from stakeholders*

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>		
Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>		
Mode of feedback:		Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>
		Co-operating schools (for PEI)	<input type="checkbox"/>		

**Please provide an analysis of the feedback*

College takes regular feedback from all its stake holders and analyses and uses the collected data for its betterment. For this purpose, several committees are formed and meetings are held by the Principal with the committees, with the Head of Departments and also with the Staff council to analyze the responses and chalk out plans of action. The plan of action chalked out by the IQAC and the details of the action taken are provided in 2.15 of Part A of AQAR)

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

Revision of syllabus made by the University and implemented in the college.

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

No

Criterion-II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty

Total	Asst.Professors	Associate. Professors	Professors	Others
42	42			

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
16									

2.4 No. of Guest Visiting faculty and temporary faculty

-

07

13

2.5 Faculty participation in conferences and symposia:

No. Faculty	International level	National level	State level
Attended			
Presented papers	02	27	
Resource Papers			

2.6 Innovative processes adopted by institution in Teaching and Learning:

Seminars, Debates, Workshops, Group Discussions, Project Assignments

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

157

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	440	-	24.7	69.3		94
B.Sc.III	80	20	62.5	12.5		95

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

<i>Faculty/staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC-Faculty Improvement Programme	
HRD Programme	
Orientation Programmes	09
Faculty exchange Programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer/Winter Schools, Workshop, etc.	05
Others	

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	19			
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 takes the lead in providing a conducive research climate in the institution by encouraging both the faculty members and students to involve in active research activities, undertake minor and major projects; participate, present & publish research papers. It also motivates the departments to organize Seminars, Workshops, Special Lectures, Training Programs and interactions with eminent Academicians, researchers and policy makers . Two teachers secured funds from UGC for minor research projects and two faculty members were awarded for their research papers in 2012.

3.2 Details regarding major projects : NA

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02		02
Outlay in Rs. Lakhs		-	374000.00	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	09	
Non-Peer Review Journals			
e- Journals	-	-	-
Conference proceedings	01	11	-

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		UGC XI plan	196000 + 178000	139000+124000
Interdisciplinary project				
Industry sponsored				
Project sponsored by the University/College				
Students research project (Other than compulsory by the University)				
Any other(specify)				
Total			374000.00	263000.00

3.7 No. of books published

i) With ISBN no. Chapters in Edited Books
 ii) Without ISBN no.

3.8 No. of University Departments receiving fund from NA

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

3.9 For colleges

Autonomy CPE DBT star scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

NA

3.11 No. of conferences organized by The Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

01

3.13 No. of Collaborations

International National Any

3.14 No. of linkages created during this year

06

3.15 Total budget for research of current year in lakhs:

NA

From founding agency

For Management of University/College

Total

3.16 No. of patents received this year

NA

Types of patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
02		02				

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

01

And students registered under then

-

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

01

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

JRF SRF Project Fellows
Any other

3.21 No. of students participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized:

University forum College forum

NCC NSS Any other (wc)

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

1. International Literacy Day
2. International Day against Drug Abuse and Illicit trafficking
3. Health, Hygiene, Sanitation Camp
4. Eye Donation Camp
5. Training program on career counselling for Youth Functionaries
6. Pre Republic-Parade Selection .

Criterion –IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of fund
Campus area	5.35 acres		
Class rooms	31		
Laboratories	12		
Seminar Halls			
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.			
i) Computer on line UPS with Antivirus	1		1
ii) Laser Printer	1		1
iii) Sony DVD	1		1
iv) On line UPS	3		3
v) Submersible Pump	1		1
vi) Air Condition	2		2
vii) Aquaguard	1		1
viii) LCD Projector	1		1
ix) Laptop	1		1
x) Refrigerator	2		2
xi) Amplifier & microphone	1		1
xii) Podium	1		1
xiii) Cyclostyling	1		1
xiv) Xerox Machine	1		1
xv) Wi-Fi Connection	1		1
xvi) Sony Handy Cam	1		1

xvii) Electric stabilizer		1	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		
xii) Podium	44000.00		
xiii) Cyclostyling			
xiv) Xerox Machine	1,40,040.00		
xv) Wi-Fi Connection	95,000.00		
xvi) Sony Handy Cam	68000.00		
xvii) Electric Stabilizer	26,500.00	10,000.00	College fund

4.2 Computerization of administration and library

Computerization of library initiated. Entire administration computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27252	2226362.16	131	32790.50	27383	2259152.66
Reference books						
e-Books						
Journal	13		02		15	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centers	Office	Departments	others
Existing	58	55		BSNL broadband		03		
Added	14	06				02	06	
Total	72	61				05	06	

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

BCA and IT students have access to Computers and Internet facility in the laboratories.

4.6 Amount spent on maintenance in lakhs:

i) ICT	94745.00
ii) Campus Infrastructure and facilities	1561007.00

iii)	Equipments	65000.00
iv)	Others	
	Total:	17,20,752.00

Criterion –V

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC plays a pivotal 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 goal, vision and mission of the college, courses of study, fee structure, profile of the staff members, infrastructural and other facilities, rules and regulations of the college, anti ragging rules and committees, details of co-curricular activities etc. Information regarding any new event or programme is also put up on the student's notice board of the college. Local dailies are also used as a means of disseminating information. In addition to this, the Principal and staff members address the students on the day of commencement of their session where they are made 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, personal interface with students, alumni

5.3 (a) Total numbers of Students

UG	PG	Ph.D.	Others
1835			

(b) No. of students outside the states

118

(c) No. of International students

NA

Men

NO

%

NA

-

Women

NO

%

1835

100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
659	81	678	297	08	1715	658	96	768	313	09	1835

Demand ratio - 1: 1.5

Dropout% = - 1.96 %

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

The institution has a well structured mechanism for coaching for competitive examination which organizes

- Coaching classes for entry in services(UGC Sponsored)
- Programmes like equal opportunity centre organized specially for SC, ST, OBC (Non-Creamy layer) minorities and physically challenged students (UGC Sponsored)

No. of students beneficiaries

185

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/PS etc State PSC UPSC others

5.6 Details of student counseling and career guidance

Career Counseling Sessions are regularly organized in the college campus by renowned counsellors. Students get opportunity to interact and acquire information regarding career opportunities in their respective fields. They guide students about the choice and selection of courses for higher education. Students also visit organizations like NIIT, MTI, 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.

No. of students benefitted

110

5.7 Details of campus placement

On Campus			Off Campus
Number of organizations visited	Number of Students participated	Number of students placed	Number of students placed
-	-	-	-

5.8 Details of gender sensitization programmes

Department of Political Science held a college level Seminar on “Women Empowerment; Critical Issues” to sensitize the students on critical issues and concerns of women in India.

5.9 Students Activities

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

State/University level National level

International level

No. of students participated in cultural events

State/University level National level

International level

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

Sports: State/University level National level

International level

Cultural: State/University level National level

I International level

5.10 Scholarships and Financial support

	Number of students	Amount
Financial support from institution	23	52550.00
Financial support from government	629	1497655.00
Financial support from other sources	NA	NA
Number of students who received International /National recognition	NA	NA

5.11 Student organized initiatives

Fairs: State/University level

NA

National level

NA

International level

NA

Exhibition: State/University level

NA

National level

NA

International level

NA

5.12 No. of social initiatives undertaken by the student

03

5.13 Major grievances of student (if any) redressed

Upgradation of books in the library	<ul style="list-style-type: none"> • 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.
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Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Creating a conducive teaching- learning environment, dissemination of knowledge, encouraging critical and analytic thinking ,improving soft skills and empowerment of girls specially those belonging to 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 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 per the guidelines prescribed by Ranchi University, Ranchi. The institution decides the teaching methodology, internal exams and work ethos.

6.3.2 Teaching and Learning

Use of ICT, class room discussions, special lectures, workshops

6.3.3 Examination and Evaluation

Regular internal examination– class test, terminal examination and selection test.

6.3.4 Research and Development

Minor and Major 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

3,54,33,609

6.6 Whether annual financial audit has been done

Yes

No

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

Audit type	External		Internal	
	Yes / No	Agency	Yes / no	Authority
Academic	Yes	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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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 , infrastructure, dress code and discipline on campus.

6.11 Activities and support from the Alumni Association

Alumni provides support for the overall development of the institution.

6.12 Activities and support from the Parent – Teacher Association.

Teachers meet the parents informally and update them 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, use of solar energy.

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. Issue of I-Cards to the students
2. Wall magazines for each Department

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

Upgradation of physical infrastructure including the play ground
Dress code for vocational students

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

1. Power point Presentation by both Arts and Science students in Departmental Seminars
2. Audio-visual and O.H.P. aids for teaching

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 to make the campus Green and Eco-friendly.

7.5 Whether environmental audit was conducted? Yes No

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

S (Strength):-

- ❖ Highly qualified, sincere and dedicated faculty to guide students from time to time.
- ❖ Updated and well equipped modern laboratory and well stocked college library Wi-fi connectivity in campus.
- ❖ Peaceful, pollution free and green campus.

W (Weakness):-

- ❖ Need for organizing faculty enrichment programs

O (Opportunity):-

- ❖ Motivating students to learn and use modern technical gadgets in presentation of papers in Seminar.
- ❖ Encouraging students to go for short term courses with graduation.
- ❖ Educating students of underprivileged society.

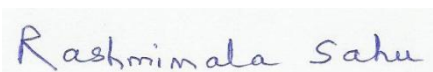
T (Threats):-

- ❖ Making the students techno savvy
- ❖ Enhancing demand ratio in certain subjects .

8 Plans of institution for next year

- Plan for construction of a common room for students for relaxation and recreational purpose.
- Plan to upgrade the laboratories with technical equipments.
- Plan to purchase laptops for each department.
- Plan for allocation of parking area for two wheelers.
- Plan to renovate the college canteen.
- Plan for installation of CCTV to maintain discipline and order in the campus.

Dr. Rashmi Mala Sahu



Signature of the Coordinator, IQAC

Dr. Sr. Jyoti Kispotta



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