



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

KARIM CITY COLLEGE, JAMSHEDPUR.

• Name of the Head of the institution **DR. MOHAMMAD REYAZ**

• Designation **Principal**

• Does the institution function from its own campus? **Yes**

• Phone no./Alternate phone no. **06572431778**

• Mobile no **8987602077**

• Registered e-mail **iqac@karimcitycollege.org**

• Alternate e-mail **office@karimcitycollege.org**

• Address **POST SAKCHI**

• City/Town **JAMSHEDPUR**

• State/UT **Jharkhand**

• Pin Code **831001**

2.Institutional status

• Affiliated /Constituent **Affiliated**

• Type of Institution **Co-education**

• Location **Urban**

• Financial Status **Self-financing**

- Name of the Affiliating University **Kolhan University, Chaibasa**
- Name of the IQAC Coordinator **DR. S. M. YAHYA IBRAHIM**
- Phone No. **06572431778**
- Alternate phone No. **06572431778**
- Mobile **9431759629**
- IQAC e-mail address **iqac@karimcitycollege.org**
- Alternate Email address **office@karimcitycollege.org**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://karimcitycollege.ac.in/index.php/discover/iqac.html#year-wise-aqar>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://karimcitycollege.ac.in/index.php/discover/activities/academicactivity-calendar.html>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|-----------|--------------|-----------------------|-------------------|-------------------|
| Cycle 1 | B+ | 79.25 | 2005 | 28/02/2005 | 28/02/2010 |
| Cycle 2 | B | 2.88 | 2012 | 15/09/2012 | 15/09/2017 |
| Cycle 3 | B+ | 2.6 | 2018 | 26/09/2018 | 26/09/2023 |

6. Date of Establishment of IQAC

05/04/2005

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|-----------------------|-----------------------|-----------------------------|----------|
| Not Applicable | Not Applicable | Not Applicable | 2021 | 0 |

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Establishment of innovation Eco System and Incubation Centre. Review of Programme Outcome, Programme Specific Outcome and Course Outcome. E-Waste Management: MoU signed with Hulladek, Kolkata. Implementation of Mentoring System. Launching of KCC E-Quip, The YouTube Channel.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action | Achievements/Outcomes |
|--|---|
| To apply for Introducing PG English | Applied with the Parent University |
| Introduction of MIS | It was decided to go for Online MIS through MasterSoft, Pune from the next academic session |
| To Introduce Online Short Term Courses | Partially achieved as Dept. of English and Dept. of Mass Communication & Video Production implemented 1 and 3 short term courses respectively |
| Introduction of Mentoring | Fully achieved across all departments |

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

| Name | Date of meeting(s) |
|------------------------------------|--------------------|
| Governing Body, Karim City College | 10/12/2021 |

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

| | |
|--|--|
| 1.Name of the Institution | KARIM CITY COLLEGE, JAMSHEDPUR. |
| • Name of the Head of the institution | DR. MOHAMMAD REYAZ |
| • Designation | Principal |
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| • Mobile no | 8987602077 |
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| • Alternate e-mail | office@karimcitycollege.org |
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| • State/UT | Jharkhand |
| • Pin Code | 831001 |
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| • Location | Urban |
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| • Name of the IQAC Coordinator | DR. S. M. YAHYA IBRAHIM |
| • Phone No. | 06572431778 |

| | | | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|--|--|
| • Alternate phone No. | 06572431778 | | | | | | |
| • Mobile | 9431759629 | | | | | | |
| • IQAC e-mail address | iqac@karimcitycollege.org | | | | | | |
| • Alternate Email address | office@karimcitycollege.org | | | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year) | https://karimcitycollege.ac.in/index.php/discover/iqac.html#year-wise-aqar | | | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://karimcitycollege.ac.in/index.php/discover/activities/academicactivity-calendar.html | | | | | | |
| 5.Accreditation Details | | | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to | | |
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| Cycle 2 | B | 2.88 | 2012 | 15/09/2012 | 15/09/2017 | | |
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| 7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | | | |
| Not Applicable | Not Applicable | Not Applicable | 2021 | 0 | | | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | | | |
| • Upload latest notification of formation of IQAC | | | View File | | | | |

| | | |
|--|---|--|
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| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
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| | | | | | |
|---|--------------------|------|--------------------|---|-------------------|
| 13. Whether the AQAR was placed before statutory body? | Yes | | | | |
| <ul style="list-style-type: none"> Name of the statutory body | | | | | |
| <table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td>Governing Body, Karim City College</td> <td>10/12/2021</td> </tr> </table> | | Name | Date of meeting(s) | Governing Body, Karim City College | 10/12/2021 |
| Name | Date of meeting(s) | | | | |
| Governing Body, Karim City College | 10/12/2021 | | | | |
| 14. Whether institutional data submitted to AISHE | | | | | |
| <table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>2020</td> <td>31/01/2020</td> </tr> </table> | | Year | Date of Submission | 2020 | 31/01/2020 |
| Year | Date of Submission | | | | |
| 2020 | 31/01/2020 | | | | |
| 15. Multidisciplinary / interdisciplinary | | | | | |
| | | | | | |
| 16. Academic bank of credits (ABC): | | | | | |
| | | | | | |
| 17. Skill development: | | | | | |
| | | | | | |
| 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | | | | | |
| | | | | | |
| 19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE): | | | | | |
| | | | | | |
| 20. Distance education/online education: | | | | | |
| | | | | | |

Extended Profile

1. Programme

1.1

29

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1 **6261**

Number of students during the year

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

2.2 **755**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.3 **2401**

Number of outgoing/ final year students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

3.1 **87**

Number of full time teachers during the year

| File Description | Documents |
|------------------|------------------|
| Data Template | No File Uploaded |

3.2 **83**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 29

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1 6261

Number of students during the year

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

2.2 755

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.3 2401

Number of outgoing/ final year students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

3.1 87

Number of full time teachers during the year

| File Description | Documents |
|------------------|------------------|
| Data Template | No File Uploaded |

| | |
|--|----|
| 3.2 | 83 |
| Number of sanctioned posts during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|-----------|
| 4.Institution | |
| 4.1 | 28 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 77,83,585 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 160 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution adheres to the syllabus and Academic Calendar framed and implemented by the parent university. A well-planned and documented process is adopted by the institution to ensure effective curriculum delivery. During the session 2020-21, despite the Covid situation and lockdown imposed in the country, the College ensured smooth delivery and timely completion of the curriculum through effective use of e-resources.

•Distribution of Syllabus:At the beginning of the session, the syllabus of each department was uploaded on the college website and the curriculum distribution was done through departmental meetings. A copy of the curriculum distribution was made available to the faculty members and was also uploaded on the college website.

•Preparation of Teaching/ Lesson Plans:The teachers were asked to prepare and submit to the IQAC a teaching plan before the

commencement of each semester. This teaching plan was intended to serve as a roadmap and guide for the coverage of topics and the timely completion of the syllabus.

•Syllabus Review through Daily Teaching Reports, Student Feedback and Mid-term Meetings:During the course of the session the HODs constantly ensured that the curriculum distribution and planning were adhered to and that the syllabus was being covered on time. The teachers recorded the topics that they covered in their classes in the daily reports. Regular feedback regarding curriculum delivery and coverage was obtained from the students. Mid-term review meetings were organized to discuss the adherence to teaching plans. Further, at the completion of each semester, the faculty members were asked to submit a gist of lectures that they had delivered on their respective topics.

Most of the curriculum delivery in the session 2020-21 was done through online modes of teaching and learning. Apart from engaging online classes during via Google Meet, teachers also uploaded audio and video lectures and power point presentations on the college portal, KCC E-Quip, established to facilitate the delivery of curriculum to students effectively during the lockdown period. The various departments of the college also organized e-lectures by guest speakers on various aspects of the curriculum to broaden the horizon of students on their subject.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution is under obligation to follow the academic calendar of the parent university with regards to the commencement of classes and examinations. However, within this stipulated framework, every department has the choice and scope to frame its own academic calendar and schedule its academic activities including its CIE activities like tests, assignments, projects and viva-voces.

The IQAC requires each department and forum of the college to frame its own academic activity calendar and all calendars

submitted, are merged in a common college academic calendar that is uploaded on the college website. The individual academic calendars of the departments serve as valuable guides for them to map their teaching, learning and evaluation processes.

The session 2020-2021 witnessed an online system of internal evaluation, given the pandemic scenario and innovative methods of testing and evaluation were designed to keep students both informed and engaged in their curriculum and to remedy the lack of a physical classroom experience. Assignments were requested from students via e-mail and tests were conducted by the departments via google forms. Online PPT Presentations and viva-voces were also initiated and all marks were submitted to the university in due advance of the deadlines given.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | https://karimcitycollege.ac.in/index.php/discover/activities/academic-activity-calendar.html |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****29**

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****05**

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**417**

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability are well-integrated into the curriculum prescribed by the parent university. Not only do the syllabi of Hons/Core Courses focus on these issues but the syllabi of Subsidiary/Generic Elective courses, AECC (Ability Enhancement Compulsory Courses) and SEC (Skill Enhancement Courses) also emphasize these various aspects. To synchronize such highly relevant topics in students' everyday lives, the University has introduced EVS as a compulsory subject in Semester 2 of BA/B.Sc/B.Com while in Semester 4 of BA/B.Sc/B.Com the University has introduced Personality Development as a compulsory subject. All these courses include topics related to gender sensitisation, environmental issues, human values and professional ethics.

While the college is required to follow the curriculum of the parent university, the departments ensure that the allotted curriculum should be integrated with wider issues of social interest and concern like professional ethics, gender equity, eco-consciousness, human empathy, etc. Lectures, workshops and seminars are organized on such topics and experts in these fields are invited to talk to students and draw their attention towards these ideas. The college also encourages the organization and participation of students in inter-departmental events so that they can benefit from learning across disciplines.

Organization of events such as poster-competitions, model-exhibitions, public speaking and essay writing on these issues within the loci of their chosen disciplines are also ways in which the college attempts to foster consciousness among students. Plantation drives, Blood Donation camps, Literacy Campaigns, Dental Check-up Camps, Anaemia Awareness Workshops, Gender Talk Sessions, Communal Harmony Week, Earth Day, Eve-Teasing Awareness, Domestic Abuse Awareness, Career Fests, International Mother Day observations etc. are regular events within the college campus.

During the session 2020-21, several online activities were organized for students to understand the multifarious connections across disciplines for social development and welfare. The College also organized a Faculty Development Programme during the session to enthuse teachers to adopt new practices to groom students in the emerging ideas in these fields.

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | No File Uploaded |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

1784

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

| | |
|---|---------------------|
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the | A. All of the above |
|---|---------------------|

| | |
|--|---|
| institution from the following stakeholders Students Teachers Employers Alumni | |
| File Description | Documents |
| URL for stakeholder feedback report | https://www.karimcitycollege.ac.in/index.php/discover/igac.html |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | No File Uploaded |
| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://www.karimcitycollege.ac.in/index.php/discover/igac.html |
| TEACHING-LEARNING AND EVALUATION | |
| 2.1 - Student Enrollment and Profile | |
| 2.1.1 - Enrolment Number Number of students admitted during the year | |
| 2.1.1.1 - Number of students admitted during the year | |
| 1914 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |
| 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats) | |
| 2.1.2.1 - Number of actual students admitted from the reserved categories during the year | |

531

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The identification of slow, average and fast learners is an important part of the teaching process. Departments attempt to assess the learning and performance of students on a routine basis via objective and subjective tests, viva-voces, oral and written presentations, assignments and tests. A record of performance is kept and a comparative analysis of the student's performance across subjects helps to acquire an insight into the student's learning ability.

Mentorship of students also serves as an effective tool to identify slow and fast learners and to offer them support, encouragement and motivation on a one-to-one basis.

Slow learners are motivated to effectively challenge their shortcomings through consultation with their teachers and batch-mates. They are encouraged to use the library resources and e-resources in order to develop better conceptual understanding and are also supported with greater learning material by their concerned teachers. Teachers are directed to help such learners during their leisure hours and the advanced learners are advised to help them cope up their academic lacuna.

Irregular students and poor performers are identified and efforts are made to explore and understand their problems. Sometimes parent-teacher meetings are also convened to find out the problems of students and to help the department to address them.

Financial burden, early marriage or girl students, family responsibilities, part time jobs, orphanhood and a sense of diffidence are often major reasons for poor performance as well as drop out in this region. Such students are motivated to take care of their studies. Awareness of job avenues, encouragement

to married girl students, financial help to unprivileged and underprivileged students are also concrete efforts made to offer a boost to poor performers.

Active learners are encouraged through recognition and by being entrusted with greater responsibility in department events and various forums of the college. Necessary counselling,

additional books and study materials are provided to them. Average and slow learners are consistently enthused to perform better by personal teacher mentoring. Parent-teacher meetings and remedial classes for slow learners are additional initiatives taken to boost their class performance. Mentoring by senior students of the department is also encouraged by the institution.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 6261 | 90 |

| File Description | Documents |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution encourages student centric methods of teaching and learning. Teaching and learning being a process of mutual intellectual exchange rather than a determined flow of instruction from the teacher to the learner, should be experiential and participative. The conventional chalk and talk method and the model of the classroom wherein the teacher determines the matter and manner of academic interaction is discarded by the college in favour of learning activities like discussions, student presentations, expeditions, opinion

sessions by students, etc.

Almost every department organises student seminars and power point presentation sessions on the topics contained in the curriculum. Internships, field studies and surveys by some departments are undertaken to give a chance to students for experiential learning. Educational tours also prove helpful in this regard. Project works, hands-on training and on-job training to the students of vocational courses is also provided. Home assignments, note-making exercises, internal exams and class tests are also helpful in this regard. Students are encouraged to write papers for seminars and conferences and to participate in workshops.

Apart from this, experiential and participative learning opportunities are also ensured by giving the students opportunities to organise various functions and events of the college. The in-house functions and programmes of respective departments are undertaken by the students and the organisational and leadership skills of students are also put to test by giving them opportunities to organise different co-curricular, extra-curricular and extension activities of the college, thereby encouraging experiential and participative learning.

The online classroom has further facilitated the breakdown of hierarchy between the teacher and the student and has permitted the possibility of sharing together much information that might not have been possible to share otherwise. Students present their answers and assignments to the entire virtual classroom via screen sharing, giving the opportunity for everyone to engage with their writing. Students also share their own learning resources with the class through links to online articles and videos, making teaching and learning a shared and collaborative process.

The use of Whatsapp Groups during the pandemic to share information and ideas with students has given a huge boost to opportunities of participative learning by offering an informal setting for intellectual and creative interaction.

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT enabled tools have now become an integral part of the teaching-learning process. Visual exercises, recorded lectures, you tube videos, online presentations, web pages and ppts etc are used by the faculty members in a very satisfactory manner. The online and offline virtual library facilities, INFLIBNET and the Web Portal of the college also play an influential role in this regard.

With teaching and learning shifting to virtual spaces during the Pandemic, it has been a pre-requisite for teachers to use ICT enabled tools for curriculum delivery and evaluation of learning. Most of the classes in this session were engaged online via Google Meet. Where more than 100 students were involved, classes were also held via YouTube live. The use of e-texts and e-libraries were greatly encouraged by teachers in the classroom. The college has established its own online YouTube channel - KCC E-equip where videos of live classes as well as special videos made by teachers for purposes of their syllabus, are uploaded by teachers. There is also provision for the uploading of written material on the college website for student access. Study material in video, Word and PDF formats were widely shared with students via Whatsapp groups during this session.

The college has encouraged teachers to participate in online workshops, FDPs and seminars to enhance their own digital skills. Students are also being encouraged to use extensivedigital methods of study to cope with the Pandemic scenario. To encourage them to gain the maximum benefit of virtual learning, they are regularly informed about short-term/certificate courses being organized online via Swayam.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | No File Uploaded |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

96

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| Mentor/mentee ratio | No File Uploaded |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

60

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

33

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1389

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The mechanism of internal assessment adopted by the institution is transparent and robust. The departments assess students on various levels and through a variety of methods. Students are assessed on their academic performance in the class, on their participation in co-curricular activities of the department, on their behaviour, attendance and their overall bearing. While not all assessment is quantifiable, students are informed about the teacher's feedback on them from time to time in the class and during personal teacher-student interactions and parent-teacher meetings.

The quantified assessment of students' academic performance is clear and transparent. The dates of mid semester tests are notified well in adherence. The dates of class tests are decided in consultation with the students. Topics and areas to be covered in the tests as well as the topics for quizzes, posters,

assignments and seminars are announced and allotted to the students are announced well in advance. Evaluated assignments, projects and answer sheets are returned to students for cross-checking. Their marks are accessible to them for any clarification or revision that they may suggest and once finalized, marks are uploaded on the college website where it is accessible to teachers, parents and students.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The procedure of dealing with grievances related to internal examinations is transparent, efficient and time-bound. With regard to CIE, the teachers are instructed to take a student-centric stance and be encouraging in their approach. The internal assessment marks of various papers are shared with students and they are allotted a week's time to share grievances over their marks with the teachers concerned. In case the grievance persists, they are free to approach the Head of the concerned department. In acute cases, the Examination Cell and the Grievance Redressal Cell of the college take note of the situation and try to resolve the issue to the full satisfaction of the student.

If the grievance is related to annual/end-semester examination, the college adopts the procedure prescribed by the parent university. Applications and Complaints in this regard are timely and effectively forwarded by the Examination Cell of the college to the Controller of Examinations of the parent university. The clerical staff members of the Examination Cell of the college are asked to take up the case and work for its quick and justified solution. The parent university provides the facilities of re-totalling and re-checking of the answer books. The officials and staff members of the Examination Section of the parent university are also very cooperative and helpful and in case a student goes to the university headquarter for the redressal of grievances related to exams, these officials and staff help them resolve the issue.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Course outcomes for the various courses run by the college are uploaded on the college website for easy accessibility by teachers and students. These are also emphasized in the General Induction Meeting held by the College at the beginning of every session to introduce the fresh batch of students to the college's structure, culture and ethos.

All undergraduate courses aspire to demonstrate a general acquaintance with the core areas of the various disciplines grouped under 'Humanities', 'Social Sciences', 'Sciences' and 'Commerce' and to evince an advanced knowledge of at least one of these. They seek to develop clarity in the expression of ideas, both in speech and in writing, to develop basic computer skills required for study and employment and demonstrate competence in entry-level examinations for employment or higher studies. Successful application of skills and knowledge learned in the classroom to practical life and demonstration of information literacy, human responsibility and a civic and ecological awareness of the world are also wider outcomes intended by the various courses taught.

At the departmental level, programme specific outcomes and course outcomes are communicated to the students and teachers in the Departmental Induction Meeting. Teaching plans, lectures and assessments are designed keeping the attainment of these outcomes at the fore.

Mid-term and end-term review meetings are held by departments for (re)evaluating and (re)assessing the stated outcomes and to ensure that the outcomes set for the various courses are concrete, practical, viable and utilitarian in the present day scenario. Changes, if suggested by teachers are deliberated upon and incorporated with administrative consent.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://karimcitycollege.ac.in/index.php/discover/academic/outcomes.html |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme Outcome, Programme Specific and Course Outcomes of the various courses run by the College are regularly evaluated by the institution on three distinct levels - on the level of the department wherein teachers assess how far their outcomes have been accomplished, on the level of the students who assess their accomplishment of course outcomes in terms of knowledge gained and performance in terms of results, and on the college level where the IQAC evaluates the accomplishment of each department on the basis of student performance.

On the departmental level, teaching plans, lectures and assessments are designed keeping the attainment of these outcomes at the fore and the attainment of course outcomes is evaluated through mid-term departmental meetings in which portions of the syllabus taught by the individual teachers are presented along with the marks and reports of tests given and viva-voce conducted on the topics taught. Apart from this, the college has a mechanism of the submission of a weekly report by teachers through which the department can keep a track of syllabus coverage and outcomes initiated.

On the level of the students, the departments, under the guidance of the IQAC maintain a mechanism of student feedback whereby a proforma is circulated at the end of each semester with an intention to measure student satisfaction with class room teaching and their own evaluation of outcomes attained.

On the College level, the IQAC monitors the attainment of course outcomes of each department by comparatively evaluating the departmental report on attainment of outcome, student's feedback on the same, and the performance of the students of the department in the bi-annual semester examinations.

On the whole, the college is proud to state that its Pos, PSOs and Cos are well-attained and this is reflected not only in the student's satisfaction with class room teaching but also in the good performance of students in University Examinations as also in their career later in their lives.

In the session 2020-21, online teaching and learning activities enabled teachers to take up innovative and challenging ways of attaining the Course and Programme outcomes and the departments registered a happy success.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.karimcitycollege.ac.in/index.php/discover/academic/outcomes.html |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1878

| File Description | Documents |
|--|--|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | www.karimcitycollege.ac.in/administrator/index.php?option=com_jdownloads&task=download.download&id=158 |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.karimcitycollege.ac.in/index.php/downloads/category/48-student-satisfaction-survey-and-atr.html>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

19

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

| File Description | Documents |
|---|---------------------------|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has set up Institutional Innovation Council (IIC) and would be implementing National Innovation Start-up Policy, 2020 soon. The council has started to facilitate training and to provide pre-requisite training and infrastructure to encourage the faculty members/students to come up with new ideas having potential of commercial viability aiming at common good. The council intends to provide entrepreneurial ecosystem to establish start-ups based on innovative idea across disciplines.

The college has nominated a faculty for National Innovation and Start Up Policy 2020 implementation (published on 07 December, 2020 Faculty Nominations by Higher Education Institutes for NISP Implementation (Phase-II of Nominations)). The nominated faculty has attended series of online/offline orientation and training sessions related to adoption, implementation, monitoring and evaluation of NISP implementation.

The council has already registered 200 students of the college. The council has organized a three-day orientation programme on 25th June-28th June 2021 on Innovation, Incubation and Entrepreneurship from for pan India students and faculty members. The council received tremendous response with more than 850 responses. The event was inaugurated by Mr Dipen Sahoo from MoE, GOI. During lockdown and Covid19 protocols, a team participated in Toycathon in January 2021 for the very first time.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

02

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

03

| File Description | Documents |
|--|---------------------------|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | No File Uploaded |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

16

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In the session 2020-21, the various student platforms of the college - NCC, NSS, Rotaract Club, Women's Cell and SPArC undertook many initiatives to carry out extension activities to connect students to the wider social community, to involve them in welfare activities, and encourage their holistic development.

The NSS organized many welfare activities during the session, especially to reach out to poor and needy people during the pandemic. Drives were undertaken to distribute masks, sanitizers, food and medicines to the villages adopted by the NCC and NSS wings of the college as well as to the underprivileged people in various quarters of the city.

The Rotaract Wing of the college organized a Roti Day every week to serve poor and hungry people during the Pandemic. It also organized drives to educate people on the use of masks, sanitizers and the necessity of vaccinations to combat Covid.

The NCC wing of the college organized many camps during this session to promote vaccination drives, to organize oxygen cylinders and blood donations for patients infected with covid and to arrange for emergency movement of people during the lockdown period.

The Women's Cell organized several activities during the session such as Comic Scripting, Essay Competition, and Poetry Competition to sensitize students on social issues. Given the lockdown situation and the disproportionate burden of housework on women, the Cell also organized a video competition of No-Fire Cooking in which many boys participated.

The literary and cultural wing of the college, SPArC, also attempted to encourage the holistic growth of students by connecting them to literary and cultural masters across the country via online poetry-reading sessions, lectures, talks and music recitals.

The various departments of the college also organized lectures and talks by experts in their field as well as on issues like Pandemic, Career, Community and Development to keep them connected and committed to social issues

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

51

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

16

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

18

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

04

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution is endowed with good infrastructure and physical facilities to effectively conduct and promote teaching and learning. It has two well-organized campuses, its main campus hosting all UG and PG courses excluding Faculty of Education which is running at its second campus 4 kilometres away from the main campus at Mango.

The Main Campus has 28 classrooms (including 7 e-classrooms) and 16 laboratories. The class rooms are well furnished, airy and well lighted. The e-classrooms have internet connectivity and all required ICT facilities including Smart Board, Projectors, Sound Systems, Automated Screens etc.

The college has sufficient number of laboratories: 2 in Botany; 2 in Physics; 2 in Chemistry; 2 in Zoology; 2 for Psychology; 1 for Geography; 3 for Computer Applications & Information Technology; 1 Math Lab and 1 Lingua Lab. All laboratories are equipped with latest instruments and equipment.

The Department of Mass Communication has two separate Studios for Shooting and Recording that are well equipped with the best of facilities. The said department also has a Media Appreciation Room.

The College has around 200 Computers LAN Connectively, Internet (Wired & Wi-Fi Both) facilities. Apart from offices and administrative works the computer facilities are available to all teaching and non-teaching staff. Students are given internet and free wi-fi facilities as well as free net surfing in the Virtual Library.

The College has established a separate cabin in the Library for Visually Challenged Students. The cabin is equipped with computers and software that change a printed text into an audio text.

All Academic departments, college offices, library and the 3 separate air conditioned staff rooms are fully equipped with computer, LAN connectivity, wired internet and Wi-Fi facilities.

An Auditorium and an open-air stage are available for programmes and cultural performances.

The new campus hosts B. Ed and D. El. Ed courses. It has 05 well-furnished classrooms, 07 Labs, 04 special rooms for music, tailoring & craft, sports, and ICT, separate common rooms for boys and girls, library with reading room, Language Lab, Computer Lab and a fully equipped Air conditioned Multipurpose Hall. The building is G+4 having lift facility for physically challenged students and Faculty Members. The campus has sufficient number of computers including a computer lab and LAN and Internet Connectivity.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Though the institution has a small campus, it makes effective use of its space while ensuring the provision of all facilities to students through tie-ups with committed authorities.

The College has a tie-up with the Sports Departments of Tata Steel and utilises its sporting facilities for its students. Outdoor and Indoor sporting facilities are provided to the students at JRD Tata Sports Complex.

The College has provisions for indoor games in the Boys and Girls Common Room.

A gymnasium has also been established to encourage students towards fitness activities.

The college has an open-air stage as well as an auditorium for cultural performances.

All student platforms of the college such as NSS, NCC, SPArC, Rotaract, and Women's Cell have their own offices for holding meetings and discussions.

Apart from this, there is a large meeting room that can be used for meetings with larger student bodies.

The college has been performing exceptionally well at almost all sports and cultural competitions. Its students have won laurels for the institution at university and inter-university sports meets and cultural festivals, an evidence of their institution's commitment towards bringing out the best in them.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

12

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.karimcitycollege.ac.in/index.php/discover/facilities/e-class-room.html |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

58,53,548

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | No File Uploaded |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is run through MIS, where the software controls the issue and return (transaction) of all print materials i.e., books, journals, reference books, magazines etc. There is the facility of e-catalogue for selection of reading materials. The MIS controls all the data collection of the library. The library is fully computerized and bar coded with optical sensing. Version of the Software is 2.1 with updation option as and when required.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2,60,116

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has more than 200 computers and all are LAN connected. Internet facilities, both wired and wifi are available to all computers of the campus. Free wi-fi facilities are available for teachers and students both. All 7 (seven) E-Class Rooms are connected with Internet facilities. The description and nature of updation is as follows:

1. Wi-fi Student's Server : Installation : 20.01.2017

OS - Windows 7 Professional 32 bit i3

RAM - 2 GB CPU - 3.30 Ghz

HDD - 500 GB

Antivirus - Quick Heal Pro

2. Think Server (Lenovo) : MIS Installation : 15.11.2016

OS - Windows Server 2008 Enterprise 32 bit

RAM - 4 GB

CPU - 3.30 Ghz I3 Series

3. Proxy Server Wi-fi : Department and Teachers

OS - Windows 7 Ultimate 32 bit : Installation : 20.04.2015

RAM - 4 GB

CPU - 3.00 Ghz

HDD - 500 GB

Antivirus - Quick Heal Total Security

4. Lenovo i5 Rauzan Interanet : Installation : 04.01.2014

OS - Windows Server 2008 Standard 32 bit

RAM - 4 GB

CPU - 3.00 Ghz

HDD - 500 GB

Antivirus - Macfee

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

246

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| List of Computers | No File Uploaded |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | No File Uploaded |

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****5,02,725**

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a well-established system and procedure for maintaining and utilizing its physical, academic and support facilities to the optimum. The facilities of the campus are available from 8 a.m. to 8:20 p.m. The classes for vocational courses begin at 8 a.m. whereas the classes of Humanities, Social Science and Science commence at 11.50 a.m. and run till 5.50 p.m. The Classes of Commerce begin at 2.20 p.m. and run till 8.20 p.m. During all these hours the physical, academic and support facilities are available uninterruptedly.

The college has appointed different Faculty in-Charges who not only look after the academic activities but also ensure better upkeep of classrooms.

The Routine In-charges ensure optimum utilization of the physical as well as academic and support facilities by scheduling classes and classrooms in view of the size, gender composition and nature of the subject.

The Heads of Departments concerned are responsible for the laboratories.

The Librarian and the Prof-in-Charge of the library are authorized to look after the library facilities.

The concerned Heads and Prof-in-Charges of different bodies and platforms like NCC, NSS, Sports, SPARC, Women's Cell and Rotaract are responsible for the upkeep, maintenance and deployment of the various physical resources under them.

Two Common Room In-charges are appointed to look after the Boys and Girls Common Rooms respectively.

The college has appointed Prof-in-Charge to look after all the Computer and IT-ICT related issues. The computers and the electronics items are looked after through an AMC. The college also has AMC for the maintenance of E-Classrooms and other ICT facilities.

Apart from this there is a Property In-charge, and a Care Taker to ensure the maintenance and management of classrooms, laboratories and all the facilities.

Electricity, Water and Waste management are looked after by JUSCO, a sister concern of Tata Steel.

The college handles its own e-waste through an MoU with a Kolkata-based firm, Huladek.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

712

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

428

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | https://www.karimcitycollege.ac.in |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

55

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

55

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

| File Description | Documents |
|--|------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

13

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

149

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | View File |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

08

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

04

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Though the college does not have an official Student Council, it prioritizes the representation and engagement of students in the day-to-day workings of its various administrative bodies as well as during special events and programmes of the institution. The college proudly claims to be the only college in the parent university that ensures the maximum involvement and participation of its students in its administrative decision-making functions and its extracurricular and co-curricular planning and execution. The college has several bodies composed exclusively and entirely of student representatives.

The NCC and NSS wings of the college are vibrant bodies with students at the helm of planning and execution of their various events and initiatives. The NCC wing of the college has 160 cadets while the NSS wing has more than 100 volunteers. Different groups of students are responsible for organizing and monitoring various activities within these forums. The college's literary and cultural forum, SPARC also has a full-fledged Student Organising Committee to look after its year-round

activities. This organizing committee consists of four secretaries (Chief Organising Secretary, Secretary - Literary, Secretary - Cultural Secretary Logistics) and around eighteen to twenty members. The annual news bulletin of literary and cultural activities titled Sparkling Spanis managed and published by students, its Editor, Joint Editors, and Sub Editors, all being students. The Rotaract Club of the college also has a full-fledged student body with students as President, Vice President, Secretary, Treasurer, Directors and members. The Women's Cell of the college has five student representatives among its members. The annual college magazine Al-Karim has a student editorial board.

Apart from all these there are student representatives in IQAC (two representatives) RUSA Cell (two representatives) Each and every co-curricular, extracurricular, and extension activity of the college has students actively participating in its planning, management and execution.

Some departments of the college have also introduced the concept of a core team of students to look after the academic activities of the department. This Core Team is mainly constituted by the various class representatives of the department and its committed students as unanimously identified by the faculty members. It is responsible for facilitating all curricular and co-curricular events of the department through leadership, surveillance and creative decisions. The college intends to extend the idea of Student Core Teams to every department in the near future.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has a well-performing Alumni Cell, although it is yet to be registered. Alumni members remain an important part of the institution in terms of offering guidance, encouragement, support and mentorship to the students who are or had been studying here. The institution organizes an annual meeting sometime during the winter months to meet its members, to take suggestions from them and to strengthen its linkages. In the light of the Covid situation, a virtual meet was held in February this year which was attended by a large number of alumni members from different parts of the country. The meeting was very successful with suggestions received from the alumni members in good numbers. They were also requested to give their feedback for the evaluation of the institution through google forms.

Apart from the general Alumni Cell of the college, many departments maintain their independent alumni records and organize programmes from time to time to keep in touch with their members and to secure their assistance in the mentorship of their departmental juniors. The Department of English organizes an annual event titled Alumnus Speaks in which an alumnus is invited to speak to the fresh batch of students about their experience in the department and their handling of the syllabus. The one-hour talk is followed by a half-hour Q A session which often help freshers clarify many of their academic doubts. This session is entirely a student affair conducted in the presence of the Class Representatives and in the complete absence of the faculty members of the department.

Apart from this, departments also invite successful and illustrious alumni members in their fields to offer career counselling to students. In this session, several departments took the advantage of the virtual medium to organize such talks and events by alumni members.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The human resource of the college works effectively as a team and in tune with the vision and mission of the institution. The college administration, together with the teaching and non-teaching staff forms an effective leadership and ensures the implementation of the perspective plans. Committees are constituted to handle institutional events like National Seminars, the coming of Dignitaries and the organisation of Inter-College Sports Meets, Championships and Youth Festivals. Apart from this, teachers are appointed as In-charges to look after the Vocational Courses and they are also given the responsibility of acting as Coordinators or Conveners of different platforms. Teachers supervise the functioning of bodies like Women's Cell, NCC, NSS, Rotaract Club, Sports and SPArC (the literary and cultural wing). They are also given responsibilities of IQAC, RUSA, Employability Enhancement Unit, Career Planning & Guidance Cell, Placement, Anti Ragging Cell, Disciplinary Committee, Grievance Redressal Cell etc. Teachers are also asked to look after the management of College Library, Reading Room, Virtual Library, College Website, ICT facilities, Internet, LAN and MIS facilities, Common Rooms and Examination

Cell. Apart from Departmental Heads, the College has introduced the concept of Faculty Incharges of Humanities, Social Science, Commerce and Science, who look after the smooth functioning and academic activities of their faculties concerned.

Karim City College (A Muslim Minority Institution run and managed by Karim's Trust, Jamshedpur) is the dream fulfillment of our visionary founder late Syed Tafazzul Karim, who established this College with Pre-University Courses in 1961 with a MISSION to impart quality education and to provide better opportunities of higher education to the weaker sections of the society particularly to the Muslim minority. The College envisions of becoming an institution of national repute committed to create best facilities for quality higher education with specialized knowledge and skills; work relentlessly towards upgrading this college into a full-fledged University in the times to come. The modern world and its challenges demand a constant renewal, a fresher realisation and a process of change in different arena and higher education is no exception. We, at Karim City College, visualise to provide quality education to our students. We are positive to adopt the process of change and feel the need of innovations and improvisations. To achieve these we are determined to acquire the best in education industry and to equip ourselves to the maximum for the benefit of our students. Dreams are many and it is our endeavour to take the things in stride. We are marching ahead in our quest for excellence and in pursuit of horizon which culminates into infinity.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://karimcitycollege.ac.in/index.php/discover/about/the-institution.html#focus-vision-mission |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college strives to accomplish a decentralization of the decision-making process and to inculcate and endorse principles of participative management as part of its regular institutional practice. In general, faculty members, Non-Teaching Staff and students work together to conceive, organise and manage the various events and programmes in the college's activity

calendar. Teachers are appointed as In-charges to look after the vocational courses and as coordinators or conveners of different bodies like Women's Cell, NCC, NSS, Rotaract Club, Sports and the literary and cultural wing (SPArC) They are also given responsibilities of IQAC, RUSA, Employability Enhancement Unit, Career Planning Guidance Cell, Placement, Anti Ragging Cell, Disciplinary Committee, Grievance Redressal Cell etc. Teachers are also appointed to look after the management of library, reading room, virtual library, website, ICT facilities, internet, LAN and MIS, common rooms and examination cell through various committees and sub-committees. The college follows the practice of appointing senior teaching members as Faculty In-charges of Humanities, Social Science, Commerce and Science to co-ordinate its academic activities. Committees are also constituted for the organization of significant events like national seminars, the visit of dignitaries in the college campus and the organisation of Inter College Sports Meets and University Youth Festivals. The Teachers' Association is also very active and functions independently to ensure the interests of the teachers of the college. Non-Teaching Staff members are also appointed as representatives on the committees of IQAC and RUSA Cell and in the different committees formed from time to time to organise different functions and programmes. The college gives ample representation to students also in different bodies of the college and no activity of the college is organized without the involvement of its students in the act of planning and execution. In the last year, the pandemic gave the college an important opportunity to practice participative management in order to synchronize all the offline activities of the college in and through online modes. An important measure towards decentralization in the last year involved authorizing teachers to devise their own methods of virtual teaching and assessment in order to do justice to the syllabus assigned to them. This resulted in a plethora of virtual teaching methods like online lectures, online presentations, online seminars and book discussions, online film shows, sharing and reading of e-texts, etc which enlivened teaching and learning during the dull days of the pandemic. Another important measure of participative management involved the co-operation between the Teaching and Non-Teaching Staff for the carrying on and the documenting of the college's academic and cocurricular activities. Since full-fledged reliance on virtual modes of communication requires a great deal of technical support, the teaching and nonteaching staff members had to work in tandem to renew subscriptions, upload lecture videos, document and compile daily teaching reports, register student attendance, live telecast programmes

etc. The pandemic has also offered new ways of connecting and communicating across barriers which is likely to catalyse work in the future.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic plans is effectively deployed. In our last Strategic Plan, it was proposed to launch Management Information System (MIS) and to introduce multipurpose RFID cards. This process was duly initiated. The whole idea was to cover the complete journey of a student from admission to exit through MIS. This would not only enable the institution to ensure complete computerized handling of every step of a student's journey, but also to have ready data for multiple use. It was also planned that in future if the parent university and the HRD, Govt. of Jharkhand launch their own MIS and asks the college to link its data with the university headquarter of the State Government we should be in a position to immediately link our data with the said agencies. It was decided that MIS would be done in a phased manner. In the first phase we would cover the whole admission process, the fee counters and the college library. It was also decided that RFID Cards would be introduced in the first phase itself. RFID cards serve multiple purposes i.e. I-card, Library Card and Fee Card (replacing the printed hard copies of fee cards).

The old computerized data of the library as well as its previous e-cataloguing and bar coding system has been changed in accordance with the requirements of MIS. In the third phase all academic departments were covered. RFID cards were issued to teaching and non-teaching staff was and a system containing individual data of all students were created for academic purposes. In the fourth and final phase the Examination Cell and Certificate Issue Counter was covered. Specified software was created to record the examination related information of all students. And finally the certificate issue counter which issues CLC, TC, Character and other certificates to the students was covered. Thus a complete and comprehensive MIS is now operative

in the college which is capturing the whole journey of a student in the institution. This ensures a smooth discharge of duties on part of the staff and a smooth sail for the student at the academic and administrative level. A huge pile of organised data is now available with the college which can be used for any academic or academic purposes and the same can be made virtually available (through the website) to the parent university or the state government.

In the pandemic scenario, the college is exploring and strengthening its LMS to manage online teaching, learning, testing and evaluation.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://www.karimcitycollege.ac.in/index.php/discover/igac.html#five-year-plan |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is maintained by Karim's Trust, Jamshedpur, which has created a College Governing Body consisting of President, Secretary, Assistant Secretary and few members. The Principal and a Teacher's Representative have also been inducted into the Governing Body. The Principal has decentralised the responsibilities for fair and smooth functioning. The academics are well taken care of by three Faculty Incharges, Prof-in-charges (3) of Vocational Courses and the Head of the Academic Departments. The administration has been segregated into different heads and consist of Admission Incharge, Chief Controller of Examination, Bursar, Library Incharge etc.

There are several committees and Cells like Research Committee, Promotion Committee, Property Committee, Purchase Committee, Staff Grievances Committee, Placement Cell, OBC Cell, SC/ST Cell, Minority Cell etc. All these Cells and Committees are headed by Faculty Members and necessary representation has also been given to non-teaching staff.

In an effort to provide better student support facilities the

College has created several student platforms. Sports, NCC, NSS, Women's Cell and Rotaract Club are looked after by teacher-incharges. The literary and Cultural Activities are managed by SPArC (Society for Promotion of Art and Culture). The College has an number of Cells, Career Planning & Guidance Cell etc. which are also looked after by teacher-incharges. In an effort to provide a peaceful campus to our students the college has established a Discipline Committee, Anti Ragging Cell, Grievance Redressal Cell etc.

There is a small Medical Care Unit also. IQAC, RUSA Cell, UGC Network Resource Centre and Centre for Academic Development are quite active in the campus. The College has established Accounts and Administration Section in two different offices which are guided by Section Officers. The College follows and strictly adheres to the norms of parent University, State Government and the UGC with regard to recruitment promotion and service rules. The grievances of the employees are timely and properly taken care of by the College.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | https://www.karimcitycollege.ac.in/index.php/discover/about/the-institution.html#the-organogram |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institution has always been sensitive and helpful towards the welfare and benefits of its teaching and non-teaching staff. It always lends a sympathetic ear towards the individual or collective issues of the teaching and non-teaching staff. The justified and lawful requirements of our teaching and non-teaching staff has always been addressed favourably. The Principal as well as the college Governing Body takes keen interest in immediate redressal of grievance related to teaching and non-teaching staff.

Apart from this, the college has a few welfare measures for their benefits.

1. Financial Support to the College Teachers Association for their functions and activities.
2. Financial assistance to College Non-Teaching Association in their programmes and activities.
3. Fee waivers for the ward of teachers and non-teaching staff in case they are taking admission in the college.
4. Karim City College Teachers Welfare Society is run as a joint venture between the teachers and the college in which the college contributes the largest share of funds annually. The financial resources of the society have been utilized for providing loans in emergency requirements like illness or marriage in the family etc. The total amount collected in the name of a teacher is given to him/her at the time of retirement.

5. Karim City College Non-Teaching Staff Welfare Society has also been looked after jointly by the non-teaching staff and the college. Its operating principles and benefits are the same as that of the Teachers Welfare Society.

6. The Teaching and Non-Teaching Staffs are jointly running a Credit Society which provides loan for smaller and petty but urgent requirements. The Credit Society is managed purely by the teaching and non-teaching staff however it has the tacit support of the college authorities.

7. Being an aided college the monthly salary of the teachers working on sanctioned posts has been released by the State Government. However, most of the time the government does not release the salary on a monthly basis. In such a situation the college, from its own resources, ensures that their salary has been sent to their account at the beginning of every month.

8. Special leaves (Duty Leave) are granted to faculty members in connection with research projects or for attending seminars/conferences/workshops or any other faculty development programmes.

9. The laboratories with all facilities have been made available to teachers pursuing their Ph.D. or research projects.

10. Gratuity and other retirement benefits are given to teaching and non-teaching staff at the time of retirement.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

107

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The College uses the data related to teachers contained in the Student Feedback Analysis Report as its input for the performance appraisal of teachers. The SWOC Analysis Data taken from the students has also been used for teacher's appraisal. The daily class reports with regards to classes engaged by the teachers are also analysed for the evaluation of performance on a monthly basis. Individual and closed-door meetings with low performing teachers are organised in an effort to motivate them towards better and committed performance. Apart from this, the college constitutes a Performance Appraisal and Scrutiny Committee at the time when teacher's promotion scheme is undertaken by the university. The application forms and relevant data and documents of the teachers are appraised and scrutinized by this Committee for the purpose of taking forward the Promotion process. Individual Performance Appraisal Reports duly approved by the college GB are issued to the teachers applying for governmental promotional schemes. The IQAC is also quite watchful in this regard. The exercise of Student Feedback and its analysis as well as the task of SWOC Analysis has been undertaken by the IQAC. The IQAC also takes feedbacks from the students with regards to the teaching-learning process. The data collected through Student Feedback and SWOC analysis with regard to the performance of non-teaching staff, works as an appraisal mechanism.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College conducts internal and external financial audits after closure of every financial year. The external audits are conducted by the Finance Department of Govt of Jharkhand which checks the yearly salary disbursed by the Government to teaching and non-teaching staff working against sanctioned posts and also the college income through Tuition Fees and other sources and submits the report to the HRD, Government of Jharkhand.

The College maintains its books of accounts in Tally ERP9 which is licensed software, acquired by the College. After closure of every financial year, the college conducts its internal audit through a registered Chartered Accountant who conducts audit work through physical verification of books of accounts, bills and vouchers, bank statements etc.

The Audit reports are tabled in the College Governing Body's meeting and the management discusses any serious audit objections noted in the audit report. However, nothing of this nature has been reported as yet.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is a deficit-grant college receiving salary grants for teachers and non-teaching staff working against permanent and sanctioned posts. The salary for teachers and non-teaching staff working under non-sanctioned/temporary/part time posts has been met with by the financial resources of the College. Time to time the College receives fund from the UGC also. The said fund, given for specific purposes, has been utilized under the guidelines of the UGC. The College was among the first 30 Colleges of Jharkhand that received infrastructural grants under RUSA. The amount of 2 Crore was sanctioned for Procurement, Renovation and Construction of which grants for the first two specifications have been utilized. Apart from the salary grants of the State Government and the occasional grants under UGC/RUSA the College is neither getting any grant from any agency nor is it collecting any kind of donation from any nongovernmental body. The College is meeting out its expenses from the fee collected from the students. The College is running a few self-financed courses also. All kinds of financial requirements of the College including infrastructure development, salaries, regular expenses etc are judiciously addressed by the fund it generates. All legitimate financial requirements are addressed within a stipulated time frame. Urgent requirements are addressed through direct order. For planned expenses proper quotations/tenders are invited. The College has an approved list of vendors and suppliers which has also been reviewed occasionally. Being a Trust college, there are no hardships in allocation and release of funds from the competent authorities. Budgeting and auditing is a regular exercise and utmost care has been taken to proper and optimum use of funds and resources. The College mobilizes all its resources, financial, physical and human to its optimum. Purchasing, Construction, Renovation, Upgradation is a regular phenomenon which have been addressed

very wisely by the competent authorities.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Since its inception, the IQAC has been playing a significant role in the planning and implementation of strategies related to academic, administrative, infrastructural and financial aspects. The IQAC offers suggestive measures with regards to quality assurance and sustenance and also organises awareness and enhancement programmes from time-to-time at the level of students, teachers and non-teaching staff members.

The IQAC organized an Online Training Programme on Academic Leadership and Personality Development through the support of CALEM, Aligarh Muslim University, Aligarh, under the PMMMNMTT Scheme from 28th January - 3rd February, 2021 to encourage its teaching staff members in the nuances of academic leadership in and through the online mode of learning.

An online workshop was organized by the IQAC for our non-teaching staff members in July 2020 to equip them with the necessary knowledge and skill to facilitate and support the online admission procedure of the college.

An online session on 'Stress Management during the Pandemic' was organized in the month of November to help students manage the psychological impact of the Pandemic.

The IQAC has been central to all important initiatives adopted by the college with reference to MIS, library, innovations in teaching and learning and the establishment of an Innovation and Incubation Cell.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.karimcitycollege.ac.in/index.php/discover/iqac.html |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college consists of faculty and non-teaching staff members who are strategically important for the academic, administrative, financial and student support facilities of the college. As a planning and implementation body of the college, the IQAC is vitally instrumental in introducing new ideas and in assisting in their institutional implementation. Academic issues and enhancement of teaching and learning are perennial concerns of the IQAC and it organizes review meetings with the Principal, departments, library, examination cell and various student platforms from time to time to ensure their smooth functioning.

The practice of Student, Teacher, Parent and Alumni Feedback Analysis, SWOC Analysis, Student Satisfaction Survey and Academic Audit are undertaken by the IQAC on a regular basis. This helps to review the teaching learning process, assess the contribution of the teachers, the benefit to students and to offer corrective measures wherever necessary. All reports prepared by the IQAC are presented before the Principal and meetings are convened with teaching and non-teaching staff members to discuss the findings of the concerned reports.

Regular meetings with the various stakeholders of the institution is another process that helps to ensure that the institution is working in tune with its vision and mission and is playing its role effectively in society.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the

D. Any 1 of the above

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://www.karimcitycollege.ac.in/index.php/downloads/category/16-academic-and-administrative-audit.html |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The promotion of gender equity is an important concern of the institution. Vigilant to ensure a campus that is not only free from gender discrimination but strongly encourages a non-binary thinking among its staff members and students, the institution conceptualizes several activities and events to promote gender equity.

The Women's Cell organized several activities this year that were targeted in this direction. Its regular annual activities - Essay competition on Stalwart Indian Women in History, Poetry Competition on Voicing Women and Comic-Scripting Competition on Social Issues Affecting Women registered a happy success. In addition to this, it organized a No-Fire Cooking Competition (Sandwich and Salad Making) and popularized it chiefly among boys with a view to encourage them to participate in the

kitchen. The Cell also organized two sessions of safety talks by policewomen to draw attention to gender and safety issues in society. Counselling sessions on women's health and hygiene were also undertaken by the staff members of the Cell.

Other wings of the college such as SPArC, NCC and NSS have also co-ordinated several programmes in this session such as plays, vocal music competitions and debates on themes related to gender and empowerment.

It is ensured that all committees formed in the college have an equal representation of both genders. Class representatives are elected from among both boys and girls.

Male and female hospitality staff are well-distributed throughout the campus to ensure the well-being of all teachers and students.

| File Description | Documents |
|--|-----------|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College presently has two campuses and both are well maintained and environment friendly. The College takes continuous and sustainable measures for waste management. The main campus of the college is located in the area managed and maintained by Tata Steel. Hence JUSCO, (Jamshedpur Utility Services Company) a subsidiary of Tata Steel, takes care of the waste management of the college. The college has employed sufficient number of menial staff for clearing and waste management. Old newspaper and other useless/rejected paper junks are given for to vendors for recycling.

The liquid waste, mostly from chemistry and zoology labs are managed by the menial staff of the labs concerned. The College has an AMC for its computer and other ICT resources.

With a view to the effective and hassle-free management of e-waste, the college has entered into an MoU with a Kolkata-based firm, Hulladek, which shall be responsible for disposing its generated e-waste. An e-waste bin has been set up in the college premises where the institution's e-waste is disposed. The staff members of the institution and its students are also welcome to dispose their personal e-waste here so that the e-waste of the community can be effectively managed and recycled.

The NSS unit of the college as well as our Rotaract Club organises awareness drives and camps in relation to cleanliness and environment inside the campus and in the society. The Volunteers of NSS and Rotaract Club undertake the responsibility of greening the campus from time to time.

The campus is totally polythene-free. The initiatives of office automation, MIS and digitisation have enabled us to lessen the use of papers in college offices. The College authorities are committed towards waste management and energy conservations and efforts are continuously being taken to improve the situation.

| File Description | Documents |
|---|------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | No File Uploaded |

7.1.4 - Water conservation facilities

D. Any 1 of the above

| available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | |
|--|------------------------------|
| File Description | Documents |
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |
| 7.1.5 - Green campus initiatives include | |
| 7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping | C. Any 2 of the above |
| File Description | Documents |
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| Any other relevant documents | View File |
| 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution | |
| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | D. Any 1 of the above |
| | |

| File Description | Documents |
|---|------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution aims its best to offer an inclusive environment where staff members and students from various regional, cultural, communal, linguistic, socioeconomic and other diversities can come together in strength and understanding. The

college has a standard uniform for its students to ensure that differences in patterns of dress do not serve as a ground for discrimination or otherness. Ramps and wheelchairs are available in the campus to help students in need of them. Scribes are available for students unable to write their examinations on their own. The library has a special software that translates text into speech to enable the visually challenged learners in their studies. Separate common rooms for male and female students are there in the campus, equipped with facilities for their rest and recreation. The institution organizes most oral and writing competitions in five language categories - Hindi, English, Urdu, Bangla and Oriya. Representation is duly given to regional and cultural diversity in music, dance, art and fancy-dress events. The observation of days like Translation Day, Human Rights Day, International Women's Day, etc, also help to build an environment of mutual respect and growth.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information | View File |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution attempts to inculcate constitutional obligations in its employees and students through the observance of a number of important days such as National Voter's Day, Constitution Day, national festivals, etc. Lectures and talks are organized on the rights and duties of citizenship, on legal awareness, on civil safety and on the role of youth in national development. The NSS wing of the college organizes several programmes to inspire and encourage the youth to be law-abiding citizens and visionary individuals. The celebration of National Youth Day, Human Rights Day, Kranti Diwas, Communal Harmony Week, Peace Day, Mother Language Day etc. are organized on a regular basis to inculcate awareness of our rich historical past and the need to constitutionally carry forward this legacy.

| File Description | Documents |
|--|-----------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Nil |
| Any other relevant information | Nil |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College takes initiatives to inculcate in its students an appreciation of the rich historical and cultural heritage of the country. To this effect, it makes effort to observe and celebrate within the campus National festivals and the birth and death anniversaries of significant historical personalities.

While Independence Day, Republic Day are observed on the campus with the traditional hosting of the National Flag and

conventional cultural programmes signifying and promoting national unity, the various forms of the college also observe other significant occasion of national importance. For instance, film screenings of acclaimed documentaries are organised for students on the occasion of Gandhi Jayanti, Subhash Chandra Bose Jayanti and Vivekananda Jayanti. Lectures and talks are organised on the birth anniversary of Maulana Abul Kalam Azad, Rabindranath Tagore and Dr. B.R. Ambedkar.

The institution also celebrated this year - Teacher's Day, National Youth Day, Environment Day, Yoga Day, World Water Day, Voter's Day and International Women's Day with great enthusiasm and gusto, even though several of these occasions were observed in the online mode.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The two best practices successfully implemented by the institution during this academic session included:

1. Organizing co-curricular activities on the online mode

While in the session 2019-2020, the college had already started teaching-learning activities in the online mode, in this session, one of the best institutional practices was the effective conception and organization of co-curricular activities in the virtual mode.

Almost every department of the college organized guest lectures, inviting speakers of national and international repute to these sessions. The virtual medium, having conquered geographical distances, it became possible to bring students face-to-face with scholars and experts it might have been difficult to meet

otherwise.

Seminars, Workshops, Faculty Development programmes and training initiatives for non-teaching staff members were undertaken by the college virtually. Student Presentations, Viva-voce, Mentoring and Counselling Sessions were also undertaken through the virtual mode.

The various student platforms of the institution such as SPaRC, Women's Cell, NSS and Rotaract undertook a number of activities virtually. Speech, Debate, Elocution, Poetry and Essay Writing Competitions were successfully organized via this mode in addition to book-talks and art-mentoring workshops.

Online celebration of important days like Teacher's Day, Environment Day, Constitution Day, Farewell Functions etc. helped to enliven the dull monotony of online teaching. Alumni meets of various departments were also convened in the online mode.

Students and faculty members came up with new resources and learning to conceptualize and popularize such events. The art of making e-banners, e-posters, e-invitation cards, preparation of promotional videos and power-point presentations etc. were cultivated to make these events interesting.

Co-curricular activities are a significant part of student life and help to shape their personality in distinct ways. On the whole, it was great to see the college responding to the challenges of the pandemic and planning and conducting co-curricular activities in unique and innovative ways.

2. Contribution of the College towards Promotion of Pandemic Awareness and Vaccination Drives

Another significant institutional practice in this session has been the social contribution of the college towards the promotion of pandemic protocol awareness and its support to and encouragement of vaccination drives in the college and in the city.

The Mass Communication department of the college played a significant role in creating and disseminating information among students and in society regarding behaviour measures during the pandemic - the necessity of masks, sanitizers, social-distancing and on the necessity of vaccination - through posters, slogans

and jingles.

The College Auditorium was regularly used by the District Administration for vaccination drives. NSS volunteers of the college were instrumental in smoothly organizing these vaccination initiatives both in the college and in various camps in the city.

The NSS wing of the college undertook several initiatives to inculcate awareness regarding vaccination in nearby villages. Free distribution of masks and sanitizers was also an important focus of the NSS in this session.

Psychological counselling facilities to deal with Pandemic depression and uneasiness were made available to students through their mentors.

The Teachers' Association of the college also offered valuable physical, material and psychological support to teaching and non-teaching staff members affected by the Pandemic.

The Pandemic has well-tested the ethical and moral aspects of our behaviour and the institution has responded to its challenges with integrity and optimism.

| File Description | Documents |
|---|-----------|
| Best practices in the Institutional website | Nil |
| Any other relevant information | Nil |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

One important measure taken by the college in this session with regards to its priority and thrust, was the establishment of an Institutional Innovation Council (IIC) which will be implementing the National Innovation Start-up Policy, 2020 soon. The council has started facilitating training and providing pre-requisite infrastructure to encourage the faculty members/students to come up with new ideas that have a potential of commercial viability and are aimed at the common good. The council intends to provide entrepreneurial ecosystem to

establish start-ups based on innovative ideas across disciplines.

The college has nominated a faculty for National Innovation and Start Up Policy 2020 implementation (published on 07 December, 2020 Faculty Nominations by Higher Education Institutes for NISP Implementation (Phase-II of Nominations)). The nominated faculty has attended series of online/offline orientation and training sessions related to adoption, implementation, monitoring and evaluation of NISP implementation.

The council has already registered 200 students of the college and has organized a three-day orientation programme from 25th June-28th June 2021 on Innovation, Incubation and Entrepreneurship for students and faculty members from across the country. Around 850 responses were received for the event. The event was inaugurated by Mr Dipen Sahoo from MoE, GOI. During lockdown and Covid19 protocols, a team from the college participated in Toycathon in January 2021 for the very first time.

| File Description | Documents |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

The institution envisages the following plans in the next academic session:

- 1.To apply for postgraduate teaching in English
- 2.Implementation of Online Integrated MIS through a Pune-based service provider, Mastersoft College App for students and staff members.
- 3.To introduce more Online Certificate Courses
- 4.Purchase of more e-books and e-journals for the college library
- 5.Resuming coaching for NET
- 6.To conduct workshops on IPR and Entrepreneurship

- 7.To conduct Academic and Administrative Audit through an external body
- 8.Funding for teachers to attend seminars, workshops and conferences
- 9.Funding for book publication by teaching staff
- 10.Promotion of extension activities in departments
- 11.Installation of Solar Panels
- 12.Setting up of a Green House for medicinal plants
- 13.Adopting initiatives to green the campus
- 14.Developmental Programmes for Teaching and Non-teaching staff members
- 15.Motivational/Awareness Workshop for Students
- 16.To apply for accreditation by NIRF, ISO and other agencies
- 17.Workshops on Theatre/ Creative Writing and Fine Arts
- 18.Registration of Alumni Cell