



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	KARIM CITY COLLEGE
Name of the head of the Institution	DR. MOHAMMAD REYAZ
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0657-2431778
Mobile no.	8987602077
Registered Email	iqac@karimcitycollege.org
Alternate Email	office@karimcitycollege.org
Address	POST SAKCHI
City/Town	JAMSHEDPUR
State/UT	Jharkhand
Pincode	831001

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. S. M. YAHYA IBRAHIM
Phone no/Alternate Phone no.	06572431778
Mobile no.	9431759629
Registered Email	iqac@karimcitycollege.org
Alternate Email	office@karimcitycollege.org

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://karimcitycollege.ac.in/index.php/discover/iqac.html#iqac-year-wise-aqar
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://karimcitycollege.ac.in/index.php/discover/activities/academic-activity-calendar.html

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	79.25	2005	28-Feb-2005	28-Feb-2010
2	B	2.88	2012	15-Sep-2012	15-Sep-2017
3	B+	2.6	2018	26-Sep-2018	26-Sep-2023

6. Date of Establishment of IQAC	05-Apr-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Workshop on e-Waste Management	13-Feb-2020 1	279
Workshop on Coping Examophobia	18-Jan-2020 1	430
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Not Applicable	Not Applicable	Not Applicable	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

All feedbacks to be done online. Decision to introduce parents, Alumni, Teachers and Employers feedback. Decision to establish innovation Eco System and Incubation centre. Allocation of office space for Womens Cell. Replacement of old tubes bulbs with LED tubes as an energy saving exercise.

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

Plan of Action	Achivements/Outcomes
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To start PG in Chemistry.	Achieved
To organise workshops for students.	Done
To organize skill enhancement/motivational workshops for staff.	Not Done
To promote gender equality through various sensitization drives and events.	Achieved
To focus more on energy conservation efforts.	On going
To promote eco consciousness among students through various events.	Achieved
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
NAAC Steering Committee, Karim City College	25-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	31-Jan-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>MIS: The MIS in this College has five modules. 1. Admission Data Entry 2. Fee Collection 3. Library 4. Examination 5. Academic Departments</p> <p>1. Admission Data Entry is the first stage of MIS where a unique Enrollment Number and Class Roll Number is generated for newly admitted students and their relevant data is fed into MIS. This data is shared with other modules of MIS as per their requirement. A unique idcard is issued to each student. This idcard is RF Card which serves as FeeCard, Library Card and Identity Card. All required data like Gender, Caste, Scholarship,</p>
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	<p>Student Progression to Higher Education, Issue of Certificates, Finance, Digitization of all College records since 1965 have been managed through MIS. 2. Fee Collection: A student submitting fee produces idcard which on putting on the sensor, the whole fee transaction of that student appears on the screen. Dealing Assistant gets the information of all dues and collects the fee after making all required entries in MIS. 3. Library: Books are issued or returned when a student produces his/her idcard at the counter of College Library. After putting the idcard on the sensor the whole record of transaction of that student appears on the screen. The librarian gets the information about number of books issued to his/her credit and completes the process of issue or return. Record keeping of all library books and journals, development of a question pool containing questions of all parent University examinations, scanning of books/development of econtent etc. have been managed through MIS. 4. Examination: In examination, while issuing the admit card, certificates, Mark Sheet, C.L.C, Character Certificate, Bonafide Certificates etc, gets all the information about the student by putting the idcard on the sensor. If there are any dues, the student is asked to clear the dues at the fee counter. 5. Academic Departments: The departments get all the information like number of students opted for their subjects, list of admitted students with all relevant information, number and details of students appeared for university examination etc.</p>
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college follows the syllabus framed and implemented by the parent university. From the academic session 2017-18 the university has adopted and implemented the CBCS pattern both at the UG and PG level. At the beginning of the academic session the syllabus has been discussed at the departmental level and portions are distributed among the teachers. A soft/hard copy of the syllabus distribution has been given to the teachers concerned. The teachers

are asked to prepare their teaching plan and to adhere to the time frame. During the course of the semester/ session the HODs constantly ensures that the teacher concerned is adhering to the curriculum distribution and implementation. The practice of daily report, submitted to the Faculty In-charges at the end of the every week, also helps to assess the effective curriculum delivery. Student Feedback reports also help to keep a track of the curriculum implementation. Though the distribution of syllabus is done as per the area of interest/specialization of the teacher concerned but it is also ensured that the teachers should gain expertise in majority of the topics of the syllabus. Teachers are asked to use ICT and other teaching resources to enhance their teaching. The process of Continuous Internal Assessment (CIA) is also very helpful in this regard. In case of non completion of the course on time extra classes are arranged to complete the syllabus. A few departments follow a monthly assessment plan to ensure effective curriculum delivery. The teachers are also asked to submit the gist of their lecture which has been uploaded in the college website. Part of the curriculum delivery during 2019-20 has to be done in the online mode because of the crisis created by Covid-19. The teachers engaged online classes through Google Meet and uploaded study materials, audio/video lectures and ppts through the YouTube Channel (KCC E-quip) of the college. KCC E-quip has been established to facilitate the delivery of curriculum to the students during the lockdown period. Various departments of the college also organized e-lectures and invited guest speakers to speak on various aspects of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	01/12/2020	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Vishistacharya	NA	01/12/2020
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Vishistacharya	CBCS for all courses was already introduced in 2018	04/02/2020

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Add on CA	08/02/2020	10
Add on IT	08/02/2020	7

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany (Hons.)	46
BSc	Zoology (Hons.)	52
BA	Geography (Hons.)	244
BA	Psychology (Hons.)	20
BCA	CA (Hons.)	12
BSc	IT (Hons.)	62
BEd	Education	100
BA	Mass Communication	35
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The institution regards the feedback mechanism to be extremely vital for assessing its performance and for mapping future goals. Earlier, the institution obtained feedback only from its final year students and the process involved the manual filling-in of a feedback form that included questions on various aspects of the college - teaching and learning, student support and facilities, the ethos of the institution, its administration, management, etc. Realizing however, that student feedback alone was not sufficient to reflect the performance of the college on different levels, the IQAC from the 2019-20 session, decided to implement the measure of seeking feedback from the other stakeholders of the institution. Feedback is now obtained from students, parents, teachers, alumni and employers in order to obtain a holistic idea of the college's performance and to establish criteria for further improvement. Keeping in view the difficulty of manual processing of feedback as also the new normal demanded by the pandemic, feedback is now obtained online. Once the feedback has been received, the responses are sorted and tabulated by the statistics team of IQAC. The tabulated responses are then distributed among IQAC members for study, analysis and preparation of reports. A team of two faculty members each are responsible for the evaluation and preparation of the five feedback reports. The numerical data is verbally interpreted in the reports and the feedback is outlined for the understanding of everyone. Once the reports are prepared, the findings are presented by the IQAC to the Principal. The Principal communicates the reports to the teachers and the management through independent meetings. These meetings involve a detailed presentation of the Feedback reports by the IQAC and a brainstorming session by faculty members that helps to reflect on practices and policies for the

improvement of performance. Special attention is paid to suggestions that are offered by stakeholders in their feedback and to points where the college's performance has been less than average and satisfactory. On these points, the Principal convenes special meetings to discuss areas of weakness and the potential for strengthening them through improved policy and practice. Points on which the college has scored well are also taken into consideration and attempts are made to encourage the people or departments involved. Largely, the feedback or appraisal constitutes a significant method of evaluating the performance of the various departments and bodies of the college. Taking the feedback reports positively and working according to its demands, goes a long way in ensuring that the college is successfully living up to the expectations of society and its various stakeholders in the immensely challenging present.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	INFORMATION TECHNOLOGY	60	93	60
MCom	COMMERCE	60	105	60
BA	POLITICAL SCIENCE	100	95	86
BA	ENGLISH	150	158	149
BSc	PHYSICS	150	165	146
BSc	MATHEMATICS	200	197	185
BSc	ZOOLOGY	100	115	98
BA	MASS COMMUNICATION	60	98	60
MSc	MATHEMATICS	60	118	60
BCA	COMPUTER APPLICATION	60	90	60
BSc	INFORMATION TECHNOLOGY	60	93	60
MCom	COMMERCE	60	105	60

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	6244	476	67	Nil	32

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
99	90	43	12	4	15
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

During the session 2019-20, the institution has ably discharged its responsibility of mentoring students, both academically and personally. The faculty members help students in defining their problems, determining their course and generating ideas to arrive at a proper solution. Tutorial Classes, marked in the class routine, are also helpful in this regard. Students are encouraged to consult the teachers inside and outside the classroom with regard to their problems related to the curriculum. Students are also encouraged to solve the old question paper in order to make them aware about the examination pattern and examination management. In addition to classes allotted for regular teaching and learning, each department has allotted classes directed towards improving the speaking and particularly, the writing skills of students. Teachers analyze and comment on written material prepared by students at home whenever requested to do so. Special efforts are made to identify slow learners in class and to empower and benefit them through greater attention, additional resources, remedial teaching and through counselling with parents/guardians wherever required. In addition to academic mentoring, personal mentoring and career counselling are also offered by teachers within and outside the classroom. Students are encouraged to approach teachers with doubts, problems and dilemmas for counselling and mentoring and viable solutions are mostly provided either through individual or group discussions

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
6720	99	1:68

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
83	55	28	Nill	50

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Aaley Ali	Assistant Professor	As Executive Member of AGBJ(Association of Jharkhand). Geographers, Bihar and Jharkhand
2020	Dr. Aaley Ali	Assistant Professor	As DRC member in the PG Department of Kolhan University,Chaibasa
2019	Dr. Mohammad Reyaz	Assistant Professor	As DRC member in the PG Department of Kolhan University,Chaibasa

2019	Dr. Md. Moazzam Nazri	Assistant Professor	DRC Member Nominated by Vice Chancellor, Kolhan University, Chaibasa
2019	Dr. Md. Moazzam Nazri	Assistant Professor	Member of Editorial Board of Journal - "Kolhan University Journal of Commerce and Management"
2019	Dr. G. Vijayalakshmi	Assistant Professor	Member of Editorial Board of Journal - "Kolhan University Journal of Commerce and Management"
2019	Dr. Md. Moazzam Nazri	Assistant Professor	Member of Editorial Board of Journal - "Kolhan University Journal of Commerce and Management"
2019	Dr. G. Vijayalakshmi	Assistant Professor	Member of Editorial Board of Journal - "Kolhan University Journal of Commerce and Management"
2020	Dr. Mohammad Reyaz	Assistant Professor	Appointed as Acting principal Karim City College, Jamshedpur
2019	Dr. Neha Tiwari	Assistant Professor	Nominated as Chief Advisory Board, Jharkhand National Film Festival
2020	Dr. Md. Moiz Ashraf	Assistant Professor	BOS PG Dept. of Mathematics, KU, Chaibasa
2020	Dr. Md. Moiz Ashraf	Assistant Professor	BOS PG Dept. of Mathematics, Jamshedpur womens' college, Jamshedpur
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end

				examination
BCom	BCom	SEM-4/2019	19/10/2019	03/02/2020
BSc	BSc	SEM-4/2019	19/10/2019	03/02/2020
BA	BA	SEM-4/2019	19/10/2020	03/02/2020
BSc	INFORMATION TECHNOLOGY	SEM-4/2019	19/10/2019	03/02/2020
BA	MASS COMMUNICATION	SEM-4/2019	19/10/2019	03/02/2020
BCom	BCom	SEM-2/2019	08/02/2020	23/07/2020
BSc	BSc	SEM-2/2019	08/02/2020	23/07/2020
BA	BA	SEM-2/2019	08/02/2020	23/07/2020
BSc	INFORMATION TECHNOLOGY	SEM-2/2019	08/02/2020	23/07/2020
BA	MASS COMMUNICATION	SEM-2/2019	08/02/2020	23/07/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college carries out the process of Internal Assessment as mandated by the university curriculum and according to the individual perceptions of requirement. Apart from conventional written tests a host of other methods such as assignments, seminars, ppt presentations, viva, quizzes and models and posters etc. are continuously organized by the departments. The college has given full autonomy to the departments with regard to Internal Assessment and Evaluation. The departments assess the students on different levels and through the variety of methods mentioned earlier. Students are also assessed on their academic performance in the class, on their participation in Co-curricular activities, on their behavior, attendance and their overall bearing. Though these assessments are not quantifiable but students are informed about teacher's feedback on them. The quantified assessment of a student's academic performance is very clear, transparent and impartial. Evaluated answer books, projects, assignments etc. are returned to the students. Their marks are made accessible to them and they are encouraged to their department in case of any grievance. The performance of the students in Internal Assessments is recorded and tracked for identifying advance and slow learners and also for achieving better outcomes in future. The parents are also informed about the performance of their ward through parent teacher communication during parent teacher meetings. The college through its departments and teachers maintains complete impartiality and transparency in Internal Assessments, Dates of tests, seminars, viva, assignment submission etc. are informed to the students well in advance. Answer books are share in the class rooms and given back to the students. Marks are duly displayed. No genuine students are made to feel let down in the process of evaluation. Marks are awarded on the basis of student's performance, active participation, attendance, leadership qualities and contribution in the activities of the department or college or both in case of any discrepancy with regard to internal assessment or evaluation award of marks the students are free to contact their teacher concerned or the Head of their department. In case the grievance persists on part of the students they may also contact the Examination Cell or the Grievance Redressal Cell of the college where utmost care has been taken to sort out the grievance to the full satisfaction of the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250

words)

While the college is required to follow the academic calendar of the parent university with regards to commencement of classes, examination and declaration of result still the college prepares its own academic calendar at the beginning of each academic session and tries to adhere to it the utmost. Each department frames its own annual activity including academics and plans test, viva voce, assignments, seminars, workshops etc. The IQAC compiles the academic and activity calendar and the same is uploaded in the college website. The departments, in the course of preparing their teaching plan at the outset of each session/semester, ensure a tentative time frame for the completion of syllabus, mid-term assessments, curricular and co curricular activities. Continuous Internal Assessment and Evaluation is carried out by the each department as mandated by the curriculum and the parent university. Apart from conventional written tests, evaluation is carried out through a host of co curricular activities - like student seminars, ppt presentations, projects, assignments, poster/model making, viva voce, quizzes etc. The performance of the students is also communicated to their parents. Special attention is paid to the students who do not perform well. As a good part of the academic session 2019-20 witnessed online teaching hence a lot of CIE was done online in the form of online assignments, online viva and MCQ tests through Google Forms. The institution duly adhered to the academic calendar laid down by the parent university with regards to syllabus teaching, completion and evaluation during the session 2019-20. The departments, in the course of preparing their teaching plan at the outset of each semester, laid down a tentative time frame for syllabus completion, mid and end term assessment tests, curricular and co-curricular activities and declaration of feedback and marks. The dates for final examination were announced by the parent university and the college was happy to send in well prepared students for the same.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://karimcitycollege.ac.in/index.php/discover/academic/outcomes.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	ENGLISH	97	90	92.78
BSc	BSc	CHEMISTRY	82	67	81.71
BSc	BSc	ZOOLOGY	70	66	94.29
BSc	BSc	PHYSICS	121	102	84.30
BSc	BSc	MATHEMATICS	123	110	89.43
BCom	BCom	ACCOUNTS	617	575	96.19
BA	BA	MASS COMMUNICATION	39	37	94.87
BSc	BSc	IT	48	45	93.75
MSc	MSc	MATHEMATICS	56	51	91.07

MCom	MCom	ACCOUNTS	52	44	84.62
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://karimcitycollege.ac.in/index.php/discover/igac.html#student-satisfaction-survey>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Industry sponsored Projects	90	Kolhan University Chaibasa	10000	10000
Industry sponsored Projects	180	Association of Sacred Heart Alumni	75000	75000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on IPR	IQAC	12/01/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	08/12/2020	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	15/12/2020
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Geography	1
Commerce	3

Bangla	1
Education	2
Hindi	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	3
National	Bangla	1	0
National	Education	3	0
National	Hindi	3	0
International	Commerce	2	3
International	Education	1	0
International	English	5	0
National	Geography	6	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi	1
Education	2
Bangla	2
History	2
English	4
Commerce	4
Geography	6
Information Technology	1
Computer Applications	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2019	1	NA	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2019	1	1	NA

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	30	84	9	3
Presented papers	14	14	1	Nill
Resource persons	Nill	5	4	Nill
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Friendship Day	NSS, KCC	5	35
World Population Day	NSS, KCC	6	25
Jal Shakti Abhiyaan	NSS, KCC	2	30
International Day Against Drug Abuse	NSS, KCC	4	25
International Yoga Day	NSS, KCC	4	35
World Environment Day	NSS, KCC	6	30
Gandhi Jayanti	NSS, KCC	11	200
Communal Harmony Week	NSS, KCC	12	400
Blood Donation Camp	NCC,KCC NSS KCC RAC KCC	6	150
4 Week Voter Awareness Campaign at sakchi market ,bistupur market, PM mall, JFC match ,XLRI, DC office etc	Government of JharkhandNSS, KCC	6	60
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
TSC	Best Cadet Got Rs. 3000	DDG Brig. Brijesh Kr. Garg.1	1

TSC	Best Cadet Got Rs. 500	CO (Col. Vikrajeet Singh Panag)	1
NIC (National Integration Camp), Hazaribagh	Team Jharkhand	Government of India, Ministry of youth and sports affairs	2
Pre RD camp	Representative of team Jharkhand	Government of India, Ministry of youth and sports affairs	2
RD Camp	Representative of Jharkhand on Rajpath	Government of India, Ministry of youth and sports affairs	1
National Debate Competition	Special jury choice award	Aastha School of Management, Bhubneshwar	1
Special Camp	Participation Certificate	Government of India, NSS Karim City College	50
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Yoga Day	2/37 JH BN NCC (KCC)	Yoga	1	20
Swachata Abhiyan	2/37 JH BN NCC (KCC)	Swachata Abhiyan	1	130
Republic Day	2/37 JH BN NCC (KCC)	Parade	1	125
Guard of Honour to Vice Chancellor	2/37 JH BN NCC (KCC)	Guard of Honour	1	15
Blood Donation Camp	2/37 JH BN NCC (KCC)	Blood Donation	1	90
RUN-A-THON MARATHON RUN	TATA STEEL	Marathon Run	Nill	25
Independence Day Parade	Battalion	Parade	Nill	10
Kargil Diwas Week	2/37 JH BN NCC (KCC)	Cultural	1	120
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
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NA	NA	NA	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Regular	Internship	Udit Vani	10/10/2019	20/11/2019	1
Regular	Internship	Nyayshastram	27/05/2020	17/06/2020	1
Regular	Internship	Dhwani A Youth Enclave, Tata Steel	12/08/2019	13/08/2019	1
Regular	Internship	Tata Steel Rural Development Society	14/11/2019	30/11/2019	1
Regular	Internship	Tata Steel Rural Development Society	08/08/2019	21/08/2019	1
Regular	Internship	Prasar Bharti All India Radio, Jamshedpur	25/07/2019	30/07/2019	1
Regular	Internship	Jharkhand National Film Festival	15/10/2019	18/10/2019	1
Regular	Internship	Jeevan	10/09/2019	10/09/2019	1
Regular	Internship	SPArC. KCC	02/03/2020	07/03/2020	1
For School Internship	Practice Teaching	1. R.P. PATEL HIGH SCHOOL, Jugsalai 2. HARIJAN UCHHA VIDYALAYA , Bhalubasa 3. CENTRAL KARIMIA GIRLS, SAKCHI 4. ADIWASI HIGH SCHOOL, Sitaramdera 5. PUPILS	18/11/2019	11/01/2020	100

ACADEMY
MODERN HIGH
SCHOOL,
Baradwari 6.
RAJASTHAN
VIDYA MANDIR
HIGH SCHOOL,
Sakchi 7.
TATA WOR

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Hulladek	06/06/2020	Management of Electronic and Electrical Waste Waste	279
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
135	120

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with LCD facilities	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SQL (MIS)	Fully	2.0/2.1	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	54560	10432320	1093	459825	55653	10892145

Journals	73	154000	4	16375	77	170375
e-Books	4200	Nil	Nil	Nil	4200	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. S M Yahiya Ibrahim	Francis Bacons Of Studies	KCC E-quip	01/04/2020
Dr. Aftab Alam Ansari	Importance of coordination	KCC E-quip	01/05/2020
Dr.Aaley Ali	Geography of Jharkhand	KCC E-quip	02/04/2020
Dr. Anwar Shahab	Political Culture	KCC E-quip	02/04/2020
Dr Farzana Anjum	Rural development	KCC E-quip	02/05/2020
Dr Asghar khan	Indicator diagram	KCC E-quip	05/05/2020
Dr. Sk Anwar Ali	Income from salaries	KCC E-quip	02/05/2020
Dr Md Tufail Ahmad	Hermites differential equation	KCC E-quip	05/05/2020
Dr Kauser Tasneem	Vijaynagar Empire	KCC E-quip	04/05/2020
Dr. Md Reyaz	Geography: Types of forest in India	KCC E-quip	09/04/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	208	150	2	1	3	43	10	10	0
Added	38	0	0	0	0	29	0	200	0
Total	246	150	2	1	3	72	10	210	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

210 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
KCC E-quip	https://karimcitycollege.ac.in/index.php/kcc-e-quip.html

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
65	62	6	5

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college ensures that its physical, academic and support facilities are well-utilized. The Heads of Departments and Prof-in-Charges of different bodies and platforms are responsible for the upkeep and optimum utilisation of the physical, academic and support facilities allotted to their departments by the college. The Routine In-charges are instructed to draft the routine keeping in mind the facilities available and ensuring their utilization to the optimum. The campus being small, all its facilities are thoroughly active from 8 a.m. to 8:30 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. In this entire duration, 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 Head of Departments concerned are responsible for the laboratories. The Librarian and the Prof-in-Charge of library are authorized to look after the library facilities. The Sports In-Charge and Common Room In-charges for the Boys and Girls Common Rooms respectively, are responsible for the maintenance of the related facilities. The college has appointed a Prof-in-Charge to look after all the Computer and IT ICT related issues. The computers and the electronics items are used 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 and Waste management in the campus is taken care of by JUSCO, a sister concern of Tata Steel. In addition to this, all faculty members, non-teaching staff and students evince a deep sense of responsibility for the infrastructure within the college campus. Through mutual respect, faith and responsibility, every member ensures that the facilities available are well-utilized and there is as little damage and waste as possible.

<https://www.karimcitycollege.ac.in/index.php/discover/iqac.html#policy-for-maintaining-and-utilizing-physical-academic-and-support-facilities>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College	320	640783
Financial Support from Other Sources			
a) National	1. Moma 2. E-Kalyan	438	0

b) International	NA	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counseling on Anaemia	30/11/2019	220	Dr. Mousumi Ghosh, Senior Consultant, TMH
Counseling on Women Rights	16/03/2020	190	Mrs Barnali Chakraborty, secretary of NGO YUVA
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	CARRIER COUNSELING SESSION	Nill	276	Nill	Nill
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Electrosteel Steels Ltd (Vedanta Group), Concentrix Ltd, Reliance Nippon Life Insurance Co.	164	22	NA	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	6	"B.A (Hons) in Political Science "	Department of political science	"Delhi University NSIBM Ranchi university IGNOU JSR BHU Co-Operative College Jamshedpur "	"Faculty of law Bachelor of education Masters in political science Masters in political science Master in political science Master in political science "
2019	35	Karim City College, Jamshedpur	Mass Commu nication & Video Production	"Indian Institution of mass Comm unication-1 Makhanlal Chaturvedi University Bhopal-3 Ranchi University-2 St. Xavier C ollege,Ranch i-2 MAAC-1, Aaliah Univ-1, Lovely Professional University-1 , Karim City College-4 "	"Indian Institution of mass Comm unication-1 Makhanlal Chaturvedi University Bhopal-3 Ranchi University-2 St. Xavier C ollege,Ranch i-2 MAAC-1, Aaliah Univ-1, Lovely Professional University-1 , Karim City College-4 "
2019	25	Karim City College, Jamshedpur	Arts, Science, Commerce	PG Department of Arts, Science and Commerce of Karim City College and other colleges providing PG Courses by Kolhan University and other private	M.Sc, M.Com, M.B.A. Professional courses like ICAI, ICS, ICWAI and others

				Universities like Arka Jain, NSU.	
2019	6	BCA	Computer Applications	BIT, Mesra, Chandigarh University, IGNOU, Hamdard College, New Delhi	MCA
2019	4	B.Sc I.T (Hons)	Information Technology	Bharati Vidyapeeth	MCA
2019	50	"B.A. Honours in Geography"	Geography	Jamshedpur Workers College, Jamshedpur Women's College and other Institutions	M.A. and B.Ed.
2019	31	Kolhan University Chaibasa	Chemistry	Central University, Jsr. Co-operative College, and Jsr. Women's College	Masters of Science
2020	5	B.SC Sem VI	Botany	Loyla School, DBMS School	B.ED / MBA
2019	11	Karim City College, Jamshedpur	PG Department of Mathematics	Karim City College, Jamshedpur	M.Sc. Mathematics
2019	150	Karim City College, Jamshedpur	Commerce	PG Department of Commerce of Karim City College and Other Colleges providing PG Courses by Kolhan University and other Private Universities like Arka Jain Uni, NSIBM, ICAI, ICS, ICWAI.	"M.Com M.B.A. Professional Courses such as CA, CS, ICWA, etc. "

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Dslr, Mobile photography, Rangoli, Face Painting, Painting, Sketching, Collage - Satrang - Strokes	Intra college	86
Western and Bollywood Singing Competition - Satrang - Mélange Medley	Intra college	35
Art Exhibition - ART BEAT	Intra college	50
A discussion and literary exchange among the renowned writers and students-Adav Nava - Mukalmaa	Intra college	53
Musical Ghazal Competition - Adav Nava - Bait Baazi	Intra college	14
An interactive session with the Author Dr. Pankaj Mitra - Adav Nava-Meet the author.	Intra college	46
A non-competitive poetry recitation in Hindi, English, Urdu, Bangla - Adav Nava - Bazm-E- Shayri.	Intra college	18
A story telling session in Hindi and English - Adav Nava - Raavi.	Intra college	6
Poetry Competition in Hindi, Urdu, Bangla English - We...the poets.	Intra college	67
Creative writing competition in Hindi, Urdu, Bangle English -Qalamkaar.	Intra college	79
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	1st position in mock press event "News Room" organized by XLRI Jamshedpur.	National	Nil	1	BSPHY17134	Shreya Chakraborty
2020	"1st position in Poetry Competition in Amity Youth Forum Organized Amity , University, Uttar Pradesh. "	National	Nil	1	BSPHY17134	Shreya Chakraborty
2020	Among the top 30 best poems in the lockdown musings organized by V.G. Vaze College , Mumbai.	National	Nil	1	BSPHY17134	Shreya Chakraborty
2020	Among the top 40 best poems in the lockdown musings organized by V.G. Vaze College , Mumbai.	National	Nil	1	BAENG17040	Rifsha Hassan
2020	Poem got published in the national level literary journal 'the Indian periodical	National	Nil	1	BAENG17137	Shreesti Kumari

2020	Best Actor in 'AAJ National theater, dance, music festival.'	National	Nill	1	MCMAS17024	Aakash Kumar Jha
2020	Best Actor in 'Chandrabhaga Mahotsav, Bhuvneshwar'.	National	Nill	1	MCMAS17024	Aakash Kumar Jha
2020	Best Actor in 'Spandan Rourkela International Festival'.	International	Nill	1	BAENG19114	Rajesh Tudu
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Though the college does not have a formal Student Council, it makes it a priority to ensure the representation and participation of students in the day-to-day workings of its various administrative bodies as well as during special functions and events of the institution. The college proudly claims to be the only college in the parent university that ensures maximum involvement and maximum participation of its students in its administrative functions and its curricular and co-curricular planning and execution. The college has several bodies composed exclusively and entirely of student representatives. The college's literary and cultural forum, SPArC, for instance, 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 Sparking Span is managed and published by students, its Editor, Joint Editors, and Sub Editors, all being students. The Rotaract Club of the college has a full-fledged student body with students as President, Vice President, Secretary, Treasurer, Directors and members. The NCC and NSS wings of the college are vibrant bodies with students at the helm of planning and execution. 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

2442

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of the College organizes an annual meeting sometime during the winter months to meet its members, take suggestions from them and strengthen its linkages. This time a virtual meet was held in January which was attended by a large number of alumni members from different parts of the country, owing to the ease of connecting on a virtual medium. 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 counseling to students. In this session, several departments took the advantage of the virtual medium to organize such talks and events by alumni members.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college strives to accomplish a decentralization of the decision-making process and to inculcate and endorse principles of participative management. 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. The first 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 co-curricular activities. Since full-fledged reliance on virtual modes of communication requires a great deal of technical support, the teaching and non-teaching 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.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	The college is primarily geared towards keeping its teaching and learning processes updated and productive. The following steps are taken in this regard: 1. Enhanced use of ICT in the classroom and develop a model of blended learning. 2. Encourage the use of e-books, audio-books, videos and free online resources in classrooms. 3. Personalize the learning experience of the student 4. Empowering students to be active learners. 5. Implement Quality Management System (QMS) in the teaching learning process. 6. Improvement in library and laboratory resources and other institutional facilities. 7.

Improvement in delivery modes. 8. Improvement in student-teacher interface. 9. Effort to devise Best Practice Principles (BPP). 10. Continuous assessment and improvement.

Examination and Evaluation

As an affiliated college, the end-semester exams and evaluation is taken care of by the parent university. The parent university handles all final examinations, its evaluation and the publication of results. Grievances related to final results are also looked after by the parent university. However the format and manner of conducting and evaluating the Continuous Internal Assessments (CIA) is taken care of by the college. The College ensures that Internal tests projects and other Internal Assessment related activities like Student Seminar, Poster Making, assignments etc. are done in a proper and timely manner and that assessment becomes a joyful learning process for students.

Research and Development

The College primarily has UG courses. In the last few years, some PG courses have also been introduced. The library and laboratory facilities of those departments where PG courses are running viz Maths, Mass Communication, Psychology, Urdu and Chemistry, cater to research requirements. Apart from this undergraduate research is inspired in students through assignments, presentations and projects. The university has introduced a project paper in the final semester in its CBCS curriculum with an intention to acquaint students with the basic parameters and processes of research.

Library, ICT and Physical Infrastructure / Instrumentation

The following measures are taken by the college toward this: 1. Digitization of Books for virtual use. 2. Procurement of ebooks. 3. Training and motivating teachers for enhanced use of ICT. 4. Emphasis on using free online resources. 5. Encouraging teachers to prepare e-content 6. Energy conservation efforts to improve infrastructure. 7. Updated Library and Laboratories. 8. MIS, LAN, ICT etc. 9. WiFi, CCTV, Digital Notice Boards 10. Software for converting written books into audio books.

Human Resource Management

1. Utilization of skill, competence and efforts of individuals. 2.

	<p>Developing a strong and strategic organizational infrastructure. 3. Increasing the efficiency and effectiveness of all staff. 4. Increasing the capacity for creativity, innovation and problem solving. 5. Employees benefits, respectful workplace, recruitments, perks and enrolments, welfare measures etc.</p>
Industry Interaction / Collaboration	<p>1. Linkages, Collaborations, Internships with local industrial or business enterprises 2. Effort to bridge Industry-Academia Gap 3. Knowledge management and Change management. 4. The Department Mass Communication is making documentaries for TATA STEEL. 5. The Department of Chemistry and Geography are Interaction with National Metallurgical Laboratory (NML) and UCIL 6. Placement drives of different multinational companies. 7. Skill Development Programme with TISS.</p>
Admission of Students	<p>1. Publication of College Prospectus 2. Admission Notification in local newspapers. 3. Admission notification in website. 4. Facility of online admission. 5. Online Readmission in 2nd and 3rd year.</p>
Curriculum Development	<p>Being an affiliated unit of Kolhan University, Chaibasa, the College adheres to the curriculum prescribed by the parent university. Several teachers of the college, however, are members of the Board of Studies constituted by the PG departments of the parent university and voice their opinions and suggestions on its syllabus-drafting process. Though committed to the parent university's syllabus, the teachers of the institution make constant efforts to keep students updated on information and knowledge outside the curriculum. The college gathers data and feedback on the curriculum from students and shares it with the university. Faculty members try to identify the latest trends in teaching and try to broaden students' ideas by organizing guest lectures, workshops and seminars on relevant topics.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	<p>1. Connectivity of office staff. 2. Connectivity with management. 3. Timely decisions, timely implementation. 4.</p>

	Transparency 5. Improvement in services to stake holders. 6. Sharing of notifications and other information. 7. Computerized Fee Collection.
Finance and Accounts	1. Computerized Accounting. 2. Use of Tally ERP Software. 3. Online Transactions 4. Computerized Fee Collection. 5. Cashless transactions.
Student Admission and Support	1. Online Admission. 2. Publication of online selection list. 3. Computerized Fee Counters. 4. RFID Cards. 5. MIS based transaction including library and offices.
Examination	1. Online Registration. 2. Online Examination Forms. 3. Online Admit Cards. 4. Online Mark sheets.
Planning and Development	Egovernance has been ensured in the followings: 1. Policy Making, Budget 2.Quick and optimal decision making 3. Preparation of roadmaps.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NA	NA	NA	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NA	Awareness Programme on Admission through Chancellor Portal	01/06/2019	01/06/2019	Nil	28
2020	NA	Book Keeping Data Entry	20/02/2020	20/02/2020	Nil	30
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
De-Mistifying Mindfulness	1	06/06/2019	06/08/2019	60
Science of success: what researchers know that you should know	1	29/06/2020	29/06/2020	1
One week Faculty Development Programme on Entrepreneurship, Incubation, Innovation from June 23- June 29, 2020 organised by Teaching Learning Centre, Ramanujan College, University of Delhi with MMMNMT.	1	23/06/2020	29/06/2020	7
One week Faculty Development Programme on Open Source Tools for Research from 08- 14 June 2020 organised by Teaching Learning Centre, Ramanujan College, University of Delhi with MMMNMT.	1	08/06/2020	14/12/2020	7
Three Day Faculty Development Programme on Media and Future from 17.06 2019 to 19.06.2020 organised by	1	17/06/2019	19/06/2020	3

Patrician College of Arts and Science Channai.				
Faculty Development Programme on Managing Online Classes Co-creating MOOC 2.0 from 18May - 3June 2020 organisedby Ramanujan College, New Delhi with MMMNT	1	18/05/2020	03/06/2020	14
PDP on Technology efficiency	21	30/06/2020	14/07/2020	14
Three Day Online Workshop on Online Course Design, Development and Delivery organized by HRDC, University of Hyderabad.	2	07/05/2020	09/05/2020	3
2 weeks FDP (Managing Online Classes and Co-creating MOOCS- 2.0) Sponsored by MHRD, Organized by RC, University of Delhi, under PMMMNMTT	1	18/05/2020	03/06/2020	17
3 days National online Faculty Development Programme (FDP) and Management Development Programme on Research Methodology Tools and Techniques. Organised by INSPIRA Research	1	29/05/2020	31/05/2020	3

Association and
LBSPG College,
Jaipur

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1	1	3

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Audit is an important process of maintaining a check on income, expenditure, assets and liabilities. The College ensures to conduct internal and external financial audits after the closure of every financial year. The external audit of the college is conducted by the Finance Department of the Govt of Jharkhand. It checks the yearly salaries disbursed by the Government to teaching and non-teaching staff working against sanctioned posts and the income received by the college through Tuition Fees and other sources. Its audit report is submitted to the HRD, Government of Jharkhand. The College maintains its books of accounts in Tally ERP9 which is a licensed software used by the College. The college conducts its internal audit at the end of every financial year through a registered Chartered Accountant who conducts the audit work through physical verification of books of accounts, bills and vouchers, bank statements etc. The Audit reports are presented before the College Governing Body in its meeting and all aspects are meticulously discussed.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

331400000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Internal Audit Team
Administrative	No	NA	Yes	Internal Audit Team

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Although the institution ensures a regular interaction and communication with parents via annual Parent Teachers meetings and includes parent representatives in most administrative bodies of the institution, it does not yet have a Parent Teacher Association as such. We hope to come up with such a body in the days to come.

6.5.3 – Development programmes for support staff (at least three)

The institution ensures the growth and welfare of its support staff through regular administrative and welfare measures. Attempts are made to conceive development programmes to empower them with greater knowledge and skills. The following development programmes have been carried out for the support staff during this session: 1. Workshop on Safety in the Community 2. A talk on 'Gender Discrimination and Legal Aid' 3. A talk on 'COVID 19: Sanitization and Safety'

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. The Department of Chemistry has established itself as a full-fledged PG department with consent from the parent university. 2. The college has entered into an MoU with a Kolkata-based company Hulladek for management of its e-waste. 3. The college has promoted gender-sensitization in the campus through many initiatives by Women's Cell. 4. The Department of Mass Communication of the institution has entered into linkages with the All India Radio, several media houses and the corporate houses of Tata Steel and Jusco in order to offer internships, project works, and on-job training to students. 5. The institution has ordered the software 'Divya Nayan' for its library for facilitating the translation of Hindi language into an aural format for the benefit of visually challenged students. This is in addition to the Lex software for aural translation of English written texts which the institution had installed earlier.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Workshop on Coping Examophobia	18/01/2020	18/01/2020	18/01/2020	430
2020	Workshop on e-Waste Management	13/02/2020	13/02/2020	13/02/2020	279
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants
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			Female	Male
Guftagu : Come and Talk	13/11/2019	13/11/2019	127	113
Literacy Day	15/11/2019	15/11/2019	23	11
Dental Health Check up Camp	18/11/2019	18/11/2020	119	94
Annual Essay Competition	21/11/2019	21/11/2019	42	35
Annual Comic Scripting competition	21/11/2019	21/11/2019	17	11
"Annual Lecture/Talk On Women and Well- Being "	30/11/2019	30/11/2019	175	45
"International Women's Day Celebrations "	16/03/2020	16/03/2020	109	81
"International Human Rights Day : Poster competition Non competitive "	10/12/2019	10/12/2019	14	10
Poster Making competition	23/11/2019	23/11/2019	22	24
No Fire Cooking :Salad Dressing	23/11/2019	23/11/2019	45	15
No Fire Cooking : Sandwich Making	23/11/2019	23/11/2019	36	6
Speech competition	14/01/2020	14/01/2020	6	7

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>Though the college is not using alternate energy sources to meet its power requirement in the present, such initiatives are being planned and are in the offing. One important area charted out by the college in keeping with environmental considerations is the management of e-waste. An increase in e-management and a paperless office entails greater e-waste and the college is well-aware of its hazards. 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. Apart from this, the college stresses on LED lighting to minimize power consumption and the hospitality staff of the institution make sure to ensure all lights and fans are off in a</p>

classroom after the class has been dismissed. The college also inculcates ecological awareness among students through plantation drives, lectures on the subject and essay and poster competitions.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	250
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	45
Scribes for examination	Yes	5
Braille Software/facilities	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nil	1	19/01/2020	1	Dengue Polio Camp at Kapali Village	1. Villagers were made aware about diseases like Dengue and Polio. 2. Training of villagers about the precautionary measures.	37
2020	Nil	1	05/05/2020	1	Mask Distribution	1. People were made aware of Covid-19 pandemic. 2. People were made aware of use of Mask. 3. Organised free mask distribution campaign.	30

2019	1	Nill	03/09/2019	1	Field Visit of Sem-IV students from Botany Departments	1. Visit to near by Botanical spot. 2. Collection of botanical specimens. 3. On spot teaching and learning.	48
2019	1	Nill	12/09/2019	1	Field Visit of Sem-I students from Botany Departments	1. Visit to near by Botanical spot. 2. Collection of botanical specimens. 3. On spot teaching and learning.	29
2019	1	Nill	18/11/2019	30	School Internship of B.Ed students	1. Teaching practice of students. 2. Making lesson plan. 3. Making teaching aid.	100
2019	Nill	1	15/07/2019	1	Haludbani Cleanliness Drive	1. Local drainage and Road were cleaned. 2. People were made aware about cleanliness. 3. People were made aware about hygiene.	50

2019	Nill	1	29/10/2019	1	Voter awareness campaign meeting at DC office	People were made aware their voting rights.	32
2019	Nill	1	31/10/2019	1	Run for Unity	People were made aware about unity, integrity and harmony.	33
2019	Nill	1	30/10/2019	30	One Month Voter Awareness Campaign at sakchi market ,bistupur market, PM mall, JFC match ,XLRI, DC office etc	People were made aware their voting rights.	66
2019	Nill	1	25/12/2019	7	7 day Special Camp at Kapali Village for 2019 batch of NSS	1. Volunteers participated in cleanliness drive. 2. Students volunteered in teaching local school. 3. Blankets were distributed among the villagers. 4. Organized community games for local children. 5. Conducted a village survey.	67

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbooks of Human Values, Professional Ethics Code of Conduct	11/03/2020	The Handbook of Code of Conduct is uploaded on the college website. The code of conduct for students is published every year in the college prospectus and reiterated in the Induction Meeting for freshers every year. The code of conduct for teachers is also stressed annually in the session's first meeting of the teachers with the IQAC and the Principal. The code of Conduct is reviewed from time to time and observations and suggestions are sought from the various stakeholders of the institution for incorporation.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Run for Unity	31/10/2019	31/10/2019	30
Communal Harmony Week	12/12/2019	19/12/2019	400
Blood Donation Camp	09/01/2020	09/01/2020	150
One Day Awareness Programme on Drug Abuse and Capacity Building	12/03/2020	12/03/2020	55
A Video was Made by Volunteers as a Tribute to Corona Warriors	03/05/2020	03/05/2020	25
Bird Feeding	14/05/2020	14/05/2020	35

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The College is very conscious of the need to be attuned ecologically to the needs of the environment and to inculcate a strong eco-consciousness among its staff members and students. The various measures adopted by the college to make the campus eco-friendly are: 1. Plastic-free Campus: The use of polythene bags is banned completely on the campus and all students and staff-members are encouraged to use canvas and paper bags to replace plastic as both

environmental necessity and ethical virtue. 2. Paperless Office: The widespread use of computers, total office automation and MIS has enabled the college to minimize the use of paper. During the last pandemic year, new modes of virtual documentation have been formulated through google forms and e-applications and reports which has further contributed to our goal of a paperless office. 3. Green landscaping: Initiatives are also undertaken to ensure plants and trees in abundance in the two campuses of our college. Saplings are offered to our guests and visitors instead of flower bouquets as part of our green initiatives. At least two annual plantation drives are organized by NCC/NSS/Rotaract Club to promote ecological awareness in students. 4. Encouragement to use bicycles and public transport: A substantial number of our students and non-teaching staff use bicycles. Public transport is also used by a large number of students. The NSS and Rotaract Club of the college organize regular sensitization drives to motivate students toward the use of bicycle and public transport. 5. Sensitization through Lectures/Seminars/Workshops: The environment being a major thrust area of our lives, efforts are made to promote ecological consciousness among students and staff-members through organization of lectures/ seminars/ workshops on the various issues relating to the environment and the threat looming large upon it. 6. Use of LED lighting: The College uses LED tube lights and bulbs for its lighting needs, thus ensuring wise use of electricity in the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The institution attempts to keep upgrading itself both in terms of its academic quality and infrastructural facilities. The objective is to keep abreast of the times and to synchronize teaching and learning with the latest trends so that students are not only benefitted but also motivated deeply towards academics and co-curricular activities. Every year, the college takes up a few new ideas for implementation with a view to strengthening itself. Some ideas are implemented with remarkable success while certain others need to be revised and adjusted to make them more practicable. The institution designates its best practices upon the success rate of a given idea. The two best institutional practices in this session may be put forward as follows: 1. Gender-Sensitization Drive: The idea of gender binaries and gender stereotyping hamper the healthy growth of a society and prohibit an association of people based on their essential and common humanity. It is important for young minds to unlearn any such orthodox ideas regarding gender that they might have internalized during their upbringing and to appreciate gender diversity and practice non-discrimination. In this session, the college invested considerable time and resources on gender-sensitization drives within the campus with a view to make the campus gender-inclusive and to dispel stereotypes with regards to the idea, performance and potential of gender-roles. The Women's Cell of the college played a significant role in this by conceiving and spearheading several initiatives in this regard. The session with a Gender-Talk programme titled Guftagu. The Urdu word 'guftagu' denotes a warm, informal communication corresponding to gossip or conversation and the idea was to generate an informal discourse between students on everyday ideas of gender privilege and bias. A minimum of twelve students (six boys and six girls) from each department were invited to participate in the discussion and share their views on the discriminations and injustices they faced as a result of their gender. The programme was held in the college auditorium and the discussion registered a huge success with a large number of boys agreeing that sexism was harmful for them too and that the deconstruction of gender would liberate them too from stereotypes. The second programme organized by Women's Cell with a view to forwarding the gender conversation was a themed presentation on gender roles by student members of the Cell. The students prepared an elaborate power-point

presentation pointing out gender disparities and marginalization of women in society. Speech, poster and essay competitions on the theme of gender were also organized during this session with a view to bring out the various opinions of students on the subject. Some posters were more eloquent and symbolic than entire presentations put together. A salad and sandwich-making competition was also organized in which several groups of boys were invited to participate. It was concluded with a general discussion on the participation and involvement of male members of the family in domestic work. A talk on 'Anemia in Youth' was also organized with a view to draw attention to biological similarities between boys and girls. A reputed doctor of the city was invited to throw light on the

health requirements and healthy practices of young men and women. On International Women's Day, the Cell invited a well-known female boxer currently serving in the city's police force to talk to our students. The programme was titled 'Ode to Strength' and was intended to throw light on the physical strength that women were capable of and invariably possessed. The Cell looks forward to organizing more such programmes in the coming days in order to offer to its students strong models of empowered womanhood. 2. E-academic activities:

The second admirable practice that the college accomplished this year was a greater use of ICT in teaching, learning, administration and coordination. The college decided this year to advance its use of ICT by taking online feedback from its various stakeholders and by implementing an e-submission of teaching reports. In the latter half of the session, however, the Pandemic made all online ventures compulsory. In the months from March to July during this session, the closure of academic institutions threatened to give a huge blow to teaching and learning. A large section of the faculty members were not conversant with technology and virtual teaching and college management seemed immensely difficult. For students too, the mode seemed highly unattractive and futile given that they had had no prior experience of such methodology.

However, in these months, the teaching and non-teaching staff of the college showed exemplary skill in rapidly picking up technological skills for academic use. Many of them took initiatives to participate in Short-Term Courses and

Workshops to enhance their knowledge of e-teaching and learning and disseminated the same among their colleagues to help build a congenial atmosphere for virtual learning. The College made full use of its online portal KCC E-quip to interact with the students and to keep them academically active.

Every department of the college uploaded video lectures and presentations on the portal to cater to the syllabus and learning needs of their students.

Taking advantage of the collapse of geographical distances through technological proximity, every department of the college organized virtual lectures by experts in various fields from across the world. To ensure that the college learning portal functioned as per the requirements of the students and the mission of the college, a team of technologically equipped teachers from each faculty was formed to help coordinate the uploading process of video lectures and written material. Whatsapp groups were established by each department to coordinate with their students and means of online evaluation were also established through google forms, online submission of assignments and virtual viva-voces. Not only academic but also various co-curricular

activities were successfully planned in this format with students receiving the benefit of evaluation and suggestions from out-station mentors and judges. All administrative activities of the college were also effectively carried out virtually during this period, equipping the college staff with greater technical skills and greater confidence in the use of ICT. The college also participated virtually in promoting campaigns of social-awareness regarding Pandemic protocols and ethics and the necessity of the vaccine among its students and their families. Today, blended learning is being established as an important feature of the institution's classroom with an aim to make the optimum use of virtual platforms.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.karimcitycollege.ac.in/index.php/discover/igac.html#best-practices>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college attempts to plan its activities and performance firmly keeping its vision and priority in mind. One significant vision of the college is to expand into a full-fledged post-graduate institution in the coming years. A few departments of the college like the Department of Urdu and the Department of Mathematics, have already started post-graduate teaching, having received the necessary permission from the parent university. In this particular session, it was the aim of the college to apply to the university for permission for post-graduate teaching in the Department of Chemistry. The Chemistry Department of the college has been performing extremely well in academic terms. It has a well-equipped laboratory and able faculty members to teach, train and groom students in the discipline. The college set about performing the requisite formalities for the process of PG application for the Department of Chemistry. The infrastructural requirements were systematized and standardized as per university norms and arrangements were made for inspection and examination. After going through the established process, affiliation was finally obtained. The Department of Chemistry has now successfully embarked into post-graduate teaching and students are extremely satisfied with the quality of teaching offered by the department and the opportunities that it provides its students for advanced learning. The college is satisfied with this success and looks forward to introducing post-graduate courses in more departments in the near future.

Provide the weblink of the institution

<https://www.karimcitycollege.ac.in/>

8.Future Plans of Actions for Next Academic Year

The Institution strives constantly to address its main reason of existence i.e. educational welfare and upliftment of the weaker sections, specially minorities. Hence all its efforts are pointed towards this. We, as an academic institution, are also committed to serving our stake holders through our academic, administrative and infrastructural facilities. So the college envisages to address the above core issues in the next academic year i.e. 2020-21. That apart the college also plans to do emergency arrangements for online teaching learning as the signals with regard to Covid-19 are very compelling. The following plans are envisaged for the forthcoming academic year: I) To promote gender consciousness and environmental concerns among students. II) To promote the feeling of harmony and co existence among students. III) To focus more on energy saving measures. IV) Enhancing the use of ICT in teaching and learning. V) To introduce LMS for result oriented outcomes. VI) Collaboration in academic and extension activities. VII) To go for more Linkages and MoUs. VIII) Strengthening of College library by procuring e-books and e-contents. IX) To encourage teachers towards the development of e-content. X) To strengthen KCC-Equip, which is a store house of e-materials for our students. XI) To strengthen the mentoring mechanism for students. XII) To start Innovation and Incubation Centre. XIII) To start Online Certificate Courses. XIV) Installation of Bin for e-waste. XV) To make all necessary preparations for online teaching and learning in the light of prevailing Covid-19 situation.