



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

|   |  |                                |
|---|--|--------------------------------|
| <b>1. Name of the Institution</b>             |  | KARIM CITY COLLEGE, JAMSHEDPUR |
| Name of the head of the Institution           |  | DR. MOHAMMAD ZAKARIA           |
| Designation                                   |  | Principal                      |
| Does the Institution function from own campus |  | Yes                            |
| Phone no/Alternate Phone no.                  |  | 0657-2431778                   |
| Mobile no.                                    |  | 9955998806                     |
| Registered Email                              |  | iqac@karimcitycollege.org      |
| Alternate Email                               |  | office@karimcitycollege.org    |
| Address                                       |  | Post SAKCHI                    |
| City/Town                                     |  | JAMSHEDPUR                     |
| State/UT                                      |  | Jharkhand                      |
| Pincode                                       |  | 831001                         |
| <b>2. Institutional Status</b>                |  |                                |

|  |                             |
|--|-----------------------------|
| Affiliated / Constituent               | Affiliated                  |
| Type of Institution                    | Co-education                |
| Location                               | Urban                       |
| Financial Status                       | state                       |
| Name of the IQAC co-ordinator/Director | DR. S. M. YAHIYA 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)                            | <a href="http://karimcitycollege.ac.in/index.php/discover/iqac.html#iqac-year-wise-aqar">http://karimcitycollege.ac.in/index.php/discover/iqac.html#iqac-year-wise-aqar</a>                           |
| <b>4. Whether Academic Calendar prepared during the year</b>              | Yes   |
| if yes, whether it is uploaded in the institutional website:<br>Weblink : | <a href="http://karimcitycollege.ac.in/index.php/discover/activities/academic-activity-calendar.html">http://karimcitycollege.ac.in/index.php/discover/activities/academic-activity-calendar.html</a> |

### 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 |

|   |             |
|---|-------------|
| <b>6. Date of Establishment of IQAC</b> | 05-Apr-2005 |
|---|-------------|

### 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 MIS to Non-teaching Staff | 07-Jul-2018<br>1 | 40 |
| Workshop on MIS to Teaching Staff     | 19-Aug-2018<br>1 | 50 |
| No Files Uploaded !!!                 |                  |    |

**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 | 2019<br>0                   | 0      |
| No Files Uploaded !!!          |                |                |                             |        |

**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 :**

5

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)**

Online Student Feedback Data Keeping under MIS Launch of New Website

No Files Uploaded !!!

**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          | Achievements/Outcomes |
|-------------------------|-----------------------|
| New Website             | Launched              |
| Online Student Feedback | Implemented           |

|  |                 |
|--|-----------------|
| Establishment of Meeting Zone            | Established     |
| Establishment of Rehearsal/Practice Zone | Established     |
| Record Keeping & Data Keeping under MIS  | Undertaken      |
| Upload of New CBCS Syllabus on website   | Uploaded        |
| Stress Counselling Session               | Not Implemented |
| <a href="#">View File</a>                |                 |

|  |     |
|--|-----|
| <b>14. Whether AQAR was placed before statutory body ?</b> | Yes |
|--|-----|

| Name of Statutory Body             | Meeting Date |
|------------------------------------|--------------|
| Governing Body, Karim City College | 23-Jul-2018  |

|  |     |
|--|-----|
| <b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b> | Yes |
|--|-----|

|               |             |
|---------------|-------------|
| Date of Visit | 27-Aug-2018 |
|---------------|-------------|

|   |     |
|---|-----|
| <b>16. Whether institutional data submitted to AISHE:</b> | Yes |
|---|-----|

|                    |      |
|--------------------|------|
| Year of Submission | 2019 |
|--------------------|------|

|                    |             |
|--------------------|-------------|
| Date of Submission | 03-Jan-2019 |
|--------------------|-------------|

|  |     |
|--|-----|
| <b>17. Does the Institution have Management Information System ?</b> | Yes |
|--|-----|

|  |   |
|--|---|
| 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 RfCard which serves as FeeCard, Library Card and Identity Card. All required data like Gender, Caste, Scholarship, 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</p> |
|--|---|

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.

## 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 developed and implemented by the parent university. The university has adopted and implemented CBCS from the academic session 2017-18. During the session 2018-19, the College, in adherence to the syllabus guidelines of the parent university, ensured an effective delivery and timely completion of the curriculum in a planned manner. The syllabus of each department was uploaded on the college website and the curriculum distribution was done through inter-departmental discussions. A printed copy of the curriculum distribution was given to the faculty members before the commencement of each semester. The same was also uploaded on the college website. The teachers were requested to prepare and submit to the IQAC a teaching plan before the commencement of classes. During the course of the

session/semester the HODs constantly ensured that the teachers adheres to the curriculum distribution and planning. The teachers also recorded the topics that they covered in their classes in the daily report which they are expected to get signed on a daily basis by their respective faculty in-charges. Further, at the completion of each semester, the faculty members were asked to submit a gist of lectures that they delivered on their respective topics. The delivery of curriculum in the session 2018-19 was attempted to be made more effective through the use of ICT methods in teaching, the organization of guest lectures and student seminars by the respective departments of the institution and the encouragement to students to turn to e-resources of learning like e-books and online video lectures. The quality of teaching and learning carried out were also constantly monitored through a continuous system of internal assessment and remedial classes where necessary.

#### 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 |
|----------------|-----------------|-----------------------|----------|--|-------------------|
| Not Applicable | Not Applicable  | 02/12/2019            | 0        | Not Applicable                           | Not Applicable    |

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course  | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Vishistacharya    | Not Applicable           | 02/12/2019            |
| 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                   | Not Applicable           | 02/12/2019  |

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

|                    | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 35          | 0              |

### 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 |
|---------------------|----------------------|-----------------------------|
| Not Applicable      | 02/12/2019           | 0                           |
| No file uploaded.   |                      |                             |

#### 1.3.2 – Field Projects / Internships undertaken during the year

| Project/Programme Title | Programme Specialization                    | No. of students enrolled for Field Projects / Internships |
|-------------------------|---|---|
| BA                      | B.A in mass Communication- Video Production | 50  |
| MA                      | M.A in Mass Communication                   | 7   |

|                           |                    |     |
|---------------------------|--------------------|-----|
| BSc                       | Botany Hons        | 47  |
| BSc                       | Botany Hons        | 8   |
| BSc                       | Chemistry          | 25  |
| BCA                       | BCA                | 34  |
| BSc                       | BSC IT             | 62  |
| MA                        | Mass Communication | 21  |
| BA                        | Geography          | 203 |
| B.A.BEd                   | B. Ed              | 97  |
| <a href="#">View File</a> |                    |     |

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | No  |
| Alumni    | No  |
| Parents   | No  |

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

|   |
|---|
| Feedback Obtained   |
| <p>The College has carried out the process of obtaining feedback on its performance during 201819 from various stakeholders. Feedback has been obtained from the outgoing students of the 201819 batch with regards to teaching, learning, evaluation, infrastructure offered by the college, its various student platforms, its administration etc. A detailed overall report on the feedback obtained from each department has been compiled, analyzed and uploaded on the college website. Parent feedback on student and college performance has been acquired through Parentteacher meetings. Teacher and employee feedback has been acquired through meetings with staff members of the college and their suggestions have been listed for future implementation.</p> |

## 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 |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BA                    | HISTORY                  | 100                       | 89                             | 79                |
| MA                    | MASS COMMUNICATION       | 40                        | 25                             | 14                |
| BA                    | MASS COMMUNICATION       | 60                        | 80                             | 54                |
| MA                    | PSYCHOLOGY               | 30                        | 38                             | 18                |
| BSc                   | INFORMATION TECHNOLOGY   | 60                        | 45                             | 35                |
| BCom                  | COMPUTER                 | 60                        | 75                             | 60                |

|                   | APPLICATION  |     |     |     |
|-------------------|--------------|-----|-----|-----|
| MA                | URDU         | 50  | 25  | 12  |
| MCom              | COMMERCE     | 60  | 70  | 60  |
| MSc               | MATHEMATICS  | 60  | 75  | 60  |
| B.A.BEd           | EDUCATION    | 100 | 115 | 100 |
| BSc               | ZOOLOGY      | 100 | 110 | 100 |
| BSc               | BOTANY       | 60  | 60  | 50  |
| BSc               | MATHEMATICS  | 200 | 210 | 200 |
| BSc               | CHEMISTRY    | 150 | 169 | 150 |
| BSc               | PHYSICS      | 150 | 170 | 150 |
| BCom              | ACCOUNTS     | 850 | 815 | 795 |
| BA                | BANGLA       | 25  | 29  | 11  |
| BA                | URDU         | 50  | 29  | 16  |
| BA                | HINDI        | 50  | 58  | 37  |
| BA                | ENGLISH      | 150 | 180 | 150 |
| BA                | PHILOSOPHY   | 25  | 15  | 5   |
| BA                | PSYCHOLOGY   | 75  | 48  | 38  |
| BA                | ECONOMICS    | 100 | 98  | 86  |
| BA                | POL. SCIENCE | 100 | 120 | 100 |
| BA                | GEOGRAPHY    | 100 | 70  | 59  |
| No file uploaded. |              |     |     |     |

## 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 |
|------|---|---|---|---|--|
| 2018 | 6061  | 475   | 102   | 0   | 26   |

## 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 |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 102                        | 67  | 55                                | 4                                | 4                          | 20                              |
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| No file uploaded.          |   |                                   |                                  |                            |                                 |

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

During the session 2018 19, 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 |
| 6536   | 102                         | 64:1                  |

## 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                          | 54                      | 29               | 0  | 46                       |

### 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              | Not Applicable  | Lecturer    | Not Applicable   |
| No file uploaded. |   |             |  |

## 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 |
|----------------|----------------|----------------|--|---|
| BCA            | BCA            | SEM VI         | 25/07/2019   | 03/09/2019  |
| BCA            | BCA            | SEM V          | 29/01/2019   | 01/03/2019  |
| MCom           | MCOM           | SEM IV         | 03/09/2019   | 30/09/2019  |
| MSc            | MSC            | SEM IV         | 03/09/2019   | 30/09/2019  |
| MA             | MA             | SEM IV         | 03/09/2019   | 30/09/2019  |
| MCom           | MCOM           | SEM II         | 28/01/2019   | 15/02/2019  |
| MSc            | MSC            | SEM II         | 28/01/2019   | 15/02/2019  |
| MA             | MA             | SEM II         | 28/01/2019   | 15/02/2019  |
| MSc            | MSC            | SEM III        | 02/05/2019   | 20/06/2019  |
| MCom           | MCOM           | SEM III        | 02/05/2019   | 20/06/2019  |
| MA             | MA             | SEM III        | 02/05/2019   | 20/06/2019  |

|                   |      |         |            |            |
|-------------------|------|---------|------------|------------|
| BCom              | BCOM | SEM III | 25/04/2019 | 23/07/2019 |
| BSc               | BSC  | SEM III | 25/04/2019 | 23/07/2019 |
| BA                | BA   | SEM III | 25/04/2019 | 23/07/2019 |
| BCom              | BCOM | SEM I   | 01/07/2019 | 30/09/2019 |
| BSc               | BSC  | SEM I   | 01/07/2019 | 30/09/2019 |
| BA                | BA   | SEM I   | 01/07/2019 | 30/09/2019 |
| No file uploaded. |      |         |            |            |

#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution carried out Continuous Internal Evaluation in the session 201819 both as mandated by the university curriculum and according to individual perceptions of requirement and necessity. Apart from conventional written tests on a subject, evaluation was carried out through a host of other methods such as organizing seminars, preparing projects, posters, oral and powerpoint presentations and quizzes on the various areas of their syllabus. The performance of students was communicated both to them and to their parents/guardians through a declaration of marks and a system of personal oral feedback. Special attention was paid to students recording consistently poor performance and decisions intended to aid them were jointly made at departmental meetings and implemented accordingly.

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

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 201819. The departments, in the course of preparing their teaching plan at the outset of each semester, laid down a tentative timeframe for syllabus completion, mid and endterm assessment tests, curricular and cocurricular 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 wellprepared 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)

<http://www.karimcitycollege.ac.in/index.php/discover/academic/outcomes/programme-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 |
|----------------|----------------|--------------------------|---|---|-----------------|
| B. Ed          | B.A.BEd        | B. Ed                    | 100   | 94  | 94              |
| B. A           | BA             | Geography                | 84  | 82  | 98              |
| B. Sc          | BSc            | Physics                  | 52  | 48  | 92.3            |
| M. A           | MA             | Urdu                     | 19  | 19  | 100             |
| B. A           | BA             | Urdu                     | 8   | 8   | 100             |
| M. A           | MA             | Psychology               | 17  | 17  | 100             |

|                   |      |                     |     |     |      |
|-------------------|------|---------------------|-----|-----|------|
| B. A              | BA   | Psychology          | 38  | 33  | 86   |
| B. Sc             | BSc  | Botany              | 12  | 10  | 98   |
| B.A               | BA   | Political Science   | 65  | 65  | 100  |
| B. Sc             | BSc  | IT                  | 62  | 62  | 100  |
| BCA               | BCA  | BCA                 | 34  | 33  | 99   |
| M.A               | MA   | Mass Communi cation | 5   | 5   | 100  |
| B.A               | BA   | Mass Communi cation | 46  | 46  | 100  |
| B.A               | BA   | History             | 72  | 70  | 98   |
| M. Com            | MCom | Commerce            | 54  | 53  | 99   |
| B. Com            | BCom | Commerce            | 802 | 728 | 90.7 |
| B. A              | BA   | Hindi               | 12  | 12  | 100  |
| B.A               | BA   | English             | 95  | 91  | 95.7 |
| M. Sc             | MSc  | Mathematics         | 39  | 39  | 100  |
| B. Sc             | BSc  | Mathematics         | 106 | 100 | 94   |
| No file uploaded. |      |                     |     |     |      |

## 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)

Not Applicable

## 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 |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Any Other (Specify)   | 0        | Not Applicable             | 0                      | 0                               |
| No file uploaded.     |          |                            |                        |                                 |

### 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       |
|---------------------------|-------------------|------------|
| Not Applicable            | Not Applicable    | 03/12/2019 |

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       |
|-------------------------|-----------------|-----------------|---------------|----------------|
| Not Applicable          | Not Applicable  | Not Applicable  | 04/12/2019    | Not Applicable |
| No file uploaded.       |                 |                 |               |                |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation | Name | Sponsored By | Name of the | Nature of Start- | Date of |
|------------|------|--------------|-------------|------------------|---------|
|------------|------|--------------|-------------|------------------|---------|

|                   |                |                |                |                |              |
|-------------------|----------------|----------------|----------------|----------------|--------------|
| Center            |                |                | Start-up       | up             | Commencement |
| Not Applicable    | Not Applicable | Not Applicable | Not Applicable | Not Applicable | 05/12/2019   |
| 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 |
|------------------------|-------------------------|
| English                | 1                       |
| Urdu                   | 2                       |
| Bangla                 | 1                       |
| Philosophy             | 1                       |
| Psychology             | 6                       |

#### 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                  | BANGLA     | 2                     | 0                              |
| International             | COMMERCE   | 6                     | 0                              |
| International             | ENGLISH    | 1                     | 0                              |
| International             | HINDI      | 3                     | 0                              |
| International             | CHEMISTRY  | 1                     | 0                              |
| International             | PSYCHOLOGY | 4                     | 0                              |
| <a href="#">View File</a> |            |                       |                                |

#### 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 |
|---|-----------------------|
| ENGLISH, BANGLA, COMPUTER, COMMERCE, PHILOSOPHY, PSYCHOLOGY, URDU | 25                    |
| <a href="#">View File</a>   |                       |

#### 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 |
|--------------------|----------------|------------------|---------------------|----------------|---|---|
| Not Applicable     | Not Applicable | Not Applicable   | 2019                | 0              | Not Applicable  | 0   |
| No file uploaded.  |                |                  |                     |                |   |   |

#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the | Name of | Title of journal | Year of | h-index | Number of | Institutional |
|--------------|---------|------------------|---------|---------|-----------|---------------|
|--------------|---------|------------------|---------|---------|-----------|---------------|

|                   |                |                |             |   |                                   |   |
|-------------------|----------------|----------------|-------------|---|-----------------------------------|---|
| Paper             | Author         |                | publication |   | citations excluding self citation | affiliation as mentioned in the publication |
| Not Applicable    | Not Applicable | Not Applicable | 2019        | 0 | 0                                 | Not Applicable                              |
| No file uploaded. |                |                |             |   |                                   |   |

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

|                             |               |          |       |       |
|-----------------------------|---------------|----------|-------|-------|
| Number of Faculty           | International | National | State | Local |
| Attended/Seminars/Workshops | 3             | 9        | 0     | 0     |
| <a href="#">View File</a>   |               |          |       |       |

### 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 |
| CAMPINGS                  | NCC, NSS                                     | 15   | 2565   |
| <a href="#">View File</a> |  |  |  |

#### 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 |
| PRE RD PARADE             | SELECTION         | NSS             | 2                            |
| <a href="#">View File</a> |                   |                 |                              |

#### 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 |
| SWACH BHARAT ABHIYAN, TARANGINI, SWACHTAPAKHWADA | KCC COLLABORATING WITH TATA STEEL, KCC COLLABORATING WITH JAMPOT GREEN | SWACH BHARAT ABHIYAN, SEMINAR | 15   | 70   |
| <a href="#">View File</a>                        |  |                               |  |  |

### 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 |
| RD PARADE CAMP NIC<br>15TH PRAWASIYA<br>BHARTIYA DIWAS<br>YOUTH EXCHANGE<br>PROGRAMME DHWANI<br>PRE RD CAMP | 10          | Minister of Youth Affairs and Sports<br>TATA STEEL | 57       |

[View File](#)

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 |
|------------------------------------|--------------------------------|---|---------------|-------------|-------------|
| Field Survey                       | Agricultural Survey            | Patamda College Environment   | 18/01/2019    | 19/01/2019  | 59          |
| New Research in Geography          | Innovations in Agriculture     | Agriculture Science Centre, Birsa Agr. University, Ranchi, East Singhbhum       | 19/11/2019    | 20/11/2019  | 40          |
| Employability Capacity Enhancement | Tripartite MoU with JSDMS TISS | JSDMS TISS  | 20/04/2018    | 31/07/2019  | 120         |

[View File](#)

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 |
|--------------|--------------------|--------------------------|---|
| MANUU        | 01/01/2019         | Distance Course in B. Ed | 38  |

[View File](#)

## 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 |
|--|--|
| 100  | 113  |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities   | Existing or Newly Added |
|--|-------------------------|
| Class rooms  | Existing                |
| Campus Area  | Existing                |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Existing                |
| Value of the equipment purchased during the year (rs. in lakhs)                          | Existing                |

No file uploaded.

## 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 partially) | 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                | 53124    | 9750075 | 1436        | 682245 | 54560 | 10432320 |
| Journals                  | 71       | 150000  | 2           | 4000   | 73    | 154000   |
| e-Books                   | 10000    | 34220   | 0           | 0      | 10000 | 34220    |
| <a href="#">View File</a> |          |         |             |        |       |          |

### 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 |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| Not Applicable      | Not Applicable     | Not Applicable                        | 04/12/2019                  |
| No file uploaded.   |                    |                                       |                             |

## 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             | 152          | 2        | 3                | 3                | 43     | 13          | 10                              | 0      |
| Added    | 0               | 0            | 0        | 0                | 0                | 0      | 0           | 0                               | 0      |
| Total    | 208             | 152          | 2        | 3                | 3                | 43     | 13          | 10                              | 0      |

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

|               |
|---------------|
| 10 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 |
|--|--|
| Not Applicable                             | <a href="#">Not Applicable</a>   |

## 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 |
|--|--|--|--|
| 60                                     | 69   | 5                                      | 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 has a well-established system and procedure for maintaining and utilizing its physical, academic and support facilities. The College has created a mechanism for the better upkeep and optimum utilization of physical, academic and support facilities. The concerned Heads, ProfinCharges of different bodies and platforms have been made responsible for all these. The Routine Incharges ensure optimum utilization of the physical as well as academic and support facilities. The facilities of the campus are available from 8 a.m. to 8 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 inCharges 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 ProfinCharge of library are authorized to look after the library facilities. The Sports InCharge and Common Room Incharge are looking after the related facilities. The college has appointed ProfinCharge 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 EClassrooms and other ICT facilities. Apart from this there is a Property Incharge, and a Care Taker to ensure the maintenance and management of classrooms, laboratories and all the facilities. Electricity, Waste management etc. has been looked after by JUSCO, a sister concern of Tata Steel.

<http://karimcitycollege.ac.in/index.php/discover/igac.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   | Free Ship from Institution | 314                | 657830           |
| Financial Support from Other Sources |                            |                    |                  |
| a) National                          | N. S. P, E. Kalyan         | 356                | 750000           |
| b) International                     | 0                          | 0                  | 0                |
| <a href="#">View File</a>            |                            |                    |                  |

#### 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 implementation | Number of students enrolled | Agencies involved                 |
|---|------------------------|-----------------------------|-----------------------------------|
| Personal Counseling (Science)             | 25/01/2019             | 110                         | Career Planning and Guidance Cell |
| EXCEL, Financial Literacy                 | 16/08/2018             | 105                         | TISS                              |
| EXCEL, Career Skill                       | 08/12/2018             | 107                         | TISS                              |
| Personal Counseling (Commerce)            | 15/11/2018             | 254                         | Career Planning and Guidance Cell |



|   |            |     |                                      |
|---|------------|-----|--------------------------------------|
| Personal Counseling<br>(Humanities Social<br>Science) | 20/03/2019 | 172 | Career Planning and<br>Guidance Cell |
| <a href="#">View File</a>                             |            |     |                                      |

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                      | Career Counseling  | 0  | 128  | 0  | 0                         |
| <a href="#">View File</a> |                    |  |  |  |                           |

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                              | 4   |

## 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 |
| Tech<br>Mahindra<br>Wipro Ltd.<br>ICICI<br>Prudential<br>Life<br>Insurance | 162                             | 31                        |                               | 0                               | 0                         |
| <a href="#">View File</a>  |                                 |                           |                               |                                 |                           |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined              | Name of programme admitted to                      |
|------|--|--------------------------|---------------------------|---|--|
| 2019 | 75   | B.COM.                   | Commerce                  | ICA, CFA, KCC for PG                    | Chartered Accountancy, Business Management, M. Com |
| 2019 | 24   | B.A                      | ENGLISH                   | Central University of Jharkhand, Kolhan | M.A  |

|      |    |        |                         |  |         |
|------|----|--------|-------------------------|--|---------|
|      |    |        |                         | University,<br>Ranchi<br>University,<br>IGNOU  |         |
| 2019 | 21 | B.A    | HISTORY                 | Jamshedpur<br>Women's<br>College,<br>Graduate<br>School<br>College for<br>Women, Co-<br>operative<br>college   | M.A     |
| 2019 | 21 | B.A    | MASS COMMUNI<br>CATION  | Makhanlal<br>Chaturvedi<br>University,<br>Bhopal,<br>Mumbai<br>Welingkar<br>Institution<br>of<br>Management,<br>Central<br>University<br>Jharkhand,<br>Ranchi,<br>Indian<br>Institution<br>of Mass Comm<br>unication,<br>St. Xavier<br>College,<br>Ranchi &<br>Lovely<br>Professional<br>University,<br>Punjab | MASTERS |
| 2019 | 8  | B. SC. | BOTANY                  | Co-operative<br>College,<br>Women's<br>College<br>Ranchi<br>University   | M. SC.  |
| 2019 | 22 | B. SC  | CHEMISTRY               | Central<br>University/<br>IIT, Kolhan<br>University,<br>Chaibasa   | M. SC.  |
| 2019 | 4  | B.A    | COMPUTER<br>APPLICATION | BIT, MESRA<br>BIT EXTENSIO<br>N, CHANDIGARH<br>UNIVERSITY  | MCA     |
| 2019 | 20 | B.A    | POLITICAL<br>SCIENCE    | KOLHAN<br>UNIVERSITY,<br>CHAIBASA. /<br>BANARUS  | M.A     |

|                           |    |       |            |   |      |
|---------------------------|----|-------|------------|---|------|
|                           |    |       |            | HINDU UNIVERSITY,<br>BANARAS  |      |
| 2019                      | 15 | B.A   | PSYCHOLOGY | KCC +<br>Graduate<br>school<br>College for<br>women's                             | M.A  |
| 2019                      | 25 | B.A   | GEOGRAPHY  | K. U.<br>Chaibasa   | M.A  |
| 2019                      | 46 | B. ED | EDUCATION  | Jamshedpur<br>Women's<br>College,<br>Workers<br>College,<br>Karim City<br>College | M.ED |
| <a href="#">View File</a> |    |       |            |   |      |

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                       | 4                                       |
| SLET                      | 1                                       |
| <a href="#">View File</a> |   |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity  | Level   | Number of Participants |
|---|---------|------------------------|
| Raavi, the annual story session   | College | 4                      |
| Qalamkar, the creative writing competition  | College | 70                     |
| We...the poets  | College | 42                     |
| BazmeShayari  | College | 17                     |
| Curtain Raiser, a drama festival  | College | 20                     |
| Art Beat  | College | 90                     |
| Enigma, a quiz competition  | College | 70                     |
| Vicharvaar, a debate and J.A.M competition  | College | 36                     |
| Adakari: Skit, Mime , Dumb Charade and MonoAct competition                                | College | 85                     |
| Strokes: Painting, Sketch, Collage, Rangoli, Facepainting and TShirt painting competition | College | 110                    |
| Slide Effect: Power Point presentation competition  | College | 92                     |

|   |               |     |
|---|---------------|-----|
| Raqs: Classical /Semiclassical, Folk,Western, Tribal and Contemporary dance competition | College       | 75  |
| Sur Sangat: Ghazal, Folk, Classical, Filmy,Sufi Western solo singing competition        | College       | 70  |
| Bol: Speech competition   | College       | 38  |
| Riwayat: Ramp walk competition.   | College       | 25  |
| Badminton (Women)   | Inter College | 4   |
| Volleyball (Men)  | Inter College | 12  |
| Basketball (Men)  | Inter College | 12  |
| Basketball (Women)  | Inter College | 12  |
| Cricket   | Inter College | 16  |
| Football  | Inter College | 16  |
| SLOGAN  | College       | 15  |
| MEHNDI  | College       | 68  |
| POT PAINTING  | College       | 28  |
| PAINTING  | College       | 6   |
| SKETCHING   | College       | 5   |
| COLLAGE   | College       | 12  |
| TRADITIONAL WALK  | College       | 116 |
| POETRY  | College       | 44  |
| SPEECH  | College       | 14  |
| DEBATE  | College       | 26  |
| ESSAY WRITING   | College       | 24  |
| SINGING   | College       | 63  |
| DANCE   | College       | 85  |
| KABADDI   | College       | 25  |
| <a href="#">View File</a>   |               |     |

### 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 | Best Acting             | National               | 0                           | 1                             | Roll No. 15       | Pragya Singh        |
| 2019 | Best Acting             | National               | 0                           | 1                             | MCMAS17024        | Akash Kumar Jha     |
| 2019 | Best                    | National               | 0                           | 1                             | Roll No.-         | Prakash             |

|                           |                  |          |   |   |            |                    |
|---------------------------|------------------|----------|---|---|------------|--------------------|
|                           | Acting           |          |   |   | 13         | Kesharwani         |
| 2019                      | Best Performance | National | 0 | 1 | BCFIN17079 | Sukhpreet Kaur     |
| 2019                      | Best Performance | National | 0 | 1 | BCFIN17154 | Prateek Chourasiya |
| 2019                      | Singing          | National | 0 | 1 | BAENG028   | Jashama Afroz      |
| 2019                      | Acting           | National | 0 | 1 | 15         | Pragya Singh       |
| 2019                      | Acting           | National | 0 | 1 | 13         | Prakash Kesharwani |
| 2019                      | Acting           | National | 0 | 1 | 11         | Amit Kumar         |
| 2019                      | Acting           | National | 0 | 1 | 16         | Shyama Sarkar      |
| <a href="#">View File</a> |                  |          |   |   |            |                    |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college ensures the representation and participation of students in its day to day activities as well as special functions and events. The college is in a position of claiming that it is one of its kind among the colleges of parent university in assigning active leadership roles to students and ensuring their maximum involvement and maximum participation in its functioning and activities. The college gives ample representation to students in its different bodies and platforms in order to inculcate democratic decisionmaking amongst them. There is a fullfledged Student Organising Committee to look after the literary and cultural activities of SPARC (the literary and cultural using of the college). This student committee consists of four secretaries (Chief Organising Secretary, Secretary - Literary, Secretary - Cultural Secretary Logistics) and 1820 members. The annual news bulletin of literary and cultural activities titled Sparking Span is managed and published by students. The Editor, Joint Editors, and Sub Editors of the said magazine are all students. The annual college magazine AlKarim has a student editorial board. Apart from all these there are student representatives in IQAC (two representatives) RUSA Cell (two representatives) Women's Cell (three to five representatives) and a Senior Student Volunteer in NSS and an N.O in NCC. The Rotaract Club of the college has a fullfledged student body with students as President, Vice President, Secretary, Treasurer, Directors (3 Nos) and members (45 Nos). Each and every cocurricular, extracurricular, and extension activity of the college is planned, managed and executed by the students. A few departments have introduced the concept of a core team of students to look after the academic activities and requirements of the department. A core team consisting of 50 students and various student committees comprising of around 300 students were constituted to look after the successful organisation of 4th Youth Festival of the parent university which the college played host to. In the session 201819, the various student committees remained appreciably active and effective in managing the various cocurricular activities of the college and also acted as the institution's ambassadors in cultural and social serviceoriented programmes within the city.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

315

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

A meeting of members of alumni association was held on 15.04.2019 in College campus in which suggestion were invited from them. Seventy Five members attended the meeting.

## 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)

In keeping with its principle of sharing and inclusiveness, the College values the practice of decentralisation and participative management. Teachers, NonTeaching Staff and Students are routinely given the responsibility to organize, manage and look after different events and programmes of the college and are assigned different posts and memberships to participate in and ensure smooth administrative functioning. Two important practices of decentralization and participative management that were carried out in the academic session 201819 are: 1. The participation of students was increased in the various student platforms like SPARc, NSS, NCC, Rotaract and Women's Cell by creating more administrative and managerial positions for students. The idea of assigning administrative responsibilities to students within the various departments was also conceived through the mode of Student Core Committees within each department. The idea of the Student Core Committee was successfully implemented in the Department of English where student participation in departmental administration not only led to smooth discharge of responsibilities but also gave students an opportunity to participate in departmental decisionmaking. 2. Apart from the fact that teachers supervise the functioning of bodies like Women's Cell, NCC, NSS, Rotaract Club, Sports and SPARc and are given responsibilities of IQAC, RUSA, Employability Enhancement Unit, Career Planning Guidance Cell, Placement, Anti Ragging Cell, Disciplinary Committee, Grievance Redressal Cell etc., teachers have also been assigned the responsibility of management of the library, reading room, virtual library, website, ICT facilities, internet, LAN and MIS, common rooms and examination cell. NonTeaching Staff members have also been included in management and decisionmaking as members of IQAC and RUSA Cell.

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  |
|-----------------------|--|
| Admission of Students | 1. Publication of College Prospectus 2. Admission Notification in local news papers. 3. Admission notification in website. 4. Facility of online admission. 5. Online Readmission in 2nd |

|  |   |
|--|---|
|  | and 3rd year.   |
| Industry Interaction / Collaboration                       | <p>1. Linkages, Collaborations, Internships with local industrial or business hours. 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) UCIL 6. Placement drives of different multinational companies. 7. Skill Development Programme with TISS.</p> |
| Human Resource Management                                  | <p>1. Utilization of skill, competence and efforts of individuals. 2. 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>   |
| Library, ICT and Physical Infrastructure / Instrumentation | <p>1. Digitization of Books for virtual use. 2. Procurement of ebooks. 3. Training and motivating teachers for enhanced use of ICT. 4. Emphasis to use free online resources. 5. Encouraging teacher to prepare content. 6. Energy conservation efforts to improve infrastructure. 7. Updated Library and Laboratories. 8. MIS, LAN, ICT etc. 9. WiFi, CCTV, Digital Notice Boards</p>  |
| Research and Development                                   | <p>The College primarily has UG courses and the last few years a few PG courses have also been introduced. The library and laboratory facilities of those departments where a PG courses is either running or proposed to start viz Maths, Mass Communication, Psychology, Urdu and Chemistry, are improved to cater the research requirements.</p>   |
| Examination and Evaluation                                 | <p>Being an affiliated College our end semester exams and evaluation is taken care of by the affiliating university. The parent university handles all final examinations, its evaluation and publication of result. Grievances related to final results are also looked after by the parent university. However the College takes care of the Continuous Internal Assessments (CIA) and tries to better the implementation process. The College ensures that</p>                 |

|                        |  |
|------------------------|--|
|                        | Internal tests projects and other Internal Assessment related activities like Student Seminar, Poster Making, assignments etc. should be done in a proper and time based manner.   |
| Teaching and Learning  | We are trying the followings in this regard 1. Enhance the use of technology in the class rooms. 2. Use of videos and free online resources in class rooms. 3. Personalize the learning experience of the student. 4. Empowering students to be active learners. 5. Efforts to implement Quality Management System (QMS) in the teaching learning process. 6. Improvement in institutional structure and facilities. 7. Improvement in delivery modes. 8. Improvement in studentteacher interface. 9. Effort to devise Best Practice Principles (BPP). 10. Continuous assessments and improvements.            |
| Curriculum Development | Being an affiliated unit of Kolhan University Chaibasa the College has to adhere to the prescribed curriculum developed by the parent university. However a good numbers of our teachers are members of the board of studies constituted by the PG departments of the parent university. We undertake continuous efforts to make the class room instructions and interactions better. We constantly try to gather data and feed back for curriculum improvement. We also try to identify the latest trends in teaching and try to establish goals not only for curriculum implementation but improvement also. |

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

| E-governace area         | Details   |
|--------------------------|---|
| Planning and Development | Egovernance has been ensured in the followings: 1. Policy Making, Budget 2. Quick and optimal decision making 3. Preparation of roadmaps.   |
| Administration           | 1. Connectivity of office staff. 2. Connectivity with management. 3. Timely decisions, timely implementation. 4. 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.   |

### 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              | Not Applicable  | Not Applicable   | Not Applicable   | 0                 |
| 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              | Workshop on Preparation of e content   | Training on admission through web portal  | 29/01/2019 | 29/01/2019 | 50                                      | 30  |
| No file uploaded. |  |   |            |            |   |   |

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 |
|---|---------------------------------|------------|------------|----------|
| Not Applicable                                  | 0                               | 02/12/2019 | 02/12/2019 | 0        |
| No file uploaded.                               |                                 |            |            |          |

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

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 0         | 0         | 0            | 0         |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|----------|--------------|----------|
|          |              |          |

|                          |   |  |
|--------------------------|---|--|
| Teachers Welfare Society | Non teaching Staff Welfare Society, Financial assistance to individual nonteaching staff in case of emergency requirement | Govt. Scholarships and Institutional Free ships, Book bank facility for needy students |
|--------------------------|---|--|

#### 6.4 – Financial Management and Resource Mobilization

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

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 salaries disbursed by the Government to teaching and nonteaching staff working against sanctioned posts and also the college income through Tuition Fees and other sources and submit 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 discuss, if any serious audit objections are noted in the audit report. The audit for the session 201819 also, has been successfully carried out.

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     |
|--|-------------------------------|-------------|
| TATA STEEL   | 264000                        | FILM MAKING |
| <a href="#">View File</a>                                |                               |             |

6.4.3 – Total corpus fund generated

|           |
|-----------|
| 185587078 |
|-----------|

#### 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       |        | Yes      | IQAC      |
| Administrative | No       |        | Yes      | IQAC      |

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 ParentTeachers meetings and includes parentrepresentatives in most administrative bodies of the institution, it does not yet have a ParentTeacher 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 that its support staff are welltaken care of via considerate administrative and welfare measures. Attempts are also made from time to time, to conceive development programmes to empower them with greater knowledge and skills. The following development programmes have been carried

out for the support staff: 1. Workshop on Safety and FirstAid. 2. An Interactional Session on 'Gender Discrimination at the Workplace'. 3. A Talk on 'Voting in a Democracy'

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

The following measures have been taken postaccreditation so far: 1. 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 onjob training to students. 2. The institution has ordered the software 'Divya Nayan' for its library which shall facilitate the translation of written texts in the Hindi language into an aural format for the benefit of visuallychallenged students. This is in addition to the Lex software for aural translation of English written texts which the institution has already installed. 3. The institution has entered into an arrangement with a local private organization for the management of its ewaste.

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 |
|------|--|-------------------------|---------------|-------------|------------------------|
| 2018 | A lecture on E Waste Management        | 22/11/2018              | 22/11/2018    | 22/11/2018  | 275                    |
| 2019 | Student workshop on use of e resources | 19/02/2019              | 19/02/2019    | 19/02/2019  | 100                    |

[View File](#)

**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 |      |
|--------------------------------|-------------|------------|------------------------|------|
|                                |             |            | Female                 | Male |
| Comic Scripting                | 17/01/2019  | 17/01/2019 | 20                     | 18   |
| Essay Competition              | 17/01/2019  | 17/01/2019 | 38                     | 30   |
| No Fire Cooking                | 18/01/2019  | 18/01/2019 | 61                     | 14   |
| International Women's Day Talk | 08/01/2019  | 08/01/2019 | 50                     | 41   |
| Poster Competition             | 11/10/2018  | 11/10/2018 | 30                     | 16   |

|                |            |            |    |    |
|----------------|------------|------------|----|----|
| Slogan Writing | 10/12/2018 | 10/12/2018 | 40 | 22 |
|----------------|------------|------------|----|----|

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 |
| Not Applicable  |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities         | Yes/No | Number of beneficiaries |
|-------------------------|--------|-------------------------|
| Physical facilities     | Yes    | 0                       |
| Provision for lift      | Yes    | 0                       |
| Ramp/Rails              | Yes    | 0                       |
| Rest Rooms              | Yes    | 0                       |
| Scribes for examination | Yes    | 5                       |

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 |
|-------------------|--|--|------------|----------|---|---|--|
| 2019              | 0  | 1  | 25/01/2019 | 1        | Observation of Voters Day at adopted village Kopali | Voters Awareness  | 50   |
| 2019              | 0  | 1  | 14/03/2019 | 3        | Awareness Campaign for voters                       | 19th Lok Sabha Election                                       | 100  |
| 2018              | 0  | 1  | 25/12/2018 | 7        | Villagers Empowerment and Awareness                 | Health, Hygiene, Cleanliness, Literacy and Cloth Distribution | 50   |
| No file uploaded. |  |  |            |          |   |   |  |

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

| Title          | Date of publication | Follow up(max 100 words) |
|----------------|---------------------|--------------------------|
| Not Applicable | 04/12/2019          | Not Applicable           |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity           | Duration From | Duration To | Number of participants |
|--------------------|---------------|-------------|------------------------|
| Workshop on Ethics | 14/05/2019    | 14/05/2019  | 60                     |

at the work place

No file uploaded.

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

The College is very active in its role of generating an consciousness among its students and staff. The following measures have been taken to ensure an ecofriendly campus for all its stakeholders: 1. The college encourages the use of bicycles, car pools and public transport among its students and staff members. A large number of students and nonteaching staff use bicycles while car pools are common among teaching staff members. 2. The use of polythene bags is totally banned in the campus and heavy fines are imposed on student or staff members found to use the same. 3. The use of computer, total office automation and MIS has enabled the college to considerably minimize the use of paper. 4. The College has switched to the use of LED tube lights and bulbs by replacing the traditional tube lights with LED lights in a phase wise manner. 5. Initiatives have also been taken to increase the number of plants and trees in the campus. 6. Saplings instead of flower bouquets are offered to guests and visitors as part of our green initiatives. 7. The College NSS unit and Rotaract Club organize periodical cleanliness drives and green environment campaigns inside the campus.

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

1. Implementation of Daily Report of Teaching Faculty : Objective of the Practice : The Context : In the event of the possibility that teaching duties may be taken nonseriously at times given no compulsion for adequate recordkeeping, it was decided that the mechanism of daily reports be implemented to install a structure of record and feedback for faculty members and for departments as a whole. The greatest challenge faced in implementing this practice was to persuade teachers to maintain a regular record of classes taken, topics taught and the number of students present in each class for weekly submission. It was also challenging to process and to record this data departmentwise and facultywise and to make comparative assessment of the progress of teachers and department. Evidence of Success : The practice has been immensely successful over the years. Records are submitted weekly by teachers and are processed and circulated monthly by the Faculty in charges. Stock of results is assessed quarterly by IQAC, which in turn, communicates it to the Principal. The mechanism of daily reports also facilitates intradepartment monitoring of attendance, syllabus coverage and assists in making departmental plans. 2. Inculcating Leadership Quality in Students : The institution aims at inculcating in its students a strong sense of leadership and to groom them into responsible participants in the cultural fabric of the nation and its politically conscious and civic citizens. The idea is also to promote proactive behaviour in students and to teach them through encouragement, opportunity, faith and trust to discover their own strength and capability. The Context : The institution, recognizing the fact that most of its students come from the underprivileged sections of the society, where lack of resources and powerlessness to acquire them rendered the youth dissatisfied and helpless, attempts to take concrete measures to inculcate leadership values in them on various fronts. The Practice : The various forums of the College like SPArC (Society for Promotion of Art and Culture), NCC, NSS, Rotaract and Women's Cell. have student committees. These students' forums are trusted with responsibilities and resources for cocurricular activities of the College. Each forum has its own specific areas of working and its event calendar. Apart from this, the student members and volunteers of the various forums also actively assist the administration of the college in organising college and university events and act as Ambassadors and Representatives of the institution in local,

regional students' forums. The IQAC and RUSA Cells of the College also have student representatives. The institution makes efforts to continuously upgrade its student's potential by making facilities for cultural development available to them. The College appoints teachers for music, fine arts, drama, public speaking, foreign languages etc. to engage students on Sundays and to help those interested in configuring their talents. The various forums organise lectures and workshops from time to time to instil in students the sense of civic responsibilities and to encourage them to make through their work, positive contributions to society.

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

<http://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 thrust of the College ever since its inception has been to cater to the educational needs of the weaker sections of the industrial township of Jamshedpur, especially to Muslim minorities. It was established in the year 1961 with a view to promote education among the minority and weaker sections of the city. The College has struggled over the last 57 years of its existence to bring the light of knowledge to underprivileged student communities and to empower them socially and culturally with a view to accelerating their backward status. Founded during the early years of India's independence, the vision of the founding father of the institution was the educational advancement of the city's Muslim population so as to integrate it successfully with the national mainstream and to transform it into a powerful resource for nationbuilding and cultural upliftment. Following the expansion of the city's population force through large scale influx of workers and labourers from distant parts of the country, a strong need was felt for institution to actively champion the educational cause of low income and middle class groups and of minority sections of the population such as Women, Dalits, SCs, STs, OBCs and various linguistic minorities. The College take active measures to ensure that the weaker sections of the society constitute the largest chunk of its student strength. Admission regulations and norms for qualifying marks are significantly relaxed for students belonging to the minority groups and the college, having been conferred a linguistic minority institution, preference is given in terms of admission, to students belonging to the Urdu speaking populace. The College ensures that its minority students reap full benefits of the various minority welfare schemes run by the State and Central Government and information to this effect is regularly and widely disseminated among students through various modes of oral and written communication. Apart from this, the college also offers freestudentships and waive off annual charges to meritorious and deserving students from the minority sections. During last 5 years, 756 students have derived benefits from the Minority Scholarship offered by the Government, 1952 students have been benefitted by the schemes run by the District Welfare Office and the State Government and the institution itself has offered fee waivers to 1,013 students amounting to more than two lacs rupees.

In addition to these, several cocurricular and welfare activities of the College are also exclusively targeted towards the improvement of lives of the weaker sections of the city's population force. The NCC, Rotaract and NSS wings of the College have adopted 05, 02 and 01 villages respectively on the outskirts of the city and in the quarters of these underprivileged social groups, many welfare activities are successfully carried out annually. The student forums enthusiastically gear funds, sponsorships and other resources to carry out charity work and health and hygiene drives in these villages. They also take

turns to carry out voluntary teaching and culture promotion activities in these areas to promote civic awareness among the weaker sections.

Provide the weblink of the institution

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

### **8.Future Plans of Actions for Next Academic Year**

The institution makes consistent offers to make the campus a fertile and lucrative educational space for its students and faculty members. The following plans are envisaged for the forthcoming academic year: 1. To promote greater ecoconsciousness within the campus by increasing the number of plants and through posters and placards. 2. To promote discipline, harmony and fraternity within the campus through monitoring by student representatives. 3. To focus more on using renewable sources of energy within the campus 4. To encourage gender equity through more awareness campaigns and cultural activities within the campus. 5. To organize a Road Safety Workshop for students and to generate awareness concerning the same.