

**The Annual Quality
Assurance Report
2006-2007
(AQAR) of the IQAC**

Name of the Institution	KARIM CITY COLLEGE Post Sakchi, Jamshedpur-831 001 Phones: 0657-2431778, 2423863, Fax : 0657-2430495 e-mail : office@karimcitycollege.org web : www.karimcitycollege.org
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Year of Report	2006-2007

PART- A

Action plan for the year chalked out during the first meeting of IQAC

Academic Agenda:

The first meeting of IQAC of the year put forward the following programs for the qualitative improvement in the teaching-learning process and over all development of institution for a better output.

As a quality sustenance activity in accredited institutions and as per the “Guidelines” for the creation of the Internal Quality Assurance Cell (IQAC) from the NAAC, the Principal had constituted the IQAC, as part of institution’s quality assurance and maintenance system to work towards realizing the goals of quality enhancement and sustenance. The IQAC of the academic year 2006-07 of the College consisted of the following members:

- | | | |
|----|----------------------|-------------|
| 1. | Dr. Mohammad Zakaria | Chairperson |
| 2. | Dr.Mushtaq Ahmad | Coordinator |

FACULTY MEMBERS :

3. Dr.Manzer Hasnain
4. Dr. Indrasen Singh
5. Dr.Aftab Alam Ansari

6. Dr. Hassan Imam
7. Mr. Md. Reyaz
8. Mr. Anwar Shahab
9. Dr. Tufail Ahmad
10. Mr. Moiz Ashraf
11. Mr. S.Badre Ahmad
12. Mr.S.M.Yahiya Ibrahim

ADMINISTRATIVE STAFF :

11. Dr. Safiullah Ansari Bursar
12. Mr. Wasi Hammad
13. Mr. Jawed Masood

REPRESENTATIVE FROM COLLEGE MANAGEMENT :

14. Prof.Rashid Alam Ansari

NOMINEE FROM LOCAL SOCIETY :

15. Mr. Aslam Parwez

OFFICE STAFF :

16. Mr. Md. Issa

1. Examinations :

- There were clear perception regarding the validity and continuation of the terminal tests as it helped students in overpowering their fear factor and better training for the University examinations.

2. Seminars and symposiums:

- The IQAC recommended that faculty members should be more active in organizing seminars and proposals should be sent for national level seminars. Besides College/ class level seminars should be organized more and students are encouraged to take part in it for better training and exposure.

3. Minor/ major Research Projects:

- The faculty would be encouraged to prepare proposals for the minor and major projects as it is essential to excel in the arena of research and development. The fresh finding needs to be shared with the inquisitive and budding young minds and molding personalities.

4. Infrastructural Developments:

- Construction of a Lingua lab to be completed. A state of art Language lab will be established to cater to the needs of changing requirements of language acquisition and further learning. The location and exact plan were also debated.
- Furnitures & Fixtures to be constructed for the Lingua Lab.
- Air Conditioning of Lingua Lab and other offices.

- To acquire additional electricity connection from Tata Steel for the increasing electricity consumption of college on account of construction of new blocks, computerization, air-conditioning of offices and labs.
- To divide the electrical load of the college in four blocks due to overloading of old connections.
- The offices will be brought under structured network of computers as the college plans to develop the new work culture of automated office.

5. Partnership and alliances with branded national institutions:

- The college will collaborate with Centre for Indian Institute for languages (CIIL), Mysore for the establishment of a Regional Field Unit (RFU) at our college to acquire new methodologies and techniques of language teaching.

6. Social Commitments:

- As a minority institution we are committed to provide financial help to poor and economically backward students. Special attention will be given to take care of poor students in general and those from minority community in particular. It was decided that steps will be taken to strengthen our commitments towards society.

- The IQAC that was constituted last year as per the ‘Guidelines’ of the NAAC will be allowed to carry further without any replacements. The name of the members of the team was as follows:

Part- B

1. Activities reflecting the goals and objective of the institution:

- The institution has framed its goal and objectives for healthy education and overall development of the students so that they become good human beings and responsible citizens. To achieve this goal the services of a dedicated team of teachers was employed coupled with a clean and vibrant campus. The infrastructure was also upgraded. The end results of all our activities clearly reflect our sincerity towards our goal and objective.

2. New Academic Programs initiated

- Along with the traditional course running in the college a new arm was added in the form of Centre for Distance affiliated to famous Aligarh Muslim University, Aligarh. With lots of enthusiasm one year P.G. Diploma Course was started in 4 subjects:
 1. Portfolio Management
 2. Journalism and Mass- Communication
 3. Guidance and Counseling
 4. Language for Advertising, Marketing and Media

- The Add-On Courses was given a concrete shape by bringing them under a separate department with an administrative head and office with supporting staff.
- A proposal to start remedial Coaching for students belonging to SC/ ST/ OBC and Minority students was submitted to UGC under XI plan.

3. Innovations in Curricular Design and Transaction:

- The Ranchi University has revised the syllabus of courses at UG level. It was decided that the faculty will adopt the syllabus and the fresh course material will be discussed in the classes. It was felt that it is essential to make the students aware about the changes brought in the overall syllabus.
- The division of syllabus in a time bound frame which was done in the last session was taken forward both in vocational honours and Add – On courses as well.

4. INTER-DISCIPLINARY PROGRAMS STARTED:

Inter Disciplinary programmes, started under Vocational Courses in the following subjects :

B.Sc. (I.T.) Hons.

B.Sc./B.Com./B.A. Computer Application (Hons) ,

B.Sc./B.Com./B.A. Mass Communication-Video Production (Hons),

Add-on Vocational Courses in :

1. Industrial Chemistry
2. Pollution Management
3. e-Commerce
4. Advertising Sales Promotion & Sales Management
5. Functional English
6. Computer Application
7. Information Technology
8. Mass Communication

5. Examination Reforms Implemented :

- Terminal examinations in the vocational departments of Computer Applications, Information Technology and Mass-Communication were organized as it helped students in the final preparation of University examination.
- At the beginning of new session admission/entrance test was also organized in the departments of Computer Applications, Information Technology and Mass Communication.
- Sent up tests were organized for final year students of B.A., B.Sc. and B.Com by the Examination department of the college.

6. Candidates qualified: NET/SLET/GATE Etc. : Nil

7. Initiative towards faculty development program:**Department of Mass Communication and Video-Production:**

- Department of Mass- Communication and Video-Production in coordination with American Centre Kolkata, organized a Seminar lecture on the topic, 'Influences on American and Indian Cinema' by Prof. Richard Pells, University of Culture and History, Texas, USA, on 25th August 2006.

Centre for Academic Development (CAD)

- CAD invited Mr. B. N. Sarangi, Chief, Employees Training and Development SNTI, Tata Steel, Jamshedpur to deliver a seminar lecture on the topic " Change Management" on 19th September 2006.

Refresher/Orientation Course :

- Dr.Anwar Alam Lecturer, Department of History attended Refresher Course at Academic Staff College, Ranchi University, Ranchi from 04.01.2006 to 24.01.2006.
- Dr.Ashraf Bihar, Lecturer, Depart Department of History attended Refresher Course at Academic Staff College, Ranchi University, Ranchi from 04.01.2006 to 24.01.2006.

8. Total number of seminars / Workshops conducted:**Department of Mass Communication and Video Production**

- Department of Mass- Communication and Video-Production in coordination with American Centre Kolkata, organized a Seminar lecture on the topic, ‘Responsibility of Media in a Democratic Country’ by Mr. Nilanjan Hajra, Audio-Visual Head, American Centre, Kolkata, University on 19th September 2006.

Department of History and CAD (Centre for Academic Development, Karim City College, Jamshedpur) :

- The department of history and CAD organized ‘MAULANA AZAD DAY’ in the college on 11th November 2006. The event was marked by a talk by Dr. Indrasen Singh, head, department of history, on the topic, “Maulana Azad and Indian Freedom Movement”. Dr. Indrasen Singh has expertise on Maulana Azad because of his earlier doctoral research work in this area.

Centre for Academic Development (CAD)

- CAD once again invited Mr. Nadeem Kazim, Head, Tata Management Development Centre (TMDC) to deliver a seminar lecture on the topic, “Leadership: Influencing Behaviour and Change” on 15th December 2006.

9. Research projects:

- a) Newly Implemented : One
- b) Completed : One

10. Patents generated, if any: NIL

11. New Collaborative research programs: NIL

12. Research grants received from various agencies:

An outstanding grant of Rs.25,000 received from UGC for conducting UGC sponsored seminar on National Resources and substantial development in the tribal region of India.

13. Details of research scholars: NIL

14. Citation index of faculty members and impact factor: NIL

15. Honors/Awards to the faculty :

Dr.S. Iftexhar Nabi, Lecturer, Department of Economics honoured with Ph.D. in Economics from T.M.Bhagalpur University, Bihar, his Ph.D. topic was “Family Welfare progress in Jharkhand State – A study with reference to East Singhbhum”.

16. Internal resources generated:

The college is generating internal resources by running non grant programmes under **Self Financing Vocational Courses** like ;

B.Sc. (I.T.) Hons.

B.Sc./B.Com./B.A. Computer Application (Hons)

B.Sc./B.Com./B.A. Mass Communication-Video Production (Hons)

Add-on Vocational Courses in :

1. Industrial Chemistry
2. Pollution Management
3. e-Commerce

4. Advertising Sales Promotion & Sales Management
5. Functional English
6. Computer Application
7. Information Technology
8. Mass Communication

One year PG Diploma Under Distance mode thro' AMU:

1. Portfolio Management
2. Language for Advertising, Marketing & Media
3. Journalism & Masscom
4. Guidance & Counseling

One year Certificate Courses in Regional languages under LRC :
Santhali and HO

One year Certificate Courses in Foreign languages under LRC:
French, German, Professionals English, Arabic

17. Details of departments getting SAP, COSIST(ASSIST)/DST, FIST etc.

Assistance / recognition: NIL

18. Community services

BLOOD DONATION :

- Blood donation Camp was organized in the college and a total of 104 units were donated by the Faculty Members, Non-teaching Staff, Students and NCC Cadets and out of which 40 bottles blood were donated to Tata Meherbai Cancer Hospital for the ailing patient of cancer.

19. Teachers and officers newly recruited:

The total strength of the Teaching staff working against sanctioned post is 43. A total of 17 Temporary appointments of teachers in Arts, Science and Commerce faculties were made in 2005-06. Appointment of about 16 teachers as Guest Faculty in the Vocational subjects were also made during the year.

20. Teaching – Non-teaching Staff ratio: 1:1.02**21. Improvements in library services:**

- Estimated 10,000 books of college library were computerized and bar coded. Bar coding of library books are in progress.

22. New books/ journals subscribed and their cost:

Around 1,133 new books costing Rs.1,56,740.00 were procured for college library and book bank for poor students. Total 05 numbers of journals purchased costing Rs.2,000.

23. Courses in which student assessment is introduced and the action taken on student feedback:

- The mechanism to collect the feedback from the students was introduced in the vocational departments of Computer Applications and Information Technology. Although the method was a little raw but it gave us the idea about the assessment by the students.

Meetings with the faculty were arranged and specific points from the feedback were discussed.

24. Unit cost of education:

- i) Including the salary component : Rs.6,313.00
- ii) Excluding Salary component Rs.2,421.00

25. Computerization of administration and the process of admissions and examination results, issue of certificates:

- The accounts section was computerized earlier. Printers of latest make were introduced in the general office.

26. Increase in the infrastructural facilities:

- A language lab will be constructed equipped with all sophisticated gadgets for language learners. The new language lab will have a capacity of accommodating 20 students at one time. It will be built on an area of 18'x 31'. The room will be completely air-conditioned and acoustically treated, with separate cabins for students, a teacher console and racks for books and tapes. The students cabin will consist of inbuilt recording and receiving system, a head-phone and a VGA monitor.

27. Technology upgradation: Nil**28. Computer and internet access and training to teachers and students:****29. Financial aid to students:**

Amount from the Poor Boys Fund and financial aid paid to students during the year is Rs.1,92,862.00.

30. Support from Alumni Association and its activities: Nil

31. Support from Parent Teacher Association and its activities:

- The parents during the PT meeting appreciated the efforts of the college and measures taken therein. They seemed to be happy with the rising number of female students and the safe ambience of the college.

32. Health Services:

Health services are being provided through our Teaching and Non-teaching Staff Welfare Society, where provision of loan for medial aid is provided.

33. Performance in sports activities:

- Our college participated in Ranchi University Inter-college Sports and athletic Meet and we were declared **Champions** in Hand ball, Boxing, Athletics and **Runners** in Basket-ball.
- The star athletes were Ritesh Anand, Lakhan Mardi, Md. Hussain Asif, Arnab Mitra, Gauri Shankar Singh and Sanjeev Kumar.
- Sunny Kumar Rajak stood first in 2nd All India Yoga Beauty and Yoga talent Contest- 2006 held at JRD Sports Complex, Jamshedpur.

34. Incentive of Guidance and Counseling Cell: Nil**35. Student achievements and awards:**

- Our student **M. Ramesh of B.Sc- Botany(Hons) stood first** in the merit list published in the results by Ranchi University.

- Our student **Pradeep Agarwal** secured **2nd Rank** in the University examination of B. Sc. I.T(Hons) of Ranchi University.
- Our student **Ashok Kumar Gupta** secured **3rd Rank** in the University examination of B. Sc C.A (Hons) of Ranchi University.

36. Activities of Guidance and Counseling Cell:

- Dr. Zaki Akhter was readily available for the students for their career related queries and counseling during the college hours.

37. Placement services provided to students:

- **TCS** conducted campus drive and selected 8 students as Management Trainee from our college.

Swati Nammia student of Computer Application has joined **ACCENTURE** and is working as a Junior Software Engineer.

Neeraj Kumar has been selected by **WIPRO TECHNOLOGY, Kolkata, as a Trainee System Analyst.**

38. Development programmes for non-teaching staff:

- Computer training programmes were organized for non-teaching staff in the accounts section for TALLY, an accounting package.

39. Best practices of the institution.

- Financial assistance to needy and poor
- ii) Greater involvement of students in Sports and Other activities.
- iii) Arrangement of tutorial classes and recognition of weak students for their support.

- iv) Collection of daily reports from the teachers and its maintenance by Faculty In-charge.

40. Linkages developed with National/International, academic/ research bodies:

Central Institute of Indian Languages (CIIL), Mysore

- Three faculty members- Mr. S.M.Yahya Ibrahim, Mr. Md. Moiz Ashraf and Mr. Badre Ahmad were sent to Central Institute of Indian Languages (CIIL), Mysore for an in depth and first-hand knowledge of the technical know-how and infrastructural requirements of language lab.

Tata Steel, Tata Motors and Local Industries for On-Job Training

- The college has developed very good relations with the local industry for the on-job training of students belonging to Mass Communication, Computer Applications, Information Technology.

41. Any other relevant information.

PART-C

The IQAC discussed the future plan for the next academic year. The following were the main points of our planning.

- The achievement of First rank by a Botany honors student prompted the members to infuse more interest in bright students of different subjects. It was discussed that the faculty will work as keen observers in the classes and prompt brighter students for all necessary help in the preparation of their final examination. Effort will be exerted to repeat the performance of Botany Honours.

- 2. Examination was also discussed in great detail. A few departments were slow in class tests. It was decided that a regular pace will be maintained by all the departments. It was decided that class tests and terminal examination will be allowed to continue in the present format. Attendance in the examination needs further improvement therefore steps would be taken to keep students informed and alerted about the examination.

- 3. Although seminars were organized in the college, there were no National level seminars. Therefore, it was decided that strong efforts will be made for national level seminars in the college as it is essential for national level exposure. The Centre for Academic Development played vital role and it will be encouraged to be more proactive in the next session.

➤ 5. The platform SPArC which was created for the promotion of Socio- cultural activities of the students will be further strengthened. The work done by them has been deeply appreciated. The college has been able to pool the talent of the college under this banner which has been beneficial in our presentation at the University level.

➤ 6. Add –On Courses in 6 subjects currently running have been received by students with great enthusiasm as they are job oriented.

It was decided to start Add-On Course in:

- i) Computer Applications
- ii) Information Technology and
- iii) Mass- Communication

from the next session. These courses will be sought by many as computer literacy and mass communication is the need of the hour. Ranchi University has agreed in principle to allow more number of Add-On courses in the college.

Dr.Mushtaque Ahmad

Name & Signature of the Coordinator, IQAC

Dr.M.Zakaria

Name & Signature of the Chairperson, IQAC