

## The Annual Quality Assurance Report – 2007-2008 (AQAR) of the IQAC

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Year of Report	<b>2007-2008</b>

## **PART- A**

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

IQAC invited suggestions and plan from the departments which were discussed in its first meeting at the beginning of the session. The points of the discussion were as follows :

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 2007-08 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. The members discussed the academic condition of the institution. It was felt that students have adjusted themselves with the change in Ranchi University syllabus and were trying to keep themselves in tune with the new topics introduced.

Miss Shabina Khatoon had topped in Mass Communication and Video Production (Hons) final examination conducted by Ranchi University in 2007 and kept our flags high with pride and tremendous confidence.

2. The College will extend maximum help to all the teachers willing to apply for the UGC Research Projects and to those interested in going for an Orientation or a Refresher Courses.

**3. Examinations :**

Our students performed well in last university examination. The practice of terminal examination and sent-up test will be allowed to continue. Examination at College / Class level is a practice ground for final university examination. It was decided that participation in class tests will be increased by proper communication to the students.

**4. Infrastructural Growth:**

Computerization of office and departments will be undertaken. All the computers will be brought under a structured Local Area Network (LAN), connected to a main server. This will facilitate the availability of internet and Intranet in all the departments, offices and library.

**5. Addition to our Add-on Courses:**

It was decided that 06 Add-on Course running earlier will be further strengthened and 03 new Add-on Course will be launched from 2007-08

batch for the interested students on first come first serve basis to increase their employability quotient.

6. **Establishment of Placement-Cell.**

It was decided that a permanent Placement Cell will be established in the College to take care of placement activities. Placement is a necessary obligation on the part of the College and the potential candidates must get a proper opportunity as a positive end result of his/her studies.

## PART – B

### 1. **Activities Reflecting the goals and objectives of the Institution:**

The College believes in the healthy growth of the students as a responsible citizen and dynamic youth. The college has imbibed a team spirit and has developed a strong work culture amongst faculty and staff of the college. The management of the college has always given the development a top priority. Funds were always made available for infrastructural growth and value – addition activities as and when required. The rise in the interest of the parents about this college as proper destination for the admission of their wards is nothing but a testimony to our commitment towards doing better.

### 2. **New Academic Programmes initiated:**

#### ➤ **New Add-On Courses:**

The College with the approval of the Ministry of HRD, Government of Jharkhand and permission of Ranchi University, Ranchi launched 3 new Add-on courses. From the academic Session: 2007-08 in :

1. Computer Applications
2. Information Technology
3. Mass Communication

The total no. of Add-On Courses went upto 9. Our college has the distinction of being the only College under Ranchi University offering the highest needs of Add-On Courses. This will certainly add value to the traditional courses and degrees and help students in getting better placed.

- Language Resource Centre was established. Certificate Language Courses in French, German and Urdu were introduced. Many language lovers of the Steel City showed great interest in learning the two foreign languages and getting familiar with Urdu.
  
- Initiative for R.F.U. (N.T.S.)  
Proposal request was sent to CIIL, Mysore for establishment of a Regional Field Unit under National Testing Service of CIIL, Mysore, working under direct supervision of Union Ministry of H.R.D., Government of India. An inspection team visited our college on 8<sup>th</sup> Jan, 2008 to make an on the spot assessment in this regard. The team seemed to be satisfied for a new R.F.U. by the next session in our College.

### **3. Innovations in Curricular design and Transaction:**

The new syllabus introduced by Ranchi University was welcomed by one and all. It was done to bring it at par with other universities of India.

The College decided to introduce foreign language as an extra skill for the students of vocational courses. It was made mandatory for all of them to study one of the two foreign languages (French or German) being offered by LRC of the College.

### **4. Inter Disciplinary programme initiated :**

Inter Disciplinary programmes are running 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. Examinations Reforms Implemented:**

No special reform was initiated except that appearance in the terminal examination was made compulsory. Special tests were held for absentees. This step was taken for dual reasons for the development of serious attitude of the student towards terminal examination and an attempt to make them familiar with question pattern etc.

Entrance tests were organized for vocation courses.

**6. Candidates Qualified : NET / SLET/ GATE Etc. : NIL**

**7. Initiative towards faculty development programme:**

Department of Education:



Department of Education organized Seminar lectures on the topic “ Positive thinking and Teacher’s attitude” by Mr. Sarvesh Khanna, Head Projects (Value Engineering Deptt., Tata Steel) on 18.01.2008.

The Departments of Education also organized an exhibition on Legends of Education on the eve of Teacher’s Day (5<sup>th</sup> September, 2007).

**Refresher/Orientation Course :**

- Mr.S.Badre Ahmad, Lecturer, Department of Urdu attended Orientation Course at Academic Staff College, Aligarh Muslim University, Aligarh from 22.10.2007 to 14.11.2007.
- Mr.S.M.Yahiya Ibrahim, Lecturer, Department of English attended Orientation Course at Academic Staff College, Aligarh Muslim University, Aligarh from 22.10.2007 to 14.11.2007.
- Dr.Aquil Ahmad, Lecturer, Department of Philosophy attended Orientation Course at Academic Staff College, Aligarh Muslim University, Aligarh from 22.10.2007 to 14.11.2007.
- Dr. Md. Moazzam Nazri, Lecturer, Department of Commerce attended Orientation Course at Academic Staff College, Ranchi University, Ranchi from 09.07.2007 to 04.08.2007.
- Dr. H. K. Pandey, Lecturer, Department of Hindi attended Orientation Course at Academic Staff College, Ranchi University, Ranchi from 22.10.2007 to 14.11.2007.

**8. Total No. of Seminars/Workshops conducted :****Department of Mass Communication and Video Production:**

- Prof. M. K. Chakraborty, Ex-Principal, Berhampur College, West Bengal and Head, Film Appreciation, Kolkata University conducted a workshop on “Film application” from 2<sup>nd</sup> to 5<sup>th</sup> April, 2007.
- Prof. Jadesh Mishra and Nishat Akhilesh delivered Seminar Lecture on “ Human Rights in Indian Perspective” on 09.12.2007 organised by the department of Education.
- CAD – Seminar

**9. Research Projects:**

- a) Newly Implemented
- b) Completed – Dr. Indrasen Singh completed his minor research project in History. His topic of research was “ Maulana in Maulana Abul Kalam Azad”.

**10. Patents generated, if any : NIL****11. New Collaborative research programme :**

An inspection team from CIIL, Mysore visited our college on 6<sup>th</sup> Jan, 2008 for an spot assessment and evaluation for establishing a Regional Field Unit (RFU) of national Testing Service (NTS), Ministry of Human Resource Development, Govt. of India.

**12. Research grants received :**

**NIL**

**13. Details of Research Scholar :**

One research scholar Ms. Abha Jaiswal registered under Dr.Safiullah Ansari, Lecturer, Department of Hindi.

**14. Citation index of faculty members and Impact factor : NIL****15. Honours / Awards to the Faculty:**

- Dr. Mushtaque Ahmad, Lecturer, Department of Commerce honoured with Ph.D. in Commerce from Ranchi University, Ranchi, his Ph.D. topic was “Participative Management – Style of Workers by quality circle – a Case study of Bokaro Steel Ltd.
- Dr. Fakhruddin Ahmad, Lecturer, Department of Economics honoured with Ph.D. in Economics from Aligarh Muslim University, Aligarh, his Ph.D. topic was “Industrial Development in West Bengal since 1971”

**16. Internal Resource 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 Mgt.,
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 department getting SAP. COSIST (ASSIST)/ DST, FIST etc.**

**Assistance / Recognition:** NIL

**18. Community Services:**

NCC

- 02 Cadets attended National Integration Camp held at Amritsar from 3<sup>rd</sup> June to 14<sup>th</sup> June, 2007.
- 06 Cadets attended Combined Annual Training Camp (CATC) held at Dipatoli, Ranchi from 22<sup>nd</sup> Sept. to 3<sup>rd</sup> Oct., 2007.
- 07 Cadets passed the 'C' certificate exam and 11 Cadets passed 'B' certificate exam.
- SUO Anil Kumar Singh attended that Sainik Camp at New Delhi from 24.09.2007 to 05.10.2007.

Blood Donation Camp was organized on the eve of Founder's day. A total of 63 bottles of blood was collected. The donors included 6 faculty members and students from all the departments.

**19. Teachers and Offices newly recruited:**

The total strength of the Teaching staff working against sanctioned post is 43. A total of 18 Temporary appointments of teachers in Arts, Science and Commerce faculties were made in 2007-08. Appointment of about 15 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 the Library service :**

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

**18. New books / Journals subscribed and their cost:**

Total number of New books purchased during the year is 3,019 costing Rs.6,68,838.00 and Total number of Journals 07 costing Rs.5,000 respectively.

**19. 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.

**20. Unit cost of Education:**

Including the salary component :	Rs.7,978.00
Excluding Salary component	Rs.2,555.00

**21. Computerisation of administration : NIL**

**22. Increase in Infrastructural facilities:**

- One more floor was added to the Western block of our campus. 2 big class rooms were constructed on the 2<sup>nd</sup> floor with the sitting capacity of more than 80 students in both the classes.
- The Deptt. of Mass Communication and Video Production was upgraded and a state of act shooting flour was added with best facilities available. Editing Studio was created in the department. The total no of studios stood at 3 viz. Shooting, Editing and Audio Studios.
- A plush office for RFU (NTS) was created on the 2<sup>nd</sup> floor of the Western Block. The College appointed Prof. Badre Ahmad as the In-charge of the RFU for liasioning with CIIL, Mysore.

**23. Technology upgradation : NIL****24. Computer and Internet access and training did students:**

No training was organized but both teachers and students had access to internet.

**25. Financial Aid to students:**

As a routine matter financial aid was provided to Poor Students. The Total amount was Rs.1,78,284.

**26. Support from Alumni Association and its activities : NIL****27. Support from Parent Teacher Association and its activities:**

The parents appreciated the examination conducted by the college and the student support facilities available in the College.

**28. Health Services :**

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

**29. Performance in Sports Activities:**

- The Session of 2007-08 was a glorious one as far as our sports achievement is concerned. Our performance in Ranchi university Inter College Sporting events was excellent.
- Our College was declared CHAMPION in Archery Championships organized on 6<sup>th</sup> and 7<sup>th</sup> Sept. 2007. Our 4 Archers were selected for All India Inter University Archery Championship.
- Our College was CHAMPION in the Basket Ball Tournament also and 5 of our players represented Ranchi University in the All India Inter University Basket Ball championship.
- We were declared WINNERS in the Inter College Cricket Tournament also.
- Our College was declare Winner and Overall Champion in the Ranchi University Inter College Athletic meet, 2007. 9 of our Athletes were selected to represent Ranchi University in All India Athletic Meet held at Anna Malai University, Chennai from 13<sup>th</sup> to 17<sup>th</sup> Jan, 2008.

**30. Incentive of Guidance and Counselling Cell: NIL****31. Students Achievement and awards:**

- One student Ms. SHABINA KHATOON got 1<sup>st</sup> rank in final examination of Ranchi University in Mass Communication and Video Production Hons in 2007. She secured 82% marks.



- Our student GUNJESH KUMAR MISHRA, received 1<sup>st</sup> Prize in National Essay Writing Competition organized by National Foundation for Communal Harmony, New Delhi and Aligarh Muslim University. Aligarh.
- Our Student KOMAL PRIYA of Mass Communication and Video Production Hons. was declared 1<sup>st</sup> in English Debate during Ranchi University Youth Festival organized by Jamshedpur Women's College.

**32. Activities of Guidance and Counselling Cell:**

Dr. Zaki Akhtar was available to student for counseling on Career related issues.

**33. Placement Services provided to students:**

- WIPRO BPO KOLKATA selected 10 students from different department.
- Tata Consultancy Services (TCS) held a placement drive and selected 10 candidates from our college belonging to department of Computer Applications and Information Technology.
- IBM Daksh selected 20 students during the campus placement drive held on 9<sup>th</sup> Dec.,2007 at our college.

**34. Development programmes for Non-teaching Staff:**

**Our institution provides additional assignment in different departments to some of the Non-teaching staff and pay them monthly incentive for their job in the department.**

**35. Best practices of the Institution:**

- i) Our Social Commitment towards poor and needy students.
- ii) Encouragement for Co-curricular and extra – curricular activities for students.
- iii) Assessment of our academic activities based on daily report through Academic Incharges.
- iv) Promotion of talents by providing them different platforms in the College.

**36. Linkages developed with National / International, Academic / Research Bodies.**

Central Institute of Indian Languages (CIIL), Mysore.

A team visited our college for the on spot inspection of infrastructural requirement and settling other modalities for a Regional Field Unit of N.T.S. under CIIL, Mysore.

**37. Any other relevant matter ?**

## PART – C

IQAC met to formulate program for the new Academic Session:

1. The result of our Mass Communication and Video Production Department was a trend setter for others. The overall results in the university examination has been satisfactory but the results of Arts faculty needs more attention. There is a need for particular interest and attention in our Arts faculty. In the new academic session special attention will be paid to such subjects where we have not performed up to the make.
2. University examination was discussed in detail. The results of Science and Commerce faculty have been satisfactory. The individual efforts of department of physics and Chemistry were appreciated in conducting test regularly. It was decided that Quiz Competition will be organized at departmental level to encourage student to be equipped with latest information and knowledge.
3. Efforts will be exerted to increase the number of National Seminar/ Symposium and Workshop in different department. The College will help all such faculty who will be interested in doing an Orientation or Refresher Course for their academic advancement. The seminars under CAD will be allowed to continue as usual.
4. There has been good progress on our extra – curricular activities. The indoor games available in the College Common Room will be enhanced from next session. There will be a strict check on the Common Room users.
5. The response in the new Add-On Courses is good. More students will be roped in from the next session to fill up all the seats of Add-On Courses.

6. It was observed that the College Campus is frequented by outsiders and non-students and it has become a constant reason for unnecessary indiscipline. Steps must be initiated in the next session to check the entry of unwanted people in the campus.

Dr.Mushtaq Ahmad  
Name & Signature of the Coordinator, IQAC

Dr.M.Zakaria  
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Name & Signature of the Chairperson, IQAC