

The Annual Quality Assurance Report – 2008-2009 (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
Name of the Head of the Institution	Dr.M.Zakaria
Phone No.	(Office) 0657-2431778 (Residence) 0657-2362141 Mobile +919955998806 e-mail principal@karimcitycollege.org
Year of Report	2008-2009

The IQAC of the College met and prepared the IQAR of 2008-09 by active participation and interaction with various departments and sections of the College. Data, information and suggestions were collected from different department and decisions were taken using the collective wisdom.

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 2008-09 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

PART- A

Plan of Action

1. Academic activities:

- a. The completion of syllabus on time was discussed and heads of departments were advised to divide the portions judiciously for proper monitoring on an annual pattern.

- b. Organisation of Seminars / Conferences under the aegis of Centre for Academic Development (CAD) and encourage teachers to apply for more minor research projects of UGC/ CISR.
- c. Planning of internal exams, test and assignments. Arrangement of sent-up test of Part – I students.
- d. A few industrial visits and educational tour will be organized for final year students.
- e. Arrangement of on-job training for our vocational (Hons) students by interacting with local industrial houses.
- f. Relieving the interested teachers for Orientation and Refresher Courses.
- g. Felicitation of University Rank holders at special function.
- h. In a major move the college decided to introduce college uniform for the students so that they will inculcate disciplinary ethics and professionalism of the highest order and will be bound together by a common spirit of oneness and togetherness.

2. **Infrastructure:**

- a. Building expansion will be completed in the Western Block of the building. The department of Mass Communication and Video Production will have a new office and a new shooting studio will also be added to this department which will make the department a special one.
- b. The science faculty will be upgraded. Old flooring will be replaced by a new one. Furniture will be repaired/replace in all the laboratories of science faculty and it will also include the department of Geography and Psychology. The laboratories of the science faculty will be equipped with new equipments. Order will be placed for fresh required equipments as per the demand of respective departments.
- c. The computerized cataloging and bar coding of books in library will be continued. Orders will be placed for new books to be purchased in the library and number of subscription in journals will also be increased.

3. **Extra – Curricular Activities:**

- a. Students will be motivated to take active participation in debate, quiz, elocution, singing, dancing and pointing competition and other cultural events both within and outside colleges.
- b. Organization of cultural programmes and events under the banner of SPArC (Society for Promotion of Art and Culture).
- c. Organisation of NSS activities and enrolment of more volunteers under NSS.

- d. Participation of students in various NCC Camps at various places in India.
- e. Awareness programme organized by Uranium Corporation of India Ltd (UCIL) for students and faculty with resources persons from BARC.

4. **Extension Activities:**

- a. Organisation of blood donation programme on the eve of Founder's Day in collaboration with Blood Bank Jamshedpur.
- b. Organisation of different awareness rally by NCC cadets / NSS volunteers and students.
- c. Celebration of Independence Day, Republic Day.
- d. Award of free studentship to poor and needy students. Help to poor students through book bank/waiver in fee etc.

PART- B

1. **Activities Reflecting the goals and objective of the Institution:**

College adheres to its basic goal of all round development of students.

- Students were admitted irrespective of their Caste, creed, religion and gender. Being minority institution some privilege was extended to students belonging to muslim minority student in order to educate them to join the socio political mainstream.

- Seminars/Workshops were organized in the college by departments and CAD.
- Extension activities were organized like Orientation programme for Freshers, NSS week long programme of “ Quami Ekta”, NCC Camps allowed to Cadets, Blood Donation Camp, Introduction of Professional English Course under LRC.
- Cultural and sporting Instinet were ignited in the students for greater participation. The college showed extremely well in Ranchi University Inter College events. We were declared champions in Cricket Championship, Boxing, Basket Ball championship.
- Guest lecture by Invited Guests from other Institution/ University.

2. **New Academic Programmes initiated (UGC and PG):**

- Study of One Foreign Language (French / German) made essential for Vocational (Hons) Students.
- The Language Resource Centre (LRC) introduced Certificate Course in Professional English arrived manly to equip students with skill sets to be helpful during campus placement drives.

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

- A Seminar was organised by Delhi School of Communication on 22.11.2008 in the department of Information Technology for the students. Two expert Speakers delivered their views about inclusion of management papers in the 17 syllabus and stressed upon the rote of an

Information Technology professional in the management *hierarchy* of a company.

4. **Interdisciplinary programmes started:**

Interdisciplinary courses are running in Industrial Chemistry, e-Commerce, Pollution Management, Language for Advertising, Marketing and Media, Mass Communication, Computer Application and Information Technology.

5. **Examination Reforms Implemented:**

University examination is completed in the domain of Ranchi University. However College helped in the organising of Practical examinations. Same times local examiners were appointed by the Centre Superintendent and Principal of the College under the permission granted by the Controller of Examinations of Ranchi University.

6. **Candidates qualified NET/SLECT/GATE etc. : NIL**

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

- Mr.S.Badre Ahmad, Lecturer, Department of Urdu attended Orientation Course in Linguistics at Academic Staff College, Aligarh Muslim University, Aligarh from 17.03.2009 to 16.04.2009.
- Mr.S.M.Yahiya Ibrahim, Lecturer, Department of English attended Orientation Course in Linguistics at Academic Staff College, Aligarh Muslim University, Aligarh from 17.03.2009 to 16.04.2009.

- Dr. Nigar Alam Siddiqui Lecturer, Department of Geography attended Orientation Course at Academic Staff College, Jamia Millia Islamia, New Delhi from 28.10.2009 to 27.11.2009.
- Dr. Zaki Akhtar, Lecturer, Department of Psychology attended Orientation Course in Psychology at Academic Staff College, Jamia Millia Islamia from 06.08.2009 to 04.09.2009.

8. **Total number of Seminars/Workshop Conducted.**

- Department of Urdu and CAD: Seminar lecture by Prof. Badre Ahmad on “Dichotomy of Urdu and Hindi” on 09.02.2008.
- Department of Distance Learning (AMU) and CAD: Seminar lecture by Prof. Shaikh Mastan, Director, Deptt. of Comparative Languages, AMU, Aligarh on 16.01.2009.
- 4 Workshops organized in the Department of Mass Communication and Video Production which include film appreciation, camera edition and direction, use of lights in shooting etc.

9. **Research Projects:**

- a) Newly implemented -
- Completed -

10. **Patents generated in any : NIL**

11. **New collaborative research programmes : NIL**

12. **Research grants received : NIL**

13. **Details of Research Scholars: NIL**

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

15. **Honours/Awards to the faculty :**

- Dr. Md. Moazzam Nazri, Lecturer, Department of Commerce honoured with Ph.D. in Commerce from Veer Kunwar Singh University, Arrah, Bihar, his Ph.D. topic was “Role of Nabard in financing of agriculture and other allied economic activities with special reference to Bihar.
- Dr. Anwar Shahab, Lecturer, Department of Political Science honoured with Ph.D. in Political Science from Ranchi University, Ranchi, his Ph.D. topic was “Administrative problems in Public Sector Enterprise “A case study of Indian Oil Corporation”
- Dr. Md. Reyaz, Lecturer, Department of Geography honoured with Ph.D. in Geography from Ranchi University, Ranchi, his Ph.D. topic was “Trends of Industrial growth in lower Subarnarekha basin of Jharkhand”.
- Dr. Sk. Anwar Ali, Lecturer, Department of Commerce honoured with Ph.D. in Commerce from Ranchi University, Ranchi, his Ph.D. topic was “Marketing of Automobile products : with special reference to Tata Motors.

- Dr. Dr. Anwar Alam, Lecturer, Department of History honoured with Ph.D. in Political Science from Vinoba Bhave University, Hazaribagh, his Ph.D. topic was “Historical changes in South Asia and foreign power.

16. Internal Resource Generated:

Internal resource was generated through admission in Certificate Course in Regional Languages in French and German by Language Resource Centre (LRC) of the College. Apart from this, Self-financing Vocational courses in Computer Applications, Information Technology, Mass Communication and Add-on Vocational (Certificate/Diploma & Advance Diploma) courses in 9 subjects.

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

18. Community Service :

NSS organized “Qaumi Ekta Week” in the college from 19th to 26th Nov. 2008. The aim was to promote Communal harmony and strengthening national integration among students.

The NSS unit also collected Rs.6,265/- which was sent to National Foundation for Communal Harmony (NFCH), New Delhi for providing rehabilitation to those children.

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 2007-08. Appointment of about 14 teachers as Guest Faculty in the Vocational subjects were also made during the year.

20. **Teaching, Non-teaching Staff ration: 1 : 1.02**

21. **Improvement in Library Services.**

The books in the library have been brought under Computerised Cataloguing. This year 10,000 books were catalogued and bar coded.

22. **New Books Journals subscribed and their value:**

1. Nos. of New books added	2738	Price Rs. 5,76,579.00
2. No. of New Journals added	09	Price Rs. 6,000.00

23. **Course in which student assessment of teachers is introduced and the action taken as student feedback.**

The feedback from student were collected and conveyed to concerned teacher during the meeting of teachers. Suggestions were accepted readily for further improvement.

24. **Unit Cost of Education:**

Including the salary component :	Rs.6,067.00
Excluding Salary component	Rs.1,941.00

25. **Computerisation of administration and the process of admission and examination results, issue of certificates.**

Computers are effectively used for keeping of accounts, issue of Income-tax Certificate and keeping records of Staff and Students.

Registration statement of students is prepared in Software provided by the university and the softcopy is sent from the college. The examination department of the college uses computer extensively for compilation of results, examination statements and preparation of mark sheet for internal test.

26. **Increase in the infrastructural facilities:**

- Construction of new shooting studio with ultra modern facilities in the department of Mass Communication and Video Production.
- Construction new office of Prof- in-charge in the department of Mass Communication and Video Production.
- Furnishing of department cabins.
- Furnishing of Laboratories of Science Faculty.
- Construction of new office for Distance Learning Centre of Aligarh Muslim University.

27. **Technology upgradation:**

For effective functioning of the college, the college upgraded its technology in different departments and sections.

28. **Computer and internet access and training to teachers and students:**

Free access is given to both teachers and students to use internet services in the concerned departments.

29. **Financial aid to students:**

As a routine matter financial aid was provided to Poor Students. The Total amount was Rs.2,21,127.00.

30. **Activities and support from Alumni Association.**

31. **Activities and support from parent – Teacher Association:**

Parents raised queries during the parent's teachers meeting and were given satisfactory answer. They secured satisfied with the steps taken in different spheres.

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:**

Sport persons of the college were motivated and supported to participate in various sports competition at university level.

- Our college won the championship in Inter College Competition in 2008.
- RAHUL BANERJEE, our Star Archer proved to be an asset for the college. He got first prize in 2nd Asian Grand Prize held at Philippines in

Oct, 2008. He took part as a member of Indian team in 1st World Cup in April, 2008.

- Our College also won the championship in the Inter College Competition for Basket Ball organized by Ranchi University, held at LBSM College, Jamshedpur
- Our College's Cricket and Basket ball team picked up the champions trophy in the Inter College Competitions also organized by Ranchi University.

34. **Incentives of Guidance and Counselling Cell : NIL**

35. **Student Achievement and Awards:**

- Our student Ms. PUJA SHARMA got all time highest percentage in Mass Communication – Video Production, Part – III (Hons) examination of Ranchi University.
- Our student Ms. ANITA AGARWAL secured 84.8% marks and was ranked 1st in the B.Sc. Computer Application (Hons) examination of Ranchi University.
- Our student Ms. DONA BANERJEE secured 79.8% marks and was ranked 1st in the B.Sc. Information Technology (Hons) examination of Ranchi University.
- Our student RAHUL BANERJEE is an Archer of National and International repute.
- SUO, RAVI KUMAR SHARMA represented the Country in Youth Exchange Programme and had the opportunity of personally meeting H.E., the President of Sri Lanka in the month of Sept – Oct., 2008.

- SUO, PRINCE KUMAR, UO, RAVI KUMAR SHARMA and SGT, AVINASH KUMAR represented the College at republic Day parade 2008 at New Delhi.

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

Students and Parents were guided in the selection of Honours Courses and papers. Dr. Zaki Akhtar Co-ordinator, Guidance and Counselling Cell was available for counseling as all working days.

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

- IT Giant IBM Daksh from Gurgaon , Selected 34 students from different departments of the College. Those selected will be placed as “ Associate Executives” in different locations in India.
- WIPRO BPO from Kolkata selected 22 students from Computer Application / Information Technology, Maths, Chemistry and Economics departments.
- YATINDRA SHANTANU of Computer Application has joined M/s. Usha Martin, Jamshedpur.
- RAVI DAS of Computer Application has joined AXIS Bank as Executive at Sakchi Branch, Jamshedpur
- 22 students from Mass Communication – Video Production were selected to work at different positions in Jamshedpur and elsewhere in the reputed media houses.

38. Development programmes for Non-teaching Staff:

The college has reappointed a few non – teaching staff after their superannuation, who were dedicated and committed during their tenure of work.

39. Healthy Practices of the Institution:

- Welcome / Orientation functions to fresher's (student).
- Celebration of Teacher's day.
- Guest Lectures under CAD.
- Iftaar Party for College Staff and dignitaries from Steel City.
- Picnic for Teaching and Non-teaching Staff.
- Farewell function (Students and Staff).
- Collection of Daily report for compilation of Academic status.
- Healthy and cooperative relations with the Parent University.

40. Linkages developed with National/ International Academic Research bodies:

The college has linkage with UGC, AMU, CIIL, Mysore for various programme and activities.

41. Any other relevant information : NIL

PART – C

Future Plan of Action

The College proposed to work on following future plan of action.

1. Academic activities:

- Preparing annual academic plans.
- Sending proposals to UGC and other agencies for Seminars/Workshops/Conferences and guest lectures.
- Sending proposals for research projects.
- Reminder to Ranchi University to allow P.G. Teaching in Computer Application and Mass Communication.
- Proposal to start Add-On course in Bio-technology under the department of Zoology and Botany.
- Sending teachers for Orientation and Refresher Courses at A.S.C.
- Arrangement of Industrial visits, education tours.
- Organization of exhibitions and cultural activities.

2. Infrastructure:

- Construction of Class rooms.
- Construction of toilets in the department of Computer Application and Information Technology.
- Installation of lightening conductors on the roof top of our building.
- Ne brick flooring of our court yard.
- Installation of water coolers in the Deptt. of Computer Application and Information Technology.

3. **Extra Curricular Activities:**

- Motivating students to participate in different competition such as debate, elocution inter and outside colleges.
- Organization of cultural programmes for students.
- Organization of NSS Camps / activities.
- Organization of NCC Camps.
- Participation by students in the Youth Festival Events organized by the university.

4. **Extension activities:**

- Organization of Blood Donation Camps.
- Organization of rallies for various awareness.
- Organization of function of the eve of Founder's Day.
- Organization of functions on Republic Day and Independence Day.
- Organization of Iftaar Party for teaching, Non-teaching Staff with special presence of members of Governing Body of the college and dignitaries from Steel City.
- Organization of Exhibitions.

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

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