

# The Annual Quality Assurance Report

**2009-2010**

## **(AQAR) of the IQAC**

Name of the Institution	<b>KARIM CITY COLLEGE</b> Post : Sakchi, Jamshedpur-831 001 Phones: 0657-2431778, 2423863, Fax : 0657-2430495 e-mail : <a href="mailto:office@karimcitycollege.org">office@karimcitycollege.org</a> web : <a href="http://www.karimcitycollege.org">www.karimcitycollege.org</a>
Name of the Head of the Institution	Dr.M.Zakaria
Phone No.	(Office) 0657-2431778 (Residence) 0657-2362141 Mobile 09955998806 e-mail <a href="mailto:principal@karimcitycollege.org">principal@karimcitycollege.org</a>
Year of Report	<b>2009-2010</b>

The IQAC of the college has prepared the Annual Quality Assurance Report of 2009-2010 by interaction with different departments and section of the college based on data and information collected and analysed.

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 2009-2010 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:**

- Organisation of Seminars, Conference, proposed to UGC.  
Arrangement of Seminars under the aegis of Center for Academic Development (CAD).
- Planning of internal exams, tests and assignments.  
Arrangement of Sent-up test of Part – I students.

- Starting P. G. Course in Computer Application and Mass Communication with the permission from our new parent University – Kolhan University bas in Chaibasa created on 12<sup>th</sup> August, 2009.
- Remedial Coaching for SC/St/OBC (excluding Creamy layer) and Minorities.
- Under XIth Plan we got stipend for students for economically deprived BPL Card holders and Minorities.
- Relieving teachers interested to go for Orientation/ Refresher Courses. Allowing teachers to participate in Seminars / Conferences outside the College for their career growth and value addition.

2. **Infrastructure:**

- Building expansion in the Western Block will continue, office rooms and a new Canteen will be constructed for our students.
- Lightening conductors will be installed on the roof top of all the blocks to save the premises from any untoward incidents.
- Coloring, Electrification and furniture of various departments.
- Facelift of our Front gate and Entrance of the main building.
- Installation of Air Conditioners in the different places.

3. **Extra – Curricular Activities:**

- Steps will be taken to motivate and inspire students to participate in debate, quiz, elocution, singing and painting competition and other activities both within and outside the college.
- Participation of students in various NCC Camps at various places in India.

- Inviting more students to the cultural events organized by SPArC for our preparation at university level events.
- Joining hands with more local industries to facilitate on job training for our students.
- Felicitation of all the Winners at the Youth Festival and other events at State / National level.

4. **Extension Activities:**

- Organisation of Blood Donation programme in collaboration with Blood Bank, Jamshedpur.
- Celebration of Independence Day and Republic Day.
- Organisation of NCC Camps and encouragement to those attending campus on All India basis.
- Fees waiver to weak and needy students. Award of help through book bank and other facility.
- Organization of Iftaar Party / Picnic in the College for teaching and Non-teaching Staff of the College.

## PART- B

### Plan of Action

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

Our fundamental aims and motto is to ensure the complete development of students under our supervision.

- The University Grants Commission, New Delhi conferred College with Potential for Excellence (CPE) status to our College. Its is a great achievement, a huge leap and fulfillment of our may dreams. The award infused a new energy and sense of commitment amongst teaching, non – teaching staff and the students.
- Admission for a student is a matter of pride and self satisfaction. The college admits students irrespective of their creed, caste, religion and gender without any bias. Muslim students are given preference in admission as it remains our basic aim as Minority Institution to educate those who are keenly interested in self development and will contribute to society later.
- Our parent university changed from this session. Ranchi University was bifurcated and new Kolhan University was established at Tata College, Chaibasa Campus.
- Our new Vice – Chancellor Fr. Beni Ekka and Pro – Vice Chancellor, Prof. Mrs. Laksmisree Banerjee of Kolhan University visited our

College and appreciated our efforts in imparting quality education. They also assured of all possible help in the launch of new courses and academic programmes.

- Extension activities like Welcome / Orientation programme for freshers, volunteer service by NSS volunteers, NCC Camps were organized.
- Cultural and sporting qualities of the students were greatly explored. The students showcased their talent both within and outside the college at University/State level.

2. **New Academic Programme initiated (UG and PG):**

- Kolhan University has allowed Honours teaching in 3 new subjects i.e. English, Hindi and Geography. The new admission will begin in the next academic session i.e. 2010-2011.
- Kolhan University, our parent university has also allowed us to start P.G. Courses in Mass Communication and Computer Applications (MCA) under semester mode of examination.

This added a new feather in our cap as we laid another milestone of P.G. Teaching in our colourful and glorious past.

**3. Innovations in curricular design and transaction:**

- Our Principal Dr. Md. Zakaria was coordinator for a 2 days workshop of proposed Central Research Board of Kolhan University.

**4. Interdisciplinary programmes started:**

- Interdisciplinary Courses running in Industrial Chemistry, e- Commerce, Pollution management, Computer Applications, Language for Advertising, Marketing and Media, Mass Communication and Information Technology.

**5. Examination Reforms Implemented:**

- The College organized internal test and promotional examination. This practice was allowed to continue practical examinations is held at the college centre under the supervision of Kolhan University.

**6. Candidates qualified NET/SLET/GATE etc. : NIL****7. Initiative towards faculty development programmes:**

- Prof. S. M. Yahiya Ibrahim, head of the Department, English, attended Orientation Course at Academic Staff College, Aligarh Muslim University, Aligarh from 17.03.2009 to 16.04.2009.
- Prof. Badre Ahmad, Department of Urdu, attended Orientation Course at Academic Staff College, Aligarh Muslim University, Aligarh from 17.03.2009 to 16.04.2009.



- Prof. Nigar Alam Siddiqui, Department of Geography, attended Orientation Course at Jamia Millia Islami University, New Delhi from 19.10.2009 to 22.11.2009.
- Dr. Zaki Akhter, Department of Psychology, attended Orientation Course at Jamia Millia Islamic University, New Delhi from 19.10.2009 to 22.11.2009.
- Dr. P.C. Banerjee, Head of the Department, Prof. Shahid Hashmi and prof. Moiz Ashraf from Department of Mathematics attended orientation Course at Academic Staff College, Ranchi University, Ranchi from 25.06.2010 to 21.06.2010.
- One research scholar (Mr. Pashupati Kumar) was registered for Ph.D. supervision under Dr. B.N. Tripathy, Head Department of Bangla.

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

- Department of Philosophy and CAD : Seminar lecture by Dr. Ashraf Bihari, Head, Deptt. of Philosophy, on the topic : Tasawwif: Need of the hour”.
- A three days workshop organized in collaboration with American Centre Kolkata in the department of Mass Communication – Video Production. Mr. Dauglas G. Kelly, director, American Centre Kolkata and

Mr. Snehasis Sur, Emirent Journalist and Media Trainer were the resource persons.

- A 17 days workshop on Camera, Editing and Direction was organized under the supervision of Mr. Rajesh Raj, Executive Director Producer ETV. As a result our students produced 5 short films during this period which was highly appreciated.

9. **Research Projects:**

- Newly implemented: Dr. Zaki Akhtar, Department of Psychology was granted a minor research project by UGC. His topic was “Stress Management - “ Case study of Industrial Area of Jamshedpur.”

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

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

12. **Research grants received : UGC -- Rs. 76,700/-**

13. **Details of research scholars:**

- One research scholar Mr. Uddham Singh registered under Dr.Zaki Akhtar, Lecturer, Department of Psychology for his Ph.D. research under Ranchi University.
- One research scholar Ms. Noor Jahan registered under Dr.Zaki Akhtar, Lecturer, Department of Psychology for her Ph.D. research under Ranchi University.

14. **Citation Index of faculty members and impact factor : NIL**

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

- Dr. B.N. Tripathy, Lecturer, Department of Bangla, honoured with D. Litt. in Bangla from Ranchi University, Ranchi, his D. Litt. topic was “Kabi Joydev – Orisai o Banglai”.
- Dr. Md. Afsar Kazmi, Lecturer, Department of Urdu, honoured with D. Litt. in Urdu from Ranchi University, Ranchi, his D.Litt. topic was “A Critical Study of Manzer Kazmi’s Contribution to the Art and Fiction”
- Dr. Aquil Ahmad, Lecturer, Department of Philosophy, honoured with Ph.D. in Philosophy from Aligarh Muslim University, Aligarh, his Ph.D. topic was “A Critical expositive of Richard Rorty’s approach of Philosophy”
- Dr. Ajaz Ahmad, Lecturer, Department of Economics, honoured with Ph.D. in Economics from Vinoba Bhave University, Hazaribagh, his Ph.D. topic was “Development of Fertilizer industries – A case study of Pre independent and Post independent India.
- Dr. G. Vijay Lakshmi, Lecturer, Department of Commerce, honoured with Ph.D. in Commerce from Ranchi University, Ranchi, her Ph.D. topic was “Developmental aspects of Social cost benefit analysis ‘ A case study of Tata Steel, Jamshedpur.”

**16. INTERNAL Resource Generated:**

- Internal Resource was generated through admission in Certificate Course in Regional Languages and French by Language Resource Centre (LRC) of the College.
- Apart from this several self financing courses in Vocational Honours of Computer Applications, Information Technology and Mass Communication Departments.

**17. Details of departments getting SAP/COSIST(ASSIST)/DST, FIST etc :  
NIL****18. Community Service:**

- Blood Donation programme was organized on the eve of Founder's Day. The faculty members and the students donated 77 bottles of blood. The collected blood was donated to Meherbai Cancer Hospital, Jamshedpur for use by poor and needy Cancer patients. The whole event was organized in collaboration with Jamshedpur Blood Bank.

**19. Teachers and Officers newly recruited:****20. Teaching, Non-teaching Staff ration: 1 : 1.02****21. Improvement in Library Services:**

- The library stands fully computerized with digital cataloging complete. It's a special achievement and a milestone in our library services. All the books are now bar coded and can be accessed with a click on mouse button of the computer in library.

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

1. No of New Books added	:	3420	Price Rs. 8,57,094.00
2. No. of New Journals added:		18	Price Rs. 10,000.00

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

- The feedback from students were collected and analysed. The concerned teacher was conveyed during the meeting of teachers and suggestions were forwarded for further improvement.

**24. Unit cost of Education:****25. Computerisation of administration and process of admission and examination results, issue of certificates:**

- Computers are used for keeping of accounts, maintain of records of students and staff. The newly admitted students are registered in Kolhan University for which a Software is provided by University. College enters the data and softcopy is forwarded to the university. Computers are used also by all the offices in the different departments for circulation of notice and circulars and preparation of results and issue of mark sheet.
- Many online verification of qualification is verified through our e-mail exchanges. We respond quickly against such query in the best interest of our pass out students.

- Circular of university UGC and Government are directly downloaded from internet and issued to respective departments.

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

- Building expansion in the Western Block was done. New rooms and an office space was created.
- A new Canteen was constructed on the ground floor on an area close to the western boundary wall. The Canteen will have modern amenities and will cater to the needs of our students on a subsidized rates.
- Lightening conductors were installed by engaging the services of our expert electrical contractor, to save the building from any mishaps.
- Colouring was done in few departments and new electrical lines were laid in view of the increased load. Furnitures were purchased in the department of Mass Communication – Video Production, Centre for Distance Learning and Teaching Staff rooms of Science and Commerce faculty.
- The Entrance for the front side (Eastern Block) of the building was spruced up and a new clear look was acquired.

- Air Conditioners were installed in shooting studio, staff rooms of Science and Commerce faculty.

**27. Technology up gradation:**

- For effective functioning of the College, the college upgraded its technologies, Laptops, Laser Printers and LCD Projectors were purchased in the College for better use.
- We upgraded our Website to give a fresh look as we shifted to our new parent university Kolhan University, Chaibasa.

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

- Free access to internet is available to both teachers and students during working hours in the college campus.

**29. Financial aid to students:**

As a routine matter financial aid was provided to Poor Students. The Total amount was Rs.2,36,887.00.

**30. Activities and support from Parent – Teacher Association:**

- Parent Teacher Association could not be formed as yet. But there is a flow of communication between teachers and the parents during Parent Teachers meeting organized usually after publication of results to make them aware about the development of their ward.

**31. Health Services : NIL****32. Performance in Sports Activities:**

Sports and Athletics has been our assets and we have been given due recognition on account of our brilliant performances.

- Our Cricketer student, Somen Lodh played Senior District Championship at Dhanbad in April, 2009.
- Our Cricketer students, Maninder Singh Kalsi and Firoz Alam played East Singhbhum District under ..... as a Captain at Dhanbad in January, 2010.
- Our Athlete student, Md. Hussain Asif got 1<sup>st</sup> position in East Zone Athletic Championship at Jamshedpur in 400 mtr. Event in May, 2009 and Sr. Open National Athletic championship at Bhopal in August, 2009.
- Our Athlete Md. Rizwan got 1<sup>st</sup> position in 400 mtrs. Event at All India Inter Steel Plant Athletic Championship at Durgapur in July, 2009.



- Our Athlete, Amol Dubraj bagged 4<sup>th</sup> rank in 5 km and 3<sup>rd</sup> rank in 2 km run at Jr. National Athletic Championship at Warrangal in Sept., 2009.
- Our Archery (Men) Team bagged 27 medals to clench the championship and Archery (Women) Team bagged 15 medals to clench the championship during Ranchi University Inter College Men and Women Archery Championship, 2009 held at JRD Sports Complex, Jamshedpur.

### 33. Incentives of Guidance and Academic Cell:

- Incentives designed and implemented by Dr. Zaki Akhtar, Coordinator, Career Counselling and Guidance Cell.
- Workshop on Developing Assertiveness skill, interpersonal and decision making skills in August, 2009.
- Workshop on Over Coming Fear ( Public Speaking ,Fear of disapproval, Fear of Failure, Phobias, Panic), September, 2009.
- Seminar Organised on Development of mental health, 2010.

### 34. Student Achievement and Awards:

- Our student Ms. Anni Ankita got 1<sup>st</sup> rank in final examination of Mass Communication – Video Production conducted by Ranchi University. She secured 79% marks.
- Our students, Ms. Sonu Secured 83.8% marks and was ranked 1<sup>st</sup> in B.SC. Information Technology Hons examination, 2009 of Ranchi University, Ranchi.

- Our students Bindu Kumari secured 86.3% marks and was ranked 1<sup>st</sup> in B.Sc. Information Technology Hons examination , 2009 of Ranchi University, Ranchi.
- Our student Darakshan Nawab secured 79.8% marks and was ranked 1<sup>st</sup> in B.A. Computer Application (Hons) examination 20090 of Ranchi University.
- Our students Deepika Kumar and Rahul Banerjee are internationally renowned archers. We are proud to have them on our roll.
- 3 Cadets of NCC Ranjeet Kumar, Dharamjeet Kumar and Ms. Mehnaz Zarine made us proud by their selection for Republic Day Camp after going through rigorous training in various camps.
- Our NCC Cadet Amar Singh Devgam participated in CATC Camp. Ranchi from 27<sup>th</sup> May to 5<sup>th</sup> June, 2009.
- Our NCC Cadet was a part of International Camp at Camel Safari Camp, Jaisalmer, Rajasthan from 22<sup>nd</sup> Nov to 3<sup>rd</sup> Dec., 2009.
- Our NCC Cadet Vishal Kumar Giri was selected for National Integration Camp (NIC) held at Port Blair from 20<sup>th</sup> Feb to 3<sup>rd</sup> March, 2010.

### 35. **Activities of Guidance and Counselling Cell:**

Students and parents are helped and properly guided in the selection of their subjects. Dr. Zaki Akhtar readily welcomed interested students looking for such counselling .

**36. Placement services provided to students:**

- IT Giant IBM Daksh from Gurgaon, selected 31 students and issued offer letters after a placement drive on 11<sup>th</sup> February, 2010.
- WIPRO BPO from Kolkata selected 5 students from our college during the campus placement drive held on 18<sup>th</sup> November, 2009.
- HDPC Insurance (Standard Life) come for placement drive on 18<sup>th</sup> December, 2009 and selected 16 students from different departments.
- IT Giant INFOSYS BPO selected 20 students from our college after a placement drive held on 28<sup>th</sup> April, 2010.
- Troika, a Pharma Company selected 7 students from our college after a placement drive on 3<sup>rd</sup> May, 2010.
- IBM Technical from Bangalore selected 6 students from Computer Application and Information Technology for their technical support in a drive held on 24<sup>th</sup> March, 2009.

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

The College has re-appointed a few retired non-teaching staff who were dedicated during their term of service and were inclined to offer their services.

**38. Healthy practices of the Institution:**

- Welcome/Orientation functions to freshers (student).
- Celebration of Teacher's Day.
- Guest Lecture by reputed academicians under CAD.
- Iftaar party for College Staff, Governing Body and dignatories from Steel City.
- Annual gathering in the form of Picnic for Staff.
- Collection of daily report for compilation of academic development.
- Special care of poor and needy students.
- Recognition of good work and appreciation by management of the college.
- Healthy relations with the officials of university district administration and police for support.
- Farewell function (Students and Staff).

**39. Linkages developed with National/International Academic Research bodies:**

- The College has links with UGC, Kolhan University, Chaibasa, Aligarh Muslim University, CIIL, Mysore, UCIL, Jadugoda for different programmes and activities.

**40. 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:**

- Better Annual Academic Planning for next academic year.
- Sending proposals for Research Projects.
- Sending proposals to UGC and other agencies for Seminars/Workshops/Conferences and Guest Lectures.
- Concerted effort to start P.G. Teaching in Computer Applications and Mass Communication as Kolhan University has indicated us nothingness to allow the same from next academic session.

- Proposal submitted to Kolhan University to start U.G. Course in B.B.A. as Vocational (Hons) Course. Every year we receive enquiries regarding the availability of this course in the College.
- Sending teachers for Orientation and Refresher Courses at A.S.C.
- Motivating and encouraging participation by teachers in national Seminars and conferences within and outside Jharkhand.
- Arrangement of Industrial visits, Educational tours etc.
- Arrangements of Exhibitions display of posters.
- Motivating teachers to act as question paper setters in university examination and guide for research supervision.

## 2. **Infrastructure:**

- Construction of a new modern Computer Lab. For MCA students in the Western Block.
- Purchasing of Computers in the new MCA Lab.
- Furniture for the new MCA Lab.
- Electrification and Installation of air Conditioners in the MCA Lab.
- Furniture in ladies Common room.

## 3. **Extra Curricular Activities:**

- Motivating students to participate in different competition such as debate, elocution within and outside colleges.
- Motivating students to participate in the Cultural programs organized under the banner of SPArC. Preparation and support to students to showcase their talent on the forums and state level.

- Organization of NSS Camps and increase the number of volunteers for activities.
- Organization of NCC Camps. Sending NCC Cadets for Annual and Combined Training Camps.

**4. Extension activities:**

- Organization of Blood Donation Camps.
- Organization of Exhibitions in departments.
- Organization of function on the eve of Founder's Day.
- Organization of functions on Republic Day and Independence Day.
- Organization of function on Republic Day and Independence Day.
- Organization of sallies for various awareness programme.
- Organisation of Iftaar party for teaching, non-teaching staff with member of Governing Body and Guest from Steel City.

**Dr.Mushtaq Ahmad**

Name & Signature of the Coordinator, IQAC

**Dr.M.Zakaria**

Name & Signature of the Chairperson, IQAC