

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

KARIM CITY COLLEGE

**POST SAKCHI, JAMSHEDPUR
831001**

www.karimcitycollege.org

SSR SUBMITTED DATE: 23-02-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Karim City College is a Muslim Minority Institution run and managed by Karim's Trust, Jamshedpur, with permanent affiliation to Kolhan University, Chaibasa. Founded by Late Syed Tafazzul Karim, with the intention of promoting education among the weaker sections, particularly the Muslims, the college was established in 1961 with pre-university courses. Degree courses were launched in the year 1963. The institution achieved milestones with affiliation being acquired in 1965 for its degree courses of Arts and Commerce. Its growth was accelerated by the establishment of its Faculty of Science in the year 1978. In the last fifteen years, the institution has witnessed a steady course of progress. In 2004 the college went for its first assessment by NAAC and was awarded a grade of B+. In the year 2010, the college was accorded CPE status by the UGC. The college went for its second cycle of accreditation in the year 2012 and was awarded Grade B with Grade Point 2.88. In the year 2013, the institution inaugurated a new campus at Mango to which its Faculty of Education was shifted. The college has zealously and consistently promoted extra-curricular activities. The college offers consistent encouragement to active social engagement and welfare activities. Discipline constitutes an important institutional concern. The institution focuses on character-building through teaching and co-curricular activities has always occupied an important place in its agenda. Today, the institution is proud to have its alumni disseminated across all parts of the country, rendering their services to society in various professional capacities.

Vision

We envision becoming an institution of national repute, committed to work relentlessly towards our upgradation to a full-fledged University. We desire to become an institution that best understands and serves its stakeholders. We visualise to organise all academic informations and knowledge and to make it accessible to our students. We dream to transform the lives of weaker sections of our society especially Muslims, hence, transforming lives through education is our motto. We plan to provide lifelong education and training to our students, which may help them in sustaining the career and life both. We visualise to play a big role in the building of our community which is in not good shape today and this we plan to do through our services in the field of education. We want to provide the employers and the industry the best trained human resource that they require for growth and development. In our effort to provide quality education we desire to create a responsive, innovative and sustainable approach in our campus. We visualise to interact more with the academic and industry partners and to enter into alliances with them. We emphatically long to create an effective, supportive, safe, accessible and affordable learning environment by using State-of-the-art facilities, infrastructural support base and the best of ICT.

We wish to empower, equip and nurture our students in order to make them positive, peaceful, progressive, people oriented, society centric and respectful towards multi culturalism.

Mission

Karim City College is the dream fulfilment of our visionary founder Late Syed Tafazzul Karim, who established the institution with Pre-University Courses in 1961 with a mission to impart quality education and

to provide better opportunities of higher education to the weaker sections of the society particularly to the Muslim minority. Hence, all our efforts are targeted towards the attainment of this basic goal. The modern world and its challenges demand a constant renewal, a fresh approach and a process of change and adaption in the arena of higher education. The College is open to changes, innovations and improvisations. We are determined to acquire and provide the best in the field of higher education service towards self-fulfilment of our stakeholders in our constant goal. We are helping the students with the intention to enable them to help themselves. We are striving for the personal growth and leadership skills of our students empowering them to become responsible and cosmopolitan citizens. Building relationships, developing integrity and accountability, creating a sense of respect, service and fellow feeling and inculcating the rich cultural ethos of India – all are our constant efforts towards the building of the nation and a safe society. WE are constantly trying to create a modern, peaceful, progress oriented and knowledge based society with an emphasis upon research, innovation, production and not open sheer consumerist behaviour. We are constantly trying to create a great sense of understanding among our students with regard to India's plurality of religion and composite culture.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

◦ STRENGTHS

1. Rich Infrastructure
2. To fight the challenge of upliftment of educational standard of weaker section of the society is our great strength.
3. Committed, Highly Experienced, Qualified and Competent Faculty
4. Committed and Helpful Administrative Staff
5. Vigilant, Visionary and Compassionate Management
6. Inter & Intra Departmental Communication
7. Students' Representation in different Bodies
8. Sharing of Responsibilities by the Students
9. Financial Aid to Needy Students
10. Regular Classes
11. Very Good Result
12. Location of the Campus
13. Clean, Safe, Secured and Disciplined Campus
14. Ragging Free Campus
15. Good Student Support Facilities
16. Free Wi-Fi and Net Surfing Facilities
17. Literary, Cultural and Extension Activities
18. Achievements in Sports, NSS, NCC
19. Women's Cell
20. ICT enabled Campus
21. Rich Library
22. Satisfactory Placement
23. Career and Guidance Cell

Institutional Weakness

◦ **WEAKNESSES**

1. The decision of State Government not to **sanction posts of Teaching & Non-teaching staff with finance since 1982.**
2. Lack of Hostel facilities

Institutional Opportunity

◦ **OPPORTUNITIES**

1. To get Autonomous Status and to be a Deemed University
2. Collaboration with other HEIs
3. MoUs and Linkages
4. More PG Courses
5. Coaching for Competitive Exams for SC/ST/OBC/Minorities

Institutional Challenge

◦ **CHALLENGES**

1. Competition with other State and Private HEIs
2. Radicalisation of Youths by Puritanical, Divisive and Fanatic Forces
3. Economic and Social Background of Students
4. Mostly 1st or 2nd Generation Learners
5. Low Motivation among Students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

1. Run and managed by Karim's Trust, Jamshedpur. Karim City College is a Muslim minority institution. It got its first affiliation from Ranchi University, Ranchi in 1965, and later on it was recognised under section 2(f) & 12(b) of UGC. Located in the industrial hub of Jamshedpur, the college offers quality education to the people of three districts i.e. East Singhbhum, West Singhbhum and Seraikela-Kharsawan in particular and the people of Jharkhand, Bihar, Odisha and West Bengal in general.
2. Though the College intends to work for the educational betterment of weaker section of the society especially Muslims, its doors are open for everyone without any consideration of region, religion, caste, colour or creed. The College, at present, is catering more than 6,625 students at UG and PG level. Apart from running the traditional B.A., B.Sc., B.Com courses and Post-Graduation in Mathematics, Commerce, Psychology and Urdu, the college also offers vocational UG Degree in Mass Communication, Computer Applications, Information Technology and Vocational (Self-financed) P.G. Degree in Mass Communication. The College also offers B.Ed. and D.El.Ed. Courses under its Faculty of Education. The College also offers nine Add-on (Vocational) Courses for students pursuing traditional UG Courses.
3. The College is committed to the cause of education and strives to inculcate good academic and human

values among students. The College undertakes a large number of co-curricular, extracurricular and extension activities in order to ensure the holistic growth of students towards mature individuals, responsible citizens and empathic human beings.

Teaching-learning and Evaluation

1. The College library has 50, 988 books, 65 Journals, 14, 200 e-books, 23 Magazines, 21 Newspapers and periodicals and a satisfactory reserve of e-resources including INFLIBNET. The College Library has e-cataloguing system. The college library also has a Virtual Library and free net surfing facilities and an offline portal.
2. The two cycles of NAAC have helped the College to improve its academics. The College has seen tremendous progress in the field of teaching and learning. A majority of teachers are Ph.D. holders and a good number are Ph.D. guides too. Several UGC Projects were either undertaken or completed by the teachers. Teachers are associated with the syllabus committees of the parent University and are also the members of the different DRCs of the parent University.
3. Faculty members are asked to prepare their individual teaching plans and the departments are asked to prepare their academic and activity plans.
4. The teaching learning activities are student centric. Use of ICT has been optimised in the last few years. Student Seminars, Guest lectures and other student based academic activities are undertaken. The faculty members are available for mentoring and counselling also.
5. 5 PG courses are running and efforts are on to introduce some more. The College has created a Research Committee which has been asked to motivate teachers and students towards research. Separate research corners have also been created in the departments of Science faculty. College Library and Laboratories are equipped with the consideration of research also.

Research, Innovations and Extension

1. The College has a satisfactory research culture. A lot of teachers are research guides and few of them have undertaken UGC Projects also. The college also organises National Seminars, Conferences and Workshops.
2. The College is known for extension activities within the campus and outside. So far the College has adopted Six villages in the neighbourhood through its NCC and NSS Units and also by its Rotaract Club. These platforms are organising a large number of social activities and upliftment programmes within the campus as well as in the city and adopted villages or localities.
3. Project works, surveys, field visits and study tours for the students are organised. The College organises guest lectures, seminars, conferences and workshops and invites eminent personalities as resource persons.
4. The NSS unit was declared Best NSS Unit of the University in the year 2017 and one NSS Volunteer, Rinku Kumar was nominated for Indira Gandhi National Award from the Ministry of Youth Affairs and Sports, Govt. of India.
5. The NCC wing (both Men and Women) of the College is also very energetic and active. NCC Cadets are selected for Republic Day Parade every year.
6. Though the College does not generate a big resource with regard to consultancy, but our teachers and students are doing consultancy services to the society and adjoining areas. The Department of Mass

Communication & Video Production is continuously involved in the making of different documentaries and short films for Tata Steel.

Infrastructure and Learning Resources

1. The College has one main campus and one newly developed campus at a distance of 4 Km being used by the Faculty of Education. The main campus has 28 Class Rooms, out of which 7 are e-Class Rooms. It has 16 well equipped laboratories including 3 CA & IT labs, Language Lab and Maths Lab. The new campus, running B.Ed. and D.El.Ed courses, has 06 Class Rooms, 07 Labs, 04 Special Rooms, a well-equipped library and reading room and a fully equipped Multipurpose Hall.
2. The College has sufficient parking space, fresh and cold drinking water facilities, 2 soundless generator sets of 120 KV and 35 KV at Sakchi Campus and One 120 KVA soundless generator at Mango campus for power stand by power supply, more than 250 computers, MIS facilities, ICT facilities, free Internet facilities for students and staff, free wi-fi for students and staff, LAN connectivity etc.
3. The whole campus is fully computerised and automated. The internet accessibility, free net surfing and free wi-fi facilities are proving a boom for the campus.
4. The College was among the first 30 colleges of Jharkhand that were selected for financial grants under RUSA.. It helped in a big way to go for the up-gradation. Books, lab equipment, sports items, computers, water purifiers, photocopiers, printers, podiums with inbuilt PA systems, LCD projectors with automatic screens and steel almirahs were procured recently from this fund. Complete MIS was launched and multipurpose RFID Cards for students and staffs were introduced.

Student Support and Progression

1. The College organises collective induction programme for all newly admitted students.
2. The College provides indoor games facilities through two separate Common Rooms for Boys and Girls. Annual indoor games championship is also organised. The outdoor games and activities are looked after by the Sports In-charge. The College has a tacit understanding with the Sports Department of Tata Steel to use and their sports facilities.
3. The College is proud of its Co-curricular, Extra Curricular and Extension Activities. The literary and cultural wing of the College is quite active in organising a plethora of Co-curricular activities every year. The Drama Team under SPArC is very active and it has in its credit a number of prizes at different national level competitions.
4. Short Films made by our Mass Communication Students are bringing laurels from different state level and national level film festivals.
5. College has Discipline Committee, Anti Ragging Cell, Grievance Redressal Cell and Women's Cell.
6. Drop Boxes for suggestion and grievances are installed.
7. The College has created Employability Enhancement Unit consisting of Career Planning & Guidance Cell and Placement Cell.
8. Help Desk has been established to provide information to visitors and guardians.
9. Medical Care Unit extends its help and support to students in case of any medical emergency.
10. The College has an Alumni Cell and our ex-students have shown great concern and happiness in the growth and development of the college.
11. The College NCC and NSS units are proactive and highly performing.

Governance, Leadership and Management

1. The College has different Cells/Committees/Forums/College Bodies/Platforms to address academic, administrative, financial and student support requirements.
2. It is a major role player in planning, implementation and execution of multifarious developmental activities. MIS, multipurpose RFID Cards, Digitisation, Help Desk, CCTV, Digital Notice Boards, Free wifi for students, LCD TVs for Student Common Rooms are a few among many projects that are undertaken by the IQAC. It has been continuously organising workshops for teaching and non-teaching staff and motivational programmes for students. The Students Feed Back Analysis mechanism, SWOC Analysis mechanism, Publication of Academic and Activity Calendar are a few concepts that were introduced and undertaken by the IQAC.
3. The whole campus is fully computerised and automated. The internet accessibility, free net surfing and free wi-fi facilities are proving a boom for the campus.
4. Appointments of teachers are made as per the prescribed norms of the UGC and the State Government. Proper advertisements, interviews, demonstration classes and presence of University Representative at the time of interview have been ensured.
5. Teachers are motivated to pursue research and to attend faculty development programmes, workshops, seminars and conferences. Teachers are also encouraged to send Project proposals and Seminar Proposals to the UGC.
6. Students are availing the benefits of governmental schemes and scholarships. Economically deprived students are provided optimum possible support including financial help.

Institutional Values and Best Practices

1. We are extremely appreciative of the energy, enthusiasm, involvement and creativity of a very huge team of students who are our real strength. They undertake almost all the co-curricular, extracurricular and extension activities on their shoulders. They contribute in academic and administrative activities in such a brilliant way that our teacher-student relationship has been cited as example among local HEIs.
2. Complete transparency is maintained in academics and administration. Things are done on the basis of shared responsibilities. Regular meetings of different bodies are held in order to address the issues. Management-teacher interaction and management-student interaction also help to keep the channels of communication open. Our multifarious efforts in teaching-learning, administration, evaluation, student support, institutional social responsibility, optimum utilisation of resources, quality sustenance and improvement have started giving dividends.
3. There are plethora of best practices which are undertaken with the idea of injecting quality and vibrancy in the campus. Academic and Curricular activities like Seminars, Workshops, Assessments, Guest Lectures etc., Literary and Cultural Activities, Sports Activities, Placement, Community and Society based activities, Staff and Student's Welfare etc. are all directed towards serving the stake holders and the nation. We are striving to provide several platforms to our students, so that, their talent and their capability come out to the fore. We are making all our efforts to develop our students into multi-dimensional personalities to face the changes and challenges of life. Our efforts are always targeted towards our motto of making the nation a house beautiful.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KARIM CITY COLLEGE
Address	POST SAKCHI, JAMSHEDPUR
City	JAMSHEDPUR
State	Jharkhand
Pin	831001
Website	www.karimcitycollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	M. ZAKARIA	0657-2431778	9431759629	0657-2430495	iqac@karimcitycollege.org
IQAC Coordinator	S.M.YAHYIYA IBRAHIM	0657-2230370	9709249638	0657-2431779	smy.ibrahim@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	RELIGIOUS
Linguistic	
Any Other	

Establishment Details											
Date of establishment of the college	01-11-1961										
<table border="1"> <tr> <td colspan="3">University to which the college is affiliated/ or which governs the college (if it is a constituent college)</td> </tr> <tr> <td>State</td> <td>University name</td> <td>Document</td> </tr> <tr> <td>Jharkhand</td> <td>Kolhan University</td> <td>View Document</td> </tr> </table>			University to which the college is affiliated/ or which governs the college (if it is a constituent college)			State	University name	Document	Jharkhand	Kolhan University	View Document
University to which the college is affiliated/ or which governs the college (if it is a constituent college)											
State	University name	Document									
Jharkhand	Kolhan University	View Document									
Details of UGC recognition											
Under Section	Date										
2f of UGC	27-11-1981										
12B of UGC	27-11-1981										
Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)											
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks							
NCTE	View Document	19-07-2005	36	NCTE provides recognition once which is valid till date However the University has accorded affiliation upto							

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	20-07-2010
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	POST SAKCHI, JAMSHEDPUR	Urban	0.64	7791.66

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,History	36	XII	English,Hindi,Urdu	100	66
UG	BA,Geography	36	XII	English,Hindi,Urdu	100	62
UG	BA,Political Science	36	XII	English,Hindi,Urdu	100	69
UG	BA,Economics	36	XII	English,Hindi,Urdu	100	34
UG	BA,Psychology	36	XII	English,Hindi,Urdu	100	25
UG	BA,Philosophy	36	XII	English,Hindi,Urdu	50	1
UG	BA,English	36	XII	English	150	132
UG	BA,Hindi	36	XII	Hindi	100	17
UG	BA,Urdu	36	XII	Urdu	100	9
UG	BA,Bangla	36	XII	Bengali	100	13
UG	BA,Odiya	36	XII	Oriya	50	0
UG	BCom,Commerce	36	XII	English,Hindi	1000	855
UG	BSc,Physics	36	ISC	English,Hindi	150	146
UG	BSc,Chemistry	36	ISC	English,Hindi	150	110
UG	BSc,Mathematics	36	ISC	English	150	148
UG	BSc,Botany	36	ISC	English	50	15
UG	BSc,Zoology	36	ISC	English	100	91
UG	BEd,Education	24	GRADUATION	English,Hindi	100	100
UG	BSc,Comput	36	XII	English	60	26

	er Applications					
UG	BSc, Information Technology	36	ISC	English	60	49
UG	BA, Mass Communication Video Production	36	XII	English	60	48
PG	MSc, Pg Mathematics	24	BSC	English	60	60
PG	MCom, Pg Commerce	24	BCOM	English, Hindi	60	60
PG	MA, Pg Urdu	24	BA	Urdu	50	19
PG	MA, Pg Psychology	24	BA	English, Hindi	50	23
PG	MA, Pg Mass communication	24	BA	English	40	16

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				7				54			
Recruited	0	0	0	0	6	1	0	7	25	6	0	31
Yet to Recruit	0				0				23			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				22			
Recruited	0	0	0	0	0	0	0	0	17	5	0	22
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				35
Recruited	35	0	0	35
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				57
Recruited	45	12	0	57
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	2	0	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	6	0	0	6
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	2	0	0	2
Ph.D.	0	0	0	5	1	0	21	7	0	34
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	0	0	7	16	0	24

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	7	3	0	10
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	12	6	0	18

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	0	0	0	1
M.Phil.	1	0	0	0	0	0	0	0	0	1
PG	0	0	0	0	0	0	7	2	0	9

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	10	2	0	12

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate	Male	39	0	0	0	39
	Female	110	0	0	0	110
	Others	0	0	0	0	0
UG	Male	4008	0	0	0	4008
	Female	2294	0	0	0	2294
	Others	0	0	0	0	0
PG	Male	135	0	0	0	135
	Female	188	0	0	0	188
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	170	189	183	126
	Female	61	69	63	46
	Others	0	0	0	0
ST	Male	521	546	522	399
	Female	231	235	232	204
	Others	0	0	0	0
OBC	Male	905	878	826	537
	Female	236	213	206	143
	Others	0	0	0	0
General	Male	1883	1976	1996	1996
	Female	926	958	852	839
	Others	0	0	0	0
Others	Male	668	716	783	941
	Female	1024	998	937	873
	Others	0	0	0	0
Total		6625	6778	6600	6104

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 13

Number of self-financed Programmes offered by college

Response : 6

Number of new programmes introduced in the college during the last five years

Response : 5

3.2 Student

Number of students year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6625	6778	6600	6104	5536

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2124	2130	2032	1455	898

Number of outgoing / final year students year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1563	1509	1328	1195	1063

Total number of outgoing / final year students

Response : 1563

3.3 Academic

Number of teachers year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
102	105	106	98	96

Number of full time teachers year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
60	63	64	56	54

Number of sanctioned posts year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
83	83	83	74	72

Total experience of full-time teachers**Response : 1304****Number of teachers recognized as guides during the last five years****Response : 17****Number of full time teachers worked in the institution during the last 5 years****Response : 64****3.4 Institution****Total number of classrooms and seminar halls****Response : 53****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
224	212	180	175	141

Number of computers

Response : 216

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.13

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.02

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The college follows the syllabus developed and implemented by the parent university. Recently the university has adopted CBCS and implemented it from the academic session 2017-18. Students enrolled during earlier academic sessions are in the annual mode. The College, in adherence to syllabus guidelines of the parent university, ensures an effective delivery and timely completion of the curriculum in a much planned manner. The departments have been asked to upload their syllabus in the college website. Curriculum has been distributed among teachers concerned by their respective heads. A printed copy of the distributed portions is given to the faculty members before the commencement of each session/semester. The same is also uploaded in the college website. The teachers have also been asked to prepare a teaching plan before the commencement of classes. During the course of the session/semester the HODs constantly ensure that the teachers are religiously adhering to the curriculum distribution and planning. The teachers are also expected to mention the topic they have covered in the daily report which they got signed on daily basis by the respective faculty incharges. Further, at the completion of each session/semester the faculty members are asked to submit a gist of lectures that they have delivered in a respective class. The same has been uploaded on the college website.

A convenient and viable time-table is prepared before the commencement of every academic session. The time-table is given to the students at the time of Induction Meeting and uploaded on the college website too.

Innovative teaching methods and the use of ICT are given due consideration for effective implementation. Students are encouraged to use library resources and the e-resources of the college. Subject related reference books and e- materials are told to the students. Students have been given home assignments and are encourage to prepare their own study materials which may get checked by the teachers concerned. Attempts have been made to make classroom teaching interactive.

Seminars and guest lectures, special/extra classes also prove helpful for better and timely implementation of the curriculum. Internal exams/class tests are also organised to assess the students with regard to their curriculum development. Surveys and field visits are undertaken if there is a requirement in the curriculum. Students are also encouraged for group studies and collaborative periodical departmental reviews are ensured to gauge the quantum of syllabus covered. The Academic and Activity Calendar also prove instrumental in better curriculum planning and implementation.

1.1.2 Number of certificate/diploma program introduced during the last five years**Response:** 0**1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 23.13**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
20	13	14	14	08

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years****Response:** 38.46**1.2.1.1 How many new courses are introduced within the last five years**

Response: 05	
File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 61.54

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 16

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 2.09

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
109	184	137	100	132

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Being an affiliated college, we have to implement and follow the syllabus prescribed by the parent university. The cross cutting issues mentioned here i.e. gender, environment and sustainability human

values and professional ethics are well integrated into the prescribed curriculum. Not only the syllabus of Hons/Core Courses but also of Subsidiary/Generic Elective courses address these issues. This apart, even the syllabuses of AECC (Ability Enhancement Compulsory Courses) and SEC (Skill Enhancement Courses) also contain these issues. In Semester 2 of BA/B.Sc/B.Com the University has introduced EVS as a compulsory subject while in Semester 4 of BA/B.Sc/B.Com the University has introduced Personality Development as a compulsory subject. All these courses include topics related to gender sensitisation, environmental issues, human values and professional ethics.

The college, on its part, also tries to inculcate awareness about the issues related to gender, environment, sustainability, human values and professional ethics either through the academic departments or through different student platforms that look after co-curricular, extra curricular and extension activities. The teachers try to involve these issues as per the situations created while teaching in the classroom. The academic departments address these issues through seminars, discussions, guest lectures, educational tours, field visits and different departmental events. The department of Geography organises Environment Day programmes and different environment awareness drives not only for its students but also for the students of other courses. Different student forums like NCC, NSS, SPArC (Society for Promotion of Art and Culture Forum) for literary & cultural activities. Rotaract Club & Women's Cell etc also address these issues in their events and functions. The NSS unit of the college is working a lot in the field of Environmental awareness and different drives. It also celebrates the Environment day. Rotaract Club is continuously championing the cause of environment outside the college campus. The Women's Cell is observing Women's Day and organising a number of gender sensitisation drives involving the students belonging to both the gender.

The following events and programmes are undertaken addressing these issues:

Plantation Drives,

Environment Day,

Blood Donation,

Literacy Campaigns,

Social Awareness Campaigns,

Gender Awareness,

Health Camps,

International Women's Day,

Cleanliness Drives,

Earth Day,

Ozone Day,

Communal Harmony Week,

Voters Day,

Cashless Drives,

International Language Day,

Hindi Diwas, Mother's Day,

Teacher's Day,

Education Day,

World Water Day,

Career Fest, Skill Development Programmes,

Motivational Programmes etc.

LIST OF CORE COURSES:

UG:

Bangla,

Economics,

English,

Geography,

Hindi,

History,

Philosophy,

Psychology,

Political Science,

Urdu,

Botany,

Chemistry,

Mathematics,

Physics,

Zoology,

Commerce,

Mass Communication and Video Production

Information Technology,

Computer Applications

Education (B.Ed)

PG:

Urdu,

Psychology,

Mathematics,

Commerce &

Mass Communication

ADD-ON (Vocational): Certificate, Diploama & Advance Diploma

Functional English,

Pollution Control Management,

Industrial Chemistry,

Aqua Culture,

E-Commerce,

Advertising Sales Promotion & Sales Management,

Mass Communication,

Computer Application	
Information Technology	
DIPLOMA: D.El.Ed	
1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years	
Response: 5	
1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years	
Response: 05	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 25.58	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 1695	
File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: B.Any 3 of the above</p>

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 4.23

2.1.1.1 Number of students from other states and countries year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
256	229	251	298	288

File Description	Document
Institutional data in prescribed format	View Document
List of students (other states and countries)	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 66

2.1.2.1 Number of students admitted year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2260	2214	2439	2295	2153

2.1.2.2 Number of sanctioned seats year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3460	3460	3460	3460	3370

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 41.22

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
656	629	697	665	590

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The Head of the departments as well as other faculty members are told to keep an eye over the students regarding their attendance and participations in class rooms during the first month after the commencement of an academic session. They are also asked to track the advance as well as slow learners. A special provision has been made in the time table for tutorial classes in which teachers have to address the academic problems and doubts of the students at the individual level. Students are also encouraged to consult their teachers during leisure hours in case of any academic query or guidelines. Under special circumstances the college also arranges remedial classes for slow learners.

The internal assessment/mid semester tests also help to identify advance and slow learners. Departmental heads and faculty members are instructed to motivate and help their learners accordingly.

Slow learners are motivated to cope up their weakness. They are encouraged to consult the teachers and their batch-mates for suggestion and help. They are encouraged to use the library resources and the e-resources to overcome their shortcomings. Irregular students and poor performers are identified and efforts are made to identify their problems. Sometimes the parents are also consulted for redressal of certain issues. Financial burden, early marriage or girl students, family responsibilities, part time jobs, orphanhood and sense of diffidence are major reasons for poor performance as well as drop out. Such students are motivated to take care of their studies. Awareness of job avenues, encouragement to married girl students, financial help to unprivileged and underprivileged students are the efforts taken to address the need of slow learners. Teachers are directed to help such learners during their leisure hours and the advance learners are advised to help them cope up their academic lacuna.

Advance learners are motivated and felicitated to continue their good performance. Necessary counseling, additional books and study materials are provided to them. They are encouraged to involve in the academic discourse. They are also encouraged to participate in different academic, literary and cultural activities within the campus and outside. They are also encouraged by giving different responsibilities at the inter

department or intra department level. They are also given the responsibilities of different student based platforms. In an effort to equal growth and inclusiveness and to lessen the rate of drop out students, the advance learners are asked to help the slow learners and do their efforts for the collective betterment of their class.

2.2.2 Student - Full time teacher ratio

Response: 65.59

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.09

2.2.3.1 Number of differently abled students on rolls

Response: 6

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The college, through its faculty members, tries its level best to encourage experiential and participative learning. Though the majority of the courses running in the college are formal one still the college tries to encourage experiential learning among its students. Almost every department organise student seminars and power point presentation sessions on the topics contained in the curriculum. Internships, field studies and surveys by some departments are undertaken that give a chance to students for experiential learning. Educational tours also prove helpful in this regard. Project works, Hands-on training and on job training to the students of vocational courses is also provided. Home assignments, note making exercises, internal exams and class tests are also helpful in this regard. Students are encouraged to write papers for seminars and conferences and to participate in workshops. Apart from this experiential and participative learning opportunities are also ensured by giving the students opportunities to organise various functions and events of the college. The in-house functions and programmes of respective departments are undertaken by the students and the organisational and leadership skills of students are also put to test by giving them opportunities of organise different Co-curricular, extra-curricular and extension activities of the college. This certainly gives opportunity to the students for experiential and participative learning. The plethora of literary and cultural activities also gives the students an opportunity for participative learning. The college

encourages student centric and collaborative teaching learning process and encourages the students to dream, explore and discover.

The faculty members take utmost care in solving the academic problems of the students. Teachers help students in defining the problem, determining its course and generating ideas to reach to a proper solution. Rapid problem solving strategies are adopted to sort out the doubts and academic problems of the students inside the classroom itself. 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. The college is continuously undertaking efforts to make the teaching learning process student centric.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 51.49

2.3.2.1 Number of teachers using ICT

Response: 52

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 73.61

2.3.3.1 Number of mentors

Response: 90

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The College follows the prescribed syllabus of the Kolhan University and along with strict adherence to the prescribed curriculum the teachers have been asked to take up the teaching learning process in a creative and innovative manner. The faculty members are using creative teaching methods not only to grab the attention of the students but also to make the process impressive and effective. The traditional pedagogy is not taken as outdated and has been used voraciously as it is the long tested method of

teaching. However, the new and innovative methods of teaching and learning are taken up to supplement and strengthen the basic teaching and learning process. Visual exercises, recorded lectures, you tube videos, online presentations, web pages; ppts etc have been used by the faculty members in a very satisfactory manner.

Teachers switch over from the traditional chalk and talk method to the use of ICT and different tools in their class room teaching. Often they adopt contrastive methodology to impact their teaching. Guest lectures, film shows and interactive sessions also play a major role in the teaching learning process. The online and offline virtual library facilities, INFLIBNET and the Web Portal of the college also play an influential role in this regard. The audio visual tools are also used by the faculty members. Teachers try to link their teaching with real world experiences. Brain Storming, role play, introduction of new ideas, team work etc are also adopted by the faculty members to make the teaching learning process effective. The teachers and students are provided with free wi-fi facilities. A few departments are organising film shows related to the curriculum. The college is continuously organising UGC sponsored national level seminars and conferences in which advance learners are encouraged to participate and also to present their papers. Interactive sessions, Project works, GDs, guest lectures, field visits and study tours are also organised to address the academic need of the students. Skill development programmes including language skills are organised to supplement the mainstream teaching and learning process. A few departments have their study groups or blogs on social media and there are still a few who have started using the college website for providing academic help to the students. A few departments have also started the process of mentoring in which senior and performing students are used to provide help and guidance to junior students and slow learners. Efforts are on to supplement the traditional information pouring pedagogy with an innovative and interactive methodology.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 75.2

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 72.84

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
44	45	45	41	41

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 12.91

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1.36

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	1	1

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 38.1

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	32	32	26	26

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The implementation of CBCS was done by the parent university very recently i.e. from the academic session 2017 – 18. This newly adopted CBCS expects a continuous internal assessment of students and it consists of 30 marks per paper. The 30 marks are divided into different heads such as 15 marks for mid semester exams, 10 marks for quiz, posters, seminars or assignments and 5 marks for attendance, participation and leadership. For mid semester exam of 15 marks/course the teachers are directed to conduct two class tests. All these instructions and guidelines are adhered by our faculty members. In addition to this they also try to motivate the students for their active participation in CIE so that they may be largely benefitted. Parents are also informed and motivated in this regard during parent teacher meeting. The mechanism of CIE has been made transparent and friendly for the stake holders. The marks awarded to the students are recorded in the MIS. The marked answer sheets are returned to the students and even the parents will also be briefed about the score of their wards.

There is clear impartiality and transparency in awarding internal marks. Marks are duly displayed on the notice boards. There are a few departments who have started the practice of uploading the internal marks on the college website. No genuine students are made to feel let down in the process of evaluation and award of marks in internal exams. Marks are awarded on the basis of student's performance, active participation, regularity in attendance, leadership qualities and their contribution and cooperation in the enhancement of the reputation of the college.

The old annual system is still in use for those who have taken admission during the academic sessions 2015-16 & 2016-17 such students are now in Part –II, Part – III. As per their curriculum, prescribed by the parent university, there is no provision for CIE however the teachers organise class tests and give assignments to these students also. For the award of practical marks also a complete impartiality and transparency is practiced.

Teachers are continuously de-emphasising memorisation and students are encouraged to write in their own words. And apart from the two mid semester tests the teachers are asked to organise monthly tests, group discussions etc. to assess the learning level of students and to motivate them too. Writing assignments, power point presentations, project works, lab works etc also practiced as processes of CIE.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The mechanism of internal assessment is transparent and robust. The students and parents are informed and continuously updated about it. The dates of mid semester tests are notified well in adherence. The dates of class tests are decided in consultation with the students. Topics and areas to be covered in the tests are announced among the students. The evaluated sheets are given back to students. The topics for quizzes, posters, assignments and seminars are announced and allotted to the students well in time and in adherence to the norms. The marks of internal assessments are uploaded in the college MIS which can be accessed by the students. The college has already linked its MIS with the website and parents may also see the performance of their wards with regard to Internal Assessment. A few departments have also started the practice of uploading the marks of internal assessment on the college website. Marks are duly displayed on the notice boards also.

The process of evaluation and marking for the internal assessments is impartial and transparent. No genuine students are made to feel let down in the process of evaluation and award of marks in internal exams. Marks are awarded on the basis of student's performance, active participation, regularity in attendance, leadership qualities and their contribution and cooperation in the enhancement of the reputation of the college. Irregular and non-sincere students are not encouraged in any case.

The old annual system is still in use for those who have taken admission during the academic sessions 2015-16 & 2016-17 such students are now in Part –II, Part – III. As per their curriculum, prescribed by the parent university, The teachers organise class tests and give assignments to these students also. For the award of practical marks also a complete impartiality and transparency is practiced.

In case of any discrepancy with regard to evaluation and award of marks for internal assessment the students feel free to contact the teacher concerned or the Head of the respective department. In case the grievance persists on part of the students with regard to their internal assessment the Examination Cell and the Grievance Redressal Cell of the college take note of the situation and try to resolve the issue to the full satisfaction of the student.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The concept of CIE was introduced along with the recently implemented CBCS. The CBCS was implemented recently (2017-18) hence the CIE is also in a state of infancy. Before 2017-18 the annual mode was in practice and the students currently enrolled in UG Part II & UG Part III are covered under the same mode. In the annual system, the College organises classes tests and assignments for these students.

With regard to CIE the teachers are instructed to practice a student centric and encouraging approach with regard to CIE. The grievances of the students, in this regard, are taken care of by the teachers/department concerned. Students feel free to contact their teachers concerned for the redressal of their grievances with regard to CIE. The academic departments take utmost care of a grievance raised by any students. Timely and effective measure is taken in this regard up to the satisfaction of the stake holders. As far as grievances related to End Semester/Annual Exam is concerned the college adopts the procedure prescribed by the parent university. Applications and Complaints in this regard are timely and effectively forwarded by the Examination Cell of the college to the Controller of Examinations of the parent university. The

Examination Cell of college also takes utmost care of informing and guiding the students with regard to examination rules and regulations of the parent university.

In case of any examination related grievances of a student the Grievance Redressal Cell and the Examination Cell takes up a judicious and helpful approach in solving the problem. If the grievance is related to annual/end-sem exam the matter is taken up with the parent University for its Solution. The clerical staffs of the Examination Cell of the college are asked to take up the case and work for its quick and justified solution. The parent university provides the facilities of re-totalling and re-checking of the answer books. The officials and staffs of the Examination Section of the parent university are very cooperative and helpful and in case a student goes to the university headquarter for the redressal of grievance related to exam, these officials and staff help them resolve the issue

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

As the CBCS has recently been implemented the college has planned to organise the two Mid Semester tests in the second and 4th month after the commencement of a semester. The academic departments have also been told to take care of the other components of CIE well in advance so that students may not face any problem once they have filled up their exam form. The Academic and Activity calendar of the college includes the mid semester test and it has been adhered to by the teachers and departments concerned.

The CIE under recently implemented CBCS has been termed as Continuous Internal Assessment (CIA). It consists of 30 marks for a 100 mark paper. It is divided into three components viz. Component A of 15 marks consisting of two mid sem tests, Component B of 10 marks for quizzes, posters, seminars and assignments, and Component C of 05 marks for attendance, participation and leadership. Two Mid Sem tests are organised and the marks out best of the two is considered. Apart from the Mid Semester tests (component A) the other components of the CIE have also been organised or looked after in time. The component B of CIE, which has 10 marks for, quizzes, posters, seminars and assignments, has also been planned as per the dates. The departments are asked to complete the component B also in time. In addition to this, the internal assessment of students under annual mode i.e. UG part II & III and PG part II, has also been undertaken in adherence to a stipulated time frame.

For all these purposes the college follows its Academic and Activity calendar strictly and departments are told to complete the syllabus and the curriculum well in time. However, a lot depends upon the dates and schedules fixed by the parent university. The parent university too releases its own academic and activity calendar and the officials of the parent university and all the affiliates of the university adhere to the schedules and time-frames of the university.

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 on website and communicated to teachers and students

Response:

The Course outcomes for the various courses run by the college are uploaded on the college website for easy accessibility by teachers and students. Apart from this, the General Induction Meeting held by the College at the beginning of every session to introduce the fresh batch of students to the college's structure, culture and ethos, also involves the making of a statement concerning the programme outcomes of the various courses.

At the departmental level, programme specific outcomes and course outcomes are communicated to the students and teachers in the Departmental Induction Meeting. Teachers of the various departments are also engaged in re-evaluating and re-assessing the stated outcomes and departmental meetings concerning this are held at the start and end of each session to ensure that the outcomes set for the various courses are concrete, practical, viable and utilitarian in the present day scenario. Changes, if suggested by teachers are deliberated upon and incorporated with administrative consent.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The Programme Outcome, Programme Specific and Course Outcomes of the various courses run by the College are regularly evaluated by the institution on 3 levels. On the level of the department wherein teachers assess how far their outcomes have been accomplished, or the level of the students who assess their accomplishment of course outcomes in terms of knowledge gained and on the college level where the IQAC evaluates the accomplishment of each department on the basis of student performance.

On the departmental level, attainment of course outcomes is evaluated quarterly through departmental meetings in which portions of the syllabus taught by the individual teachers are presented along with the marks and reports of tests given and viva-voce conducted on the topics taught. Apart from this, the college has a mechanism of the submission of a weekly report by teachers through which the department can keep a track of syllabus coverage and outcomes initiated.

On the level of the students, the department, under the guidance of the IQAC maintain a mechanism of student feedback whereby a performa is circulated at the end of each semester with an intention to measure student satisfaction with class room teaching and their own evaluation of outcomes attained.

On the College level, the IQAC monitors the attainment of course outcomes of each department by comparatively evaluating the departmental report on attainment of outcome, student's feedback on the same, and the performance of the students of the department in the bi-annual semester examinations.

On the whole, the college is proud to state that its Pos, PSOs and Cos are well-attained and this is reflected not only in the student's satisfaction with class room teaching but also in the good performance of students in University Examinations as also in their career later in their lives.

2.6.3 Average pass percentage of Students**Response:** 91.5

2.6.3.1 Total number of final year students who passed the university examination

Response: 6092

2.6.3.2 Total number of final year students who appeared for the examination

Response: 6658

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 3

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.82	.45	0	.73	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 16.83

3.1.2.1 Number of teachers recognised as research guides

Response: 17

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.17

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 11

File Description

Document

List of research projects and funding details

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The college is pre dominantly running under graduate courses and striving hard to convert itself into a full-fledged PG college. Till date the college is successful to introduce PG Courses in five subjects only, else it is a predominantly under graduate college. The population it largely caters mostly consists of educationally and economically weaker section people who usually do not have a higher urge towards research and innovation. Apart from this the concept of innovations like eco system, incubation centre etc. are comparatively recent concepts which are yet to take a seat in traditional/formal education institutions of this part of the country. In spite of all this the college and its management is positive towards technological development and innovation. The college intends to strike a balance between its material resource and human capital. The college is open for a justified balancing between its knowledge economy and commercial economy. Through the college is yet to establish any incubation centre but it is open for creation, sharing and transfer of knowledge. The college invites ideas from its stakeholders and tries to turn the tacit knowledge into explicit knowledge by implementing those ideas. The college and its management is always ready to share its experience with other players or institutions and is also open to welcoming new knowledge through the process of socialisation and internalization etc. The college creates an environment of invention and autonomy.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response:** 0.53**3.3.3.1 How many Ph.D.s awarded within last five years****Response:** 9

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.39**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
9	20	37	23	26

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.08

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	04	04	04	05

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college is known in the city and has created a niche for itself among the colleges of Parent University in terms of extension activities. The college has created many student centre platforms, apart from the traditional NCC and NSS activities, that organises several social service activities and sensitisation programmes for its students. Not one but many blood donation camp are organised these platforms through at the year. The college has been organising a blood donation drive every year on the eve of Founder's Day in January. This has been done very religiously and with utmost regularly since 1989. Apart from this in recent years the NCC unit and the Rotaract Club of the college are also organizing separate Blood Donation Camps at the Red Cross and Jamshedpur Blood Bank as a part of their social responsibility initiatives.

The College NCC Unit apart from its regular activities undertaken a lot of programmes like blood donation, cleanliness drives, tree plantations various awareness programmes within and outside the campus and in its three adopted villages. The NSS Unit organises Cleanliness drives, literacy programmes, awareness programmes and special camps in the surrounding areas and especially in its adopted village. The NSS Unit organises Communal Harmony Week and different national integration programmes also. The NSS unit has been awarded as the Best Unit of the parent university for the session 2016 – 17. The Rotaract Club of the college is very active in organizing different social services events and sensitisation programmes within and outside the campus. It takes up special teaching drives and learning material distribution programme in its adopted school. Visit to old age homes and homes of differently-abled persons are also undertaken. The club has won accolades from the people of the city for its unique Roti-Day event in which the student volunteers distribute bread and other eatable among poor people of the city on a fixed day of every month. The club has also undertaken cleanliness and beautification drive at Tatanagar Railway Station.

The Women's Cell of the college organises gender sensitisation programmes, health camp, lectures and several competitions among the students to wake the campus vibrant, conducive and sensitive towards girl students.

All these activities are directed towards institutional social responsibility and creating the students a socially motivated citizens. The students of the college in general and the student-volunteers of the aforementioned platforms are quite dedicated to the cause of social service and social bonding. The motivational level of these students is so high that a good number of them are available 24/7 through social media for community service.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 52

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	24	6	4	4

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 227

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
60	76	34	27	30

File Description	Document
Number of extension and outreach programs conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 7.8

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
70	1270	425	473	277

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 24

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	5	5	4

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 22

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	4	4	1

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college has two campuses. Its main campus hosts all UG and PG courses excluding Faculty of Education which is running at a separate campus 4 kilometres away from the main campus at Mango.

The Main Campus has 28 classrooms (including 7 e-classrooms) and 16 laboratories. The class rooms are well furnished, airy and well lighted. The e-classrooms have internet connectivity and all required ICT facilities including Smart Board, Projectors, Sound Systems, Automated Screens etc. The college has sufficient number of laboratories: 2 in Botany; 2 in Physics; 2 in Chemistry; 2 in Zoology; 2 for Psychology; 1 for Geography; 3 for Computer Applications & Information Technology; 1 Math Lab and 1 Lingua Lab. All laboratories are equipped with latest instruments and equipment. The Department of Mass Communication has two separate Studios for Shooting and Recording that are well equipped with the best of facilities. The said department also has a Media Appreciation Room.

The College has around 200 Computers LAN Connectively, Internet (Wired & Wi-Fi Both) facilities. Apart from offices and administrative works the computer facilities are available to all teaching and non-teaching staff. Students are given internet and free wi-fi facilities as well as free net surfing in the Virtual Library. The College has established a separate cabin in the Library for Visually Challenged Students. The cabin is equipped with computers and softwares that may change a printed text into an audio text.

All Academic departments, college offices, library and the 3 separate air conditioned staff rooms are fully equipped with computer, LAN connectivity, wired internet and Wi-Fi facilities. The parent Trust i.e. Karim's Trust has handed over an old Cinema Hall besides the college premises. The same has been renovated as College Auditorium.

The new campus hosts B.Ed and D.El.Ed courses. It has 05 well-furnished classrooms, 07 Labs, 04 special rooms for music, tailoring & craft, sports, and ICT, separate common rooms for boys and girls, library with reading room, Language Lab, Computer Lab and a fully equipped Air conditioned Multipurpose Hall. The building is G+4 having lift facility for physically challenged students and Faculty Members. The campus has sufficient number of computers including a computer lab and LAN and Internet Connectivity.

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities

Response:

The college has been seen as a big achiever in sports and literary and cultural activities.

Sports Achievement for the session 2016-2017

1. Winner of Kolhan Inter College Basketball Men championship 2016. Six players selected for East Zone Inter University Basketball.
2. Winner of Kolhan University Inter College Basketball Women Championship 2016. Five players were selected for East Zone Inter University Basketball.
3. Winner of Kolhan University Inter College Kabbaddi Men Championship 2016. Four players were selected for East Zone Inter University Kabaddi.
4. Winner of Kolhan University Inter College Kabbaddi Women Championship 2016. Four players were selected for East Zone Inter University.
5. Winner of Kolhan University Inter College Volleyball Men Championship 2016. Five Players were selected for East Zone Inter University.
6. Runner of Kolhan University Inter College Volleyball Women Championship 2016. Three players were selected for East Zone Inter University.
7. Runner of Kolhan University Inter College Cricket Men Championship 2016. Six were players selected for East Zone Inter University.
8. Runner of Kolhan University Inter College Badminton Men Championship 2016. Three players were selected for East Zone Inter University.
9. Winner of Kolhan University Inter college Badminton Women Championship 2016. Two players were selected for East Zone Inter University.
10. Winner of Kolhan University Inter College Archery Men Championship 2016.
11. Winner of Kolhan University Inter College Athletic Meet Men & Woman Championship 2016-17 organized by Karim City College 28th to 30th January 2017.

The College has a tie-up with the Sports Departments of TATA STEEL and utilises its sporting facilities for its students. Outdoor and Indoor sporting facilities are provided to the students at JRD TATA Sports Complex.

The College has created a platform for Cultural and Literary activities named SPArC with its slogan inculcating culture and empowering youths the platform ensures the participation of students in cultural and literary activities inside and outside the campus. The platform organises several cultural and literary activities throughout the year including the week long literary and cultural festival Satrang. The following events are organised in the campus on annual basis: Qalamkaar, We the... Poets, Kahani Zubani, Story Lane, Bazm-e-Shyari, Art Beat, Sham-e-Ghazal, Qalandarana etc.

The Annual fest SATRANGs comprises of theatre events, singing events, dancing events, fine art events, debating events, quiz, power point presentations etc. Every year more than 150 prizes are distributed for in house literary and cultural competitions. And the platform attracts more than 1000 participation every year in all their competitive and non-competitive events. All there cultural and literary activities are managed by the student committee of SPArC and a separate well-furnished office has been assigned for this from the last 15 years. Apart from these, Sunday Activity Classes are organised by SPArC. Students are given training for Music, theatre, Fine Art and debate and creative writing on every Sunday under the guidance of skilled instructors. During the session 2016-17 the college not only organised the Youth Festival of Kolhan University but also won the winner position in the event.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class,

LMS, etc

Response: 16.98

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 15

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
20	20	20	30	40

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The library is run through MIS, where the software controls the issue and return (transaction) of all print materials i.e., books, journals, reference books, magazines etc.

There is the facility of e-catalogue for selection of trading materials. The MIS controls all the data collection of the library.

The library is fully computerised and bar coded with optical sensing.

Version of the Software is 2.1 with updation option as and when required.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Accn.No.	No.of copies	Author	Title	
0188	01	HAQUE,A.	SIR SYED AHMADKHAN	
0252	01	ZIA,A.	PANDIT JAWAHARLALNEHRU	
0258	01	BURNI,S.H.	ALBERUNI	
0349	01	PUB.DIV.	BUDDHIST SHRINES IN INDIA	
0755-069	15	PUBLISHER	CHAMBERS ENCYCLOPEDIA	
0947	01	NEHRU,J.L.	MERIKAHANI	
1420	01	GANDHI,M.	LAST GLIMPSES OF BAPU	
1422	01	JAIN,A.P.	RAFI AHMADKHIDWAI	
1426	01	GOPAL,R.	BALGANGADHAR TILAKLOKMANYA	
1503	01	KHAN,S.A.	ASARUSANADID	
1594-03	10	HUTCHINS,R.M.	GATEWAY TO THE GREATBOOKS	
2073	01	PUB.DIV.INDIA	CENSUS OF INDIA	
2171	01	KARNAGI,D.	UNTALISBAREAADMI	
2309-12	04	MATHEWS,P.	BOOK OF THE THOUSAND NIGHTS	
2407-15	09	HILLYER,V.M.	STORY OF OUR HERITAGE	
2463-82	20	HUTCHINS,R.	BRITANNICA GREAT BOOKS	
4781-804	26	PUBLISHER	ENCYCLOPEDIA BRITANNICA	
4829	01	KEER,D.	GANDHI:POLITICAL SAINT	
5206	01	RIZVI,K.	HAYAT E ZAKIR HUSSAIN	
5572-81	09	DAS,D.	SARDAR PATEL'S CORRESPONDENCE	
5410-11	02	LAL,S.	TIMES OF INDIA DIRECTORY	
5995-98	04	SEN,S.P.	DIC.OF NATIONAL BIOGROPHY	
	11	PUBLISHER	NOBEL PRIZE LIBRARY	
6129-39				
6481-87	07	ASLAM,H.M	TARIKH UMMATSIRATERASOOL	
6604-06	03	BHAKTIVEDANT,S.	KRISHNA	
6607-14	08	NEHRU,J.	SELECTED WORKS OF JAWAHARLALN	
6617-28	12	ELIOT,C.W.	HARVARD CLASSICS	
6632-51	20	PUBLISHER	MODERN BUSINESS PROGRAMME	
6959-61	03	ZAIDI,A.M.	EVOLUTION OF MUSLIM POL.THOUGH	
7078	01	MACHWARY,P.	VIBHINN DHARMMON ME ISWAR KAL	
7344	01	PRITHVICHANDRA	MURAQQAEGHALIB	
7359	01	SIDDIQI,I.H.	AAINAE ABUL KALAMAZAD	
7406	01	KHAN,M.M.S.	DEENE ILAHI AUR USKAPASMANZAR	

7412	01	PUBLISHER	ALIF LAILA	
7709-10	02	ZAIDI,A.M.	EVOLUTION OF MUSLIM POLITICAL TH	
7754	01	PARUI,S.S.	KURUKSHETRA IN THE VAMANA PUR	
7770	01	SHIRANI,M.	TAZKERA E SHORA E URDU	
7773	01	NAQVI,S.S.	HAMAR QADIM SAMAJ	
7793-94	02	SULEMAN,M.Q.	RAHMATULLIL AALAMIN	
7828	01	AZAD,A.K.	KHUTBAT E AZAD	
7967	01	BHARAT,A.	RELIGIONS IN INDIA	
7975	01	SIRCAR,M.N.	MYSTICISM IN THE BHAGAVAD GEETA	

7979-84	06	CHIB,S.S.	THIS BEAUTIFUL INDIA	
8243	01	BOSE,S.C.	CATECHISM OF HINDU DHARMA	
8255	01	NAGENDRA	TULSIDASA HIS MIND AND ART	
8258	01	PUBLISEHR	THE COMPLETE WORKS OF KABIR	
8381	01	SNELGROVE,D.L.	IMAGE OF THE BUDDHA	
9385	01	SIDDIQI,M.	FANNE TAHREER KI TAREEKH	
9586	01	ROLAND,B.	ART AND ARCHETECTURE	
9796	01	RAO,N.J.	AGE OF THE MAHABHARATA	
10191	01	DOWSON,J.	CLASSICAL DICT. OF HINDU MYTHOLOGY	
10543-44	02	AKHTAR,J.	HINDUSTAN HAMAR	
10612	01	LOYED,S.	ANCIENT ARCHITECTURE	
11192-215	24	PUBLISHER	NEW ILL.COLUMBIA ENCYCLOPEDIA	
11356	01	DE,S.C.	PUBLIC SPEECHES IN ANCIENT INDIA	
11814-16	03	YUSUF,M.	HAYATUS SAHABA	
12025	01	NARAYANA,P.	GEO.HORIZON OF THE AHABHARATA	
12120	01	NOMANI,S.	AL GHAZNI	
13074	01	IBN.BATOONA	SAFAR NAMA IBNEBATOOTTA	
15659	01	KULLAR,K.K.	SHAHEED BHAGHTSINGH	
15908-15	08	DUNLOP,S.	NATURE LIBRARY	
16183	01	MAKKY,G.A.	MECCA: THE PILGRIMAGE CITY	
16195	01	RUSSELL,R.	THREE MUGHAL POETS	
16258	01	PUBLISHER	MANORMA YEAR BOOK	
16260-62	03	BUKHARI,M.B.	BUKHARI SHAREEF	
16263-65	03	ZAMAN,W.	SANAN NESAI SHREEF	
16267-69	03	ZAMAN,W.	SAHI MUSLIM SHAREEF	
16305-07	03	SAHAJANI,A.	SANAN ABUDAUDSHAREEF	
16310-11	02	BADIUZZAMN	JAME TIRMAZMISHAREEF	
17479	01	POTTER,K.H.	ENCYCLOPEDIA OF INDIAN PHILOSOPHIE	
17496-99	04	DASPUTA,S.	HISTORY OF INDIAN PHILOSOPHY	
17606	01	CHATTERJEE,R.	IMPACT OF RAJA RAMMOHAN ROY	
17836-7	02	SINGH,A.	POLITICAL LEADERSHIP OF NEHRU	
18095	01	RAWLINSON,H.C.	SHIVAJI THE MARATHA	
18124	01	MARGRET	DICTIONARY OF HINDUISM	
18135	01	COLLINS,L.	FREEDOM AT MIDNIGHT	
18141	01	CHAITANYA,K.	MAHABHARATA LITERARY STUDY	

18142	01	KHOSLA,G.D.	THE LAST MUGHAL	
18167	01	BAKSHI,S.R.	GANDHI AND HINDUMUSLIM UNITY	
19379-86	08	PUBLISHER	COMPLETE WORKS OF SWAMI VEVEKANANDA	
51531	01	Al Quran Academy	Alifi Quran	

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 9.2

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
10	17	5	10	4

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 6.32

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 425

File Description	Document
Any additional information	View Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

1. The College has more than 200 computers and all are LAN connected. Internet facilities, wired and wifi both are available to all computers of the campus. Free wi-fi facilities are available for teachers and students both. All 7 (seven) Class Rooms are connected with Internet facilities. The description and nature of updation is as follows :

1. Wi-fi Student's Server : Installation : 20.01.2017

OS – Windows 7 Professional 32 bit i3

RAM – 2 GB

CPU – 3.30 Ghz

HDD – 500 GB

Antivirus – Quick Heal Pro

2.Think Server (Lenovo) : MIS Installation : 15.11.2016

OS – Windows Server 2008 Enterprise 32 bit

RAM – 4 GB

CPU – 3.30 Ghz I3 Series

3. Proxy Server Wi-fi : Department and Teachers

OS – Windows 7 Ultimate 32 bit : Installation : 20.04.2015

RAM – 4 GB

CPU – 3.00 Ghz

HDD – 500 GB

Antivirus – Quick Heal Total Security

4. Lenovo i5 Rauzan Interanet : Installation : 04.01.2014

OS – Windows Server 2008 Standard 32 bit

RAM – 4 GB

CPU – 3.00 Ghz

HDD – 500 GB

Antivirus – Macfee

4.3.2 Student - Computer ratio

Response: 30.67	
File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line) <5 MBPS 5-20 MBPS 20-35 MBPS 35-50 MBPS Response: 5-20 MBPS	
File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS) Response: No	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 15.76

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
40	40	24	23	22

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college has 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 utilisation of physical, academic and support facilities. The concerned Heads, Prof-in-Charges of different bodies and platforms have been made responsible for all these. The Routine In-charges ensure optimum utilization of the physical as well as academic and support facilities. The campus all its facilities are 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 in-Charges 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 Prof-in-Charge of library are authorized to look after the library facilities. The Sports In-Charge and Common Room In-charge are looking after the related facilities. The college has appointed Prof-in-Charge 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 E-Classrooms and other ICT facilities. Apart from this there is a Property In-charge, 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.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 7.43

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	797	921	329	336

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 2.97

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
126	123	216	243	214

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

- 1.For competitive examinations
- 2.Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 3.98

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
170	145	170	168	545

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 3.48

5.1.5.1 Number of students attending VET year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
213	185	243	242	210

File Description**Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 3.26

5.2.1.1 Number of outgoing students placed year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	49	51	70	16

File Description**Document**

Details of student placement during the last five years

[View Document](#)**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 19.32

5.2.2.1 Number of outgoing students progressing to higher education

Response: 302

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 58

5.3.1.1 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 wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	19	12	7	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college ensures the representation and participation of students in its day to day activities as well as special functions and events. In fact the college is quite known for its teachers-students camaraderie and relationship and can claim that it is the only college of the city which ensures such a large student participation in its programmes and activities.

The college is in a position of claiming that it is one of its kind among the colleges of parent university in ensuring maximum involvement and maximum participation of the students in its functioning and activities. Not only participation the college gives ample representation to students in different bodies and platforms of the college. There is a full-fledged 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 18-20 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 Al-Karim 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 full-fledged student body with students as President, Vice President, Secretary, Treasurer, Directors (3 Nos) and members (4-5 Nos). Each and every co-curricular, extra-curricular, 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.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 19.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	25	26	22	17

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni Association contributes to the institution in the following ways :

- 1) The College annually hosts a Career Talk to which members of the alumni are invited with the sole purpose of acquainting students with the career opportunities that lie ahead for them in the various disciplines. In addition to this, the individual departments of the College also host Career Talks by Alumni Members with the intention to open horizons to the students regarding opportunities for higher education and learning.
- 2) There is an Alumni Notice Board in the College exclusively dedicated to information and news which alumni members may be interested in sharing with students. Such sharing usually includes information concerning admission to institutes of higher learning, advertisements concerning fellowships, scholarships and employment vacancies.
- 3) Alumni members are regularly asked to contribute to the College Magazine and bulletins, both print and electronic of various forms of the college, highlighting their experience of co-curricular activities in the college and of how it has helped shape their personalities and/or their career.

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The human resource of the college works effectively as a team and in tune with the vision and mission of the institution. The college administration, together with the teaching and non-teaching staff forms an effective leadership and ensures the implementation of the perspective plans. Committees are constituted in case of any upcoming big event like National Seminars, the coming of Dignitaries and the organisation of Inter College Sports Meets, Championships and Youth Festivals. Apart from this teachers are being made the In-charges to look after the Vocational Courses and they are also given the chance of either Coordinators or Conveners of different platforms. Teachers supervise the functioning of bodies like Women's Cell, NCC, NSS, Rotaract Club, Sports and SPArC (the literary and cultural wing). They are also given responsibilities of IQAC, RUSA, Employability Enhancement Unit, Career Planning & Guidance Cell, Placement, Anti Ragging Cell, Disciplinary Committee, Grievance Redressal Cell etc. Teachers are also asked to look after the management of College Library, Reading Room, Virtual Library, College Website, ICT facilities, Internet, LAN and MIS facilities, Common Rooms and Examination Cell. Apart from Departmental Heads, the College has introduced the concept of Faculty Incharges of Humanities, Social Science, Commerce and Science, who look after the smooth functioning and academic activities of their faculties concerned.

◦ Vision & Mission

Karim City College (A Muslim Minority Institution run and managed by Karim's Trust, Jamshedpur) is the dream fulfillment of our visionary founder late Syed Tafazzul Karim, who established this College with Pre-University Courses in 1961 with a **MISSION** to impart quality education and to provide better opportunities of higher education to the weaker sections of the society particularly to the Muslim minority.

The College **envisions** of becoming an institution of national repute committed to create best facilities for quality higher education with specialized knowledge and skills; work relentlessly towards upgrading this college into a full-fledged University in the times to come. The modern world and its challenges demand a constant renewal, a fresher realisation and a process of change in different arena and higher education is no exception. We, at Karim City College, **visualise** to provide quality education to our students. We are positive to adopt the process of change and feel the need of innovations and improvisations. To achieve these we are determined to acquire the best in education industry and to equip ourselves to the maximum for the benefit of our students. Dreams are many and it is our endeavor to take the things in stride. We are marching ahead in our quest for excellence and in pursuit of horizon which culminates into infinity.

6.1.2 The institution practices decentralization and participative management

Response:

The College believes in the principle of sharing and inclusiveness. Hence in all its undertakings the college practices the values of decentralisation and participative management. Teachers, Non-Teaching Staff and Students are given the responsibility to organise, manage and look after different events and programmes and assigned different posts and memberships.

The teachers are given different responsibilities. Committees are constituted for upcoming big event like national seminars, the visit of dignitaries and the organisation of Inter College Sports Meets and youth festivals. Teachers are being made the In-charges to look after the vocational courses and they are also given the charge of either coordinators or conveners of different platforms. Teachers supervise the functioning of bodies like Women's Cell, NCC, NSS, Rotaract Club, Sports and the literary and cultural wing. They are also given responsibilities of IQAC, RUSA, Employability Enhancement Unit, Career Planning & Guidance Cell, Placement, Anti Ragging Cell, Disciplinary Committee, Grievance Redressal Cell etc. Teachers are also looking after the management of library, reading room, virtual library, website, ICT facilities, internet, LAN and MIS, common rooms and examination cell. The college has introduced the concept of Faculty In-charges of Humanities, Social Science, Commerce and Science to look after the academic activities. The Teachers' Association is also very active and independent.

Non-Teaching Staffs are members of IQAC and RUSA Cell. They are also included in different committees formed time to time to organise different functions and programmes. One of the Non-teaching staff has been made the Care Taker for the better upkeep of the college premises.

The college gives ample representation to students in different bodies of the college. There is a Student Organising Committee to look after the literary and cultural activities of SPArC (the literary and cultural wing of the college). It consists of four secretaries (Chief Organising Secretary, Secretary – Literary, Secretary – Cultural & Secretary Logistics) and 18-20 members. The Editor, Joint Editors, and Sub Editors of Sparking Span, annual news bulletin of SPArC, are all students. The college magazine Al-Karim has a student editorial board. There are student representatives in IQAC, RUSA Cell and Women's Cell. The Rotaract Club has students as President, Vice President, Secretary, Treasurer, Directors and members. Each and every co-curricular, extra-curricular, and extension activity of the college is planned and executed by the students. A few departments have introduced the concept of a core team of students to look after the academic activities.

A recent case study to exemplify the process of decentralisation and participative management is the 4th Youth Festival of the Parent University which was hosted by the college in from 18-20 March 2017. The event was managed by an organizing committee of teachers and non-teaching staffs, a core team of 50 Students and around 300 student volunteers. Different committees were formed for the smooth and successful conduct of the event . All events and programmes of the Youth Festival were managed and through a great camaraderie between the teaching and non-teaching staff and students.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

In our Strategic Plan we proposed to launch Management Information System (MIS) and to introduce multipurpose RFID cards. Before the commencement of the academic session 2016-17 we initiated the process. The whole idea was to cover the complete journey of a student, from his admission to his final exit, through MIS. This would not only enable us to ensure complete computerized handling of every step of a student's journey but also to have ready data for multiple use. It was also planned that in future if the parent university and the HRD, Govt. of Jharkhand launch their own MIS and asks the college to link its data with the university headquarter of the State Government we should be in a position to immediately link our data with the said agencies. It was decided that MIS would be done in a phased manner. In the first phase we would cover the whole admission process, the fee counters and the college library. It was also decided that RFID Cards would be introduced in the first phase itself. This phase was completed on time and admissions for the session 2016-17 were taken through MIS. Multipurpose RFID cards were issued. These cards serve multiple purposes i.e. I-card, Library Card and Fee Card (replacing the printed hard copies of fee cards). During the

course of the academic session 2016-17 the college library was covered under MIS. The old computerized data of the library as well as its previous e-cataloguing and bar coding system was changed in accordance with the requirements of MIS. In the third phase all academic departments were covered. RFID cards were issued to teaching and non-teaching staff and a system containing individual data of all students were created for academic purposes. In the fourth and final phase the Examination Cell and Certificate Issue Counter was covered. Specified software was created to record the examination related information of all students. And finally the certificate issue counter which issues CLC, TC, Character and other certificates to the students was covered.

Thus a complete and comprehensive MIS is now operative in the college which is capturing the whole journey of a student in the institution. This ensures a smooth discharge of duties on part of the staff and a smooth sail for the student at the academic and administrative level. A huge pile of organised data is now available with the college which can be used for any academic or administrative purposes and the same can be made virtually available (through the website) to the parent university or the state government.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The College is maintained by Karim's Trust, Jamshedpur, which has created a College Governing Body consisting of President, Secretary, Assistant Secretary and few members. The Principal and a Teacher's Representative have also been inducted into the Governing Body. The Principal has decentralised the responsibilities for fair and smooth functioning. The academics are well taken care of by three Faculty

Incharges, Prof-in-charges (3) of Vocational Courses and the Head of the Academic Departments. The administration has been segregated into different heads and consist of Admission Incharge, Chief Controller of Examination, Bursar, Library Incharge etc. There are several committees and Cells like Research Committee, Promotion Committee, Property Committee, Purchase Committee, Staff Grievances Committee, Placement Cell, OBC Cell, SC/ST Cell, Minority Cell etc. All these Cells and Committees are headed by Faculty Members and necessary representation has also been given to non-teaching staff.

In an effort to provide better student support facilities the College has created several student based platforms. Sports, NCC, NSS and Rotaract Club are looked after by teacher-incharges. The literary and Cultural Activities are managed by SPArC (Society for Promotion of Art and Culture). The College has an number of Cells, Career Planning & Guidance Cell etc. which are also looked after by teacher-incharges. IN an effort to provide a peaceful campus to our students the college has established a Discipline Committee, Anti Ragging Cell, Grievance Redressal Cell etc. There is a small Medical Care Unit also. IQAC, RUSA Cell, UGC Network Resource Centre and Centre for Academic Development are quite active in the campus. The College has established Accounts and Administration Section in two different offices which are guided by Section Officers.

The College follows and strictly adheres to the norms of parent University, State Government and the UGC with regard to recruitment promotion and service rules. The grievances of the employees are timely and properly taken care of by the College.

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Almost all college bodies, different cells, committees and platforms ensure the culture of representation,

participation and inclusiveness. The institution believes in discussions, counsels and implementation in a very democratic way. Meetings, discussions on different agendas and collective decisions are common practices. Each and every college body has been instructed to hold meetings and discussions and record the same in their minute book.

In our Strategic Plan we proposed to launch Management Information System (MIS), to introduce multipurpose RFID cards, to install CCTV and Digital Notice Boards. The IQAC in its meetings decided to take up the implementation of these plans. Immediate and long term planning was done and it was decided to go ahead with the implementation of MIS first. It was decided by the IQAC in 2015-16 to do it in four phases. Before the commencement of the academic session 2016-17 we initiated the process. The whole idea was to cover the complete journey of a student, from his admission to his final exit, through MIS. It was also planned that in future if the parent university and the HRD, Govt. of Jharkhand launch their own MIS and asks the college to link its data with the university headquarter of the State Government we should be in a position to immediately link our data with the said agencies. In the first phase we would cover the whole admission process, the fee counters and the college library. RFID Cards introduced in the first phase of MIS. This phase was completed on time and admissions for the session 2016-17 were taken through MIS. Multipurpose RFID cards were issued. These cards serve multiple purposes i.e. I-card, Library Card and Fee Card (replacing the printed hard copies of fee cards). During the course of the academic session 2016-17 the college library was covered under MIS. The old computerized data of the library as well as its previous e-cataloguing and bar coding system was changed in accordance with the requirements of MIS. In the third phase all academic departments were covered. RFID cards were issued to teaching and non-teaching staff was and a system containing individual data of all students were created for academic purposes. In the fourth and final phase the Examination Cell and Certificate Issue Counter was covered. Specified software was created to record the examination related information of all students. And finally the certificate issue counter which issues CLC, TC, Character and other certificates to the students was covered. Thus a complete and comprehensive MIS is now operative in the college which is capturing the whole journey of a student in the institution. This ensures a smooth discharge of duties on part of the staff and a smooth sail for the student at the academic and administrative level. A huge pile of organised data is now available with the college which can be used for any academic or administrative purposes. After the commencement of academic session 2017-18 the project to install CCTV and Digital Notice Boards were undertaken and completed.

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The Institution has always been sensitive and helpful towards the welfare and benefits of its teaching and non-teaching staff. It always lends a sympathetic ear towards the individual or collective issues of the teaching and non-teaching staff. The justified and lawful requirements of our teaching and non-teaching staff has always been addressed favourably. The Principal as well as the college Governing Body takes keen interest in immediate redressal of grievance related to teaching and non-teaching staff. This apart, the college has a few welfare measures for their benefits.

1. Financial Support to College Teachers Association for their functions and activities.

2. Financial assistance to College Non-Teaching Association in their programmes and activities.
3. Fee waivers for the ward of teachers and non-teaching staff in case they are taking admission in the college.
4. Karim City College Teachers Welfare Society has been run as a joint venture between the teachers and the college in which the college contributes the largest share of fund annually. The financial resources of the society has been utilised for providing loan in emergency requirements like illness or marriage in the family etc. The total amount collected in the name of a teacher is given to him/her at the time of retirement.
5. Karim City College Non-Teaching Staff Welfare Society has also been looked after jointly by the non-teaching staff and the college. Its operating principles and benefits are the same as that of the Teachers Welfare Society.
6. The Teaching and Non-Teaching Staffs are jointly running a Credit Society which provides loan for smaller and petty but urgent requirement. The Credit Society is managed purely by the teaching and non-teaching staff however it has the tacit support of the college authorities.
7. Being an aided college the monthly salary of the teachers working on sanctioned posts has been released by State Government. However, most of the time the government does not release the salary on a monthly basic. In such situation the college from its own resources, ensures that their salary has been sent to their account at the beginning of every month.
8. Special leaves (Duty Leave) are granted to faculty members in connection with research projects or for attending seminars/conferences/workshops or any other faculty development programmes.
9. The laboratories with all facilities have been made available to teachers pursuing their Ph.D. or research projects.
10. Gratuity and other retirement benefits are given to teaching and non-teaching staff at the time of retirement.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by

the institution for teaching and non teaching staff during the last five years**Response: 1**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	4	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years**Response: 11.24**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	4	6	4	18

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**Response:**

The College uses the data related to teachers contained in the Student Feedback Analysis Report as its input for the performance appraisal of teachers. The SWOC Analysis Data taken from the students have

also been used for teacher's appraisal. Individual and close door meetings with low performing teachers are organised in an effort to motivate them towards better and committed performance. The daily class reports with regard to classes engaged by the teachers have been analysed and notified on monthly basis. This has also been seen as a performance appraisal mechanism.

This apart the college forms Performance Appraisal and Scrutiny Committee at the time when teacher's promotion scheme is undertaken by the university. The application forms and relevant data and documents of the teachers are appraised and scrutinised. Individual Performance Appraisal Reports duly approved by the college GB are issued to the teachers applying for governmental promotional schemes.

The IQAC is also quite watchful in this regard. The exercise of Student Feedback and its analysis as well as the task of SWOC Analysis has been undertaken by the IQAC. This apart the IQAC is constantly taking oral feedbacks from the students with regard to the teaching learning process.

The data collected through Student Feed Back and SWOC analysis with regard to the performance of non-teaching staff works as an appraisal mechanism.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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, who checks the yearly salaries disbursed by the Government to teaching and non-teaching 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 Accountants, 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. However, it does not reported as yet.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College is a deficit grant college receiving salary grants for teachers and non-teaching staff working against permanent and sanctioned posts. The salary for teachers and non-teaching staff working under non-sanctioned/temporary/part time posts has been met with by the financial resources of the College.

Time to time the College receives fund from the UGC also. The said fund, given for specific purposes, has been utilised under the guidelines of the UGC.

The College was among first 30 Colleges of Jharkhand that received infrastructural grants under RUSA. The amount of 2 Crore was sanctioned for Procurement, Renovation and Construction of which grants for the first two specification have been utilised.

Apart from the salary grants of the State Government and the occasional grants under UGC/RUSA the College is neither getting any grant from any agency nor is it collecting any kind of donation from any non-governmental body. The College is meeting out its expenses from the fee collected from the students. The College is running a few self financed courses also. All kind of financial requirements of the College including infrastructure development, salaries, regular expenses etc are judiciously addressed by the fund it generates.

All legitimate financial requirements are addressed within a stipulated time frame. Urgent requirements are addressed through direct order. For planned expenses proper quotations/tenders are invited. The College has an approved list of vendors and suppliers which has also been reviewed occasionally. Being a management run college, we do not face the hardships in allocation and release of fund from the competent authorities. Budgeting and auditing is a regular exercise and utmost care has been taken to proper and optimum use of funds and resources.

The College mobilise all its resources, financial, physical and human to its optimum. Purchasing, Construction, Renovation, Upgradation is a regular phenomenon which have been addressed very wisely by the competent authorities.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Since its inception the IQAC is playing an important role in the planning and implementation of strategies related to academic, administrative, infrastructural and financial aspects. The IQAC not only gives suggestive measures with regards to quality assurance and sustenance but also organises different awareness and enhancement programmes at the level of students, teachers and non teaching staff.

The IQAC during the last two years have organised two one day workshop for students; one on motivational strategies and the other on stress management. With the assistance of CALEM, HRDC, AMU, Aligarh, the IQAC has organised two one week workshops for teachers and a three day workshop for non-teaching staff (Short Term Course on **Computer Applications**, Short Term Course on **Data Analysis/SPSS & MINITAB** and Short Term Course for **Academic Administrators**).

Apart from this the IQAC has not only planned but successfully implemented the management information system (MIS). Student Feedback has been taken and analysed by the IQAC and its report has been given to the college management. The IQAC was instrumental to introduce the concept of Academic and Activity Calendar of the college.

Among many of its contributions the two important practices that have been institutionalized are:

1. The concept of Student Seminars by the department concerned was suggested by the IQAC in its meeting on 7. 12. 2012. The proposal was accepted and implemented and majority of the departments have not only added Student Seminar in their annual activity list but also organizing them with all sincerity.
2. The introduction of Academic and Activity Calendar was suggested by the IQAC in its meeting on 21. 08. 2015. The proposal was accepted by the college authorities and the IQAC itself was given this responsibility. The Academic and Activity Calendar was started publishing from the academic session 2016-17 onwards.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The IQAC of the college consist of all those faculty members and non-teaching staff who are strategically important for academic, administrative, financial and student support faculties of the college. Because of this it becomes a very important planning and implementation body of the college. Academic issues and enhancement and teaching learning is a constant lookout of the IQAC and it has been reviewed in its meeting from time to time. The practice of Student Feedback Analysis and SWOC Analysis is undertaken by the IQAC which helps to review the teaching learning process, structure and methodologies in a big way. Among several teaching learning reforms implemented by the IQAC the following two may be

considered as important:

- 1.Topic wise annual distribution of the curriculum and its upload on the college website has been ensured by IQAC. The IQAC has also implemented the practice of uploading of the gist of class lectures on the college website.
2. After the implementation of CBCS by the parent university from the academic session 2017-18 the IQAC has undertaken the task of preparing the Programme Outcomes, Programme Specific Outcomes and Course Outcomes. The task has recently been finished and all learning outcomes (POs/PSOs/COs) are uploaded on the college website.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	2	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The IQAC of the college is not only acting as a suggestion making body with regard to quality assurance and sustenance in the academic and administrative domain but also working hard to execute and implement a number of programmes and plan in connection with quality enhancement initiatives in academic and administrative field. A look on IQAC Resolutions and Action Taken Report on the college website may provide ample evidence of IQAC initiatives, however the following may be cited as a few incremental improvements during the last five years:

2012-13

1. Class tests at regular intervals
2. Uploading the Teacher Wise distribution of syllabus on college website
3. Student Seminars at the departmental level
4. Guest lectures

2013-14

1. Optimising the use of Virtual Library
2. To organise Stress Counselling Sessions
3. To upload complete and latest profile of teachers on the website
4. Sincere students must be asked to identify books required for college library
5. To give more emphasis on PT Meetings
6. To organise workshops and trainings for non-teaching staff

2014-15

1. To upload the class schedule on college website
2. To minimise the use of cell phones in the campus
3. To adopt villages/localities by NCC, NSS & Rotaract Club
4. Establishment of Women's Cell
5. To organise Capacity Building Programmes for Teaching and Non-Teaching Staff in collaboration with HRDC, AMU Aligarh

2015-16

- 1.To organise Indoor Sports Meet
- 2.To create departmental libraries in departments that are undertaking PG teaching
- 3.Compilation and Analysis of Student Feedback
- 4.SWOC Analysis
- 5.Publication of Academic and Activity Calendar
- 6.Wi-Fi facilities to students

2016-17

- 1.Management Information System (MIS)
- 2.RFID Cards
- 3.CCTV
- 4.Digital Notice Board
- 5.Renovation/Upgradation of Boys & Girls Common Rooms
- 6.Extension of Reading Room
- 7.Establishment of Medical Care Unit
- 8.Central Xerox Facility
- 9.To increase the number of E-Classrooms
- 10.To upload Student Feedback Analysis on website
- 11.To upload the Gist of Lectures of Teachers on the website
- 12.To prepare (an upload on the website) Programme Outcomes, Programme Specific Outcomes & Course Outcomes
- 13.To establish a separate office for Discipline Committee/Anti Ragging Cell & Grievance Redressal Cell
- 14.Digitalisation of documents

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 22

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	4	5	5	0

File Description	Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

1. The institution has commendable enrolment of girl students and the number of female among its staffs is also very substantial. Hence, the college has shown gender sensitivity and awareness on the part of administration and management. Continuous vigil in the campus is maintained by the Discipline Committee. The discipline committee has Female Teaching Staff also as member. The College has constituted a Women's Cell which is very active and has shown greater concern for the safety and security of girl students. The Women Cell is continuously organising Gender Sensitization and Gender Awareness Drives not only with girl students but also with boys. The Women's Cell also undertakes group counselling as well as individual counselling session of students with regard to Gender Sensitivity. The Women Cell organises Essay Competitions, Poetry Competitions, Health Camps, Invitation Lectures in an effort to inculcate a good sense of gender awareness among the students. The College has separate Common Room for Boys and Girls. The Girls Common Room is looked after by a Female Teacher. It is equipped with indoor game facilities, Cable T.V., Free Wifi and a Vending Machine of Sanitary Napkins with the assistance of its Rotoract Club.

7.1.3 Alternate Energy initiatives such as:**1. Percentage of annual power requirement of the Institution met by the renewable energy sources****Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 72000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 14

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 980

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 7000

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

The College presently has two campuses and both are well maintained and environment friendly. The College takes continuous and sustainable measures for waste management. The main campus of the college is located in the area managed and maintained by Tata Steel. Hence JUSCO, (Jamshedpur Utility Services Company) a subsidiary of Tata Steel, takes care of the waste management of the college.

The college has employed sufficient number of menial staff for clearing and waste management. Old newspaper and other useless/rejected paper junks are given for to vendors for recycling. The liquid waste, mostly from chemistry and zoology labs are managed by the menial staff of the labs concerned.

The College has an AMC for its computer and other ICT resources. The vendor for AMC is responsible for the e-waste management also.

The NSS unit of the college as well as our Rotaract Club organises awareness drives and camps in relation to cleanliness and environment inside the campus and in the society. The Volunteers of NSS and Rotaract Club undertake the responsibility of campus cleaning time to time. The Rotaract Club has been undertaking the drive of plastic free campus from last two years.

The initiatives of office automation, MIS and digitisation have enabled us to lessen the use of papers in college offices.

The College authorities are committed towards waste management and energy conservations and efforts are continuously being taken to improve the situation.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The College has created rain harvesting structures in its new campus. The main campus is quite old hence it does not have a rain harvesting structure. However, the structure of the building favours the absorption of rain water down into the ground. The drain pipes carry the rain water from roof tops to the courtyard where it is absorbed in the ground. In the new campus all drain pipes are assembled and led to a harvesting pit which has been specially created for the purpose. However at both places there is no provision for rain water storage and its use and the rain water is simply harvested down underground with the intention and commitment to do a small bit towards the betterment of ground water level. It may be said that instead of harvesting the institution conserving rain water for recharge of ground water.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The College is very actively playing its role towards creating consciousness among its Students and staff with regard to environment. The NCC and NSS units of the College as well as our Rotaract Club are

actively engaged in environment oriented initiatives outside the campus. Inside the campus too the students belonging to NSS and Rotaract Club are continuously undertaking environment friendly initiatives. A very good number of students and non-teaching staff are using bicycles. Public transport has been used by students. NSS, Rotaract Club organise programmes for motivating students for the use of bicycle and public transport. Use of polythene bags is totally banned in the campus. The use of computer, total office automation and MIS has enabled us to minimise the use of paper to the lowest level. The College has recently switched over to the use of LED tube lights and bulbs and we are replacing the traditional tube lights with LED in a phase wise manner. Initiatives are also undertaken to put plants and trees in the two campuses. Saplings instead of flower bouquets are offered to guests and visitors as part of our green initiatives. The College NSS unit and Rotaract Club is continuously organising cleanliness drives and green environment campaigns inside the campus.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.18

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.36	.33	.35	.34	.24

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

- 1.Physical facilities**
- 2.Provision for lift**
- 3.Ramp / Rails**
- 4.Braille Software/facilities**
- 5.Rest Rooms**
- 6.Scribes for examination**
- 7.Special skill development for differently abled students**
- 8.Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 6

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 24

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	12	5	1	1

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 5

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The College takes initiatives to inculcate in it's students an appreciation of the rich historical and cultural heritage of the country. To this effect, it makes effort to observe and celebrate within the campus National festivals and the birth and death anniversaries of significant historical personalities.

While Independence Day, Republic Day are observed on the campus with the traditional hosting of the National Flag and conventional cultural programmes signifying and promoting national unity, the various forms of the college also observe other significant occasion of national importance. For instance, film screenings of acclaimed documentaries are organised for students on the occasion of Gandhi Jayanti, Subhash Chandra Bose Jayanti and Vivekananda Jayanti. Lectures and talks are organised on the birth anniversary of Maulana Abul Kalam Azad, Rabindranath Tagore and Dr.B.R.Ambedkar. The College has observed the birth centenaries of Rabindranath Tagore and Maulana Abul Kalam Azad through UGC sponsored National Academic Seminars also organised by the Department of Bangla and the Department of Urdu respectively.

In addition to these, the Women's Cell of the College organises an annual essay competition on the general concept "Remembering the Stalwarts : Inculcating Pride in Indian Womanhood" in which every year, the students are given the subject of the essay on important women from history to explore, write and learn about. The Women's Cell has so far organised 4 Essay Competitions on "Remembering Sarojini Naidu", "Remembering Aruna Asaf Ali", Remembering Kasturba Gandhi" and Remembering Mother Teresa".

Also the NSS wing of the College observes Voter's Day and the Communal Harmony Week in the campus every year with great enthusiasm and gusto, registering huge student participations in its various events and activities.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The College, as a matter of principle and policy strives to maintain transparency at all levels. At the financial level, the institution ensures that accounts are subject to regular audit and that all financial issues within concerned parties are duly presented and represented on paper.

At the academic level, the institution leaves no stone unturned to promote transparency in the best interests

of the institution as well as its numerous stakeholders. The college makes due and efficient use of its website to publicly offer information concerning class routine, syllabus, course and programme outcomes. Complete transparency is maintained with regards to teaching and evaluation activities. The mechanism of the daily report requires teachers to make a complete statement of classes engaged, topics taught and number of students present. Marks of tests, assessments and assignments are also posted to the departmental forums on the website. Reports of every academic event are prepared, verified and made available for viewing in academic records. Annual results of the department are also found on the college website.

The College also seeks to maintain transparency with respect to auxiliary functions. The feedback report of the college provided by the students is published in the college website. Administrative responsibilities are clearly demarcated between sections and officials who are required to submit reports of action and performance. Besides, the college also attempts to maintain transparency by encouraging queries concerning dissatisfaction and complaints with services. The College has a Grievance Redressal Cell which students can approach for addressing and seeking redressal to their various complaint concerning the college, its conduct and its services.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

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 non-seriously at times given the non-necessity of adequate records, 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 department-wise and faculty-wise 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 intra-department 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 co-curricular 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.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

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 nation-building 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 free-studentships 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 co-curricular 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.

5. CONCLUSION

Additional Information :

The two cycles of NAAC have helped the College a lot to improve its academic, administrative, infrastructural and Students Support facilities. The College has seen tremendous progress in the field of teaching and learning and a huge change among faculty members with regard to faculty development, research papers and book publications and seminars and conferences. A majority of our teachers are Ph.D. holders and a good number among them are Ph.D. guides too. A good number of UGC Projects were either undertaken or completed by the teachers. A large number of teachers are associated with the syllabus committees of the parent University and a good number are the members of the different DRCs of the parent University. The faculty members are quite positive towards the changing requirement of teaching and learning. A vast number among them are using ICT and other modern means of teaching methodologies.

Concluding Remarks :

Committed to promoting quality education aligned to the changing needs of the society and the nation, the college to-day has carved a respective niche for itself. Equality, Equity and respect are the watchwords of the institution, institution's culture. The campus boasts of amity and harmony among men and women, between students and teachers, and between its teaching and non-teaching staffs. Gearing up for its 3rd cycle of NAAC accreditation, the college hopes to offer for expert evaluation, its strengths and weaknesses and to participate fruitfully in the entire learning experience that such evaluation involves.