

# **ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**Submitted to  
National Assessment and Accreditation Council,  
Bangalore (NAAC)**

**By**



## **NIRMALA COLLEGE**

**Ranchi – 834002**

**Jharkhand**

**Recognized by UGC under section 2 (f) & 12 (B)**

**Accredited by NAAC with Grade “B”**

**College with Potential for Excellence**

**July 2016 – June 2017**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## PART-A

1.	Details of the institution	
1.1	Name of the Institution	Nirmala College
1.2	Address Line 1	PO Doranda
	Address Line 2	Post Box No.15
	City/Town	Ranchi
	State	Jharkhand
	Pin code	834002
	Institution e-mail Address	nirmala_college@yahoo.co.in
		jyoti.kispotta68@gmail.com
	Contact No.	0651-2410082, 0651-2411322
	Name of the Head of the Institution	Dr. Sister Jyoti Kispotta
	Tel. No with STD Code:	0651-2410082
	Mobile	09431103264
	Name of the IQAC Co-ordinator	Dr. Rashmimala Sahu
	Mobile	09431382431
	IQAC e-mail address	iqacnirmalacoll@gmail.com
1.3	NAAC Track ID	JHCOGN10570
1.4	Website address:	www.nirmalacollegeranchi.com
	Weblink of the AQAR:	<a href="http://nirmalacollegeranchi.com/AQAR.aspx">http://nirmalacollegeranchi.com/AQAR.aspx</a>

1.5 Accreditation Details

Sl. No	Cycle	Grade	Institutional Score	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	78.25	2004	2004-2009
2	2 <sup>nd</sup> Cycle	B	CGPA- 2.51	2015	2015-2020

1.6 Date of establishment of IQAC 09/09/ 2009

1.7 AQAR for the year 2016-2017

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*) - YES

1. AQAR 2009 -2010,AQAR 2010 -2011 , AQAR 2011-2012, AQAR 2012-2013, AQAR 2013-2014 submitted to NAAC on 29-09-2014.
2. AQAR 2014-2015 submitted to NAAC on 11-07-2015.
3. AQAR 2015-2016 submitted to NAAC on 30-07-2016.

1.9 Institutional Status

University      State     Central     Deemed     Private

Affiliated College    Yes     No

Constituent College    Yes     No

Autonomous college of UGC      Yes     No

Regulatory Agency approved Institution  
(eg. AICTE, BCI, MCI, PCI, NCI)      Yes     No

Type of Institution      Co-education     Men     Women

                                  Urban     Rural     Tribal

Financial Status      Grant-in-aid       UGC 2(f)

                                  UGC 12B

Grant-in-aid + Self Financing     Totally Self-financing

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>
Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>	TEI (Edu)	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>
Others (Specify)	<input type="text" value="Vocational, Add-on - Courses"/>				

1.11 Name of the Affiliating University  
(for the Colleges)

1.12 Special status conferred by  
Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="checkbox"/>		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other (Specify)	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

**2. IQAC Composition and Activities**

2.1	No. of Teachers	<input type="text" value="06"/>
2.2	No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3	No. of students	<input type="text" value="02"/>
2.4	No. of Management representatives	<input type="text" value="02"/>
2.5	No. of Alumni	<input type="text" value="02"/>
2.6	No. of any other stakeholder and community representatives	<input type="text" value="04"/>
2.7	No. of Employers/ Industrialists	<input type="text"/>
2.8	No. of other External Experts	<input type="text" value="02"/>
2.9	Total No. of members	<input type="text" value="21"/>
2.10	No. of IQAC meetings held	<input type="text" value="12"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff /Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year?  
 Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos .  International  National   
 State  Institution Level

(ii) Themes

1. One day International Peace Day observance on 21<sup>st</sup> Sept. 2016.
2. One day Faculty Enrichment Programme on “ Enhancing Communication Skills in Higher Educational Institution” on 3 Jan. 2017.
3. One day workshop on launching of VISAKA on 3<sup>rd</sup> Jan. 2017 to promote Prime Minister’s vision of digital economy & cashless campus.
4. One day programme on World Earth Day on 22<sup>nd</sup> April 2017 to sensitize about challenges faced by planet earth .
5. One day Faculty Enrichment Programme on “Health & wellness of females” on 19 June 2017.

2.14 Significant Activities and contributions made by IQAC

1. Preparing Annual Quality Assurance Report.
2. Organising Orientation Programme.
3. Organising Faculty Enrichments Programmes and National Workshop.
4. Implementation of Rain Water Harvesting in College Campus.
5. Conducting Basic Computer Literacy Course (DCA) for Students and Non-teaching staff.
6. Free Crash Coaching for competitive exams.
7. Documenting various college programmes and activities.
8. Introducing innovative methods of teaching, learning and evaluation.
9. Implementation of “ Gyan – Jyoti ” classes for underprivileged students under Extension Activities .
10. Implementation of Ethics classes to encourage value based education.
11. Facilitates in preparation of Annual Academic Calendar.
12. Feedback Analysis of stakeholders.
13. Conducting biannual Internal Academic Audit of Departments.
14. Implementation of Green Audit within the Campus.

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan to start more Extension Activities.
Proposal for self designed Skill Development Programmes in Spoken English, Tailoring and Embroidery.
Proposal to construct Gym to promote health fitness for students and staff. To start Yoga and Meditation Classes on regular basis.
Plan to conduct more Faculty Enrichment Programmes like Seminars , Conferences ,workshop, lecture series etc.
Plan to conduct more skill development and career counseling programmes for students .
Proposal for setting up language lab .
Proposal for setting up GIS lab.
Plan to introduce Environmental drive – “ One Student- One Sapling ” .

#### Plan of Action Achievements

\* *Attach the Academic Calendar of the year as Annexure.*

We follow the academic calendar of the university.

2.15 Whether the AQAR was placed in statutory body    Yes  No   
 Management                          Syndicate        Any other body                     

Provide the details of the action taken

1.	Conducted Biannual Internal Academic Audit of Departments.
2.	Organised Faculty Enrichments Programmes and National Workshop.
3.	Conducted Basic Computer Literacy Course (DCA) for Students and Non-teaching staff.
4.	Conducted Free Crash Coaching for competitive exams.
5.	Implementation of “ Gyan – Jyoti ” classes for underprivileged students under Extension Activities .
6.	Implementation of Ethics classes to encourage value based education.
7.	Installation of curriculum based software in the Computer Lab.
8.	Organization of Parents-Teachers Meet to enhance the involvement of stakeholders to elicit feedback.
9.	Addition of curriculum based books and journals in the library .

10.	Creation of Knowledge Bank on Environmental Studies for final year Under-graduate students.
11.	Organising Orientation Programme on CBCS.
12.	Implementation of Green Audit within the Campus.
13.	Feedback and Analysis of suggestions given by stakeholders.

## PART-B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self – financing programmes	Number of value added/Career Oriented programme
Ph.D				
PG		05		
UG	12		04	04
PG Diploma				
Advanced Diploma	01			
Diploma	01			
Certificate	01			
Others				
<b>Total</b>	15	05	04	04
Interdisciplinary	01			
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option/Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	CBCS (PG)
Trimester	
Annual	UG

1.3 Feedback from stakeholders*	Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	
	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>	
	Mode of feedback:	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>
		Co-operating schools (for PEI)	<input type="checkbox"/>		<input type="checkbox"/>



***\*Please provide an analysis of the feedback –***

College takes regular feedback from all its stake holders and analyses and uses the collected data for its betterment. For this purpose, several committees are formed and meetings are held by the Principal with the committees, with the Head of Departments and also with the Staff council to analyze the responses and chalk out plans of action. Regular meetings and interactive sessions are also organized with different stake holders for the redressal of the grievances, and implementation of the ideas concerning the improvement of the performance and quality of the institutional provisions.(The plan of action chalked out by the IQAC and the details of the action taken are provided in 2.15 of Part A of AQAR)

1.4 Whether there is any revision/update of regulation of syllabi, if yes, mention their salient aspects.

There has been a revision of syllabus by the Ranchi University, the affiliating body of the Institution. The Heads of the Department are invited as member Board of Studies to give their positive contribution in restructuring the syllabi. CBCS syllabus is being followed for PG Courses in our college since 2016.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

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## Criterion-II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculties

Total	Asst. Professors	Associate. Professors	Professors	Others
48	44	04	-	-

2.2 No. of Permanent faculty with Ph.D.

33

2.3 No. of Faculty positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate. Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest Visiting faculty and temporary faculty

23

2.5 Faculty participation in Conferences, Seminar and Symposia:

No. Faculty	International level	National level	State level
Attended			
Presented papers	19	53	01
Resource Papers		02	

2.6 Innovative processes adopted by institution in Teaching and Learning:

Seminars, Workshops, Faculty Enrichment Programmes, Special lectures, Group discussions, Project assignment, Tutorials, Smart classes and Field Trips.

2.7 Total no. of actual teaching days during this academic year

180

2.8 Examination/Evaluation Reforms initiated by the institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of study/Faculty/Curriculum Development workshop

08

2.10 Average percentage of attendance of students

85%

2.11 Course/programme wise distribution of pass percentage:

Title of the programme	Total no. of students appeared	Division				
		Distinction%	I%	II%	III%	Pass%
B.A III	483		177	283		95
B.Com III	150	01	70	76		97
B.Sc. III	151	17	113	34		97
Vocational	73	46	70			96

2.12 How does IQAC contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC contributes towards total quality enhancement through periodical reviews, feedback from stake holders and periodical scrutinisation of quality parameters. It also holds periodical interface with staff and students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty/staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC-Faculty Improvement Programme	No
HRD Programme	No
Orientation Programmes	No
Faculty exchange Programme	No
Staff training conducted by the university	No
Staff training conducted by other institutions	No
Summer/Winter Schools, Workshop, etc.	01
Others	No

2.1 4 Details of Administrative and Technical staff

Category	Number of permanent Employees	Number of Vacant positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	36		-	-
Technical staff	14		-	-

## Criterion-III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in sensitizing/promoting research climate in the institution

The IQAC takes the lead in promoting Academic and research climate in the institution by encouraging both the faculty members and students to undertake Major and Minor projects, participate, present & publish research papers .It encourages both the Students and Non-Teaching Faculty to upgrade their skills by joining short term computer courses. It also motivates the Departments to organize National and Departmental Seminars, Workshop, Faculty Enrichment Programmes, Special Lectures, Training Programs and interactions with eminent Academicians, researchers and policy makers. Three teachers have been sanctioned with UGC minor research projects. Two faculty members have secured the Best research paper award.

#### 3.2 Details regarding major projects :

NA

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
Number	-	-	-	
Outlay in Rs Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
Number	01		03	01
Outlay in Rs Lakhs				

#### 3.4 Details on research publications

	<b>International</b>	<b>National</b>	<b>Others</b>
Peer Review Journals	05	04	05
Non-Peer Review Journals	0	-	-
e- Journals	01	02	-
Conference proceedings	01	04	-

3.5 Details on Impact factor of publications: NA

Range  Average

h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Name of the project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major project				
Minor project	2016-2017	UGC XII plan	3 sanctioned	
Interdisciplinary project				
Industry sponsored				
Project sponsored by the University/College				
Students research project (Other than compulsory by the University)				
Any other(specify)				
Total				

3.7 No. of books published i) With ISBN no

Chapters in Edited Books

ii) Without ISBN no.

3.8 No. of University Departments receiving fund from NA

UGC-SAP  CAS  DST-FIST

DPE  DBT scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT star scheme

INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

0

Level	International	National	State	University	College
Number		1			1
Sponsoring agencies		UGC & ICHR			Pratigya (Ministry of Culture, GOI)

3.12 No. of faculty served as experts, chairpersons or resource persons

06

3.13 No. of Collaborations

International

-

National

03

Any other

01

3.14 No. of linkages created during this year

06

3.15 Total budget for research of current year in lakhs:

NA

From founding agency

For Management of University/College

Total

3.16 No. of patents received this year

NA

Types of patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellow

Total	International	National	State	University	Dist	College
02		02				

3.18 No. of faculty from the Institution who are Ph.D. Guides

06

And students registered under then

10

3.19 No. of Ph.D. awarded by faculty from the Institution

01

3.20 No. of Research scholars receiving the Fellowship (Newly enrolled and existing ones) NA

JRF		SRF		Project	
Fellows		Any other	NA		

3.21 No. of students participated in NSS events:

University level	181	State level	
National level	05	International level	

3.22 No. of students participated in NCC events: NA

University level		State level	
National level		International level	

3.23 No. of Awards won in NSS:

University level		State level	
National level	01	International level	

3.24 No. of Awards won in NCC: NA

University level		State level	
National level		International level	

3.25 No. of Extension activities organized:

University forum		College forum	10
NCC	NA	NSS	10
		Any other (WC)	NA

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Tree Plantation
- World Environment Day
- International women's Day
- International Yoga Day
- International Literacy Day
- Traffic Awareness Program
- Personality development program
- Health, Hygiene, Sanitation Camp
- Beti bachao beti padhao abhiyan
- Swachh Bharat Abhiyaan

- Blood Donation Awareness programme
- Orientation Programme for National University Student Skill Development (NUSSD)
- NSS Foundation Day
- Adventure Programme
- Sapling distribution programme
- Career Counselling Session
- Workshop on Digital India
- Pre- Republic Parade Selection Camp
- Sensitization Programme on “Gandhi and Women Empowerment.”



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of fund	Total
Campus area	6.10 acres			
Class rooms	50			50
Laboratories	12			12
Seminar Halls				
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
1. Computer on line UPS with Antivirus	2			2
2. Laser Printer	3			3
3. Sony DVD	1			1
4. On line UPS	4			4
5. Submersible Pump	1			1
6. Air-Conditioner	3			3
7. Aquaguard	2	1		3

8. LCD Projector	16			16
9. Laptop	15	5	RUSA	20
10. Refrigerator	2	1		3
11. Amplifier & microphone	4			4
12. Podium	1			1
13. Cyclostyling	1			1
14. Xerox Machine	2			2
15. Wi-Fi Connection	6			6
16. Sony Handy Cam	1			1
17. Electric stabilizer	2			2
18. C.C. T.V	8			8
19. Gas Plant (Chemistry Lab.)	1			1
20. Water Dispenser	1			1
21. Water cooler	1			1
22. Projector	2			2

23. Samsung Scanner & printer	14			14
24. Pen drive	6			6
25. Inverter with stand and Battery	8			8
26. Notice Board	4			4
27. Almirah	8	20	RUSA+College Fund	28
28. Projector Ceiling Stand	6			6
29. Smart Board	1			1
30. Book – Shelf		6	RUSA+College Fund	6
31. Fiber Optics		1	RUSA	1
32. Internet Machine		1	RUSA	1
33. Tray		1	RUSA	1
34. Toner1230D		1	RUSA	1
35. LED Computer		14	RUSA	14
36. Epson Printer, HP Printer		6	College Fund	6

37. Toshiba External HDD		1		1
38. LG Hd Led TV 32"		1		1
39. Generator 50KV <sub>a</sub>		1		1

Value of the equipment purchased during the year (Rs. In Lakhs)				
1. Computer on line UPS with Antivirus	130525.00		Non Recurring UGC Fund	1,30,525.00
2. Laser Printer, HP Printer	13075.00 + 8900.00	College Fund	Non Recurring UGC Fund	21,975.00
3. Sony DVD	4033.00			4,033.00
4. On line UPS	1,43,100.00			1,43,100.00
5. Submersible Pump	28665.00			28,665.00
6. Air-Conditioner	94,250.00			1,30,950.00
7. Aquaguard	5000.00 + 8990.00			13,990.00

8. LCD Projector	6,36,389.00		Non Recurring UGC Fund	6,36,389.00
9. Laptop	5,39,750.00		RUSA	5,39,750.00
10. Refrigerator	33,700.00			33,700.00
11. Amplifier & microphone	23,245.00	2,70,701.00		2,93,946.00
12. Podium	44,000.00			44,000.00
13. Cyclostyling	1,40,040.00			1,40,000.00
14. Xerox Machine	95,000.00			95,000.00
15. Wi-Fi Connection	69,000.00		Non Recurring UGC Fund	69,000.00
16. Sony Handy Cam	26,500.00			26,500.00
17. Electric stabilizer	20,000.00			20,000.00
18. C.C. T.V	2,30,540.00			2,30,540.00
19. Gas Plant (Chemistry Lab.)	1,21,354.00			1,21,354.00
20. Water Dispenser	8,721.00			8,721.00

21. Water cooler	42,522.00			42,522.00
22. Projector				
23. Samsung Scanner & printer	12,000.00			12,000.00
24. Pen drive	450.00			450.00
25. Inverter with stand and Battery	1,76,000.00		College Fund	1,76,000.00
26. Notice Board	8550.00			8550.00
27. Almirah	88,000.00		RUSA+College Fund	88,000.00
28. Projector Ceiling Stand	28,500.00			28,500.00
29. Smart Board	92,910.00			92,910.00
30. Book – Shelf		40,000.00	RUSA	40,000.00

31. Fiber Optics		20,000.00	RUSA	20,000.00
32. Internet Machine		345812.00	RUSA	345812.00
33. Tray		20,000.00	RUSA	20,000.00
34. Toner1230D		47,712.00	RUSA	47,712.00
35. LED Computer		2,10,000.00	RUSA	2,10,000.00
36. Toshiba External HDD		12,500.00	RUSA	12,500.00
37. LG Hd Led TV 32"		26,080.00	RUSA	26,080.00
38. Generator 50KV <sub>a</sub>		6,30,000.00	RUSA	6,30,000.00
39. 244 Plus Barcode Printer		18,500.00	CPE	18500.00
40. Barcode Reader		3850.00	CPE	3850.00
41. Tally 9ERP	-	-	-	-
42. Assemble PC		28500.00	College Fund	28500.00
43. Laptop		48900.00	College Fund	48900.00
44. Desktop		87000.00	CPE	87000.00
45. HP Laptop		171200.00	CPE	171200.00
46. Epson Projector		1,09500.00	CPE	1,09500.00

47. Projector Stand		10500.00	CPE	10500.00
Others				
1. Shed for Students	4,10,969.00			4,10,969.00
2. Bank	15,43,000.00			15,43,000.00
3. Canteen	5,73,412.00			5,73,412.00
4. Staffroom	3,50,220.00			3,50,220.00
5. Cycle Stand	3,63,383.00			3,63,383.00

#### 4.2 Computerization of administration and library

Both the library and the administration are computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29624	29,37,638.66	591	2,26,771.00	30215	31,64,409.66
Reference books	1563	31,68,895.00	45	43,608.00	1608	32,12,503.00
e-Books						
Journal	175		41		216	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						



4.4 Technology upgradation (overall) Rs. 52,59,115.00

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centers	Office	Departments	Others
Existing	88	62	Wi-Fi	BSNL broadband		09	17	
Added	07					-	4	
Total	95	62				09	21	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

All the departments are fully equipped with laptops /computers. The entire campus is Wi-Fi enabled. Orientation / training programmes are organized from time to time for technology upgradation of the teachers and students.
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4.6 Amount spent on maintenance in lakhs:

i) ICT, Computer Maintenance	1,61,950.00
ii) Campus Infrastructure and facilities	3,86,050.00
iii) Equipments	6,79,850.00
iv) Others	16,000.00
<b>Total:</b>	<b>12,43,850.00</b>

## Criterion –V

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has played an instrumental role in spreading and enhancing awareness about Student Support Services available in the college. It helps the institution in getting the prospectus updated and facilitates in preparation of Annual Academic Calendar. The prospectus contains information about the vision and mission of the college, courses of study, fee structure, infrastructural and other facilities, rules and regulations of the college, anti ragging rules and committees, details of co-curricular activities etc. It also gets the college website regularly updated. Information regarding any new event or programme is also put up on the notice board of the college. Local dailies and banners are also used as a means of disseminating information. In addition to this, the Principal addresses the students on the day of commencement of their session where she makes them aware of the student support services available in the institution. The Heads of the respective departments also apprise the students in the introductory class.

### 5.2 Efforts made by the institution for tracking the progression

The institution uses the following means to track the progression of its students:

1. Feedback from all the stakeholders
2. Informal data collection in social gatherings and through social networking sites
3. Alumni Records

### 5.3 (a) Total numbers of Students

UG	PG	Ph.D.	Others
2472	152		

(b) No. of students outside the states

133

(c) No. of International students

NA

Men

NO

%

NA

-

Women

NO

%

NA

-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
751	113	998	445	05	2307	810	118	1120	576	13	2624

Demand ratio- 1: 0.7

Dropout% - +8.6 %

5.4 Details of student support mechanism for coaching for competitive examination (If any):

Skills Development Programme was organized by Nirmala College, Ranchi in collaboration with ABHYUDAYA, Institute of Management, Ranchi on 24<sup>th</sup> Jan. 2017 by Anil Shukla in the college premises for B.A./ B.Sc III students. 70 students were benefitted. The students were given training on Accounting System, Marketing Office Management, Computerization, e-filing of Income Tax.

5.5 No. of students qualified in these examinations

NET	<input checked="" type="checkbox"/>	SET/SLET	<input checked="" type="checkbox"/>	GATE	<input checked="" type="checkbox"/>	CAT	<input checked="" type="checkbox"/>
IAS/IPS etc	<input checked="" type="checkbox"/>	State PSC	<input checked="" type="checkbox"/>	UPSC	<input checked="" type="checkbox"/>	others	<input type="text" value="8"/>

5.6 Details of student counseling and career guidance YES

1. Jain Aviation International in association with Indigo Airlines conducted a Career Counselling Session on 11.1.2017 by Capt. Nipun Jain on Sensitizing students for aviation. 200 students were benefitted.
2. Free Training on Data Communication and Networking (DCN) at ARTTC, BSNL, Ranchi (40 students BCA & IT, Part- II) started on 19<sup>th</sup> August 2016 for 4- weeks.
3. Free STP (Spoken tutorial project) online program for BCA students ( 48 students) in collaboration with MHRD, Govt.of India and IIT, Mumbai started on 28<sup>th</sup> August 2016.
4. Free Training on Data Communication and Networking (DCN) at ARTTC, BSNL, Ranchi (32 students BCA & IT, Part-I) started on 11<sup>th</sup> Feb. 2017 for 4- weeks.

5.7 Details of campus placement

On Campus			Off Campus
Number of organizations visited	Number of Students participated	Number of students placed	Number of students placed
06	48	02	07

## 5.8 Details of gender sensitization programmes

The details of gender sensitization programmes organized by the Women Cell of the college

- International Women’s Day was celebrated on 8<sup>th</sup> March 2017.
  - Beti Bachao Beti padhao abhiyaan on 18<sup>th</sup> Sept 2017.
  - Sensitization Programme on “Gandhi and Women Empowerment.” On 29<sup>th</sup> March 2017.
  - Blood Donation , Blood test and Blood Pressure Checkup organized by Department of Zoology (3<sup>rd</sup> Sep 2016).
  - Installation of vending machine for providing sanitary napkins.
- NSS and different committees of the college also take the lead in organizing programs for gender sensitization from time to time.

## 5.9 Students’ Activities

### 5.9.1 No. of students participated in sports, Games and other events

State/University level	NA	National level	NA
International level	NA		

No. of students participated in cultural events

State/University level	47	National level	NA
International level	NA		

### 5.9.2 No. of medals /awards won by students in sports games and other events

Sports: State/University level	NA	National level	NA
International level	NA		
Cultural: State/University level	NA	National level	NA
International level	NA		

5.10 Scholarships and Financial support (2016 -2017)

	Number of students	Amount
Financial support from institution	53	Rs.2,00,200.00
Financial support from government	869	Students receive the amount directly in their bank account.
Financial support from other sources	73	Students receive the amount directly in their bank account.
Number of students who received International /National recognition	NA	NA

5.11 Student organized/initiatives

Fairs: State/University level

National level

International level



Exhibition: State/University level

National level

International level

5.12 No. of social initiatives undertaken by the students

05

5.13 Major grievances of student (if any) redressed

Improvement of the quality of drinking water	Installation of water purifier cum water cooler
Requirement of a common room	Construction of shed for students.
Upgradation of the library	<ul style="list-style-type: none"> <li>• Increase in number of books in the library</li> <li>• Opening of departmental library in some departments.</li> <li>• Introduction of a separate section for books related to competitive exams in the library.</li> </ul>
Demand of additional technical equipments	Laptops, projectors, screens and printers provided to the department.
Requirement of Bank within the campus	A branch of Indian Overseas Bank opened in the college campus.
Demand for additional garbage bins.	Garbage bins provided at different sites.
Need of a hygienic canteen for students	Construction of a modern, hygienic canteen to seat 50 students

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

The vision of the institution is the advancement of learning, knowledge, critical thinking and empowerment of women, especially of the under privileged class. The mission is to offer a milieu conducive to the integral development and academic excellence of the students.

#### 6.2 Does the Institution has a management Information System

Yes, the management information system performs regular feedback analysis through General Body (G.B) meetings and meetings of the Principal with the Head of the Departments and also with the Staff council.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

Curriculum is followed as prescribed by Ranchi University, Ranchi. The institution decides teaching methodology, internal exams and work order.

##### 6.3.2 Teaching and Learning

Use of ICT, class room discussions, special lectures, field trips, workshops .

##### 6.3.3 Examination and Evaluation

Regular internal examination, class test, terminal examination and selection test.

##### 6.3.4 Research and Development

Minor projects are taken up, workshops, seminars, conferences are organized and attended by the faculty, orientation and refresher programs are also attended by faculty.

##### 6.3.5 Library, ICT and physical infrastructure / instrumentation

New software has been installed in the computer labs. All the above mentioned facilities are available and have been very well maintained and upgraded by the institution from time to time.

6.3.6 Human Resource Management: NA

6.3.7 Faculty and Staff recruitment

Recruitment is as per UGC guidelines.

6.3.8 Industry Interaction / Collaboration

Students of BCA, IT and F.D. go for on -the- job training / internship in various industries / companies like CCL, NIFT, NIIT, AGO, MECON, SAIL, LIC, Usha Martin, GPO, Career Launcher, BSNL, NSLComp etc.

6.3.9 Admission of Students

Merit based admission following a set of rules and procedure prescribed by the institution.

6.4 Welfare schemes for

Teaching	Provident Fund, Gratuity, GI,
Non Teaching	Provident Fund, Gratuity, GI,
Students	Freeship and Fee concession for underprivileged students.

6.5 Total corpus fund generated Rs. 32,54,337.41

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether Academic and Administrative Audit (following AAA) has been done?

Audit type	External		Internal	
	Yes / No	Agency	Yes / no	Authority
Academic	Yes	RU	Yes	IQAC, GB, Sub-Committees
Administrative	Yes	RU	Yes	IQAC, GB, Sub-Committees

6.8 Does the University /Autonomous college declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University / Autonomous College for Examination Reforms?

University ensures timely delivery of question and answer booklets. It provides external magistrate and security for free and fair examination. Examinations are conducted on time in order to maintain the regularity of the session.

6.10 What efforts are made by the University to promote autonomy in the affiliated / constituent colleges?

Autonomy in appointment of staff, decisions regarding work plans, infrastructure, dress code and discipline on campus.

6.11 Activities and support from the Alumni Association

Alumni Association provides support for the overall development of the institution.

6.12 Activities and support from the Parent – Teacher Association.

Teachers meet the parents informally and update them regarding the students.

6.13 Development programmes for support staff

1. Participation in Faculty Enrichment Programme Organized by IQAC.
2. Short term computer training programs was conducted for improving efficiency.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Proper waste disposal and drainage facilities, large number of trees and plants in the campus, use of solar energy, Rain Water Harvesting and Installation of incena



## Criterion-VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution, Give details

1. With the introduction of smart classes, interest of the students has been aroused. As a consequence, rate of absenteeism is decreasing day by day and students are actively participating in class.
2. Ethics classes are enhancing moral standard of students. They are more disciplined today, and more responsible.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Organised Faculty Enrichments Programmes and National Workshop.
2. Conducted Basic Computer Literacy Course (DCA) for Students and Non-teaching staff.
3. Conducted Free Crash Coaching for competitive exams.
4. Implementation of Ethics classes to encourage value based education.

7.3 Give two Practices of the institution (*please see the format in the NAAC-Self-study Manuals*)

1. Faculty Enrichment Programmes
2. Career Awareness Programs

**\*Provide the details in annexure (annexure need to be numbered as I, II, III)**

7.4 Contribution to environmental/protection

- Plantation programmes undertaken by NSS, Women Cell and other units of the college, from time to time, in the college campus as well as other localities.
- Students' Seminars conducted from time to time on topics like "Global Warming" and "Bio- diversity" make them aware of burning issues that devastate environment.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**Strength**

- Highly qualified, sincere and dedicated faculty to guide students from time to time.
- Updated and well equipped modern laboratory and well stocked college library, Inflightnet, Wi-Fi connectivity in campus.
- Peaceful, pollution free and green campus.

**Weakness**

- Increase the number of collaborations.
- To organize more skill development programs for students.

**Opportunity**

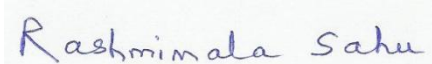
- Motivating students to learn and use modern technical gadgets in presentation of papers in Seminar.
- Encouraging students to go for short term skill development courses with graduation and Post- graduation.
- Educating students of underprivileged sections of society.

**Threats**

- Training the students to work for social change
- Enhancing demand ratio in certain subjects.

- Introduction of MBA,MCA Bio-technology.
- Introduction of PG in more subjects.
- Introduction of Bio-metric system.
- Introduction of more Honours Subjects.
- Organizing more faculty enrichment programmes

**Dr. Rashmi Mala Sahu**



Signature of the Coordinator, IQAC

**Dr. Sr. Jyoti Kispotta**



Signature of the Chairperson, IQAC

## **Annexure I**

### **Best Practice 1.**

#### **Topic**

Faculty Enrichment Programmes

#### **Goal**

The intended objective of this program is to facilitate the faculty for improving their teaching learning skills, to evolve as encouraging teachers, to relate with students with enhanced levels of empathy and understanding. These programs align strongly with the Institution's Mission to serve better.

#### **Context**

Nirmala College has a team of highly qualified faculty. It arranges faculty enrichment programs from time to time which provides support for the faculty members and enriches their skills and experiences. Dynamic speakers and academicians are invited as Resource Persons' in these workshops and sessions.

#### **Practice**

Nirmala College is committed to the task of enhancing the quality and performance of the teachers and students through the adoption and implementation of Best Practices.

#### **Evidence of Success**

In order to Enhance the teaching skills and performance of its faculty, the institution regularly organizes Faculty Enrichment Programs. Eminent personalities, scholars and academicians are invited to deliver talk and lectures on different topics that would enlighten the teachers and enable them to upgrade their skills. A Faculty Enrichment Program was organized in college on 22<sup>nd</sup> June, 2016. Prof. Saraswati Mishra was invited as the Resource Person. She spoke on 'Faculty Development in Higher Education Institutions'. Another Faculty Enrichment Program was organized on 3<sup>rd</sup> January, 2017. Mr. Kislaya Bhattacharya, Management Trainer and former DGM, Academics, Indian Institute of Coal Management was invited as the Resource Person. He delivered his views on 'Enhancing Communications Skills in Higher Educational Institutions'. It is expected that such programs would enrich the teachers and enable them to meet the challenges of the competitive world.

#### **Problem Encountered and Resources Required**

Finance and facilities are the major resources required . There is a dearth of subject experts. The regular staff is not trained to conduct such activities. The various central and government agencies should provide finances for the programme.

## **Annexure II**

### **BEST PRACTICE – 2**

#### **Title of the Practice**

Career Awareness Programs

#### **Goal**

Nirmala College, a Christian Minority Institution is dedicated to the cause of grooming the underprivileged young girls by providing them education and helping them in every possible way to nurture their personalities and enable them to explore their potential, skills, abilities and strengths and assist them to identify future careers. Comprehending the need of creating Career Awareness among the students and sensitize them about various career opportunities, the Institution regularly organizes Career Awareness Programs. The objective of these Career Awareness Programs is to enhance the students' awareness and understanding of career opportunities and equip them with knowledge that would empower them to face the challenges in highly competitive job market and also facilitate their entry into different professions.

#### **The Context**

Hailing from economically and socially disadvantaged section of the society, most of the students lack exposure and are unaware of the existing job opportunities. Moreover, the increasing competitiveness in the job market has made it mandatory for the higher educational institutions to devise innovative ways to prepare the students for various careers and facilitate their entry into different professions. There is an urgent need for coordination among different agencies for promotion and advancement of an academic atmosphere that enables the students to explore different career opportunities. Keeping in view these concerns, Nirmala College, in collaboration with different institutes and companies, has started the Career Awareness Programs for the students.

#### **The Practice**

A Career Awareness Program was organized in the college by the Career Counseling and Placement Cell in collaboration with Jain Aviation International on 11<sup>th</sup> January, 2017. Captain Nipun Jain, the Resource Person, addressed the students and made them aware of the job opportunities in aviation sector.

Yet another Career Awareness Program was organized by Career Counseling and Placement Cell of the college, in collaboration with Abhyudaya Institute of Management on 24<sup>th</sup> January, 2017. Mr. Anil Shukla, the Resource Person, made the students aware of the job opportunities in Finance, Accounting and Marketing sector.

One more Career Awareness Program was organized on 16<sup>th</sup> November 2016 where the Resource Person, Prof. Sarabjeet Kumar of Xavier Institute of Social Service, made the students aware of the employment opportunities available in the field of Business Administration.

### **Evidence of Success**

These Career Awareness Programms have greatly enhanced the students' awareness and knowledge regarding various employment opportunities. The students were guided by skilled professionals from different fields which greatly motivated and inspired them and helped them to realize their potential. This practice has brought a perceptible and positive change in the students and made them aware of the current trends and demands of the job market and helped them in their placements.

Jain Aviation International and the Placement Cell of Nirmala College organised a Pool Campus Placement Drive in the college campus. Jain Aviation International is a placement partner of Indigo Airlines. Almost 200 students participated in this drive. 100 students were selected for the second round of interview. In the third round of interview, Supriya Singh of BCA III was selected and got placed with Indigo Airlines.

In addition Shivani, Jyoti Sri and Suraiya Khan of IT III got placed with Concentrix Daksh. Ranjana Priya and Kajol Pandey of BCA III got placed with Edge Telecom and Internet Global and Sonali Kumari of BCA III got placed with Tech Mahindra.

### **Problem Encountered and Resources Required**

As majority of students hail from underprivileged sections of society, there is a lack of awareness among them regarding the importance of these programs.

However the organization of such program at regular intervals has made them more aware and confident regarding career opportunities. Human resource and e-resources like emails and messenger applications were required to make the career awareness programs successful.

## **Annexure III**

AIACHE	All India Association for Christian Higher Education
AICUF	All India Catholic University Federation
CLC	Christian Living Community
GB	Governing Body
MECON	Metallurgical Engineering Consultant
NIFT	National Institute of Fashion Technology
NSS	National Service Scheme
SAIL	Steel Authority of India Limited
UGC	University Grants Commission
XBHEI	Xavier Board of Higher Education in India
CCTV	Closed Circuit Television
LIC	Life Insurance Corporation
GPO	General Post Office
AGO	A.G. Office