

# **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 “A”**

**College with Potential for Excellence**

**July 2017 – June 2018**

# 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.EmmaRani Seraphim
	Mobile	09431768872
	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
3	Reassessment	A	3.01	2017	2017-2022

1.6 Date of establishment of IQAC 09/09/ 2009

1.7 AQAR for the year 2017-2018

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.
4. AQAR 2016-2017 submitted to NAAC on 26-07-2017.

## 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="02"/>
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="19"/>
2.10	No. of IQAC meetings held	<input type="text" value="07"/>

2.11 No. of meetings with various stakeholders: No.  Faculty  05  
 Non-Teaching Staff /Students  1 Alumni  1 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 .  03 International  - National   
 State  - Institution Level  03

(ii) Themes

1. One day Workshop on “ Disaster Management” on 6<sup>th</sup> August 2017.
2. One day Faculty Enrichment Programme on “ Professional Ethics” on 3 Jan. 2018.
3. One day Faculty Enrichment Programme on “Innovation and Integrated Learning in Imparting Quality Education in Higher Educational Institution ” on 20<sup>th</sup> June 2018.

2.14 Significant Activities and contributions made by IQAC

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

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 “Mushroom Spawn Production Unit”.
Plan to form Eco-Club .

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 Institutional Workshop.
3.	Conducted Basic Computer Learning (DCA) for Students.
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 PG and UG books and journals in the library.
10.	Creation of Knowledge Bank on Environmental Studies for final year Under-graduate students.
11.	Facilitating Green Audit within the Campus.

12. Feedback and Analysis of suggestions given by students and stakeholders.
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13. Formation of Eco- Club.
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## 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	01	05	05
PG Diploma				
Advanced Diploma	01			
Diploma	01			
Certificate	01			
Others				
<b>Total</b>	15	01	05	05
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)/UG
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 students and stake holders, analyses their suggestions for the betterment of the College . For this purpose, several committees are formed and meetings are held by the Principal with the committees, with the IQAC and Head of Departments 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, quality enhancement and quality sustenance of the institution.(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 UG and PG Courses in our college since 2016.

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

BBA as a self financing vocational course.

## Criterion-II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculties

Total	Asst. Professors	Associate. Professors	Professors	Others
46	44	02	-	-

2.2 No. of Permanent faculty with Ph.D.

32

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
	03								03

2.4 No. of Guest Visiting faculty and temporary faculty

22

2.5 Faculty participation in Conferences, Seminar and Symposia:

No. Faculty	International level	National level	State level
Attended		02	
Presented papers	15	31	
Resource Papers			

2.6 Innovative processes adopted by institution in Teaching and Learning:

Seminars, Workshops, Faculty Enrichment Programmes, Online courses, Short term Computer Course, GIS, Special lectures, Group discussions, Project

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				Pass%
		Distinction%	I	II	III	
B.A III	389	01	142	223		94
B.Com III	178		88	85		97
B.Sc. III	91	10	56	27		91
Vocational	79		77			97

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

IQAC contributes towards total quality enhancement through periodical reviews, feedback from students and stake holders and periodical scrutinisation of quality parameters. IQAC also frames syllabus and conducts examination for short term computer course (DCA). It also holds periodical interface with staff , non-teaching staff, stakeholders and students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty/staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	08
UGC-Faculty Improvement Programme	No
HRD Programme	No
Orientation Programmes	01
Faculty exchange Programme	No
Staff training conducted by the university	No
Staff training conducted by other institutions	No
Summer/Winter Schools, Workshop, etc.	49
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	21	-	-	-
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 in conferences/seminars & publish research papers and books .It encourages both the Students to upgrade their skills by joining short term computer courses (DCA) and online courses. It also motivates the Departments to organize International, National and Institutional Conferences, 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. One teacher has undertaken one Major Project on Mushroom Spawn Production sanctioned by National Horticulture Mission, Jharkhand. One teacher has enrolled for D.Sc. . College has to its credit four published books with ISBN by the faculty members.

##### 3.2 Details regarding major projects :

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

##### 3.4 Details on research publications

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

\*3.5 Details on Impact factor of publications: NA

Range  Average

h-index  Nos. in SCOPUS

3.6 Research funds sanction 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)	2017	National Horticulture Mission, Jharkhand	1 sanctioned	
<b>Total</b>			<b>04</b>	

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/Seminar/Workshop organized by the Institution 05

Level	International	National	State	University	College
Number		03			01
Sponsoring agencies		RUSA/CP E			Mathemati cal Society

3.12 No. of faculty served as experts, chairpersons or resource persons 13

3.13 No. of Collaborations

International - National 03 Any other 02

3.14 No. of linkages created during this year 05

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

3.18 No. of faculty from the Institution who are Ph.D. Guides 07

And students registered under then 11

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

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	40	State level	
National level		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		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	28
NCC	NA	NSS	28
		Any other (WC)	NA

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

- International Earth Day
- World AIDS Day
- World Cancer Survivor's Day
- Tree Plantation
- World Environment Day
- World Population Day
- International women's Day
- International Yoga Day
- International Literacy Day
- Women's Right Awareness Program



- National Youth Day
- Traffic and Road Safety Awareness Program
- Health, Hygiene, Sanitation Camp
- Free Health Camp
- Anti- Tobacco Awareness Program
- Beti bachao beti padhao abhiyan
- Swachh Bharat Abhiyaan
- World Disability Day
- NSS Foundation Day
- Career Counselling Session
- Pre- Republic Parade Selection Camp

## 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	5.35 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	4	1		5
8. LCD Projector	16			16
9. Laptop	20			20
10. Refrigerator	3			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	3			3
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	28			28
28. Projector Ceiling Stand	6			6
29. Smart Board	1			1
30. Book – Shelf	12			12
31. Fiber Optics	1			1
32. Internet Machine	1			1
33. Tray	1			1
34. Toner1230D	1			1
35. LED Computer	14			14
36. Epson Printer, HP Lazer Printer	6	2	College Fund	8

37. Toshiba External HDD				2
38. LG Hd Led TV 32"				2
39. Generator 50Kva				2
40. Desktop	13	2	College Fund	15
41. Online UPS		2	College Fund	2
42. Battery for UPS		8	College Fund	8
43. Desktop (All in one)		2	College Fund	2
44. DVR		1	College Fund	1

Value of the equipment purchased during the year (Rs. In Lakhs)				
1. Computer on line UPS with Antivirus	130525.00			1,30,525.00
2. Laser Printer, HP Printer	21,975.00	20,400.00	College Fund	42,375.00
3. Sony DVD	4033.00			4,033.00
4. On line UPS	1,43,100.00	78,000.00	College Fund	2,21,100.00
5. Submersible Pump	28665.00			28,665.00
6. Air-	94,250.00			1,30,950.00

Conditioner				
7. Aquaguard	24,100.00	10,110.00		34,210.00
8. LCD Projector	6,36,389.00			6,36,389.00
9. Laptop	5,39,750.00			5,39,750.00
10. Refrigerator	33,700.00			33,700.00
11. Amplifier & microphone	2,93,946.00			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. Samsung Scanner & printer	12,000.00			12,000.00
23. Pen drive	450.00			450.00
24. Inverter with stand and Battery	1,76,000.00		College Fund	1,76,000.00
25. Notice Board	8550.00			8550.00
26. Almirah	88,000.00		RUSA+College Fund	88,000.00
27. Projector Ceiling Stand	28,500.00			28,500.00
28. Smart Board	92,910.00			92,910.00
29. Book – Shelf		40,000.00	RUSA	40,000.00
30. Fiber Optics		20,000.00	RUSA	20,000.00
31. Internet Machine		345812.00	RUSA	345812.00

32. Tray		20,000.00	RUSA	20,000.00
33. Toner1230D		47,712.00	RUSA	47,712.00
34. LED Computer		2,10,000.00	RUSA	2,10,000.00
35. Toshiba External HDD		12,500.00	RUSA	12,500.00
36. LG Hd Led TV 32"		26,080.00	RUSA	26,080.00
37. Generator 50Kva		6,30,000.00	RUSA	6,30,000.00
38. 244 Plus Barcode Printer		18,500.00	CPE	18500.00
39. Barcode Reader		3850.00	CPE	3850.00
40. Tally 9ERP	-	17,600.00	-	17,600.00
41. Assemble PC		28500.00	College Fund	28500.00
42. Laptop		48900.00	College Fund	48900.00
43. Desktop		1,69,400.00	CPE+ College Fund	1,69,400.00
44. HP Laptop		171200.00	CPE	171200.00
45. Epson Projector		1,09500.00	CPE	1,09500.00
46. 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	30215	31,64,409.66	26675	53,56,198	56,890	8,520,607.66
Reference books	1608	32,12,503.00	1750	7,10,416	3358	39,22,919.00
e-Books	6000					
Journal	216		134		350	
e-Journals	31,35,000					
Digital Database						
CD & Video						
Others (specify)						



4.4 Technology upgradation (overall) Rs. 11,00,690.00

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centers	Office	Departments	Others
Existing	104	03	Wi-Fi	BSNL broadband +Reliance		11	77	16
Added	15					-	15	-
Total	119	03				11	92	16

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 upgradation of innovative skills of the teachers and students.
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4.6 Amount spent on maintenance in lakhs:

i) ICT, Computer Maintenance	4,13,750.00
ii) Campus Infrastructure and facilities	1,12,00,000.00
iii) Equipments	7,76,000.00
iv) Others	25,000.00
<b>Total:</b>	<b>1,24,14,750.00</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 and handbook is made available to the students which contain 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. Vital information regarding all activities of the college are put up for Digital display. 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
2590	345		

(b) No. of students outside the states

165

(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
810	118	1120	576	13	2624	839	125	1314	657	10	2935

Demand ratio- 1:0.82

Dropout% - +9 %

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 type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	others	<input type="text" value="115"/>

5.6 Details of student counseling and career guidance YES

1. Uddayan Aviation Academy conducted a Career Counselling Session on 16.09.2017 by Ms Bandhuli Pal and Mr. Amit Kumar Sinha on sensitizing students for jobs in aviation sector . 176 students were benefitted.

2. NIIT, Lalpur chowk, Ranchi, conducted a Career Counselling Session on 23.11.2017 by Mr. Chandrakant Prasad , Director NIIT- 203 students were benefitted.

3. TCS ignite conducted a Career Counselling Session on 29 Nov. 2017 by the resource person Mr. Ramesh Mahto and Mr. Deepak Kumar – 315 students were benefitted.

4. Jain Aviation International in association with Indigo Airlines conducted a Career Counselling Session on 06.01.2018 by Capt. Nipun Jain on Sensitizing students for jobs in aviation sector . 200 students were benefitted.

5. Uddayan Aviation Academy conducted a Career Counselling Session on 03.02.2018 by Mr. Arko Pal, Mr. Sumit Peter and Ms. Padmavati on sensitizing students for jobs in aviation sector . 180 students were benefitted.

### 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
14	589	88	21

### 5.8 Details of gender sensitization programmes

<p>The details of gender sensitization programmes organized by the Women Cell of the college</p> <ul style="list-style-type: none"> <li>• International Women’s Day was celebrated on 8<sup>th</sup> March 2018.</li> <li>• Beti Bachao Beti padhao abhiyaan on 18<sup>th</sup> Sept 2017.</li> <li>• Blood group test and Blood Pressure Checkup organized by Department of Zoology ( 2<sup>nd</sup> Feb 2018).</li> <li>• Installation of incinerators for disposing sanitary napkins.</li> </ul> <p>NSS, different committees and departments of the college also take the lead in organizing programs for gender sensitization from time to time.</p>
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### 5.9 Students’ Activities

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

State/University level	<input type="text" value="NA"/>	National level	<input type="text" value="NA"/>
International level	<input type="text" value="NA"/>		

#### No. of students participated in cultural events

State/University level	<input type="text" value="78"/>	National level	<input type="text"/>
International level	<input type="text" value="NA"/>		

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

Sports: State/University level	<input type="text" value="NA"/>	National level	<input type="text" value="NA"/>
International level	<input type="text" value="NA"/>		
Cultural: State/University level	<input type="text" value="17"/>	National level	<input type="text"/>
International level	<input type="text" value="NA"/>		

5.10 Scholarships and Financial support (2017 -2018)

	<b>Number of students</b>	<b>Amount</b>
Financial support from institution	36	1,82,550.00/-
Financial support from government	1057	Students receive the amount directly in their bank account.
Financial support from other sources	26	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	<input type="text" value="-"/>	National level	<input type="text" value="-"/>
International level	<input type="text" value="-"/>		
Exhibition: State/University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>
International level	<input type="text" value="-"/>		

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of student (if any) redressed

Upgradation of the library	<ul style="list-style-type: none"> <li>• Increase in number of books in the library for UG and PG.</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> <li>• Introduction of a separate section for PG books in the library.</li> </ul>
Demand of additional technical equipments	Desktop, projectors, screens and printers provided to the department.
Demand of Xerox machine in the Library	Availability of Xerox machine in the main library.
Requirement of Bank within the campus	A branch of Punjab National 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
Demand for parking space for two wheelers.	Shed for parking of two wheelers.

## **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? NA

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 incinerator .

## 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.
3. Conducted Free Crash Coaching for competitive exams.
4. Implementation of Ethics classes to encourage value based education.
5. Formation of Eco-Club for Environmental Awareness.

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

1. Empowering the students through martial arts training.
2. Environment sustainability in the campus.

**\*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, Inflibnet, 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**

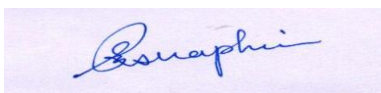
- Motivating students to learn and use modern technical gadgets in presentation of papers in Seminar.
- Encouraging students to go for short term skill development courses with graduation and Post- graduation.
- Educating students of underprivileged sections of society.

**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, National and International Seminars and Conferences.

**Dr. Emma Seraphim**



*Signature of the Coordinator, IQAC*

**Dr. Sr. Jyoti Kispotta**



*Signature of the Chairperson, IQAC*

## **Annexure I**

### **Best Practice 1.**

#### **Topic :**

Empowering the students through Martial Arts Training.

#### **Goal :**

The aim of Martial Arts Training is to enhance the quality of cardio-vascular health and also to provide opportunities for women to show their strength, enjoy good workout, feel empowered, boost physical and mental fitness and overall sense of wellness.

#### **Context :**

Since its inception, Nirmala College has been dedicated to the betterment and development of its students. Although yoga and various sports activities are conducted from time to time, the College has introduced “Karate Training Classes” for its students within the premises.

#### **Practice :**

The College has introduced ‘Karate Training Classes’. The training is being imparted by Jharkhand State Karate Association and implemented by the DNF (Devaki Nandan Foundation) under the guidance of the Principal, Dr. Sr. Jyoti : The inauguration took place on 3.02.2018. Dr. Nagalakshmi Pani, HOD Department of Mathematics is the coordinator of the entire programme .

#### **Evidence of success**

The President of the Jharkhand State Karate Association, Sensai Pankaj Kumar Singh has taken the responsibility and has deputed two able coaches – Mr. Sandeep Kumar and Ms. Sneha to train the students. Regular classes are held and the new team of Karate players includes two Orange Belt players and six Yellow Belt players. Regular training is imparted to the students.

#### **Problems Encountered and Resources Required:**

Finance and facilities are the major resources required to impart any successful training programme. Trainers need to be regular. Resources like Karate dress and shoes need to be regular. Resources like Karate dress and shoes need to be provided to the players. The College looks forward to the various government agencies to provide finance for the program to run successfully.

## **Annexure II**

### **BEST PRACTICE – 2**

#### **Topic :**

Environment Sustainability in the Campus.

#### **Goal :**

The lush green campus of Nirmala College testifies that the college believes in Sustainable development in complete harmony with nature . In keeping with its eco-friendly efforts, the college has adopted many programmes like Rain-Water Harvesting, Organic Waste Management, Compost pits, plastic free Campus, Energy Conservation Programmes, Plantation & maintenance of herbal garden etc.

#### **Context :**

Environment Sustainability in the Campus.

Nirmala College aims to create awareness and responsibility among students relating to the protection and conservation of nature and environment. The college tries to constantly engage the students in keeping the environment clean and safe through various efforts like formation of Green Audit Team, Eco-Club. These teams inculcate a sense of dedication among students to make the campus green. This definitely is a fundamental step towards realising the goal of attaining Healthy and Green Environment.

#### **Practice :**

Nirmala College is constantly engaged in spreading awareness related to environment through various extra-curricular and social activities. Competitions like debate, one act play, skit, poster – making, slogan writing etc are organised to sensitize students on environmental issues. The students are awarded for their outstanding performance. Various eco-friendly practices of the College are as follows:

- (i) Water harvesting technique – Ten recharge pits have been constructed in the premises of the college to harvest rain water. Water accumulating in these pits percolates to augment the ground water. The rain water harvesting technique adopted by the college helps in recharging the aquifers, improves soil moisture & reduce soil erosion.
- (ii) Compost pit – Two pits have been constructed to fill organic wastes. It takes around six months to convert the waste product into manure. Compost is beneficial as a soil conditioner, fertilizer & natural pesticide.

(iii) Plastic Free Zone – College Management, Staff & Students have taken a pledge to make the college campus Plastic free zone.

(iv) Energy Conservation – The College Management uses power saving devices. The architectural design for our college is based on natural lighting & ventilation to save power and energy.LED bulbs are used for power saving.

(v) Herbal Plantation – A herbal garden mainly composed of medicinal & herbal plants have been maintained within the campus.

### **Evidence of success**

The formation of Green Audit Team and Eco Club has led to the proper maintenance of the environment in and around the college. The herbal garden has made the environment fresh and green. The herbs planted release sufficient amount of fresh air that revives the atmosphere. The moisture content of the soil has consequently increased the fertility. The compost pits have served to convert litter into fertile manure. The celebration of Earth Day and Special Lectures on Conservation of Nature have enhanced Environmental Awareness among the students.

### **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