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 2018 – June 2019

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   Nirmala College, Ranchi.

- Name of the Head of the institution :   Dr. Sister Jyoti Kispotta

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:   0651-2410082 / 0651-2410032

- Mobile no.: 09431103264

- Registered e-mail: nirmala_college@yahoo.co.in

- Alternate e-mail : jyoti.kispotta68@gmail.com

- Address   : PO – Doranda , Post Box No- 15

- City/Town   : Ranchi

- State/UT   : Jharkhand

- Pin Code   : 834002

2. Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women : Women
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
  (please specify) : Grants-in aid/ UGC 2f and 12 (B)/ Self financing

- Name of the Affiliating University: Ranchi University, Ranchi
- Name of the IQAC Co-ordinator : Dr. Emma Rani Seraphim
- Phone no. : 09431768872

  Alternate phone no. : 9939092057

- Mobile: 09431768872

- IQAC e-mail address: iqacnirmalacoll@gmail.com

- Alternate Email address: emma_rs@yahoo.in

3. Website address: www.nirmalacollegeranchi.com
Web-link of the AQAR: (Previous Academic Year):
http://nirmalacollegeranchi.com/AQAR.aspx

4. Whether Academic Calendar prepared during the year? : Yes

   If yes, whether it is uploaded in the Institutional website: Yes

   Web link: http://www.nirmalacollegeranchi.com/Upload/AQAR/770dc481-1fa5-41ea-a245-1f265872de23.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st Cycle	B+	78.25	2004	2004 to 2009
2nd Cycle	B	2.51	2015	2015 to 2020
Reassessment	A	3.01	2017	2017 to 2022

6. Date of Establishment of IQAC: DD/MM/YYYY: 09/09/2009

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture			
	Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1	Regular meeting of Internal Quality Assurance Cell (IQAC)	07-08-2018	08
		25-08-2018	15
		15-09-2018	08
		01-10-2018	
		03-11-2018	
		29-11-2018	
		03-01-2019	
		23-02-2019	

		30-04-2019	
		03-07-2019	
2	Timely submission of Annual Quality Assurance Report (AQAR) to NAAC	12-07-2018	Nirmala College, Ranchi
3	Conducted Biannual Internal Academic Audit of Departments.	09-10-2018 (One day)	16 Department
		13-02-2019 (One day)	16 Department
4	Organised Faculty Enrichment Programmes.	04-01-2019 (Two Hrs.)	57
		24-06-2019 (Two Hrs.)	70
5	Organised orientation program for non-teaching staff	04-01-2019 (Two Hrs.)	45
6	Organised NAAC sponsored National Workshop.	25-26/11/2018 (Two days)	114
7	Organised CEED sponsored International Conference.	9-10/03/2019 (Two days)	122
8	Conducted Basic Computer Learning (DCA) for Students.	09-07-2018 (90 Hrs.)	52
		18-01-2019	27
9	Organising stakeholders meetings to elicit feedback. Collected Feedback were analysed and used for improvements.	25-08-2018	15 Participants
10	Implementation of Ethics classes to encourage value based education.	16-07-2018 – 15-03-2019 (Two Periods per week)	1,433 Students
11	Ensuring green and clean campus through Eco club and IQAC.	05-06-2019 (Three Hours)	150

> *Note: Some Quality Assurance initiatives of the institution are:*
>   *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Nirmala College, Ranchi	RUSA	MHRD	2015 - Ongoing (XIIth Five year	2 Cr. (Allocated)

			plan 2012-2017)	1.80 Cr. (Received)
				150,00,000/- (Allocated) 93,84,000/- (Received)
Nirmala College, Ranchi	CPE	UGC- CPE	2016-2021	
Department of Botany	DBT Star College Scheme	DBT, New Delhi	2019-2022	22 Lakh
Department of Zoology	DBT Star College Scheme	DBT, New Delhi	2019-2022	22 Lakh
Dr. Indu Kumari (Deptt. of Botany)	Mushroom Spawn Production Unit	National Horticulture Mission	2019 -2022	15 Lakh
Dr. Jyoti Pandey (Deptt. of Economics)	ICSSR	MHRD	2019-2020	4.50 Lakh

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

   web link : http://www.nirmalacollegeranchi.com/Upload/AQAR/9a7a6dc6-ff53-49d3-860c-ab278509c895.pdf

10. No. of IQAC meetings held during the year: 10

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website -YES
web link: http://www.nirmalacollegeranchi.com/Upload/AQAR/7b68f53d-4e44-4103-97fc-55abace9edc2.pdf

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? : Yes

   If yes, mention the amount: One Lakh   Year: 2018

12. Significant contributions made by IQAC during the current year (maximum five bullets)

   * Preparation of Annual Quality Assurance Report.
   * Organisation of Orientation Programme.
   * Organising Faculty Enrichment Programmes and National Workshop and International Conferences.
   * Conducting Basic Computer Learning Course (DCA) for Students.
   * Conducting Biannual Internal Academic Audit of Departments.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes

Plan to Conduct meeting of Internal Quality Assurance Cell (IQAC)	Conducted regular meeting of Internal Quality Assurance Cell (IQAC)
Plan to Prepare of Annual Quality Assurance Report (AQAR) to NAAC	Timely Submission of Annual Quality Assurance Report (AQAR) to NAAC
Plan to Conduct Biannual Internal Academic Audit of Departments.	Conducted Biannual Internal Academic Audit of Departments.
Plan to Organise Faculty Enrichment Programmes.	Organised Faculty Enrichment Programmes twice a year.
Plan to Organise Orientation Programme for Non-Teaching staff	Organised Orientation Programme for Non-Teaching staff
Proposal to Conduct National Workshop and International Conference.	Organised National Workshop and International Conference.
Plan to Conduct Basic Computer Learning (DCA) for Students.	Conducted Basic Computer Learning (DCA) for Students.
Plan to Organise meeting of stakeholders of the Institution.	Organised meeting of stakeholders of the Institution.
Proposal for Organising Environmental Programmes.	Organised Earth Day Programme on 5th June 2019.

14. Whether the AQAR was placed before statutory body?   : Yes

　　Name of the Statutory body: IQAC　　　　　Date of meeting(s): 07/05/2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
　　　　　　　Yes　　　　　　　　　　Date: 28/08/2017

16. Whether institutional data submitted to AISHE: Yes

　　Year: 2018-2019　　　　　　　Date of Submission: 19/01/2019

17. Does the Institution have Management Information System?
　　Yes

　　If yes, give a brief description and a list of modules currently operational.
　　(Maximum 500 words)

　　The Institution has created a partial in-house MIS to support the academic programs and administrative matters. The admission process details of the students' admitted, category of the students are entered in the online web portal of the college and can be retrieved whenever needed for internal and external evaluation. The College seeks to ensure the integrity of IT resources made available to the faculty and students to facilitate their academic and

administrative requirements. The College has the LAN through which students, teachers and supporting staff can access the current database of the students. Users of IT resources are required to protect the confidentiality of the information and protect the privacy of their password to prevent misuse and access by unauthorised users. The main Library is also automated and all books issued and returned are recorded in the computer. The Accounts office is fully computerised. The College provides for online admission. All important notifications and information are displayed through digital display system.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Nirmala College has a very well organized and structured mechanism for curriculum delivery and documentation. At the beginning of each Academic Year, Academic Calendar and action plan is prepared by the Principal in consultation with the IQAC members. Orientation Programmes are held by the Principal on the first day of the new academic session for the new batch of UG and PG students to initiate the curriculum. The students are provided information regarding the vision, mission and the discipline of the institution and also about their code of conduct, time-table and classes.

The college administration provides a very well constructed time table and Heads of Departments prepare routine in accordance with the master time table which is approved by the Principal. Departmental meetings are held in every department for the allocation of syllabus, distribution of classes, arrangement of guest lectures and curriculum based student seminars, planning of tests, preparation of academic calendar, projects and assignments.

The teachers employ the following teaching methods based on the needs of different subjects for the effective delivery of the curriculum;

- Chalk and Blackboard method
- Lecture Method
- ICT enabled teaching-learning method.
- Use of different softwares like SPSS , Chem Draw, Adobe and Koha Software.
- Use of Scientific models, maps and charts for effective lecture delivery
- Group discussion amongst the students
- Question and Answer/Interactive sessions

Nirmala College has a Wi-fi enabled campus and a rich central library with Inflibnet for e books and journals. The departments have their departmental libraries for the benefit of the students. A number of Journals for Science, Arts and Commerce are subscribed by the college. Proper and adequate instrumentation facility is given to the students for their practical classes. Need based survey programmes, field trips and educational excursions are organised by the departments. Project works, dissertations are conducted and Seminars/Workshops and special lectures by experts are also arranged regularly for UG and PG students.

Class tests, selection tests, Mid-Term examinations, Mid-Semester examinations, regular assessment in practical classes, viva-voce, are held to monitor and enhance the performance of the students. Remedial and tutorial classes are also held to enhance the quality of teaching - learning process. Departments maintain the record of the meetings, attendance, time table, distribution of syllabus, classes, assignments, curriculum based seminars/workshops, guest lectures, power point presentations, smart classes, remedial classes, ethics classes, class tests, selection tests, mid semester and end semester examinations, projects, dissertations field trips etc. IQAC under the supervision and guidance of the Principal conducts academic audits to survey and ensure the proper documentation and maintenance of all the records.

Meetings of members of IQAC are held with the Principal at regular intervals to review action taken report of all the initiatives and activities related to the effective delivery of curriculum. Meetings of HODs of all the departments are also held with the Principal to update about the effective functioning of the departments. All the meetings are properly documented and recorded

The Faculty Performance is evaluated by the Principal through self appraisal for each academic year with the help of Self Appraisal Forms. The College administration, under the leadership of the Principal, monitors and evaluates the teaching - learning process, conduction of examinations, performance of students in the examinations and all the activities related to teaching learning program for the smooth and effective delivery of curriculum and documentation.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Basic Skills of Photography	Certificate	11th Sept.-19th Sept. 2018	Employability	Basic skills of photography
Excel- Employability Excellence with College Education & Learning (TISS)		11th May 2019	Employability	Financial literacy , Digital Marketing and Human Resource.

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
B.A. (Philosophy)	16-08-2018		

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	
			UG	**PG**
i. Department of Economics	UG	PG	24/07/2017	01/09/2016
ii. Department of English	UG		24/07/2017	
iii. Department of Geography	UG	PG	24/07/2017	01/09/2016
iv. Department of Hindi	UG	PG	24/07/2017	01/09/2016
v. Department of History	UG	PG	24/07/2017	01/09/2016
vi. Department of Home Science	UG		24/07/2017	
vii. Department of Philosophy	UG		16/08/2018	
viii. Department of Political Science	UG	PG	24/07/2017	01/09/2016
ix. Department of Psychology	UG		24/07/2017	
x. Department of Sanskrit			24/07/2017	
xi. Department of Botany	UG		17/07/2017	
xii. Department of Chemistry	UG		17/07/2017	
xiii. Department of Mathematics	UG		17/07/2017	
xiv. Department of Physics	UG		17/07/2017	

xv. Department of Zoology	UG		17/07/2017		
xvi. Department of Commerce	UG		17/07/2017		
xvii. Department of BBA	UG		17/07/2018		
xviii. Department of Computer Application	UG		17/07/2018		
xix. Department of I.T.	UG		17/07/2018		
xx. Department of F.D.	UG		17/07/2018		
Already adopted (mention the year)					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	33(Photography) 185(Excel-TISS)	

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
Add-On Course in Computer Application (UGC Recognised)-Certificate	01/10/2018	63
Add-On Course in Computer Application (UGC Recognised)-Diploma	23/10/2018	76
Add-On Course in Computer Application (UGC Recognised)-Advanced Diploma	04/09/2018	17
DCA- 5th Batch	09/07/2018	52
DCA- 6th Batch	11/01/ 2019	27
TISS	01/07/2018	270

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title		No. of students enrolled for Field Projects / Internships
DBT Star College Scheme		150 (B.Sc. Sem- 1 & 3, Botany and Zoology)
BCA	ASP and SQL	53 (BCA-III)
IT	Excel Data service & Innovation Technology, Software Development & Training	6 (B.Sc-III)(IT)
FD	1. Visual Merchandising & Photoshop. 2. Reverse Applique work	12 (BA-III)(FD) 19 (BA-I,II & III) (FD)

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes				Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words) :

The college regularly takes feedback from all its stake holders and uses the collected data for its betterment. The institution ensures student perception towards the teaching faculty through a regular anonymous feedback system. This is carried on by filling up of the feedback appraisal forms by the students which is provided to them by the institution and due care is taken to maintain their anonymity The obtained feedback is then discussed with the concerned teachers for further improvement in the teaching learning process.

The feedback is generated not only for the teaching faculty but also about the college in general. The institution also obtains informal feedback from the students regarding the teaching learning process. Feedback obtained through evaluation of institution by students is analysed and informal suggestions made are taken into consideration for improvement in services.

The College has also developed a mechanism for collecting feedback from the major stakeholders, that is, Parents during parent-teachers meetings conducted by each and every department.

Feedback is also collected from alumni and other stakeholders during the periodical IQAC meetings. The institution solicits stakeholder perception on the overall performance and quality of the institution through regular meetings of IQAC, Alumini association of the college, interaction with the parents of students. Feedback from students, teachers, parents, employers and members of the alumni guide the faculty and the institution for quality enhancement of the college. Their suggestions are considered and implemented as far as possible. IQAC, G.B. and different committees analyze them, and in many instances, policies have been framed and implemented. The PG courses were started as a result of feedback obtained from stakeholders, especially parents.

The collected data is analyzed and several planning committees are formed as per the needs and requirements. Regular meetings and interactive sessions are organized with students/ex-students, teaching staff and the Principal. IQAC, GB, the various planning committees and the existing committees work together under the supervision of the Principal to ensure the successful implementation of the suggestions and recommendations of the stakeholders to enhance the performance and quality of the institutional provisions.

The institution's management information system includes regular

feedback analysis through G.B meetings and through those held by Principal with the Head of the departments and the staff council.

The Head of the Institution ensures that adequate information is conveyed from feedback to the top

management and stakeholders through regular G.B meetings. The staff council, non- teaching staff, all the committees are kept in continuous contact through the Principal through meetings. The minutes of the meeting and information are well documented and are available for use as per requirement. An annual newsletter *Nirmala Communique* is released every year keeping all the stakeholders abreast with activities of the college. Annual report is presented by the Principal on the College Day informing about new developments concerning all the aspects of the college.

Thus the 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 response and chalk out plans of action. Regular meetings and interactive sessions are also organised 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. In this way, the feedback obtained is being analyzed and utilized for overall development of the institution.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A. (Economics)	125	146	100
B.A. (English)	125	201	123
B.A. (Geography)	120	150	111
B.A. (Hindi)	125	122	91
B.A. (History)	125	106	66
B.A. (Political Science)	125	142	90
B.A. (Psychology)	120	38	16
B.Sc. (Botany)	72	57	30
B.Sc. (Mathematics)	72	98	65
B.Sc. (Zoology)	72	107	66
B.Com. (Accounts)	200	316	188
Voc. (BCA)	60	86	60
Voc. (I.T.)	60	12	04
Voc. (F.D.)	60	11	10
Voc. (BBA)	60	71	50
Diploma (Comp. App.	60	40	28
M.A. (Economics)	60	39	27
M.A. (Geography)	60	73	41
M.A. (Hindi)	60	54	43
M.A. (History)	60	32	21
M.A. (Political Science)	60	47	33
2.2 Catering to Student Diversity	1881	150	83

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-2019	2957	510	43	--	19

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
43 (Permanent) 28 (Part-Time) 13 (Visiting Faculty) Total= 84	84	Wi-Fi enabled campus, ICT enabled departments, Desktops & Laptops, Projectors, Screen, Koha software, Virtual & Smart board enabled classrooms (2), GIS.	10	02	Inflibnet, e-books, e-journals, CDs & DVDs.

2.3.2   Students mentoring system available in the institution? Give details. (maximum 500 words)-

Student Mentoring System is an essential component and an integral part of the teaching learning process at Nirmala College. The mentoring of the students begin on day one of the new academic session of the UG and PG students through their Orientation Program held by the Principal where they are made aware of the ethical and moral values of life, the discipline of the institution and the code of conduct expected from them by the management of Nirmala College as a Christian minority institution with the aim of mentoring the students spiritually, intellectually, morally and socially to face the challenges of today's world. The orientation programmes thus acquaint the mentees with the institution, its vision and mission, the facilities available and the regulations of the institution.

The Student Mentoring System is practiced by each and every department of the institution whereby the teachers of the college are engaged as mentors of the respective students of their department. A class with a strength of 100 or 120 students has at least 4

mentors. It is the responsibility of each mentor to observe the academic progress and overall personality development of their mentees. Project works, dissertations are conducted and Seminars and special lectures by experts are also arranged regularly by the mentors for the mentees to promote a culture of research and sharing of knowledge, information and resources..

Class tests, Mid-Term examinations, Mid-Semester examinations, regular assessment in practical classes, viva-voce, are held by the mentors to assess the academic performance of their mentees. Remedial and tutorial classes are held, especially for the slow learners to enhance the quality of teaching learning process. Various competitions like debate, elocution, speech, one act play etc. are also organized by the mentors for overall development of the personality of their mentees. The mentors are also entrusted with the task of monitoring the attendance of their mentees and provide psychological counselling if needed. The mentors maintain the profile of the students which includes their name, contact details, their achievements etc, and this further helps the mentors to track the progression of their mentees. They also maintain record of their class attendance, class-performance and academic progress. The mentors use both formal and informal means of mentoring. The Student Mentoring System, thus, exists as an integral component of the teaching-learning process to encourage and enhance the overall quality of higher education and learning imparted to the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
3314	43	?

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
59	43	16	NA	36

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Debjani Roy (NITI Aayog)	Assistant Professor	Academic Excellence Award 2018

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme	Programme	Semester/ year	Last date of the last	Date of declaration of

Name	Code		semester-end/ year-end examination	results of semester-end/ year- end examination
PG (2016-2018)		End Sem/2018	08.01.2019	05.02.2019
PG (2017-2019)		End Sem/ 2019	24.06.2019	25.06.2019
UG (2016 - 2019)		Final Year	21.05.2019	30.05.2019

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Mid Semester Examination is conducted per Semester. Project and Assignments are given to the students at the beginning of every semester which is compulsory. They are evaluated and marks obtained are maintained in the register. The cumulative marks (Internal) which includes mid – sem marks, project evaluation marks and marks assigned for attendance are entered in marks foil, sealed and sent to the University before the end sem University Exam.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepares the academic calendar at the beginning of the academic session and distributes it to the students at the time of admission and beginning of the new session. The academic calendar contains the yearly schedule of the College ranging from the list of holidays (National, State, Local & Institutional), the tentative date schedule of college examinations, curricular and extra-curricular activities, departmental activities and other vital information of the institution. The academic calendar is distributed among all teaching and non-teaching staff members.

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 in website of the institution
(to provide the weblink)

?

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	P.G.	139	137	98.56%
	U.G.	737	698	94.70%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire)
Web link: http://www.nirmalacollegeranchi.com/Upload/AQAR/09e5eea0-8e82-4db9-90af-f6daece3456e.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant Sanctioned	Amount received during the Academic year
Major projects	3 Years	National Horticulture Mission, Jharkhand	15 Lakh	8 Lakh
Minor Projects	1 Year	ICSSR	5 Lakh	1.80 Lakh

Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)	3 Years	Department of Biotechnology, New Delhi	44 Lakh	28 Lakh
Total				

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
National Workshop cum Training on Metamorphosis	Deptt. of Zoology	22nd - 23rd May 2019
National Workshop cum Training on Taxonomy	Deptt. of Zoology	23rd -24th May 2019
National Workshop cum Training on RBPT	Deptt. of Mathematics	6th to 8th September 2018

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Application of Geospatial Technology in Research and Development	Dr. Debjani Roy	Centre for Environment and Economic Development(CEED)	28th Dec. 2018	Research & Development

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
01	DCA	Self Financed
02	TISS	TISS, Mumbai
03	Spawn Mushroom Production Unit	National Horticulture Mission,Jharkhand.

Name of the Start-up	Nature of Start-up	Date of commencement
Basic Computer Learning	Skill Enhancement	09/07/2019
TISS Excel	Soft-Skill Enhancement	24/08/2019

Spawn Mushroom Production	Self Employment	07/01/2019

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
00	02	00

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
Chemistry	01
Mathematics	01
Psychology	01

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Name	Department	No. of Publication	Average Impact Factor, if any
National	Dr. D. Roy	Geography	01	--
International	Dr. R. Sahu	Political Science	01	IGI Global USA

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Psychology	04
Geography	06
History	04
English	03
Hindi	02
Philosophy	01
Political Science	02
Botany	02
Zoology	02

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Many Faces of Pathalgadi movement in Jharkhand	Dr. Anjana Singh	EPW Journal of Adivasi & Indigenous Studies	2018-19			
Equations of State for various Dim	Dr. Sumit Kaur	Renewable Energy & its Innovative Technologies Vol-1	Nov- 2018	Springer Nature Singapore	Nirmala College Ranchi	

Hard Hyper-Sphere Fluids					ISBN-13		

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication	
	Dr. Apeksha Prajapati			03	26	BIT Mesra, Ranchi & Nirmala College, Ranchi	

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Workshops		70	02	01
Attended Seminars				
Presented papers	23	08		01
Resource Persons		01		

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Van Mahotsava	NSS	3	30
Blood Donation Awareness Session	NSS	3	450
Debate Competition (Co-Education)	NSS	3	30
Rashtriya Swachhta Karyakram (Swachhta hi Sewa)	NSS	3	100
Mahatma Gandhi ke 150th Janam Jayanti Samaroh ke Awsar Par (Prabhat Pheri)	NSS	3	200
Mahatma Gandhi ke 150th Janam Jayanti Samaroh ke Awsar Par (Swachhta	NSS	3	300

Karykram)				
World AIDS Day	NSS	3		500
World Human Rights Day	NSS	3		300
National Integration Camp (NIFFT, Hatia)	NSS	3		130
Rashtriya Swachhta Pakhwara 7th August Essay & Poster Competition Campus Cleaning Seminars Closing Ceremony	NSS			100 100 200 300

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/Recognition	Awarding bodies	No. of Students benefited
TISS	Certificate Course	TISS	270
DCA	Certificate Course	Nirmala College and NSL comp	79
STP	E-Learning Certificate Course	IIT Mumbai and MHRD	168

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Rashtriya Swachhta Karyakram	NSS	Swachhta hi Sewa	03	300
Mahatma Gandhi ke 150th Janam Jayanti Samaroh ke Awsar Par (Prabhat Pheri)	NSS	Prabhat Pheri	03	300
Rashtriya Swachhta Pakhwara	NSS	Essay & Poster Competition Campus Cleaning Seminars Closing Ceremony	03	100
World AIDS Day	NSS	Awareness Programme	03	500

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year - NA

Nature of Activity	Participant	Source of financial support	Duration

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
Soft skill development	Spoken tutorial program	MHRD & IIT Mumbai	2018-2019	168
On job training	Project on Asp and SQL	NSL comp CMPDI Career Launcher	2018-2019	All BCA Part-III Students
On job training		Excel data services	2018-2019	03
On job training		Innovation technology software development and training	2018-2019	03

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NITI Aayog, CEED	17.09.2018	Research work, Workshop, Conference, Seminar.	05
Impress	27.03.2019	Research	02
Tally	04.04.2019	Skill Development	05
DBT	04.04.2019	Research, Workshop, Project Work	10
Mohipuri Technology Pvt. Ltd.	20.05.2019	Workshop	04

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
RUSA = Rs. 2.00 Cr.	Utilization in process
CPE = Rs. 1.50 Cr.	CPE = Rs. 59,59,554.00

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	5.35 acres	
Class rooms	50	

Laboratories	12	02
Seminar Halls		02
Classrooms with LCD facilities	10	
Classrooms with Wi-Fi/ LAN	50	
Seminar halls with ICT facilities		02
Video Centre		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	291	165
Value of the equipment purchased during the year (Rs. in Lakhs)	84,70,728	7,19,862
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	16.05.05.000	2016

4.2.2 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33.551	59,51,736	1,135	6,12,577	34,686	65,64,313
Reference Books	1,750	7,10,416	30	6,409	1,780	7,16,825
e-Books	6,000					
Journals	63					
e-Journals	31,35,000					
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.2.3 E-content developed by teachers such as e-PG Pathshala, CEC (under e-PG Pathshala, CEC (Under Graduate SWAYAM others MOOCs platform NPTEL/NMEICT/any other Goverment initiatives and institutional (Learning Management System (LMS) etc.

Name of the teacher	Name of the module	Platformon which module is developed	Date of launching e-content
NIL	NIL	NIL	0

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	119	03	Wi-Fi, Airtel Leased Line	01 (Library) 01 (BCA Lab)		11	92	02 MBPS	16
Added				01 (IT Lab)				02 MBPS	
Total								04 MBPS	

4.3.2 Bandwidth available of internet connection in the Institution (Leased line) : Airtel Leased Line

04 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc   :

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
NIL	NIL	NIL	NIL

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs.2,22,13,500/-	Rs. 1,44,92,745/-	Rs. 2,00,000/-	Rs. 1,53,989/-

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)*   (information to be available in institutional Website, provide link)

The policy of the college management is to provide quality education to the rural and tribal students. To inculcate effective teaching and learning process, the policy focuses towards providing necessary and better infra-structure. The College has considerable improvement in the infra structure and the learning resources that has created a conducive environment for the overall development of the learners making it a learner centric institution.

➤ The whole campus is under CCTV surveillance which is monitored regularly. The institution has security arrangement with security staff members working in shifts to ensure safety and security.
➤ The college has enough classrooms equipped with ICT facilities.
➤ The college has an IT infrastructure that supports to curriculum needs. Classrooms are IT equipped

includes projectors and laptops to enhanced teaching process.

- ➤ College has upgraded the auditorium for conducting National and International Conferences seminars workshop and cultural programs etc.
- ➤ Our college has a central library with inflibnet & wi-fi internet facility. Library is enriched with large number of books, Journals and magazines. Students can access and download e-sources with the help of inflibnet. The library has well organized mechanism to collect feedback from the students for improving the library services. Book bank facility is also available in the library for under privileged students.
- ➤ Departmental libraries are also present to enrich the knowledge of the students.
- ➤ Institution has well equipped laboratories, language lab and GIS Lab.
- ➤ The institute maintains green and clean eco-friendly campus with solar power grid installation for low energy consumption. The institution has appointed staff to maintain cleanliness in the campus.
- ➤ Indoor and Outdoor sports activities are conducted in college campus. Students have won various National, State and University level awards.
- ➤ Safe drinking water facility is availed through water cooler and water dispenser present on each floor on the college building. Sanitary Napkin vending machine and incinerator are available for the needy students.
- ➤ A canteen and common room facility is also available in the college.
- ➤ Bank facilities are also available in the campus.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Concession from the Institution	23	1,20,500/-
Financial support from other sources			
a) State	Financial support by the State Govt.	1175	Students receive the amount directly in their bank account.
b) National			
c) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
SPSS	25th - 26th March 2019	34	CPE
National Yoga Day	21-06-2019	100	Institution

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
11th to 19th	UGC-CPE Scheme in	115	Career Counselling for Aviation Sector on 14th	02	31

March, 2019	Collaboration with CL Educate Ltd.		September, 2019- No. Of Students Benefitted-290 Career Counselling for Jobs in various sectors on 9th October,2019, No. Of Students Benefitted-250 Career Counselling for Company Secretary on 6th December 2018, No. Of Students Benefitted- 147 Career Counselling for I T Sector on 16th January 2019, No. Of Students Benefitted- 200 Career Counselling for law on 25th January, 2019, No. Of Students Benefitted-250 Total no. Of students Benefitted- 1137		
2018					

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
50	50	1-7 days

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Indigo Airlines	15	01	TCS	31	05
			Wipro	01	01
			Tech Mahindra	04	02
			Concentrix	60	22
			Indigo		01

5.2.2 Student progression to higher education in percentage during the year – 94.23%

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

2018-2019	815	B.A.,B.Sc.,B.Com.	All Departments	Nirmala College, Ranchi/Ranchi University, Ranchi	PG

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	NIL	
SET	NIL	
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
National Adventure Camp Programme(NSS)	National	02
Karate Championship	District	06
Inter College Youth Festival	University	30
Annual NCC Republic Day Camp and PMs Rally, New Delhi	National	01

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)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018	Gold - 01	National	Karate Championship 2018		15NCBS0011	Anju Tirkey(B.Sc.,Math) (2015-2018)
2018	Silver - 01	National	Karate Championship 2018		17NCBC0019	Swati Kumari(B.com,Sem-2) (2017-2020)
2019	Gold - 01	National	Karate championship 2019		17NCBC0019	Swati Kumari(B.com,Sem-3) (2017-2020)

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institution is dedicated to the cause of grooming young girls by providing them education and supporting them in every possible way to nurture their personalities. The institution has a well structured career counselling and placement cell which organizes regular career and counselling sessions and coaching for entry into services., (especially for students belonging to ST/SC/OBC & Minority communities), that cater to the career and employment related needs of the students. Comprehending the need of building up competence and test taking skill in the students, the cell, under the supervision of IQAC, has introduced free coaching classes for competitive test taking strategy with the objective of enabling the students to identify job opportunities, face the competitive exams and interviews with confidence and also facilitate their entry into professional courses. In addition to this, the NSS unit of the college organizes regular career guidance programs throughout the year which includes free course provided by NUSSD, TISS that teaches students life-skills which would enhance the scope of their employment

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

The alumni association of the institution, AREN, was formed on 6th June 2004. In the past four years, AREN has organized camps and events, the list of which is given below:

- Eye-Camp was organized for students.
- Medical Check-Up Camp
- Tree Plantation
- Blanket distribution in the school
- Eye awareness camp during the eye donation fortnight

5.3.2 No. of ~~registered~~ enrolled Alumni: 50

5.3.3 Alumni contribution during the year (in Rupees) **: NA**

5.3.4 Meetings/activities organized by Alumni Association **:** 02

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Nirmala College greatly encourages the practices of decentralization and participative management. The administration and functioning of each and every department is decentralized. The college administration delegates authority to the Heads of the department. The HODs along with other faculty members, work to chalk out the action plan for well planned and effective delivery of curriculum. The students work in co-operation with the faculty members within each department for various activities. Departmental meetings are held in every department and Heads of departments are authorized to take the decisions for the allocation of syllabus, distribution of classes, arrangement of guest lectures, conduction of curriculum based student seminars, conduction of tests, preparation of academic calendar, projects and assignments. All important information's are communicated through regular meetings of the HODs with the Principal.

The college promotes a culture of participative management through the formation of different committees like CPE Committee and RUSA Committee. Each Committee, headed by the Principal, consists a of Co-ordinator and members who work for the disbursement of funds on various heads. The committee organises various meeting with the head of the institution and Co-ordinator to ensure the proper utilization of the fund. Keeping in view the requirement of the students and various departments, the funds are utilized for purchase

of books and upgradation of infrastructure, laboratory, equipments and all the other items related to the enhancement of the quality of teaching and learning process.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial : Yes

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**

❖ Curriculum Development :

1. Inclusion of field work, industrial visit, educational tours, On job

training, in house project training for both UG & PG according to the Ranchi University curriculum.

2. Implementation of traditional written exam with virtual & smart classes ,Project work/Assignment for UG & Power point seminar presentation. Practical demonstration for science students.

❖ Teaching and Learning :

1. Teaching both through chalk-talk method and through PPT presentation.

2. Learning through practical demonstration, field work ,industrial visits, Group discussions, Quiz.

3. Enhancement of learning skills of the students through participations in Workshops, training programs & seminars.

4. Wide access to main library, reference library, reference journal & Magazines and internet facilities for students. Inflibnet facility for teachers to upgrade their teaching skills and knowledge.

❖ Examination and Evaluation :

1.The annual exams are held according to the date schedule decided by Ranchi University, since Nirmala College is Affiliated to Ranchi University. The College conducts mid semester exams for UG & PG. In addition, practical tests, class tests, remedial tests, revision tests and tutorials are conducted by each department and marks recoded in the Register. Project work/Assignment are assigned to UG & PG students and Evaluated by the teachers. Marks are added to the grand total of mid semester and the cumulative internal marks are sealed and sent to Ranchi University. Oral test, practical exams and viva are conducted in Vocational, science and Arts subjects (Geography & Psychology) .

Group Discussion, Debates and Quizzes are held to evaluate the analytical ability of the students.

❖ Research and Development :

1.The College motivates the faculty members to go for Research & Research publications in peer reviewed journals, books with high impact factor.

2. It motivates the teaching faculty to take up Major-Minor Research Projects from UGC, ICSSR, ICHR, DBT, DST etc.

3. It encourages the teachers to present papers in International, National, State level, Seminars, Conferences, Workshops and to act as Resource Persons.

4. It encourages the teachers to go for Orientation, Refresher Courses and IT and Research Methodology Courses for upgrading their skills.

5. It exhibits the publication of Research work/books edited an authored by faculty members in the College library to inspire further research.

6. It motivate the faculty members and the students to organize Seminars/Workshops/Hands on training at the institutional/State/National/International level.

7. It encourages faculty members to act as M.Phil./Ph.D. Supervisors.

❖ Library, ICT and Physical Infrastructure / Instrumentation :

1. Wi-Fi enabled Campus, Library automation, Administrative/Accounts Office automation/ Wi-Fi enabled Departments & Classrooms with speed upgradation to 4Mbps(2018-19). In addition, new access points for wi-fi in building, hotspot device and cloud storage backup devices facilities have been provided with CPE funds in 2018-19.

2. Through KOHA Software, Barcode scanner, Server RAM extension, the main library in constantly being upgraded with addition of new books, journals, magazines etc.

3. New books from CPE funds have been purchased for the department of Physics, Chemistry, English, Philosophy, Commerce in 2018-19.

4. Inflibnet facility is available for both the teaching faculty and PG students specially. The Inflibnet subscription has been renewed in 2018-19.

5. Online access facility is available for both teachers and students.

6. Through CPE/RUSA funds, computers have been purchased for GIS Lab, Library and BCA Lab 2018- 2019.

7. The language lab is equipped with the necessary Software and Networking with CPE/RUSA funds.

8. OneVirtual classroom has been setup in 2018 equipped with LCD projectors and laser printers.

9. One Smart classroom with smart board already in existence is constantly being upgraded.

10. Green boards have been purchased for classrooms with RUSA grants.

11. The CPE fund for 2018-19 has been utilised for laboratory upgradation. Renovation of Chemistry and Zoology lab, and equipments and consumables for Physics, Chemistry, Zoology, Botany,Geography and Psychology labs.

12. Upgradation of Multi-purpose Auditorium and construction of a new wi-fi enabled Conference hall have been undertaken with CPE fund in 2018-19.Furniture such as chairs and Podium have been purchased with RUSA grant for the newly upgraded Multi-purpose Auditorium and Conference hall.

13. CPE fund has been utilized for enrichment of teachers by conducting a workshop on Hands on training in SPSS software(2018-19).

14. CPE fund also utilized for Sports and Skill Development- Net ball, Training Program for PG students on "Entry into Services"(2018-19).

Human Resource Management : The college constantly takes steps for quality improvement of the human resource of the college by providing adequate assistance and help whenever required. The college library has been upgraded and equipped with Wi-fi and inflibnet for facilitating research. Faculty is encouraged to attend seminars, conferences , workshops, orientation and refresher programs. The institution monitors the performance of the staff through feedback mechanisms and annual appraisal reports. Guest lectures by various subject experts are called from time to time.

Industry Interaction / Collaboration : The students of Information Technology, Department and Bachelor in Computer Application Department/Fashion Designing go for on the job training / internship to various industries / companies like CCL – Central Coalfield Limited, NIFFT – National Institute of Foundry and Forge Technology, NIIT**,** USHA MARTIN, SAIL, MECON, AGO, LIC etc.

College has an academic collaboration with Tata Institute of Social Science (TISS) for National University Students' Skill Development (NUSSD) programme. The college facilitates the students to avail scholarships in professional programmes conducted by external institutions.

BCA, IT and FD Undergraduate final year students have their on-job training at reputed firms like CCL, NIFFT, AGO, NSL Comp, NIIT, SAIL, MECON, GPO, LIC, UBI, Usha Martin etc.   1. The college has a long standing membership with All India Association for Christian Higher Education, Delhi. The Principal is Executive Board Member of All India Association for Christian Higher Education.   2. Xavier Board of Higher Education In India, Banglore. The Principal is Life Member of XBHE, North East Zone   3. The Principal is Life Member of All India Catholic University Federation.   3. The Principal is Life Member of Christian Living Community.   4. Tata Institute of Social Sciences, Mumbai.

- Admission of Students : Online application forms are available for admission.
  The college ensures wide publicity in the admission process through various means like the annual prospectus, websites, advertising in local dailies and advertisement in the local TV channels. The college has an on-line application procedure.
  Transparency of the admission is ensured by preparing the merit list based on the University norms. Certain departments conduct entrance tests. Selected candidates list is displayed on the college notice board. Single window system is adopted for admissions.

  The college has an admission committee with the Principal as the President, HODs and senior faculty members who are involved in the admission process for selection of eligible students on the basis of merit cum reservation.

  The committee scrutinizes the application for admission with respect to fulfilment of the eligibility criteria prescribed for admission by the university.

  The marks obtained in Higher Secondary Examinations/ Intermediate Examinations is the basis for admissions. Institution admits students from general masses, socially and economically marginalized classes and first generation learners.

6.2.2 : Implementation of e-governance in areas of operations:

- ❖ Planning and Development – The College promotes a culture of participative management while planning for the future growth and development of the Institution. The management along with the Principal and IQAC chalks out various feasible strategies while making the various plans and policies.

- ❖ Administration – The Institution greatly encourages the practices of decentralization and participative management. The administration and functioning of every department is decentralized. The Principal delegates authority to the Heads of all the Departments for effective delivery of curriculum.

- ❖ Finance and Accounts- The College maintains transparency and accountability while maintaining its financial records. Every year the Institution conducts internal and external financial audit which reflects true and fair accounting of the institution.

- ❖ Student Admission and Support : On the whole, the institution works collectively and harmoniously with all stake holders to provide and promote an academic environment that ensures and fosters holistic development of its students and enhances the opportunities of their progression to higher levels of learning and employment.

- ❖ Examination as per the schedule of Ranchi University

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership

fee of professional bodies during the year -				
Ye ar	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
20 18	NIL	NIL	NIL	0

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019	Faculty Enrichment Programme on positive thinking and happiness		04/01/2019	57	
2019		Orientation programme for non-teaching staff on Methodology and use of ICT, communication and presentation skills, documentation and infrastructure development and upgradation.	04/01/2019		28
2019	Faculty Enrichment Programme on health and its impact on professional life with special reference to women		24/06/2019	70	

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher Course	12	2018-2019
Faculty Enrichment Programmes	57	04-01-2019 (Two Hrs.)
Faculty Enrichment Programmes	70	24-06-2019 (Two Hrs.)

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

	21		04

6.3.5 Welfare schemes for	
Teaching	PF, GI, MA, Loan without interest.
Non teaching	EPF,GI,MA, Loan without interest.
Students	Fee waiver, Fee Concession, Awards, Scholarship from State Government, Free Health check-up.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

Internal Audit :-

      The Institute of the Sisters of Charity, Hinoo, Nirmala College conducts the internal financial audit every year. The financial audit is done by the Charted Accountants and their team. All the financial statements of the institution are openly presented before the Auditing team as soon as the financial year ends. All the Receipts and payment Amount, Income and Expenditure, bank statements, cash balance, funds etc are presented before them. After the Auditing work, the auditors provide the final report of the financial year which gives the true and fair view in conformity of the Accounts. All the Auditor's records are updated in the account section year wise. The Auditors appreciate the finance section and also give suggestions for the better functioning for the next financial year.

External Audit :-

      The Ranchi University offers the Grant in aids / financial aids for the staff of the Institution. These Aids are utilized for the payment of the staff every month systematically. The utilization certificate is prepared for every month and it is forwarded by the Principal & Auditor and submitted to the finance officer of Ranchi University. The institution invites Ranchi University every year to send a team to Audit from the A/C section of Ranchi University all the financial records of the Institution. The team feels happy to have all the financial records updated, correct and trustworthy. Every year the Institution conducts internal and external financial audits regularly to have the true and fair accounting of the Institution.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Management	1000/-	College Topper in UG
Dr. D. Roy	1000/-	Best All-Rounder in Geography
Dr. N.D. Ekka	1000/-	Topper of Economics
Dr. Emma Rani Seraphim	1000/-	Good Conduct Zoology Department
Dr. Veenapani, Dr. Anjali Smita & Dr. Manisha Kumari	2500/-	Academic Excellence in Zoology

6.4.2 Total corpus fund generated   Rs. 32,54,337/-

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative			Yes	Principal

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

    a) Parents Teacher Meeting(PTM) in each Department every year.

    b) Feedback (Informal & Formal) and suggestions for the growth and development of the institution.

    c) As Stakeholder in IQAC for qualitative enhancement in the functioning of the institution.

6.5.3 Development programmes for support staff (at least three)

    (a) Faculty Enrichment Programme

    (b) Orientation Programme for Non-Teaching Staff

6.5.4 Post Accreditation initiative(s) (mention at least three)

    (a) Introduction of Philosophy Honours

    (b) Biannual Faculty Enrichment Programme

    (c) Annual Orientation Programme for Non-Teaching Staff

    (d) Stakeholder meeting

    (e) Certificate Course in e-Learning Courses

6.5.5

a. Submission of Data for AISHE portal   : Yes

b. Participation in NIRF   : Yes

c. ISO Certification   : No

d. NBA or any other quality audit   : No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018	IQAC Stakeholder Meet with IQAC Team	25/08/2018	04:30pm-06:30pm	15
2018	Collaboration with CEED , Registered under NITI Aayog	17/09/2018		06
2018	DCA	09/07/2018	90 Days	52
2018	National Workshop	25 - 26 Nov. 2018	02 Days	140
2019	DCA	18/01/2019	90 Days	27
2019	Faculty Enrichment Programme	04/01/2019	1 Day	57
2019	Orientation Programme for Non-Teaching Staff	04/01/2019	1 Day	45
2019	International Conference on Climate Change, Sustainability & Livelihood in Collaboration with CEED, New Delhi	9th & 10th March 2019	02 Days	122
2019	Faculty Enrichment Programme	24/06/2019	1 Day	70

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
International Womens Day	08/03/2019	100	NIL

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

The college is aware of the fact that Higher Education Institutions have to play a significant role to inculcate environment consciousness among the future citizens of the country and in doing so arrest environment degradation. The College is working towards making the campus 'Eco- friendly' with the help of NSS, Women's cell Zoological Associations and other units of the Institution. NSS has Celebrated World Earth day on 22.04.2015 and World environment day on 5.06.2015 to create awareness among students to protect the environment. NSS has organized three days Saplings Distribution Programme from 8.09.2015 to 10.09.2015 to enhance consciousness for planting trees. An exhibition was organized by Department of Botany on 'Medicinal plants' that helped to create awareness about the beneficial aspects of herbal plants in students.

- Solar Heaters are installed in the Convent to conserve energy and minimize energy consumption.
- Faculty and Students are advised to turn off taps, lights and fans etc. after using them.
- Solar Energy Grid for electricity production makes the college energy producer for its own use.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	All Differently abled Students
Provision for lift	No	
Ramp/ Rails	Yes	All
Braille Software/facilities	No	
Rest Rooms	Yes	Sick Students
Scribes for examination	Yes	
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
	02	02	26th - 27th June 2019	1. Construction of Road near the back gate of the Institution.	Public welfare	200
			7th Feb. 2019	2. Construction of Parking Area towards front gate.	Public welfare	100

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders The Institution conducts regular Ethics classes for the students. College administration prescribes a book of Ethics for the students, the details of which are given below:

Title	Date of Publication	Follow up (maximum 100 words each)
Human Values An AIACHE Publication	January 2013	Education of Ethics is an effort by the institution to bring alive the concept of moral and ethically good values to students through the classroom and thus into higher education. College life gives the students the opportunity to discuss and debate several issues. This value education enables the students to concretize and internalize the ethical values and helps them to become accomplished and responsible persons of integrity and humanity.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
1. Observance of Independence Day	01 Day (15/08/2018)	600
2. Observance of Republic Day	01 Day (26/01/2019)	600
3. Observance of College Day	01 Day (08/12/2018)	2500
4. Swachhata abhiyan	01 Day (26.09.2018)	200
5. Observance of Teachers Day	01 Day (05.09.2018)	2500
6. Farewell Programme	PG - 01 Day (12.10.2018)	800
	PG - 01 Day (22.06.2019)	800
	UG - 01 Day (15.03.2019)	2000
7. Orientation Programme for Students	UG - 01 Day (17.07.2018)	500
	PG& UG - 01 Day (16.08.2018)	815
8. Faculty Enrichment Programme	01 Day (26/06/2019)	70
9. International Yoga Day	01 Day (21/06/2019)	150
10. Commemoration of 150th birth anniversary of Mahatma Gandhi	01 Day (02/10/2018)	2500
11. Conduct of ethic classes	Regular	All UG/PG Students
12. Christmas Celebration	01 Day (22/12/2018)	2500

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

(i)   Plantation drive on Earth day on 5th June 2019.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

Best Practice 1. Entrepreneurship Development Program for Students

Goal : The Goal of Entrepreneurship Development Program is to provide students with knowledge, skill and aptitude fulfilling the manpower requirements of the market & industry and choosing the career of their choice

through e-learning.

The Context: The college has collaborated with MHRD, Govt. of India and IIT Bombay since 2017 and it is an ongoing course titled, "Spoken Tutorial Program/ Project" which is an initiative of MHRD Govt. of India and the part of National Mission on Education through Information and Communication Technology developed at IIT Bombay. This is a platform were students can learn and master on various programming languages and software including C, C++, JAVA, JBA, Pyhton, PHP & MySQL, Linux, Libre office, Bash, Scilab, LaTex, Drupal, Pearl, Neatbeans (approx 45 Programming languages and software are available to learn) without needing any help of a teacher. All tutorials are in form of Audio-Video Content with self learning Methodology and also available in various regional languages. All course materials and merit certificates are awarded free of cost from IIT Bombay for student securing 40% and above. One student can do upto 2/3 courses per semester.

The Practice: The College has initiated the STP program since 2017 for providing online tutorials and online exams to the Vocational/Commerce students to enhance their skill development through hands-on-experience, explore, engage and evaluate their e-learning skills. This is also an impetus to boost the confidence of the students to become successful entrepreneur. Till date, the College has to its credit 15 batches that have completed the course successfully. From January to June 2017- 3 batches, July to December 2017 – 3 batches, with a grand total of 144 students completing the course successfully in 2017. From January to June 2018- 3 batches, July to December 2018 – 3 batches, with a grand total of 276 students completing the course successfully in 2018. From January to June 2019- 3 batches with a grand total of 138 students completed the course successfully. July to December 2019 – 3 batches ongoing on with 168 students enrolled for the course. The schedule for the online course is pre-planned and presently this course is offered to vocational/commerce/add-on students. The timing is fixed and the students do the course in the BCA laboratory with the resources made available to them namely-   (i) Laptop (ii) Headphone/Earphone (iii) Smartphone (iv) Register

The Program/Training session is continuously monitored by the Course Co-ordinator appointed by the Principal. Students cannot enrolled themselves directly, they have been enrolled by the institute for training on a particular program language/software. Courses done by the students till date are : Libreoffice, Librewriter, Librecalc, C, CPP, Java. The students have to pay a nominal registration fee for getting themselves enrolled.

Limitations: To sharpen the communication skills among the students is challenging in some cases as their linguistics inference differs with the medium of study. Special care is taken to tutor and mentor the students who stumble in these areas. The students find it difficult to take hand-in-hand their academic pursuits with entrepreneurial skills.

Evidence of Success : Student enrolment and students' participation is the core of Entrepreneurship Development Program through STP. Under the efficient guidance of the Chief Course Co-ordinator of STP Jharkhand and Course Co-ordinator of the institute, the entrepreneurial skills/abilities of 558 students have been nurtured so far. It has encouraged the tempo of innovation and enhanced the employability skills of the students. The successful completion of the course by 15 batches (558 students) speaks volume of the success of the program. Merit certificates have been awarded to these students by the Principal after each batch passes out.

The STP has helped the student to get proper knowledge of many programming languages and software through e-learning. Since most of the courses are job and skill oriented, many of the students have been successfully placed with leading companies.

STP provides extensive programming knowledge which are highly in demand starting from Start-up's to Big

MNC's . Almost all companies have started moving to Open source and all the courses of STP are based on Open source (FOSS).

Applying for job with a certificate of STP from IIT Bombay gives extra credit to the job applicant as it is worlds one of best MOOCs awarded by Google(Feb 2015).

The College till date has to its credit 558 number of students certified under STP, IIT Bombay. It is the only College under Ranchi University, Ranchi, Jharkhand running this course successfully.

Best Practice 2. Health and Hygiene

Goal :- The goal of this program is to provide students with knowledge and facilities regarding health and hygiene.

The context:- Health education plays an important role in a student's life. To prevent illness, it is important to have a positive health attitude and knowledge regarding health and hygiene. Health is freedom form disease and sickness. Health is primary need for everyone and to keep our health we need to obey the laws of hygiene. Health is a positive state of well being. According to the WHO "Health is the state of complete physical, mental, spiritual and social well being and not merely absence of disease." Hygiene is the science and art of preserving and improving health.

The practice:- The college is actively involved in endeavours related to health and cleanliness. Care is taken to keep the campus clean and provide the students with facilities related to clean toilet and sanitation. The college already had two sanitary napkins vending machines on the top floor and the ground floor. As an IQAC initiative, one more sanitary napkins vending machine has been installed on the 1st floor that is more economical as it dispenses two napkins on inserting a 5 rupee coin. This sanitary napkin vending machine has been donated by Dhritiman Ablizing Infinity Foundation funded by Mr. Kuntal Sen. Mr. Prakash Tekriwal the owner of Ladies corner is sponsoring 50% of the cost of sanitary napkins. A demonstration of the machine was also given to the students.

Evidence of success :- The students seemed overjoyed on installation of this facility. As most of the students hail from economically poor background, this facility will indeed be of much help to them.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

Nirmala College is a Christian Minority Institution established by the Society of Sisters of Charity of Jesus and Mary with the primary purpose of providing higher education and learning to the underprivileged young women of the society in a spirit and atmosphere of Christian simplicity, sincerity, concern and faith. The institution aims at creating a just and humane society free from prejudices, superstitions and discriminations based on sex, religion, caste, creed or economic status. To implement this vision the institution offers students, especially SC, ST, OBC and economically backward students, a milieu conducive to their integral development and an atmosphere congenial to their academic excellence and all round development of personality. The institution achieves its vision and mission with the collaboration and cooperation of a supportive management, experienced and qualified faculty, sincere non-teaching staff under the guidance and supervision of able and dynamic Principal in an infrastructure which is excellent and well equipped with computer labs, and other laboratories, automated online library with INFLIBNET facility, wi-fi enabled campus, playground, and other facilities like sports facilities, medical assistance, career counselling and placement assistance. The institution runs UG course in Arts, Science

and Commerce, PG course in Arts- Hindi, Geography, Economics, Political Science and History- Vocational course in Computer Application, Information Technology, BBA and Fashion Designing, Add-on Course in Computer Application.

With 1658 students belonging to the ST category, !42 to the SC category, and 767 to the OBC category out of a total of 3467 students on the rolls, at the UG and PG level, the institution achieves high academic standards in a competitive atmosphere. This is clearly reflected through the performance of the students in university exams- 97.75% in B.Sc., 94.23% in B.Com, 90.68% in B.A, and 87.77% in PG and their placements in various jobs- 22 students in Concentrix, 05 students in TCS, 01 in Wipro, 02 in Tech Mahindra and 02 in Indigo Airlines. The performance of students in extracurricular activities is also noteworthy.

The institution provides specific support services/facilities for students from SC, ST, OBC and other economically weaker sections.
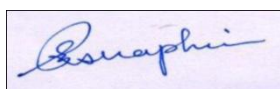
Tuition fees of students belonging to SC/ST, OBC and economically weaker sections are waived according to their requirement. Text books are also provided from the book bank for the underprivileged students. Student Aid Fund provides aid to the needy students who do not receive aid from any other source. Remedial classes are held for SC/ST, OBC and economically weaker students and slow learners. Special Awards carrying cash prizes are given to meritorious students.

The institution, under the dynamic leadership of the Principal, ensures an effective and smooth curriculum delivery through a very well organized and structured mechanism. The institution solicits stakeholder perception on the overall performance and quality of the institution. Feedback from the stakeholders- students, teachers, parents, employers and members of the alumni- is collected, analysed and used for the enhancement of the quality of teaching learning process. In this way the institution successfully implements its vision and mission of providing students, especially SC, ST, OBC and economically backward students, a milieu conducive to their integral development and an atmosphere congenial to their academic excellence and all round development of personality.

8. **Future Plans of action for next academic year (500 words)**
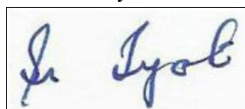
- Introduction of MBA, MCA, Bio-technology.
- Introduction of PG in more subjects.
- Introduction of more Honours Subjects.
- Introduction of Industry-Academia Collaboration.
- Organizing more Faculty Enrichment Programmes, National and International workshop, Seminars and Conferences.

Name : Dr. Emma Rani Seraphim   *Name: Dr. Sr. Jyoti*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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For Communication with NAAC

The Director
National Assessment and Accreditation Council (NAAC)
(An Autonomous Institution of the University Grants Commission)
P. O. Box. No. 1075, Nagarbhavi
Bengaluru - 560 072
Phone: +91-80-2321 0261/62/63/64/65
Fax: +91-80-2321 0268, 2321 0270
E-mail: director.naac@gmail.com
Website: www.naac.gov.in