

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)

July 2009 – June 2010

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
	Contact No.	0651-2411322, 0651-2412963
	Name of the Head of the Institution	Dr. Sister Priscilla
	Tel.No. with STD Code:	0651-2411322
	Mobile	09386366425
	Name of the IQAC Co-ordinator	Dr. Rashmimala Sahu
	Mobile	09431382431
	IQAC e-mail address	JHCOGN10570
1.3	NAAC Track ID	iqacnirmalacoll@gmail.com
1.4	Website address:	www.nirmalacollegeranchi.com
	Weblink of the AQAR:	http://nirmalacollegeranchi.com/AQAR.aspx

1.5 Accreditation Details

Sl. No	Cycle	Grade	Institutional Score	Year of Accreditation	Validity Period
1	1 st Cycle	B+	78.25	2004	2004-2009

1.6 Date of establishment of IQAC 09/09/ 2009

1.7 AQAR for the year 2009-2010

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC - NA

1.9 Institutional Status

- University - Ranchi University, Ranchi, Jharkhand.
- Affiliated College - Yes
- Constituent College - No
- Autonomous college - No
- Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) - No
- Type of Institution - Women (Urban)
- Financial Status - UGC 2(f), UGC 12B, Grant-in-aid and Self Financing

1.10 Type of Faculty/Programme - Arts and Science

1.11 Name of the Affiliating University (for the Colleges) Ranchi University

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

2. IQAC Composition and Activities

2.1	No. of Teachers	05
2.2	No. of Administrative/Technical staff	03
2.3	No. of students	10
2.4	No. of Management representatives	06
2.5	No. of Alumni	06
2.6	No. of any other stakeholder and community representatives	04

- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held
- 2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others
- 2.12 Has IQAC received any funding from UGC during the year? - No
- 2.13 Seminars and Conferences (only quality related)
- (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC
- (ii) Total Nos. International National State
 Institution Level
- (iii) Themes
- Dynamics of Population Change
 - Ecosystem and its Exploitation
 - Animation in IT
 - Robotics

2.14 Significant Activities and contributions made by IQAC

IQAC has been contributing for the overall quality enhancement and quality sustenance of the college by meeting the required demands of the students and college, and improving the infrastructure as and when required (the details of which have already been provided.)IQAC proposed the introduction of vocational courses which was approved by the Management. As a result,IT started from 24th August,2009 and Add-on Courses-Diploma,Advance Diploma and Certificate Courses in Computer Application started from 10th November, 2009.

2.15 Plan of Action by IQAC/Outcome

Plan to improve the quality of drinking water for students and staff.
Proposal to upgrade and equip the library with books on curriculum and competitive examinations
Plan to upgrade the laboratories
Plan to introduce new vocational courses

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

* Plan 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 (Management)

Provide the details of the action taken

1. Availability of pure drinking water for the students.
2. Renovation of classrooms, new blackboards, additional benches.
3. Upgradation of laboratories, purchase of new equipments and apparatus.
4. Purchase of curriculum based new books in the library.
5. Construction of a new floor (third floor) with additional classrooms, staff rooms and science labs.
6. Introduction of self financing vocational courses-IT. And Add -on Courses.

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				
UG	09		02	02
PG Diploma				
Advanced Diploma	01			
Diploma	01			
Certificate	01			
Others				
Total	12			
Interdisciplinary	01			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	√

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"/>		

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

The college follows the University guidelines and syllabus. Revision in syllabus is done by the University and teachers play a positive role by providing valuable suggestions.

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

Introduction of vocational degree course - I.T.

Introduction of Add-on courses in Computer Application.

Criterion-II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	28			

2.2 No. of Permanent faculty with Ph.D.

18

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									

2.4 No. of Guest Visiting faculty and temporary faculty

28

2.5 Faculty participation in conferences and symposia:

No. Faculty	International level	National level	State level
Attended			
Presented papers	04	15	-
Resource Papers			

2.6 Innovative processes adopted by institution in Teaching and Learning:
Remedial tests, assignments, tutorials and group discussions.

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

148

2.8 Examination/evaluation Reforms initiated by the institution (for example: Open Book Examination bar coding, double valuation, photocopy online multiple choice question)

NA

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

NA

2.10 Average percentage of attendance of students

75%

2.11 Course/programme wise distribution of pass percentage:

Title of the programme	Total no. of students appeared	Division				
		Distinction %	I%	II%	III%	Pass%
I						
B.A.III	399	2.5	3.3	51.6		97.4
B. Sc.III	50	28	62	-----		90.6

2.12 How does IQAC contribute/Monitor/Evaluate the Teaching & Learning processes: Interface with teachers, student feedback and appraisals, terminal tests for students etc

2.13 Initiatives undertaken towards faculty development

<i>Faculty/staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC-Faculty Improvement Programme	
HRD Programme	
Orientation Programmes	01
Faculty exchange Programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer/Winter Schools, Workshop, etc.	01
Others	

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	16			
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 research climate in the institution by encouraging both the faculty members and students to undertake minor and major projects, and participate, present & publish research papers. It also motivates the departments to organize Seminars, Workshops, Special Lectures, Training Programs and interactions with eminent Academicians, researchers and policy makers. 2 faculty members secured research funds in the year 2009-2010 for Minor Research Project from UGC. 2 faculty members also received the Best Paper Presentation Award and Young Scientist Award in 2009 (National and International Conference respectively).

3.2 Details regarding Major projects : NA

3.3 Details regarding Minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs.Lakhs			Rs.99,000.00	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	-	04
Non-Peer Review Journals	-	-	-
e- Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications: NA

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	2009-2011	UGC XI Plan	99,000.00	96,300.00
Interdisciplinary project				
Industry sponsored				
Project sponsored by the University/College				
Students research project (Other than compulsory by the University)				
Any other(specify)				
Total			99,000.00	96,300.00

- 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
- 3.9 For colleges Autonomy CPE DBT star scheme
INSPIRE CE Any Other (specify)
- 3.10 Revenue generated through consultancy NA
- 3.11 No. of conferences organized by the Institution NA
- 3.12 No. of faculty served as experts, chairpersons or resource persons 01
- 3.13 No. of Collaborations NA
- 3.14 No. of linkages created during this year 06
- 3.15 Total budget for research of current year in lakhs: NA
- 3.16 No. of patents received this year NA
- 3.17 No. of research awards/ recognitions received by faculty and research fellows

Total	International	National	State	University	Dist	College
02		02				

- 3.18 No. of faculty from the Institution who are Ph.D. Guides
And students registered under then 03
- 3.19 No. of Ph.D. awarded by faculty from the Institution 03

- 3.20 No. of Research scholars receiving the Fellowship (Newly Enrolled and existing ones) NA
- 3.21 No. of students participated in NSS events:
- | | | | |
|------------------|----------------------------------|---------------------|----------------------|
| University level | <input type="text" value="210"/> | State level | <input type="text"/> |
| National level | <input type="text"/> | International level | <input type="text"/> |
- 3.22 No. of students participated in NCC events: NA
- 3.23 No. of Awards won in NSS: NA
- 3.24 No. of Awards won in NCC: NA
- 3.25 No. of Extension activities organized:
- | | | | |
|------------------|---------------------------------|----------------|---------------------------------|
| University forum | <input type="text" value="NA"/> | College forum | <input type="text"/> |
| NCC | <input type="text"/> | NSS | <input type="text" value="07"/> |
| | | Any other (WC) | <input type="text"/> |
- 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility
- World Environment Day (By Zoology Department on Ecosystem and its exploitation)
 - Ramanujam Day (Department of Mathematics)
 - International women's Day
 - Flood Relief Camp
 - Anniversary of Dr. Rajendra Prasad
 - HIV AIDS awareness program
 - Miss Nirmala Contest
 - Sports Day
 - Inter College Badminton Tournament .

Criterion –IV

4. Infrastructure and Learning Resources

4.1

Facilities	Existing	Newly created	Source of fund	Total
Campus area	5.35 acres			
Class rooms	23	08		
Laboratories	10	02		
Seminar Halls				
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.				
i) Computer on line UPS with Antivirus	1			
ii) Laser Printer	1	1		
iii) Sony DVD		3		
iv) On line UPS		1		
v) Submersible Pump				
vi) Air-Condition		2		
vii) Aquaguard	1	1		
viii) LCD Projector	1			
ix) Laptop	1			
x) Refrigerator		1		
xi) Amplifier & microphone		1		
xii) Podium		1		

Value of the equipment purchased during the year (Rs. In Lakhs)				
i) Computer on line UPS with Antivirus	23700.00			U.G.C.XI th Plan
ii) Laser Printer	5275.00	4033.00		U.G.C.XI th Plan
iii) Sony DVD		143100.00		U.G.C.XI th Plan
iv) On line UPS		28665.00		U.G.C.XI th Plan
v) Submersible Pump		94250.00		U.G.C.XI th Plan
vi) Air-condition		5000.00		College Fund
vii) Aquaguard	54990.00			
viii) LCD projector	37600.00			
ix) Laptop				
x) Refrigerator	9350.00			
xi) Amplifier & microphone		23245.00		U.G.C.XI th Plan
xii) Podium		44000.00		U.G.C.XI th Plan

Details of increase in infrastructure facilities:

4.2 Computerization of administration and library -
Computerization of administration initiated

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24748	1610079.76	827	239259.40	25,575	1849339.16

Reference books						
e-Books						
Journal	07		04		11	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centers	Office	Departments	others
Existing	32	30		BSNL broadband		2		
Added								
Total	32	30				2		

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

BCA and IT students have access to Computers and Internet facility in the laboratories.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs 46,750.00
ii) Campus Infrastructure and facilities	RS 2, 04,331.00
iii) Equipments	Rs 60,000.00
iv) Others	
Total:	Rs.3, 11,081.00

Criterion –V

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has played a decisive role in spreading and enhancing awareness about Student Support Services available in the college. It helps the institution in keeping pace with the changing needs of the time. The prospectus is regularly updated. The prospectus contains information about the goals and objectives 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. Information regarding any new event or programme is also put up on the notice board of the college. Local dailies and banners are also used as a means of disseminating information. In addition to this, the Principal addresses the students on the day of commencement of their session where she makes them aware of the student support services available in the institution.

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.

5.3 (a) Total numbers of Students

UG	PG	Ph.D.	Others
1602			

(b) No. of students outside the states

107

(c) No. of International students

NA

Men

NO	%
----	---

NA	-
----	---

Women

NO	%
----	---

1602	100
------	-----

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
583	67	620	278	10	1548	648	72	615	267	10	1602

Demand ratio - 1: 1.5

Dropout% = + 4.86 %

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

The institution has a well structured mechanism for coaching for competitive examination which organizes

- Coaching classes for entry in services
- Programmes like equal opportunity centre organized specially for SC, ST, OBC (Non-Creamy layer) minorities and physically challenged students (Sponsored by UGC).

No. of students beneficiaries

100

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="-"/>

5.6 Details of student counseling and career guidance -

Regular career and counseling sessions are organized in the college campus. Companies visit the campus to motivate the students. Aptitude tests are conducted by visiting companies. They guide students about the choice and selection of courses for higher education. Students also visit organizations like NIIT, MIT, SAIL, MECON, and SHIKSHA PARIYOJNA, HUDCO etc. to enhance their knowledge, acquire training skills and undertake Project work.

No. of students benefitted

100

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
-	-	-	-

5.8 Details of gender sensitization programmes -

The NSS wing of the college observed International Women’s Day on 8th March. A seminar was held on the theme –‘Women and Media’. An awareness and sensitization programme on ‘Violence Against Women’ was held in collaboration with Open Space..A signature camp was carried out to mark the theme.Extempore speeches were made by the students. A documentary film was screened to mark the occasion and sensitize the audience.

5.9 Students Activities

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

State/University level	04	National level	NA
International level	NA		

No. of students participated in cultural events

State/University level	19	National level	NA
International level	NA		

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

Sports: State/University level	02	National level	NA
International level	NA		
Cultural: State/University level	04	National level	
International level	NA		

5.10 Scholarships and Financial support

	Number of students	Amount
Financial support from institution	36	69355.00
Financial support from government	555	1487120.00
Financial support from other sources	NA	NA
Number of students who received International /National recognition	NA	NA

5.11 Student organized/initiatives

Fairs: State/University level	NA	National level	NA
International level	NA		
Exhibition: State/University level	NA	National level	NA
International level	NA		

5.12 No. of social initiatives undertaken by the student 01

5.13 Major grievances of student (if any) redressed

Shortage of benches	New benches and desks provided in classes
Upgradation of books in the library	<ul style="list-style-type: none"> • Increase in number of books in the library • Opening of departmental library in some departments. • Introduction of a separate section for books related to competitive exams in the library.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Advancement of learning, acquisition of knowledge, analytical thinking and empowerment of women especially of the under privileged class and tribal girls

6.2 Does the Institution has a management Information System -

Yes, regular feedback analysis through General Body (G.B) meetings, meetings are held by the Principal along with the Head of Departments and on Staff council level.

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 culture.

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 conducted, orientation and refresher programs are attended by faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation -

All the above have been provided maintained and improved upon.

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 and IT go for job training / internship in various industries / companies like CCL, NIFFT, NIIT, AGO, MECON, SAIL, LIC, Usha Martin, GPO 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

2.08.22.189

6.6 Whether annual financial audit has been done

Yes

6.7 Whether Academic and Administrative Audit (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

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 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 plan, routine, infrastructure, dress code and discipline on campus.

6.11 Activities and support from the Alumni Association

Alumni organizes various programs and activities for the betterment 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

Short term computer training programs are 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 on campus.

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

Regular tutorials and assignments leading to proper preparation for University exam

Introduction of GIS, GPS remote sensing programs in B.A.III (Geography)

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

1. Introduction of I.T. and Add –on Courses
2. Upgradation of physical infrastructure
3. Formation of students clubs
4. Purchase of equipments for upgradation of Geography lab.

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

1. Formation of different committees
2. Organization of Departmental Activities-Quiz Competition, Speech Competition, Debate competition and Seminars for the all round development of personality of the students

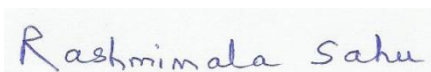
7.4 Contribution to environmental/protection

- Plantation programs, for keeping the campus and neighbouring localities green, undertaken by NSS, Women Cell and other units of the college from time to time.
- Students Seminars conducted on the topic “Eco system and its exploitation” to make them aware of burning issues that devastate environment.

7.5 Whether environmental audit was conducted?

No

Dr. Rashmi Mala Sahu



Signature of the Coordinator, IQAC

Dr. Sr. Jyoti Kispotta



Signature of the Chairperson, IQAC

Annexure I

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	Accountant General Office