

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

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution	RAJA SHIVA PRASAD COLLEGE
1.2 Address Line 1	AT : JHARIA
Address Line 2	P.O. JHARIA
City/Town v	JHARIA
State	JHARKHAND
Pin Code	828111
Institution e-mail address	principal@rspcollege.org
Contact Nos.	09973849508
Name of the Head of the Institution:	Dr. J. M. LUGUN
Tel. No. with STD Code:	0326 - 2291211
Mobile:	09973849508

Name of the IQAC Director/Co-ordinator:

Dr. J. N. SINGH – DIRECTOR  
Dr. K. BANDYOPADHYAY –  
CO-ORDINATOR

Mobile:

09431315858/09431720167

IQAC e-mail address:

principal@rspcollege.org

1.3 NAAC Track ID (For ex. MHCOGN 18879)

JHCOGN12718

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/39/19 DATED 21-05-2006 and  
EC(SC)/11/A&A/24.2 Dated 19/01/2016

1.5 Website address:

www.rspcollege.org

Web-link of the AQAR:

www.rspcollege.org/AQAR2016-  
17.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	72	2006	FIVE YEARS
2	2 <sup>nd</sup> Cycle	B	2.59	2016	FIVE YEARS
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10/04/2014

1.8 AQAR for the year (for example 2010-11)

2016 - 17

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

- i. AQAR N.A.(NOT APPLICABLE) (DD/MM/YYYY)4
- ii. AQAR N.A. (DD/MM/YYYY)
- iii. AQAR N.A. (DD/MM/YYYY)
- iv. AQAR AQAR 2016 -17 on 10/02/2018 (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

VINOBA BHAVE UNIVERSITY,  
HAZARIBAG

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

-N.A.-

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

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02/01"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="Nil"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	THREE

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- To enhance quality education through interaction among teachers & Students.
- To organize inter-departmental and departmental Seminars for updating the present status of research works in different fields
- To keep records of self appraisal reports of teachers of the College.
- To encourage teachers for research works (Helpful for the society)

2.15 Plan of Action by IQAC/Outcome

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
1. Interaction for quality education 2. Seminars/discussions 3. Participation in seminar/conference/workshop	1. Improvement in results in University Exams 2. Enrichment of Knowledge in respective fields 3. Increase in participaion

\* Attach the Academic Calendar of the year as Annexure. Academic calendar is available on University website (www.vbu.ac.in)

1. Number of Holidays : 157(including Sundays)
2. Number of Working Days : 209
3. Classes Engaged (in days) : 188

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## 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 programmes
PhD				
PG	ONE			
UG	FIFTEEN		TWO	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	16		02	
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	
Annual	17

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

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

YES(CBCS has been implemented from 2015 onwards); To provide opportunities to the students for getting admission into intuitions of higher education.

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

- NO -

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	23	17	05	-	01

2.2 No. of permanent faculty with Ph.D.

14

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
-	38	-	-	-	-	-	06	-	44

2.4 No. of Guest and Visiting faculty and Temporary faculty

09

Nil

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	12	02
Presented papers	02	12	02
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Group discussion
- Class room Seminar
- Use of ICT (Smart Board)
- Workshop on social issues

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

188

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

N.A.

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

05

01

00

2.10 Average percentage of attendance of students

83%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I	II	III	Pass %
M. COM	149	100	29	NIL	NIL	86
B.COM(H)	583	NIL	258	315	NIL	96
B.COM(G)	139	NIL	01	74	54	89
B.SC(H)	165	04	69	54	NIL	76
B.SC(G)	NIL	NIL	NIL	NIL	NIL	NIL
B.A(H)	820	NIL	24	629	NIL	79
B.A(G)	141	NIL	01	36	78	81
B.Ed	99	58	39	NIL	NIL	97
BBA	11	NIL	01	09	NIL	91

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

Members of IQAC

- Encourage faculty to interact with the students more frequently
- Advise the faculty to conduct classes using ICT facilities
- Discuss with the students and parents to get feedback from them for further improvement in course curriculum.
- Discuss with Alumni for betterment of all round development of the college.
- Look after the grievances (if any) in a regular intervals of time.
- Encourage the faculty to participate in International/National Conference/Seminar/Workshop.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	02
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	11
Others	18



## 2.14 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	23 $\left[ \begin{array}{l} 12:III \\ 11:IV \end{array} \right]$	19 $\left. \right] +29 =48$	NIL	03
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encourages teachers & students to participate in the National/International conferences.
- Supports faculty for organizing seminar/conferences
- Shares/exchanges new ideas through mutual discussions
- Acquaintance with recent developments in the fields of science, social science, literature and environmental issues

#### 3.2 Details regarding major projects N.A.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects N.A.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	11	04
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	03	18	03

#### 3.5 Details on Impact factor of publications:

Range   Average  h-index  Nos. in SCOPUS

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

-N.A.-

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				

Total	-	-	-	-
-------	---	---	---	---

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	11
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : -NIL

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
10	01	04	-	-	-	05

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

01

01

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

01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: -NIL-

University level  State level   
National level  International level

3.22 No. of students participated in NCC events: -NIL-

University level  State level   
National level  International level

3.23 No. of Awards won in NSS: -NIL-

University level  State level   
National level  International level

3.24 No. of Awards won in NCC: -NIL-

University level  State level   
National level  International level

### 3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

- National Voters' Day
- National Youth Day
- National Science Day
- Workshop on prevention of Sexual harassment in working place.
- National Unity day
- World Disability day
- Clean India Programme
- International Women's Day
- International AIDS day
- National YOGA Day
- National Environment Day
- Literacy Program
- Health Check-up camp

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in Sq. Mts)	30351.5	NO	N.A.	30351.5 (Sq. Mts)
Class rooms	11	NO	N.A.	11
Laboratories	08	NO	N.A.	08
Seminar Halls	01	NO	N.A.	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.(2014-15)	69	285	UGC	354
Value of the equipment purchased during the year (Rs. in Lakhs)	3.88727 lacs	14.96160 lacs	UGC	18.84887 lacs
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Computerization of administration have been adopted and several official works are being done but upgradation still needs improvements.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	49163	10,05,584/-	2328	5,39,705/-	51491	15,45,289/-
Reference Books	1406	~07 lakh	-	-	1406	~07 lakh
e-Books	-	-	-	-	-	-
Journals	10	~2551/-	-	-	10	~2551/-
e-Journals	-	-	-	-	-	-
-						
CD & Video	08	~3100/-	-	-	08	~3100/-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	17	01	01	-	-	12	17	04
Added	00	00	00	-	-	00	00	00
Total	17	01	01	-	-	12	17	04

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

Computer : Access to students & staff Internet : Access to staff only Training to staff : Time to Time
--

#### 4.6 Amount spent on maintenance in lakhs : Rs One lac Ninety Four thousand six hundred Ninety nine only

i) ICT	0.65500
ii) Campus Infrastructure and facilities	0.85967
iii) Equipments	
iv) Others	0.43232
<b>Total :</b>	<b>1.94699</b>

## Criterion – V

### 5. Student Support and Progression

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

After formation, IQAC enhances awareness about student support services among the staff members in regard to teaching, admission, extra- and co-curricular activities.

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

The college administration gives whole hearted efforts for tracking the progression from time to time by taking reports from convenors of different committees and also gives guidelines according to the suggestion/guidelines received from University from time to time

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4091	516	01	227

#### (b) No. of students outside the state

431

#### (c) No. of international students

NIL

Men	No	%	Women	No	%
	2173	44.9		2662	55.1

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3085	257	40	312	03	3697	2805	440	73	1517	-	4835

Demand ratio 33:1

Dropout % 4.0%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

-N.A.-

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

Student counselling and career guidance: Faculty members engage their selves in counselling the students at the time of admission and guide the final year students about future prospects of different courses.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
15	211	32	NOT KNOWN

5.8 Details of gender sensitization programmes

- Programmes organized by NSS Units for protecting female child, to cater education to female child, to avoid child marriage etc.

5.9 Students Activities

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

√  
State/ University level  National level  International level

No. of students participated in cultural events

√

---

Revised Guidelines of IQAC and submission of AQAR Page 16



State/ University level

National level

International level

## 5.9.2 No. of medals /awards won by students in Sports, Games and other events

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

## 5.10 Scholarships and Financial Support

Full Freeship & Half Freeship	Number of students	Amount
Financial support from institution	12.5% (Gen) - Economically backward category	Tuition fee
Financial support from government	SC/ST/OBC Students	As per Govt. rule
Financial support from other sources	NA	NA
Number of students who received International/ National recognitions	NOT KNOWN	NOT KNOWN

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level Exhibition: State/ University level  National level  International level 5.12 No. of social initiatives undertaken by the students 

5.13 Major grievances of students (if any) redressed: N.A.

**Criterion – VI****6. Governance, Leadership and Management**

## 6.1 State the Vision and Mission of the institution

**VISION**

The concept of any institution is based upon some specific vision. Education needs the roots of vision so that the purpose of education – “All Round Development” can be fulfilled. Higher education aims at the all round development of intellectual, emotional and ethical aspect's of human personality.

Raja Shiva Prasad College of Jharia in Dhanbad District of Jharkhand state has grown rapidly since its inception in 1951. The college is the widening of the mind and of the spirit in the coal – belt, around the vast area of more than hundred kilometers. The purpose of the college is to enhance and intensify one's vision of that synthesis of truth and beauty which is the highest and deepest reality.

The golden teaching of RSP College is “Uttisthata jagrata”. It means arise and awake. It forms the part of the statement of Swami Vivekananda, the most effective interpreter of Indian thought to the world –

Rev. “Arise! Awake! And Stop not the goal is reached”. The forerunner and founders of our college were certainly inspired by this prophet and they adopted his imperishable message imparting “a man – making” and “Life – building” education.

## MISSION

So far so good, vision approached a mission for the future. An institution of higher education has only one mission which is also ours – “to facilitate a just equitable and human society”.

Ours is a multi faculty college with more than a dozen of departments. Different faculties and departments gives rise to an organic unity. Our aim is to cultivate the mind of the students as they may adjust themselves to the complicated social environment of the day. Cicero has rightly said – “Cultivation to the mind is as necessary as food is to the body”.

We envision to make the system more and more student friendly and learner oriented day by day. New methods of teaching and upgrading the delivery system are being assimilated.

Efforts for faculty improvements, involvement of teachers in research activities alongwith class-room teaching, and their participation in orientation programmes and refresher courses has become the regular features of the college. We have the experience of organizing national level seminars & conferences for many times. Experiences hones the skill of Mankind. Such fruitful academic activities will certainly ensure quality education.

The college is striving hard to bridge the gap between education and employment. Some vocational, professional and job-oriented courses, such as B. Ed, B. B. A. etc. has been running for last many years. The motto of our college is to expand the intellect of the students and enable them to stand upon their own feet. Into-to, our vision is to ensure complete qualitative education.

## 6.2 Does the Institution has a management Information System

YES; Information could be available on website of the college.

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

### 6.3.1 Curriculum Development

Curriculum development programme is controlled by the University

### 6.3.2 Teaching and Learning

Use of ICT, group discussion, remedial classes, internal assessments, Classroom Seminars etc.

### 6.3.3 Examination and Evaluation

Controlled by the University  
(Examination Section of the University fixes the Examination and evaluation programme)

### 6.3.4 Research and Development

Most of the teachers are engaged in research works in their respective fields. A few teachers have earned reputations in the fields of research and co-curricular actives.

6.3.5 Library, ICT and physical infrastructure / instrumentation

No further extension is allowed by the State Govt.. Although old facilities have been continuing but improved as well as upgraded ICT and library facilities are provided to faculty & students. There is no instruction centre in the college.

6.3.6 Human Resource Management

- Admission process (UG) is monitored by admission committee
- Problems of the students (if any) have to be placed before grievance redressal committee, complaint cell etc.
- Members of anti-ragging committee, discipline committee and prevention of sexual harassment committee meet in a regular intervals of time but no serious complain has so far been received during this academic year.

6.3.7 Faculty and Staff recruitment

The college has no authority to recruit any faculty. Faculty recruitment is being done by the Govt. Organization like JPSC and /or University.

6.3.8 Industry Interaction / Collaboration

At present, no such collaboration exists. For any type of interaction/Collaboration, permission from the University is needed. But interactions/collaborations are being done for personal research works.

6.3.9 Admission of Students

Students take admission according to the guidelines as laid down by the University from time to time.

6.4 Welfare schemes for

Teaching	NO
Non teaching	NO
Students	YES

6.5 Total corpus fund generated

Rs.2042116.00

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External√		Internal√	
	√Yes/No	Agency	√Yes/No	Authority
Academic	√	AG; Govt of	√	VBV, Hazaribag

		JHARKHAND		
Administrative	√	AG; Govt of JHARKHAND	√	VBU, Hazaribag

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

Examination works are controlled by the University, not by the college. However, internal examinations are being conducted by different departments of the college as a part of CBCS pattern.

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

-N.A.-

6.11 Activities and support from the Alumni Association

- **Members meet the present staff & students and extend their hands of co-operation for doing the needful.**
- **Members give suggestions for the improvement in the academic and extra as well as co-curricular activities.**

6.12 Activities and support from the Parent – Teacher Association

- **Parents approach to the teachers of the concerned departments/HODs for better improvements in the examination of their wards.**
- **Parents encourage their wards to attend classes regularly.**
- **Parents also interact in a positive way for improving academic & cultural activities carried out by the college, from time to time.**

6.13 Development programmes for support staff

Only for academic programmes.

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

- Revis
- **Plantation by NSS Unit**
  - **Discussions are being held in a regular intervals of time for making the campus eco-friendly.**
  - **The college campus is declared as NO SMOKING ZONE. Intake of tobacco in any form is strictly prohibited in the college 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.

- To restrict the no of students in admission process on merit basis for quality education.
- To address the students by the Principal & HODs at the beginning of the session airing discipline, moral ethics & values for maintaining serene atmosphere of the college.
- To improve teaching-learning process, ICT should be utilized maximally .
- To conduct remedial classes, group discussions and classroom seminars to increase class room interaction among teachers & students.
- To advice the students for using the library and internet for recent updating and advancement of knowledge.
- To make the campus eco-friendly.
- To conduct inter-departmental seminars for better academic understanding among the students and teachers.

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

The instructions given in 7.1 have been followed and no adverse incident and negative remarks have been reported so far.

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

1. Improvement in performance of the students in University Examinations.
  - Detail analyses show that over all performances of the students in University examination are moderately satisfactory. However, more improvement is required so that much more students should get their positions in top twenties by scoring more marks.
  - To achieve much better results, more remedial classes, group discussions and classroom seminars should be organized in addition to the normal classes scheduled in the routine. Latest information should be given using ICT and advising the students for becoming more acquainted with internet and related websites. Students should be engaged to use the library and avail themselves of the facility more frequently.
  - Students are, in general, exposed to latest developments in the respective subjects/fields through their participation in Seminars held at the college from time to time in different departments.
  - Evidence of success could be realized from the performances of the students.
  - Still, achievement is not up to the level of expectation because of less number of teachers and high student-teacher ratio.
2. Practice of social harmony for increasing unity, social responsibility and universal brother and sister hood.
  - At the beginning of the session, Principal and HODs address the students to throw light on the chronological developments of the college and achievements of the college in the fields of academic performances, sports and culture.
  - Moral, ethical and social responsibilities are being discussed to reduce mental tension, bad habits, and unruly as well as unpleasant behaviour and to make them friendly to each other.
  - Importance of secularism and fundamentals of the constitution are also narrated to maintain social harmony and unity among the people of the society.
  - Parent-Teachers meeting are called on by the Principal/Professor-in-charge from time to time to discuss the academic progress of the students, their behaviour inside the campus and social attitudes of the students. Parents are advised to take care of their wards for maintaining social attitudes outside the college campus, regularity in study and engagement in sports & culture also.

#### 7.4 Contribution to environmental awareness / protection

- **Plantation by NSS Unit**
- **Environmental Day celebration**
- **Discussions for reducing pollution**
- **Awareness programmes organized by NSS Unit and B. Ed section on various ways and methods for protection from air pollution, water pollution, dust pollution and sound pollution.**
- **Campus has been declared as NO SMOKING ZONE. Intake of Tobacco in any form is declared as punishable offense.**
- **Ragging is strictly prohibited inside and outside the college campus.**

7.5 Whether environmental audit was conducted? Yes  No

Note:- The members of IQAC have taken resolution for environmental audit of the campus and conveyed the same to the Head of the Institution for consideration. The proposal is under process.

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

S:

- Oldest learning institute in coal belt and second oldest constituent unit of Vinoba Bhave University, Hazaribag. It is oldest PG college (UGC approved) of the University in Dhanbad district.
- Nearly 48% girl students have been studying in different courses.
- Highly qualified and hard working faculty members.
- Active and dedicated staff members.
- National Seminars/conferences are organized in regular intervals of time.
- Several students participate in various cultural activities and inter college sports competition.

W:

- Old infrastructure restricts further development.
- High Student-teacher ratio creates problem for quality education.
- Overburdened with +2 teaching.
- New constructions are not permitted except renovation.

O:

- Distance education/more vocational courses would be helpful to the economically backward classes in the surrounding area.
- Collaboration with industries/institutes like BCCL, SAIL, BSL, HEC, CIMFR, ISM etc. Could provide brighter future to the students. It would also help the teachers to peruse their research works.

T:

- Student-Teacher ratio is very high and hence, restriction in intake capacity is very much essential for quality education.
- Less numbers of administrative staff is an alarming threat to the college.
- Environmental pollution should be reduced for healthy and eco-friendly campus.

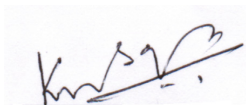
## 8. Plans of institution for next year

1. Renovation only can not satisfy the need of the college hence, upgraded infrastructure facilities would be provided at the earliest for the betterment of academic as well as administrative activities.
2. International conference/Seminar should be organized . Faculty should take part at least 3-4 conference/Seminar per year and budgetary provisions should be allowed for this purpose.
3. Vacant faculty positions should be filled up so as to provide more remedial classes/interactive sessions for better performance of the students in university and other different competitive examinations. Required no. of Guest Teachers should be appointed with the permission of the University.
4. Vacant posts of non-teaching staff (Class III & IV) must be filled up for smooth functioning of administrative works.
5. Placement cell and NSS unit should be made more effective.
6. Quality medical service should be provided to staff and students as far as practicable.
7. The campus should be made more eco-friendly and more ICT facilities should be available in the college campus.
8. E-library and transport facilities are urgently required.
9. Hard copies of journals as well as e-journal facilities should be provided if financial assistance and other suitable facilities are available.
10. Science laboratories should be upgraded and more equipped to maintain balance with the UGC syllabus (all India level) in regard to the experiments.
11. All classes are planned to be conducted using Smart Boards and Power Point presentation.

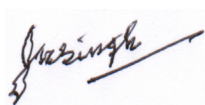
Name Dr. K. Bandyopadhyay

Name Dr. J. N. Singh

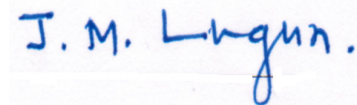
Name Dr. J. M. Lugun



Signature of the Coordinator, IQAC



Signature of the Director, IQAC



Signature of the Chairperson, IQAC

\*\*\*