

The Annual Quality Assurance Report (AQAR) of the IQAC (2017-2018)

Part – A

1. Name of the Institution : GIRIDIH COLLEGE, GIRIDIH
 - Name of the Head of the institution : Dr.Ashok
 - Designation: Principal (I/c)
 - Does the institution function from own campus: Yes
 - Phone no./Alternate phone no.: 06532223297
 - Mobile no.: 9431144457
 - Registered e-mail: giridihcollegegiridih@gmail.com
 - Alternate e-mail : vermaashok1508@gmail.com
 - Address : Sirsia, Giridih, Dist: Giridih
 - City/Town : GIRIDIH
 - State/UT : JHARKHAND
 - Pin Code : 815302
2. Institutional status:
 - Affiliated / Constituent: Constituent
 - Type of Institution: Co-education/Men/Women: Co-education
 - Location : Rural/Semi-urban/Urban: Rural
 - Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) – UGC 2f and 12 (B)
 - Name of the Affiliating University: Vinoba Bhave University
 - Name of the IQAC Co-ordinator : Dr. S. Sarkar
 - Phone no. : 9934391020
 - Alternate phone no: NIL
 - Mobile: 7004182052
 - IQAC e-mail address: giridihcollegegiridih@gmail.com
 - Alternate Email address: samirgrd@rediffmail.com
3. Website address: [https:// www.giridihcollege.com](https://www.giridihcollege.com)

Web-link of the AQAR: (Previous Academic Year):
https://www.giridihcollege.com/AQAR/aqr_2016_2017.pdf

4. Whether Academic Calendar prepared during the year?

Yes/No Yes, if yes, whether it is uploaded in the Institutional website: Yes

Weblink:https://www.giridihcollege.com/Academic_Calenders%202017-18.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C++	65.50/100	2006	From 21.05.2006 to 20.05.2011
2 nd				

6. Date of Establishment of IQAC: DD/MM/YYYY : 30/04/2012

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture

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
Work plan / Academic calendar for the academic session 2017-18 have been prepared by the HOD's and presented in the IQAC meeting.	2017-18	19
Proposal for Modernisation of Library and upgradation of laboratories have been sent to HRD, Government of Jharkhand through the University.	2017-18	All students will be benefited
Proposal for Developing the college library as e-library had been submitted to MHRD, Government of Jharkhand through the University	2017-18	All students will be benefited
Proposal for the establishment of a computer centre with an estimated cost of Rs. 510914/- was sent to MHRD, Government of Jharkhand through the University	2017-18	All students
New Books have been purchased for the College Library as per the new		All students

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC) and 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
- Data uploaded in AISHE portal every year.

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
CCTV camera installation	From VBU a/c A	VBU, Hazaribagh	2017-18	Rs.39940/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: www.giridihcollege.com

Yes/No : **Yes**

(Please upload, minutes of meetings and action taken report)

<https://www.giridihcollege.com/naac.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: Rs.3,00,000 Year: 2014 (March)- UGC.

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

* Proposal for modernisation of Library and upgradation of laboratories have been sent to HRD, Government of Jharkhand through the University.

* Proposal for Developing the college library as e-library had been submitted to MHRD, Government of Jharkhand through the University

* Proposal for the establishment of a computer centre with an estimated cost of Rs. 510914/- was sent to MHRD, Government of Jharkhand through the University

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
Teaching Plan to be submitted by the HOD's of all the departments.	Each department submitted teaching plans at the beginning of the academic session.
On the first day of an academic session each department have to conduct an Induction Meeting to discuss the CBCS Curriculum and its method of implementation.	Students became aware of the CBCS curriculum. They came to know the importance and benefits of attending classes.
Sports and cultural activities to be encouraged.	Students participated in all sports events and youth festival organized by the university. (i) Our College team became runners up in Girls' events of badminton tournament in 2017-2018. Boys' Badminton team became the winner . (ii) College team participated in Yoga Meet 2017. Students of our college were awarded all the 1 st , 2 nd and 3 rd prizes. (iii) Awarded silver medal in 200 m, bronze medals in 800 m and 1500 m races in 2017. (iv) In youth festival our College team bagged

14. Whether the AQAR was placed before statutory body? Yes /No: **No**

Name of the Statutory body:

Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? Yes/No: **No Date:**

16. Whether institutional data submitted to AISHE: Yes/No: **Yes**

Year: 2017-18

Date of Submission: 26/02/2018

17. Does the Institution have Management Information System? Yes /No: **No**

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

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

1. Our College follows CBCS curriculum with semester system since the academic session 2015-18.
2. The proposed academic calendar is prepared according to the notice and circulars received from the affiliating university. Students are informed about the academic calendar of the college/ University through Notice Board notifying the probable teaching days, dates of internal examinations, curricular, extension related and co-curricular activities.
2. Orientation programme cum induction meeting is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation.
3. Routine incharge of the college prepares the master routine and circulates it to different departments. Routine is prepared strictly in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. Routine is prepared by the routine committee for all generic courses, all programs and honours classes of arts departments (since arts departments use shared classrooms). Classes for honours courses of science departments are scheduled by the concerned departments after considering the allotted generic courses and programs of the master routine. Commerce classes are held in the morning session and hence the routine for commerce department is prepared by the department itself.
4. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department
5. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic
6. Along with the traditional chalk and talk method, teachers often use power-point projections during the lectures to demonstrate topics
7. Lectures of teachers are also being uploaded since the last semesters by few teachers to the MOODLE site for students as an e-learning technology, the date of uploading of e-content is also recorded in the MOODLE site
8. Class tests/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken
9. Tutorial classes are held in some departments after class routine hours for which separate whatsapp group is prepared.
10. Classes are also held during the summer and puja vacations every year to keep pace with the curriculum of CBCS
11. Field tours are organized by Departments of Geography, Anthropology, Geology, Botany, Zoology and Conservation biology to ensure effective implementation of the prescribed curriculum
Academic Tour/ Academic Excursion is organised by some Deptts. (B.Ed and PG English)
12. Sports Calender begins from August / September and Ended in December in whier many students participates and get a chance is be selected in the Zonal/ National participation
Students also participate in Youth Festival every year and get get chance to be selected for Zonal and National
University especially considers eternal and external examination of those students who could not attched these exam date to participate.

12. Post-graduate students are specially trained to handle assignments, open-house seminars and dissertation to prepare themselves for academic research in future

13. Interactive sessions with students and, sometimes with guardians are held to identify problem areas. Special care is taken to address the problems of slow learners, advanced learners and first generation learners. Social net-working sites are also used by some departments for interaction between faculty and students beyond the class hours

14. Student satisfaction observation survey is conducted by IQAC to improve the teaching-

13. learning process of each department

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
Nil	Nil	Nil	Nil	Nil

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year 2017-18

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
PG Commerce	2017	M Com, Accountancy	2017

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
Already adopted (mention the year)				2015	2016

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

	Certificate	Diploma Courses
No of Students	Nil	Nil

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
Nil	Nil	Nil

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
i) 16 weeks Practice of Teaching and 4 weeks School Survey in different Schools of District by B.Ed Students	98
ii) Dissertation submitted by PG English Students	54
iii) Dissertation submitted by PG Math students	31
iv) Dissertation submitted by PG Commerce (A/c) students	120
v) Field Project by UG Anthropology students in Mahuar, Bengabad.	03
vi) Education Tour by UG Geography Students toParasnath Hill	30

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	No	Yes	Yes

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

Feedback on the teaching-learning process is received from students as "Students satisfaction survey" based on a structured questionnaire framed and approved by the IQAC of this college. The questionnaire can be downloaded from the website and Students can drop their filled in feedback form in the feedback receiving boxes present in the college campus. The received feedback is then analyzed by the IQAC and uploaded to the college website and it is also forwarded to the Head of the institution with necessary suggestions based on this feedback. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. Members of anti ragging committee and Internal complaints committee also receive feedback from students through class campaigns. Grievances (if any) and necessary suggestions can be registered to the Grievance Redressal Cell of the college through the "Sujhav/ShikayatPati" fixed at different locations in the college campus, the cell composition is altered every year at the beginning of academic session. Departments receive feedback from parents through parent teacher meetings and discuss different issues related to the overall development of their ward.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year 2018

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B A Anthropology (H)	32	18	18
BA Bengali (H)	32	0	0
B Sc Botany (H)	32	04	4
B.Sc Chemistry (H)	48	39	32
BA English (H)	220	241	210
BA Economics (H)	160	122	98
BA Geography (H)	128	118	108
B Sc Geology (H)	32	20	11
BA Hindi (H)	232	245	232
BA History (H)	430	598	429
BA Math (H)	16	0	0
B Sc Math (H)	120	91	87
B Sc Physics (H)	64	54	49
BA Political Sc. (H)	260	388	259
BA Philosophy (H)	64	32	31
BA Psychology (H)	32	26	26
B Sc Zoology (H)	64	63	53
B Com. (H)	240	255	190
BA General	196	232	182
B Com. General	120	70	69
B Sc General	48	02	01
B.Ed	100	398	98
MA English	64	98	60
M Com	140	152	120

M Sc Math	64	79	53
-----------	----	----	----

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (2017-18 current year data) **108:1** (4996:46)

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
2017-18	4625	254	38	Nil	08

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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
46	04	Nil	Nil	02	LCD Projector

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

Departmental counselling session is available in the institution for mentoring the students which is based on the following objectives :-

- To increase the teacher-student contact hours.
- To identify the problems faced by slow learners.
- To encourage advanced learners.
- To decrease the student drop-out rates.
- To prepare students for the competitive world.

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
69	46	23	09	12

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
Nil	Nil	Nil	Nil

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 Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination/ Publication
BA	UG	2014-17	03/06/2017	14/07/2017
B Sc	UG	2014-17	03/06/2017	14/07/2017
B Com	UG	2014-17	03/06/2017	14/07/2017
B.Ed	B.Ed	2016-18	12/10/ 2018	17/11/2018

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

Frequent field visits to college campus and adjoining areas are done to evaluate the discipline of the students. Every year each department organize induction meeting for the students of first semester and explain the designing and implementation of the CBCS syllabus. Departmental teachers collect all necessary information related to the students such as contact number, e-mail address, family income, category etc. Departments maintain the records of the internal tests, attendance of the students, records of the student seminars etc. Teachers discuss with parents during parent-teacher meetings and try to identify the problems faced by students. Time factor is a major constraint of the monitoring system after the implementation of the CBCS in 2015. To overcome this constraint, teachers sometimes ask the students to provide the list of difficult questions and problems faced by them while preparing for the semester end examinations. Solution to the problems are generally provided by the teachers in written form. The biggest challenge of the monitoring system is to decrease the dropout rates of the students due to their shifting to technical and medical courses. IQAC of our college planned to implement monthly surprise class tests in all subjects. This process will definitely help to find out the slow learners.

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

The institute is a constituent unit under Vinoba Bhave University, Hazaribag. Examinations are conducted as per the schedule decided by the University. College informs students about the university notices and circulars issued by the University through notice boards. Holiday lists are also provided by the University and our College strictly adheres to that list. Most of the activities of the academic calendar are decided by the University and our college is bound to adhere to this academic calendar.

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)

https://www.giridihcollege.com/pages/Course_Outcome.html

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
Honours	B.A. Bengali Honours	00	00	0
Honours	B.A. Urdu Honours	05	02	40
Honours	B.A. English Honours	87	76	88
Honours	B.A. Hindi Honours	68	47	70
Honours	B.A. History Honours	154	107	70
Honours	B.A. Philosophy Honours	17	13	76
Honours	B.A. Political Sceince Honours	120	89	74.2
Honours	B.A. Psychology Honours	07	04	57

Honours	B.A. Geography Honours	25	20	80
Honours	B.A. Economics Honours	74	62	83
Honours	B.A. Anthropology Honours	03	03	100
Honours	B.A. Mathematics Honours	00	00	00
General	B.A. General	32	08	25
Honours	B.Com Accountancy Honours	158	155	98
General	B.Com General	32	13	40
Honours	B.Sc. Physics Honours	28	26	92
Honours	B.Sc. Chemistry Honours	21	16	76
Honours	B.Sc. Mathematics Honours	81	69	85
Honours	B.Sc. Botany Honours	03	03	100
Honours	B.Sc. Zoology Honours	32	30	94
Honours	B.Sc. Geology Honours	09	06	66
General	B.Sc. General	06	04	66
Masters	M.sc. Mathematics	10	03	30
Masters	M.Com Accountancy	0	-	0
Masters	M.A. English	23	21	91
Education	B.Ed	97	97	100

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institute may design the questionnaire):

Not yet started.

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 youAgency	Total grant sanctioned	Amount received during the Academic year
Major projects				Nil

Minor Projects				Nil
Interdisciplinary Projects				Nil
Industry sponsored Projects				Nil
Projects sponsored by the University/ College				Nil
Students Research Projects (other than compulsory by the College)				Nil
International Projects				Nil
Any other(Specify)				Nil
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)
Nil		

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
Nil				

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

Incubation Centre	Name	Sponsored by
Nil		
Name of the Start-up	Nature of Start-up	Date of commencement
Nil		

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil		

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

Name of the Department	No. of Ph. Ds Awarded
Urdu by Dr. L Ali	1) Farhat Jahan (11.11.2017) 2) Md. Ahsan Alam (12.07.2017)

3.3.3 Research Publications in the Journals notified on UGC website during the year 2017-18

	Department	No. of Publication	Average Impact Factor, if any
National	B.Ed (By Dr Rajnish)	01	ISSN-2347-4491 'AYAN'
International	English (by Dr. M N Singh)	01	ISSN-2395-2636

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year 2017-18

Department	No. of publications
Hindi (by Dr. B Singh)	01 (ISBN:978-81-7779-493-9)

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
Nil						

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
“The Inheritor : A Study of Man on the Slippery Scale of Evolution”	Dr. M N Singh	Research Journal of English Language and Literature	2017	5.002 (Impact factor)	10	Yes

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

No. of Faculty	International level	National level	State level	Local level
Seminar		01 (by Dr. B Singh)	01 (by Dr. Rajnish)	
Workshops		02		02
Presented papers		01		04
Resource Persons			01	02

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
NSS Camp	NSS Units	02	13
Voter Awareness Campaign	NSS Units	12	122
Swachh Bharat Awareness	NSS and NCC	05	74
Kargil Victory Day	NCC	02	45

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year (2017-18)

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Nil	Nil	Nil	Nil

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	Name of the activity	Number of teachers	Number of students participated in such
--------------------	--	----------------------	--------------------	---

	agency		coordinated such activities	activities
World Aids Day	NSS and B.Ed	Awareness Campaign	02	99
Swachh Bharat Abhiyan	NCC and NSS	Clean Campus Activity	04	33
Green Campus	NSS	Tree Plantation	02	42

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

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
Nil	Nil	Nil	Nil	Nil

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
Nil	Nil	Nil	Nil

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
Nil	Nil

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	29.95 acres	NA
Class rooms	13	Nil
Laboratories	08	Nil
Seminar Halls	02	Nil
Classrooms with LCD facilities	02	NA
Classrooms with Wi-Fi/ LAN	02	NA
Seminar halls with ICT facilities	01	NA
Video Centre	Nil	Nil
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	?	Nil
Others (Almirah ,Rack, Battery and Data Entry in Library)	?	374560

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	Version	Year of automation
---------------------------	-----------	---------	--------------------

	automati on (fully or partially)					
e.sol Library	Partial		2017			
4.2.2 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36764	1978329	1953	631964	38717	2610293.00
” B.Ed	Nil	Nil	Nil	Ni	Nil	
Reference Books	Nil	Nil	Nil	Nil	Nil	
” B.Ed	Nil		Nil		Nil	
e-Books					Nil	
” B.Ed					Nil	
Journals	-	-	82	-		
” B.Ed					Nil	
e-Journals					Nil	
” B.Ed					Nil	
Digital Database					Nil	
” B.Ed					Nil	
CD & Video					Nil	
” B.Ed					Nil	
Library automation					Nil	
” B.Ed					Nil	
Weeding(Hard& Soft)					Nil	
” B.Ed					Nil	
Others (magazine)			10		Nil	
” B.Ed					Nil	

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Comp uters	Comp uter Labs	Internet	Browsing Centres	Comp uter Centr es	Office	Departments	Available band width (MGBPS)	Others
Existing	17								0
Added	0								0
Total	17	01	01	0	0	0	0	100 mpbs	0

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

01

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
---------------------	--------------------	---------------------------------------	-------------------------------

-	-	-	-
---	---	---	---

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
Amount Receipt from the allotted budget of last academic year.	738585.00	39940.00 + Amount Receipt from the allotted budget of last academic year.	3211780.00

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)

1. Construction, maintenance and repairing of academic buildings and infrastructure of Giridih College, Giridih is done by PWD (Social Sector), Government of Jharkhand. Principal, Giridih College, Giridih, initiates the construction, maintenance and repairing related requirements, as and when required, to the PWD, Government of Jharkhand.
2. The College receives grant from the Higher Education & Education directorate, Government of Jharkhand under Plan Head and Non-Plan Head. Plan Head mentions the assigned budget for procurement of different items which include chemicals and glassware, sports items, books & journals, equipment and contingency. For the year 2017-18, the total amount received under plan head from the state Government was Nil. Under Non-Plan Head, maintenance of equipment such as computers, generators and security of physical infrastructure e.g., telephone services, travelling allowances, CCTV surveillance etc. are done.

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	e-kalyan Jharkhand Sarkar	1310	10450395/-
Financial support from other sources			
a) National	Nil		
b) International	Nil		

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
Nil			

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
2017-18	Nil				

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	
Nil					
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
Nil			TGT Math, CIMFR, Dhanbad, CIMFR, Ranchi, Indian Railways, SSC, Indian Air Force, CISF, Indian Post, ESIC, Chennai, ESI Corporation, Bank of India	-	37
5.2.2 Student progression to higher education in percentage during the year 2017-18					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	34	BA/B Com/ B Sc	Math, Pol. Sc, English, Chemistry	VBU, Hazaribag&Giridih College Giridih	PG &B.Ed
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) : Nil					
Items		No. of Students selected/ qualifying		Registration number/roll number for the exam	
NET					
SET					
SLET					
GATE					
GMAT					
CAT					
GRE					
TOFEL					
Civil Services					
State Government Services					
Any Other		37		Registration number/roll number not available.	
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year					
Activity		Level		Participants	
Inter College Football		College		17 students accompanied by one teacher (Sport in charge) and one PTI). 05 students out of 17 has been selected in	

Tournament 2017-18	University	the coaching camp for Inter University meet. 02
Inter College Badminton Tournament (Men and Women) 2017	College University	05 students (2 girls and 3 boys) accompanied by one teacher (Sport in charge) and one PTI. 03
Inter College Athletics Championship (M/W) 2017	College University	10 students accompanied by one teacher (Sport in charge) and one PTI. 01 student out of 11 has been selected in the coaching camp for Inter University meet. 02
Inter College Cricket Tournament 2017	College University	18 students accompanied by one teacher (Sport in charge) and one PTI). 04 students out of 16 have been selected in the coaching camp for Inter University meet. 03
Youth Festival 2017-18	College University/ Zonal	27 Participated 01
Inter College Kabaddi Tournament 2017	College	10 students accompanied by one teacher (Sport in charge) and one PTI). In Ramgarh College, Ramgarh.
Inter College Yoga Meet 2017	College 07	07 students at Giridih College, Giridih

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
2017-18	Nil	Nil	Nil	Nil	Nil	Nil

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

Students council of the college is an elected body and always joins hand with faculty members and college administration to ensure overall development of the college. Students council organizes different cultural programmes to observe important days such as “Swami Vivekananda’s birth day “, “Republic Day”, “Independence Day”, “NCC Day”, “Hindi Diwas” etc., in the college campus. “Welcome Functions” and “Farewell Functions” are also organized jointly by the Post Graduate students and the Student Council to welcome the freshers and to bid farewell to final year students. General Secretary (GS) of the students’ council is the member of the various administrative committees of the college. GS puts forward his/her suggestions on different issues related to the academic and administrative affairs of the college to the Head of the institution and to IQAC.

5.4 Alumni Engagement

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

Our college has an alumni association but the association is not registered under the society registration Act.

5.4.2 No. of enrolled Alumni: **45**

5.4.3 Alumni contribution during the year (in Rupees) :

Nil

5.4.4 Meetings/activities organized by Alumni Association :

01

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)

Decentralization

The institute has the mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

1. Principal Level

Principal is the overall head of the institution and chairperson of the IQAC. Principal in consultation with the Teachers' council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the respective committees and guide lines decided by the University. Non-teaching staff are also involved while framing policies or taking important decision.

Participative management

The institution promotes the culture of participative management at the strategic level, functional level and operational level.

- **Strategic Level:** The Principal, Teachers' council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievances, support services, finance etc.
- **Functional Level:** Faculty members share knowledge among themselves, students and staff members while working for a committee. IQAC monitors the overall functionalities of the different committees.
- **Operational Level:** Principal interacts with government and university officials for the execution of different academic, administrative, extension related and extracurricular activities. Students and office staff join hands in support of execution of the plans for the development of the college.

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

Yes/No/Partial: **No**, but the college data is uploaded every year on the AISHE portal.

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 :

Curriculum designing and development is decided by the University under which the college is a

constituent Unit. Principal and Faculty members interact with the University Academic Council and provide their views related to the curriculum development.

- Teaching and Learning :

1. Field tours are organized by the departments of Botany, Zoology, Geology, Geography.
2. More books have been purchased for the college library as per the latest syllabus. Modernisation of the library will be done by the next academic session.
3. Organization of student seminars by departments to improve their presentation and communication skill.

- Examination and Evaluation :

Semester examinations are conducted by the affiliating University. College conduct internal assessment of students according to the university guidelines. Class tests/surprise tests, student seminar performances are taken into account during the internal assessment of students.

- Research and Development

- Research and publication works are always encouraged by the University.
- Initiatives to purchase journals in the library from RUSA fund.
- Organization of seminars.

- Library, ICT and Physical Infrastructure / Instrumentation:

As a pre-NAAC initiative, the college has encouraged the use of ICT based techniques of study. Physical infrastructure has also received sincere attention from college authority. Renovation and upgradation of laboratories, purchase of new computers, printers etc. have been proposed to RUSA and is under process in the current academic year.

- Human Resource Management

- Students are encouraged to participate in seminars, field tours, quiz, debate etc. to increase their skill and experience.
- Faculty members are encouraged to participate in trainings, workshops and staff development programmes.

- Industry Interaction /Collaboration :

Principal cum chairman of IQAC interact with the local industrialists/alumni for suggestions pertaining to the overall development of the college.

- Admission of students:

The admission process of 2017-18 was made online. Students were required to apply on the Chancellor's portal for admission. Some off line admissions have also been made at the final round of admission process with the permission of the University.

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

- Planning and Development

- College has proposed complete office automation in the DPR and the same has been sent to the university for approval.
- Library automation will be initiated form next academic session.

- Administration

- Notices and circulars are uploaded in the college website and communicated to different departments from the office of the Principal.
- IQAC notices are circulated by the coordinator.

- Finance and Accounts

1. Admission fees are deposited in the United Bank of India, Giridih College Branch. Each receipt has three copies. One is student's copy, one is College office copy and the third is the bank's copy.
2. Salary of faculty members and staff is transferred directly to the respective bank accounts.
3. e – tender is invited as per Government guidelines for purchase of items.

- Student Admission and Support

- Applications for admission to different courses are submitted through Online Chancellor's Portal.
- Merit list for admission is prepared by the University.

- Our college takes admission on the basis of the merit list prepared by the university.

- Examination

Evaluation of answer books are done at the evaluation centres made by the University. Faculty members of different colleges under the university, are appointed as Examiners/Head Examiners by the Controller of Examinations Vinoba Bhave University Hazaribagh.

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 : **Nil**

Year	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
2017-18				

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)
Nil					

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)
Nil		

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

6.3.5 Welfare schemes for

Teaching	
Non teaching	
Students	

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly
(with in 100 words each)

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

6.4.2 Total corpus fund generated

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	NAAC (2006)	No	NA
Administrative	Yes	NAAC (2006)	No	NA

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

Giridih College, Giidih believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. Although the college does not maintain formally registered parent-teacher association, yet interactions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students.

Teachers have been able to communicate with parents to prevent early marriages and other prejudices related to the drop-out of girl students. This has resulted in the overall percentage of girl students in the college.

Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members. In most of the cases parents provide essential support and care to ensure proper attendance of their ward.

6.5.3 Development programmes for support staff (at least three)

Orientation and refresher courses are organized .

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

Post accreditation initiatives based on recommendations in the Peer team report:

1. Vacant teaching and non-teaching posts should be filled on regular basis

Post accreditation initiative: The institute had communicated about the shortage of faculty members to the university and HRD, Jharkhand. University has filled some of the vacant positions (as listed below) in the academic year 2017-2018 on fulltime contractual basis:

Department	Name of newly appointed teacher
English	Dr. Moshrique Jahan (DOJ : 01.02.2018)
Philosophy	Dr. Dinesh Kumar (DOJ : 07.02.2018)
Political Science	Dr. Raj Kumar (DOJ : 01.02.2018)
Urdu	Dr. Liyakat Ali (DOJ : 14.03.2018)
Geography	Dr. Birendra Oraon (DOJ : 03.02.2018)
Economics	Mr. Dinesh Chandra Verma (DOJ : 05.02.2018)
Psychology	Ms. Shanti Horokerketta (DOJ : 09.02.2018)
B.Ed.	Mr. D K Verma (DOJ : 04.04.2018) Mrs. Arunima Singh (DOJ: 06.02.2018)

2. Faculty should be encouraged to undertake F.I.P.

In the current academic session 02 faculty members have participated in different faculty improvement programmes.

3. Washroom facilities for boys and girls should be improved on priority basis:

Three Wash rooms for boys and five for girls have been constructed during the post NAAC period.

4. Modernization of library:

Modernization of library will be done by the next academic session.

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 2017-18				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017	New Toilet to be constructed for students	17.11.2017	-	-
2018	Deep Boring for water supply in the Campus has been completed	01.06.2018	2 days	-
2018	Library Modernization	18.05.2018	-	-
2018	Sawachh Bharat Mission	21.05.2018	1 day	65
2018	Preparation of Academic Calendar and teaching plan	18.05.2018	IQAC meeting held for 1 hour	15
2018	30 Ceiling Fans installed in Jagjiwan Ram Girls hostel	01.08.2018	-	-

CRITERIONVII –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				
Class to class awareness programme	Year long	Female	Male			
		425	1285			
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						
<ul style="list-style-type: none"> College has sent the proposal to the University for creating a solar power system in the college campus. “Save Energy” campaign has been initiated by the students’ union to make students aware of the value of energy saving and asking them to switch off lights and fans before leaving the classrooms. Environmental awareness campaign by organizing seminars under NSS units of the college. 						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities	Yes/No	No. of Beneficiaries				
Physical facilities	Yes	4				
Provision for lift	No					
Ramp/ Rails	Yes					
Braille Software/facilities	No					
Rest Rooms	Yes					
Scribes for examination	No					
Special skill development for differently abled students	No					
Any other similar facility	No					
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	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

	disadvantages					
2017	0	1	26 Dec	Picnic - Green Mission	Social awareness of not using plastic materials, tobacco and alcohol	192
2018	0	1	04/04/2018	National Deworm Day	Effect of worm infection of Nutrients	NSS Unit

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Nil		

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
BetiBchaw, BetiPdhaw	13/08/2017	99

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

- Tree plantation programmes are organized by NSS and NCC units.
- A committee “Know Your Campus” is functioning for the identification and preservation of the natural resources present in our campus.
- Our campus has been made a “plastic free” zone.
- Medicinal garden is maintained by the department of Botany.
- Proposal for establishing a solar power system in our campus has been sent to the University.
- Tobacco smoking, chewing of pan masalas and gutka is prohibited in the college campus. The hazards caused by tobacco are repeatedly highlighted by the NSS units through different events and awareness programmes.

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

<https://www.giridihcollege.com/Best Practices.pdf>

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

<https://www.giridihcollege.com/Distinctiveness.pdf>

8. Future Plans of action for next academic year (500 words)

- Upgradation of existing laboratories and purchase of equipment to promote student projects and research activities of faculty members.
- Office automation to ensure an updated data management system in the college. Office automation has been planned to include an online archiving of student, faculty and staff database with necessary details. Information related to financial assistance such as scholarships, fellowships are also planned for digital archiving. Complete digitization of the college library is also planned. Online feedback system is planned to be introduced from the academic session 2018-2019, the results of which will be analysed by IQAC. The college also aims to sincerely address the issues highlighted in the feedback reports.
- Construction of Lift facility in the main academic building and construction of waiting room for visitors in

the college campus.

- d. Organization of workshop, seminar and job oriented services by the Career Counselling and Placement Unit. The college plans to organize job interviews by local companies and also organize interactive sessions of final year students with skilled professionals and alumni.
- e. Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching-learning, research, extension related and co-and extracurricular activities.
- f. Organization of workshop for E-content development at a larger scale and duration to promote the use of E-resources among all faculty members. The use of Learning Management System (LMS) for regular teaching, learning and evaluation related activities by maximum number of teachers will be encouraged.
- g. Maintaining an updated database of research articles, books, book chapters, conference proceedings and seminar abstracts published by students and faculty members.
- h. Promoting post-graduate students in projects and research activities.
- i. Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects.
- j. Construction of rain water harvesting system in the college campus
- k. Increasing the number of environment friendly initiatives by NSS and ensuring participation of maximum students in such initiatives
- l. Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies.
- m. Promoting activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff.
- n. Promoting the harmony and cooperation among faculty members and ensuring overall college development by a well-organized and transparent "*staff club*" framework.
