

**The format for Annual Quality Assurance report (AQAR) of IQAC**

Name of the college: Ram Lakhan Singh Yadav College, Kokar Ranchi

Name of the Affiliating University: Ranchi University, Ranchi

Year of Report: 2015-2016

**Section A : Plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement****PLAN OF ACTION (2015-16)**

The planning committee and IQAC of the college chalked out the following plan of action (2015-16) to be accomplished in the coming year. These include:

1. Infrastructural facilities- renovation of dilapidated class rooms, Library and Bathrooms.
2. Innovation in Teaching-Learning – Introduction of ICT enabled classes.
3. Green Ambience- Plantation in the Campus.
4. Students Discipline- Dress Code and a creation of a functional anti ragging cell.
5. Gender issues- Formation of WGRC and conduction of programs related to gender issues.
6. Library-Digitization and purchase of new Books and Journals.
7. Creation of College website for providing necessary information to students.
8. Exam Reforms- Online fee payment.
9. Conduction of Sent-up Tests before Annual University examination.
10. To connect all departments of the College with LAN.
11. Provision of intimation about exam related information to students through SMS.
12. Physical verification of stocks and belongings of laboratories and library.
13. Upgradation of Library through INFLIBNET.
14. Desktop computer systems for each department.
15. Purchasing of 1 silent Generator for power back up.
16. Creation of Alumni meet and their Association.
17. Conversion of Room No 6 as Conference Hall.

**Section B: Details in respect of the following (attach separate sheet).**

## 1. **Activities reflecting the goals and objectives of the college**

**Goals:** The College runs with the goal to train the young minds to be a responsible, knowledgeable and honest citizen of the country. The other goals include deliberation and dissemination of recent developments in the respective fields of study to the students to make them well informed, which may enable them to compete in the modern society.

**Objectives:** The teaching learning and other activities of the institution are designed in a fashion that Students enrolled in this Institution do not learn only curriculum but they are trained to be disciplined and honest in their behavior. Teachers not only deliver lectures in order to complete the course, but they try to develop their personalities as a whole.

For this several reforms have been initiated such as Administrative reforms, Admission reforms, Examination reforms, reforms for green ambience. These reforms are listed in the points mentioned below.

## 2. **New Academic Program initiated**

- i) BBA/ BCA
- ii) Add on courses on Computer Application and Yoga
- iii) Proposal for Post Graduation teaching in 5 subjects namely Hindi, Political Science, Economics, History and Commerce is likely to be approved by the University and the Institution will start them in the next academic session.

## 3. **Innovations in curricular Design and transaction**

- i) CBCS syllabus was proposed to be implemented as per the guidelines of Ranchi University.
- ii) Teacher- wise distribution of syllabus in four quarters in each subject was done. It helped in coverage of syllabus to a comfortable extent in spite of having insufficient number of teachers.
- iii) Academic Calendar was followed to achieve the full completion of syllabus.
- iv) Teachers were motivated to prepare PPT in their respective subjects for effective delivery of curriculum.

## 4. **Interdisciplinary program started**

No inter-disciplinary program was introduced

## 5. **Examination reforms implemented**

- i) Online examination fee submission and filing up of forms were introduced.

- ii) Class tests and monthly test were introduced for making the students aware about their current understanding of their subject.

**6. Candidates qualified: NET/ SLET/GATE etc**

Not Applicable

**7. Initiative towards faculty Development Program**

Following measures were taken for Faculty enrichment. Teachers were:

- i) Relieved to attend the Refresher and Orientation Courses from time to time.  
 ii) Relieved to attend Seminars and Workshops or for delivering lectures.  
 iii) Leaves were granted to the teachers engaged in research works.

**8. Total number of Seminars Workshops conducted**

Few departmental Seminars/ Symposium/ Talks/ Panel discussions have been conducted in the college.

**9. Research Projects a) Ongoing b) Completed**

**Major Projects:**

- i) Dr. Seema Keshari, Dept. of Zoology  
 Title of the Project: Survey and Studies on the Taxonomy of Insects in Jharkhand  
 Period: 3 years (1/2/2011 to 31/01/2014)  
 Amount: Rs. 2,23,000/- (Completed)
- ii) Dr. Neeta Lal, Dept. of Zoology  
 Title of the Project: Cure of Hyperlipidemia by extracts of flower of Hibiscus-Rosa- Sinensis  
 Period: 3 years  
 Amount: Rs. 4,70,000/- (Ongoing)

**10. Patents' granted, if any**

No

**11. New collaborative Research Program**

No

**12. Research Grants received from various Agencies**

Two Major Projects (one DST and one UGC sponsored). Total Grant received Rs.6,93,000/-.

**13. Details of Research Scholars**

Sl. No.	Name of the Teacher	Name of the candidate	Status
1	Dr Manoj Kumar, (Principal)	i) Sayantan Sil ii) Anupam Kumar iii) Mantu Kumar iv) Santosh Kumar	Degree awarded, 2014 Ongoing Ongoing Ongoing
1	Dr. Vijay Bahadur Singh Dept of Commerce	i) Ashok Tigga	Degree Awarded, 1999
3	Dr Sanjay Charavorty Dept of Commerce	i) B Jagdish Rao ii) Rohit Rawyam iii) Sanjoy Sinha	Degree awarded, 2013 Ongoing Ongoing
4	Dr. Dinesh Kumar Dept of Anthropology	i) Ardhendu Shekhar	Degree Awarded, 2013
5	Dr. Shriti Choudhary Dept of Psychology	i) Kanti Kumari ii) Vandana Kumari iii) Deepak Kumar Bhagat iv) Arti Kumari Rakhi	Degree Awarded, 2006 Degree Awarded, 2016 Thesis submitted, 2018 Ongoing
6	Dr. P.R. Prasad Dept of Philosophy	i) Shefali Singh ii) Bhawna Kumari	Degree Awarded Ongoing
7	Dr. C. Kameshwari Dept of Philosophy	i) Kumari Kiran Barnwal	Degree Awarded, 2016
8	Dr J P Singh Dept of Botany	i) Yugal Kishore Prasad	Ongoing
9	Dr. B.K. Mukherjee Dept of TRL	ii) Ritesh Kumar mahto	Degree Awarded
10	Dr. Khalique Ahmad Dept of TRL	i) A Xaxa ii) 06 Candidats are registerd	Degree awarded Ongoing
11	Dr. A.Xaxa Dept of TRL	i) Ram kishore Bhagat	Degree Awarded
13.	Dr. Meena Kujur Dept of Commerce	i) Arun Tiwari ii) Sneha Toppo iii) Ashfaque Alam	Ongoing Ongoing Degree Awarded
14.	Dr. Nandkishore Dept. of Commerce	i) Keshwari pd.sahu ii) Jagatpal sahu	Ongoing Ongoing
15.	Dr. Vijay Kumar Dept. of Mathematics	i) Bishnudeo Shah	Ongoing
16	Dr. Mridula Prasad Dept of Hindi	i) Priyanka Kumari ii) Harshmati Sinku	Degree Awarded Ongoing

		iii) Ganpati Koiri	Ongoing
17	Dr. Seema Keshari Dept of Zoology	i) Jaya Kumari ii) Indu Mahto	Degree Awarded 2015 Ongoing
18	Dr. Neeta Lal	i) Betul Sudharm ii) Sanjay Xaxa	Ongoing Ongoing

#### 14. Citation Index of Faculty

Many teachers have published their Research papers in National and International Journals but citation indices are not available.

#### 15. Honours/ Awards to the Faculty: National/ International

Sl. No.	Name of the Teacher	Award received	Year
01	Dr. Snehlata Singh	Senior Scientist Award	2012
02	Dr. Seema Keshari	Senior Scientist Award	2012
03	Dr. Neeta Lal	Young Scientist Award	2009
04	Dr. RajKumar Singh	i) Best Doctoral Thesis Presentation Award ii) A.K. Mukherjee Award	2012

#### 16. Internal resources generated: No

#### 17. Details of Departments getting assistance/ recognition under SAP/COSIST (ASSIST)/DST, FIST, and other programs: No

#### 18. Community Services

NSS wing of the Institution actively organized special camps. In these camps, awareness and community service programs were conducted. Such as **Blood donation camp, World Environment Day and World Population Day, National Cleanliness awareness program, National Nutrition Week, AIDS awareness program, Prithvi Diwas, Filaria eradication program, Swachhta Abhiyan, Plantation program etc.**

#### 19. Teachers and officers newly recruited

No teachers have been recruited in the academic session 2015 - 16

#### 20. Teaching Non teaching staff ratio

The teaching non teaching staff ratio is: 36:14

#### 21. Improvement in Library services

A total number of 1342 books were purchased and labelled. New book racks with special feature of both side book display were purchased. Visitor book and library advisory committee were formed. Library rules were also displayed.

**22. New books and Journals subscriber and their values**

A total number of 1342 books worth Rs. 5,60,000 and 6 Journals worth Rs.10,500/- were purchased (approx).

**23. Courses in which student assessment of Teachers is introduced and the action taken on student feedback**

New online and offline student feedback system was introduced and few actions have been taken on students' feedback.

**24. Feedback from Stakeholders**

Parents/ Guardian's feedback were taken and parent's teachers meetings were organized.

**25. Unit cost of education.**

Unit cost of education not yet calculated

**26. Computerization of administration and the process of admission and Examination results issue of certificates**

The institution has a well-planned computerized software for Administrative and Admission purposes, but the final examinations and issue of Certificates is the look after of University.

**27. Increase in the infrastructural facilities**

Some of the infrastructural facilities developed during the tear 2015-16 are:

- i) 3 Classrooms,
- ii) 2 Science Labs,
- iii) 1 Vocational Lab,
- iv) 1 renovated Library and Reading room,
- v) Separate toilet for Teaching staff, Non teaching and students
- vi) 2 small rose gardens were created in the campus
- vii) Water purifier and cooler was installed

**28. Technology Upgradation**

Some measures have been taken for technology upgradation in the college, such as:

- i) Creation of 3 smart class rooms
- ii) Installation of LCD Projectors

iii) Online Admission system was introduced

**29. Computer and internet access and training to teachers, non teaching staff and students**

Two day training program was organized for the teachers by guest faculty recruited in BBA/BCA.

**30. Financial aid to students**

i) Stipend for ST/SC students was provided by Welfare Dept. Govt. of Jharkhand.

ii) Fee concession for BPL Students.

**31. Activities and support from the Alumni Association**

Alumni Association is yet to be formed

**32. Activities and support from Parents Teachers Association**

No such Association exists, but parents teachers meeting are organized time to time

**33. Health Services**

The College has a special agreement with NIRAMAYA Hospital run by Lions Club, Ranchi (East), which provides free medical services and free medicines to the students. They also organised Health Check-up Camps and Medicines were distributed to the students.

**34. Performance in Sports activities**

i) Ajay Kumar Yadav, Part II participated in Ranji Trophy.

ii) Pawan Kumar and Priti Kumari won Ist and IInd Prizes respectively in Rifle shooting.

iii) The Volley ball and Cricket Team of the college played Semi-final in Inter College Volley ball and Cricket Championship.

iv) Students participated in Inter College Athletic Meet, 2016 and got one prize in Javelin throw

**35. Incentives to outstanding sportsperson**

Special benefits were given to outstanding sportspersons at the time of admission.

**36. Students achievements and awards**

In Inter-College competition (Youth Festival) 2015:

i) Rashmi Tirkey won 2<sup>nd</sup> Prize in Elocution.

In Inter-College competition (Youth Festival) 2016:

- i) Pappu Ram won 1<sup>st</sup> Prize in Instrumental non-percussion category.
- ii) Priyanka Kumari won 2<sup>nd</sup> Prize in Rangoli.
- iii) Anita Kumari won 3<sup>rd</sup> Prize in Elocution.
- iv) Folk Dance team won 3<sup>rd</sup> Prize.

**37. Activities of Guidance and Counselling unit**

Guidance was provided to the students whenever they face any difficulties in their studies as well as in curriculum.

**38. Placement Services provided to students**

College is planning to create a placement cell to provide guidance regarding placement in the coming year.

**39. Development program for Non-Teaching Staff**

The accountant, Librarian and other non teaching staff participated in Training Program organised by Ranchi University.

**40. Good Practices of the Institution:**

Several Good practices have been initiated in the College on the recommendation of IQAC such as:

- i) Everyday National Anthem is played at sharp 10:30 a.m. in the college,
- ii) Uniform for the Students has been introduced,
- iii) Use of LED instead of tube lights,
- iv) Use of Bicycle has been encouraged amongst the students,
- v) Limited use of Air Conditioner,
- vi) Scheduled meeting of Teachers on every Saturday to discuss the problems of the institution,
- vii) Blood Donation camps are organized from time to time,
- viii) Online Fee deposit and form filling,
- ix) Digitization of office records and Automation,
- x) Plantation of saplings in the campus.

**41. Linkages developed with national/ International, Academic /Research bodies**

No

**42. Action taken report on the AQAR of the previous year**

Not applicable as this is the first AQAR of the Institution.



**43. Any Other relevant information the Institution wishes to add**

No

**Section C: Outcomes achieved by the end of the year (attach separate sheet if required):**

**Outcomes achieved by the end of the Year (2016)**

1. Four class rooms, Library along with reading rooms which were in dilapidated condition were renovated.
2. The College has been able to conduct ICT enabled classes with the creation of three smart classrooms.
3. Class tests and Monthly tests were introduced which motivated the students to be attentive and focused on syllabi.
4. Two small rose gardens were created and several trees were planted.
5. Each department of the college conducted departmental seminars and guest lectures.
6. Betterment in the quality of library services was ensured as new books and journals were purchased.
7. The website of the college was created and online and offline feedback system for students and parents was introduced.
8. The process of office automation was completed which facilitated the online admission and Fee submission by the students.
9. Biometric attendance system for Teachers and staff was introduced.
10. Own server with power backup and software for office automation were installed.
11. Several good practices were initiated in the campus, listed in point no.40 of section A (please refer).
12. A list of Alumni was prepared to organize Alumni meet in future.
13. To provide the health services to the students an agreement was made with Niramaya Hospital, Kokar managed by Lion's Club of Ranchi (East) and R.L.S.Y College, Kokar.
14. WGRC (Women Grievance Redressal Cell) and ICC (Internal Complain Committee) were formed. It organized several Programs on Gender issues and Gender sensitization.
15. Students were benefitted by Class Tests and Monthly tests which reflected in Annual Examination results.
16. Facility of Pure Drinking Water was provided for Students, Staffs & teachers.
17. Physical verification of the status of all Laboratories was completed.
18. Formation of Research Advisory Committee to facilitate research oriented programs.

**Section D: Plan of the College for the next year****FUTURE PLANS FOR THE INSTITUTION (2018-19)**

Following programs have been identified to be accomplished in the coming academic year for quality enhancement in Teaching- learning, Infrastructure, Student progression and support and Green Ambience. The measures mentioned below will help in Quality Assurance of Administrative, Academic, Financial and Green audit of the Institution.

1. Faculty Enrichment Program to be organized.
2. National/State level Seminars/ workshops to be conducted.
3. Counselling and Guidance Cell to be formed.
4. Formation of Placement Cell.
5. Development programs for the Non-teaching staff such as soft skill training, Computer training etc.
6. Initiation of Post Graduation teaching in some of the subjects and to start some vocational courses like Fashion Designing.
7. Efforts for internal resource generation through Vermi Compost production unit and installing low cost Sanitary napkin production machine.
8. Training of the students for the production of the above.
9. INFLIBNET and digitization of Library.
10. Up gradation of Laboratories.
11. Wi-Fi in college campus.
12. Water harvesting plant.
13. Fencing of the garden and more plantations in the empty land.
14. Creation of Medicinal garden.
15. Ramp for differently abled people and students.
16. One more urinal for Teachers, staff and students
17. Free education to BPL students.
18. Inter- disciplinary program to be started.
19. Suggestion box to be introduced in the library.
20. Formation of Student Grievance Cell and suggestion box.
21. Installation of Solar energy plant.
22. Installation of CCTV Cameras.
23. Departments will be encouraged to apply for major and minor Research Projects.

*Name and signature of  
the Coordinator, IQAC*

*Name and signature of  
the Chairperson IQAC*