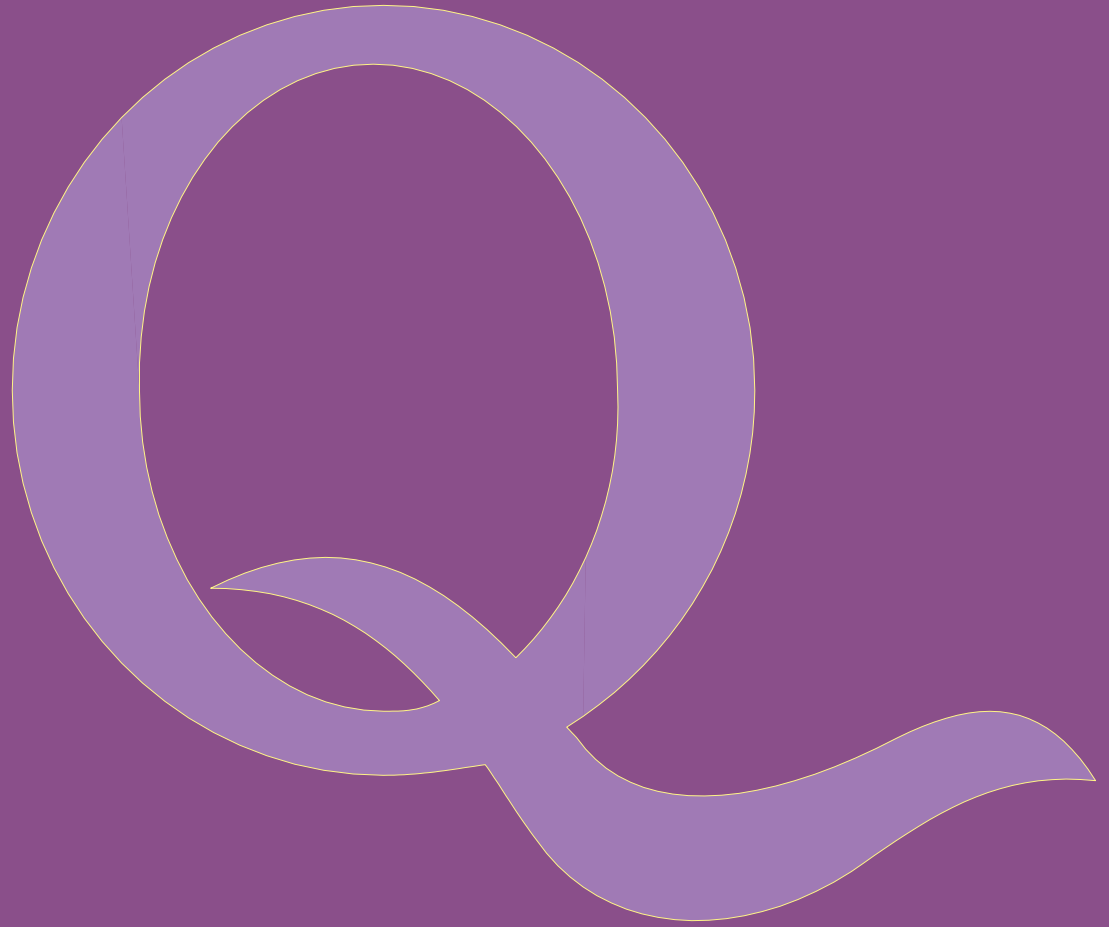

Institutional Accreditation
Manual for Self-Study Report
Affiliated / Constituent Colleges



SANJAY GANDHI MEMORIAL COLLEGE, PANDRA, RANCHI

Affiliated by Ranchi University Ranchi

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Affiliated College of the University Grants Commission



PREPARATION OF SELF-STUDY REPORT

1. Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	SANJAY GANDHI MEMORIAL COLLEGE, PANDRA, RANCHI	
Address :	PO- KAMRE, RANCHI	
City : RANCHI	Pin : 835222	State : JHARKHAND
Website :	www.sgmcollegeranchi.org	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. D.L.Sharma	O: 0651-2513502 R:	9304263609	-	drdl@gmail.com
Vice Principal	Dr. Aruna Prasad	O: 0651-2513502 R:	9430141837		Prasadaruna777@gmail.com
Steering Committee Co-ordinator	Dr. Gyan Deo Singh	O: 0651-2513502 R:	9431595301		Singhd2014@gmail.com

3. Status of the Institution:

Affiliated College

Constituent College

Any other (specify)

✓

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

✓

b. By Shift

i. Regular

ii. Day

iii. Evening

✓

5. It is a recognized minority institution?

Yes

No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Sources of funding:

Government

Grant-in-aid

Self-financing

Any other

7. a. Date of establishment of the college: ...14/11/1980..... (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

Ranchi University Ranchi

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	23/03/2001	
ii. 12 (B)	19/02/2010	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	NA	NA	NA	NA
ii.	NA	NA	NA	NA
iii.	NA	NA	NA	NA
iv.	NA	NA	NA	NA

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

YES No

If yes, has the College applied for availing the autonomous status?

Yes No

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition: (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	367210.8 sq feet (8.43 Acres)
Built up area in sq. mts.	93525 sq feet

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities - No
- Sports facilities
 - * play ground - Yes
 - * swimming pool - No
 - * gymnasium - No

- Hostel - No
- * Boys' hostel No
- i. Number of hostels
- ii. Number of inmates
- iii. Facilities (mention available facilities)
- * Girls' hostel No
- i. Number of hostels ii.
- Number of inmates
- iii. Facilities (mention available facilities)
- * Working women's hostel
- i. Number of inmates
- ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available – cadre wise) No
- Cafeteria – No
- Health centre – No

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....

Health centre staff - No

Qualified doctor Full time Part-time

Qualified Nurse Full time Part-time

- Facilities like banking, post office, book shops No
- Transport facilities to cater to the needs of students and staff No
- Animal house No
- Biological waste disposal No
- Generator or other facility for management/regulation of electricity and voltage Yes
- Solid waste management facility No
- Waste water management No
- Water harvesting No

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
	Under-Graduate	BA,B.Com, B.Sc	3Year	Marks Basis(10+2)	Hindi/ English	3000	2500
	Post-Graduate	-	-	-	-	-	-
	Integrated Programmes PG	-	-	-	-	-	-
	Ph.D.	-	-	-	-	-	-
	M.Phil.	-	-	-	-	-	-
	Ph.D	-	-	-	-	-	-
	Certificate courses	-	-	-	-	-	-
	UG Diploma	-	-	-	-	-	-
	PG Diploma	-	-	-	-	-	-
	Any Other (specify and provide details)	BCA & BBA	3Year	Marks Basis	Hindi/ English	-	-

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
-----	-------------------------------------	----	--------------------------	--------	---

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	Physics, Chemistry, Mathematics, Botany, Zoology	Yes	No	No
Arts	Hindi, English, Sanskrit, Kurux, Nagpuri, History, Political Science, Geography, Home science, Anthropology, Psychology, Sociology	Yes	No	No
Commerce	Accounts	Yes	No	No
Any Other (Specify)	BBA And BCA	Yes	NO	NO

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

- a. annual system ✓
- b. semester system c.
- trimester system

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach ✓
- c. Any other (specify and provide details)

6. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No ✓

If yes,

- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme

- b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes No

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government <i>Recruited</i>					25	29	21	06	-	-
<i>Yet to recruit</i>										
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>										
<i>Yet to recruit</i>										

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.						01	01
Ph.D.					05	05	10
M.Phil.							
PG					01		01
Temporary teachers-							
Ph.D.					08	16	24
M.Phil.					02	01	03
PG					09	06	15
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College.
23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2012-2013		Year 2 2013-2014		Year 3 2014-2015		Year 4 2015-2016	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	51	35	30	18	24	20	80	165
ST	275	345	263	260	208	257	270	355
OBC	442	360	231	217	268	329	222	280
General	205	216	180	104	86	87	108	80
Others	-	-	-	-	-	-	-	-

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	1200				
Students from other states of India	260				
NRI students					
Foreign students					
Total	1460				

25. Dropout rate in UG and PG (average of the last two batches)

UG

PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

Rs.-2260

(b) excluding the salary component

Rs.-255

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

IGNOU

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes NO

28. Provide Teacher-student ratio for each of the programme/course offered

B.A- 1:30
B.COM- 1:30
B.SC- 1:10

29. Is the college applying for

Accreditation: Cycle 1 Cycle 2 Cycle 3 Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 2: (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: (dd/mm/yyyy) Accreditation Outcome/Result.....

* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an

annexure.

31. Number of working days during the last academic year.---220 Days

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

171

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC ...04/09/2014... (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) (dd/mm/yyyy)

AQAR (ii) (dd/mm/yyyy)

AQAR (iii) (dd/mm/yyyy)

AQAR (iv) (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do Not include explanatory/descriptive information)

-----NO



पंजी. २६३५४२
१०१ - २६३५४२

संजय गाँधी मेमोरियल महाविद्यालय

(संजय गाँधी मेमोरियल महाविद्यालय की संस्थापक संस्था संजय गाँधी मेमोरियल महाविद्यालय
असम अभियान दिल्ली द्वारा २००६ एवं २०१३ में प्रमाणित)

पण्डरा, राँची - ८३५२२२

पत्रिका :

दिनांक : १०-१०-२०१५

Declaration by the Head of Institution


I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that peer team will validate the information provided in this SSR during the peer team visit.

Date : 10-10-2015

Place : RANCHI, JHARKHAND


(DR. BHUVANESHWAR ANUJ)

SECRETARY
SECRETARY
Sanjay Gandhi Memorial College
Pandra, Ranchi



संजय गॉंधी मेमोरियल महाविद्यालय

(एन सी विभागीय विद्यालय को सम्बद्ध इकाई एवं राज्य सरकार द्वारा स्थायी मान्यता तथा विभागीय विद्यालय अनुसार जांचों मिलती हों 2 F एवं 12 B में संशुद्ध)

पण्डरा, राँची - 835222

पत्रांक :

दिनांक : 18-10-2015

Certificate of Compliance

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is to certify that Sanjay Gandhi Memorial College, Pandra/Kamra, Ranchi fulfils all norms.

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body (such as UGC, NCTE, AICTE, MCI, DCL, BCI, etc.) and
3. The affiliation and recognition (if applicable) is valid as on date

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date : 18-10-2015

Place : Ranchi

(DR. DURGA LAL SHARMA)

PRINCIPAL

Sanjay Gandhi Memorial College
Pandra, Ranchi - 835222

संस्थाओं के निबन्धन का प्रमाण-पत्र

(ऐक्ट 21, 1860)

नं 2007-2008

संख्या 588

में इसके द्वारा प्रमाणित करता हूँ कि मारखण्ड लैंगल एंड

एडुकेशनल डेवलपमेंट एंजेलिस्टेशन

*Attested
Date
2/1/2008*

सोसाइटीज रजिस्ट्रेशन ऐक्ट 21, 1860 के अर्थात आज यथावत् निबन्धित हुआ/हुई।

आज तारीख 2/1/2008 मास जनवरी वर्ष दो हजार को रांची में मेरे हस्ताक्षर के

साथ दिया गया। मारखण्ड लैंगल एंड एडुकेशनल

विकास विभाग में विवरित के लिए साक्ष्य -
विस्तारित विवरण के विवरण प्रकृत -

Syl/29-1000

वास्तु, महाविद्यालय, निर्माण, ताराकाण्ड, रांची।

PRINCIPAL
Sanjay Gandhi Memorial College
-x- Raan / 254005

2/1/08

*Principal
2/1/2008*

F. 22-3-2017
32 34

RANCHI UNIVERSITY, RANCHI (JHARKHAND)

To,
The Secretary,
University Grant Commission,
Bahadur Shah Jafar Marg,
NEW DELHI - 110 002.

Sub.: Inclusion of Sanjay Gandhi Memorial College, Pandra, Ranchi (Jharkhand) Under Sec 2(f) of the UGC Act 1956.

Sir,

I have to enclose herewith a proposal received from the Principal, Sanjay Gandhi Memorial College, Pandra, Ranchi along with the following documents:

1. Indemnity Bond & Memorandum of Association & Certificate
2. Certificate of Stamp Value
3. Resolution of G. B.
4. Prescribed Proforma of the UGC
5. College Land Deed
6. Building Map
7. Sanctioned Post of the Teacher & List of the Teachers and Staff
8. List of Governing Body
9. Letter of Permanent Affiliation (State Govt.)
10. Society Registration Certificate
11. Memorandum of Association
12. Copy Govt. Letter No. 15/A - 2013 Higher Education, 402 Dt. 04.08.13

The College is imparting teaching satisfactorily and is maintaining the prescribed academic standard. The college is able to carry out all the projects approved by the UGC. The proposal of the above college is strongly recommended for consideration of the Commission.

Your faithfully,

(Sd/-)
R. B. Singh
Registrar

Encl. as above:

Memorandum No. - 72/H/1163-14

Dt. 22.3.2017

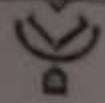
Copy forwarded to the Principal Sanjay Gandhi Memorial College, Pandra, Ranchi (Jharkhand) for information.

Principal
Sanjay Gandhi Memorial College
Pandra, Ranchi (Jharkhand)

REGISTRAR

UGC-27
128

S No - 4(L)



UNIVERSITY GRANTS COMMISSION
INDIA

Form No. 10 (1994)

Form No. 10 (1994)

August, 2002

The Registrar,
Ranchi University,
Ranchi (Jharkhand).

Sub- List of Colleges proposed under Section 2 (f) and 12 (B) of the UGC Act, 1956-
Inclusion of New Colleges.

Sir,

I am directed to refer to your letter No. PL/1553 dated 23-3-2001 on the subject cited above and to say that the name of the following College has been included in the above list under Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Sanjay Gandhi Memorial College, Pandra, Ranchi (Jharkhand), (Dr. Bigna Malda)	1980	The College is not eligible to receive central assistance in terms of the Rules framed under Section 12 B of the U.G.C Act, 1956 as the College has been recognised on "No grant basis"

Yours faithfully,

(Signature)
Dr. K. P. Singh
Deputy Secretary

Copy to:-

1. The Principal, Sanjay Gandhi Memorial College, Pandra, Ranchi (Jharkhand).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. The Joint Secretary, UGC, Eastern Regional Office, LB-8, Sector-III, Calcutta-700 091.
4. U.S. to Chairman, UGC, New Delhi.
5. P.S. to Secretary, UGC, New Delhi.
6. Section Officer, FD-III Section, UGC, New Delhi.
7. All Sections of the Commission.
8. T. P. Cell, UGC, New Delhi.
9. Guard file.

at end of
Sanjay
PRINCIPAL
Pandra, Jharkhand

Noted in the
at P 21

Detd
Principal
Sanjay Gandhi Memorial College
Pandra, Ranchi (Jharkhand)
J.S. Eswary
Section Officer



**UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector II Salt Lake, Kolkata 700 098**

Ref: UGC/ER/10/11-12 (KRC)
The Accounts Officer,
University Grants Commission,
Eastern Regional Office, Kolkata 700 098

Date: 25 Mar 11
File No: 20000

Sub: Release of Grant-in-Aid during the Current financial year, during 4th Plan, to
Sangee Gandhi Memorial College

Sir/Madam,

I am pleased to advise the sanction of the Commission for payment of Rs. 140000 towards the scheme Merged Scheme

in the Finance - Sangee Gandhi Memorial College for the Plan expenditure to be incurred during the current financial year as per details given below

Purpose of the grant	Approved allocation (Rs.)	Amount already sanctioned (Rs.)	Amount being sanctioned now (Rs.)	Total grant including the grant now being sanctioned (Rs.)
Merged Scheme				
Est. establishment				
Remedial - Recurring	200000	0	200000	200000
Remedial Non-Recurring	500000	0	500000	500000
Entry into Services - Recurring	200000	0	200000	200000
Entry into Services - Non-Recurring	500000	0	500000	500000
			Total	1400000

The College is requested to note

- a. Audited Utilization Certificates and Statements of Expenditure of all grants sanctioned during a financial year under various schemes of the UGC are to be submitted separately for each scheme latest by 31st December after the financial year ending.
- b. No photocopy of Utilization Certificate or the original and detailed list of purchases should be sent with the accounts submitted unless specifically called for.

1. The sanctioned amount is payable in the Major head 1.3-030 and valid for payment during the current financial year only.
2. The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grant-in-Aid bill and shall be disbursed to and credited to grantee as above through Demand Draft.
3. The grant is subject to the adjustment on the basis of Utilization Certificate of the prescribed proforma submitted by the University/College/Institution.
4. The University/College shall maintain proper accounts of the expenditure out of the grant which shall be utilized only on approved items of expenditure.
5. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be submitted to the University Grants Commission as early as possible after the closing of the current financial year.
6. The amount accrued wholly or substantially out of the University Grants Commission's grant shall not be disposed or encumbered or utilized for the purpose other than those for which the grant was given, without proper sanction of the University Grants Commission.
7. A register of assets acquired, wholly or substantially out of the grant shall be maintained by the University/College in the prescribed form.
8. The grantee institution shall ensure the utilization of grant-in-aid for which it is being sanctioned/awarded. In case of non-utilization of grant, the simple interest @10% per annum shall be levied from time to time on unutilized amount from the date of draw to the date of refund as per provisions contained in General Financial Rules of Govt. of India. If the rate of interest will be changed by the Government of India from time to time with regard to encumbrance of grants to Schedule Castes and Scheduled Tribes.
9. The University/College shall fully implement the Official Language Policy of the Union Govt. and comply with the Official Language Act, 1963 and Official Languages (used for official purposes, of the Union) Rules, 1976 etc.
10. The sanction is given in exercise of the delegation of powers vide Commission Office Order No. 2970 dated May 01, 1990.
11. An amount of Rs. _____ out of the grant of Rs. _____ sanctioned vide order No. F _____ (UGC) dated _____ has been utilized by the College for the purpose for which it was sanctioned and noted in the Grant-in-Aid Register.
12. The funds to the extent are available under the Scheme _____

Copies forwarded for information and necessary action to:
1. Principal
Sangee Gandhi Memorial College
Paschim, Ranchi
Dist: Ranchi 835222

Yours faithfully,

Dr. Mahesh Chandra
Joint Secretary

No. 10 is requested to abide by these instructions.