

**Annual Quality Assurance Report (AQAR)
Of the IQAC**

Dayanand Arya Kanya Degree College, Moradabad-244001

(www.dakcollege.org)

For the Session, 2014-15

Submitted On:



Submitted to:

**National Assessment and Accreditation
Council**

Bengaluru (India)

The Annual Quality Assurance Report (AQAR) of the IQAC Dayanand Arya Kanya Degree College, Moradabad

Part – A

AQAR for the year (*for example 2013-14*)

2014-15

I. Details of the Institution

1.1 Name of the Institution

- Dayanand Arya Kanya Degree college, Moradabad

1.2 Address Line 1

- Dayanand Arya Kanya Degree college, Moradabad

Address Line 2

Civil lines

City/Town

Moradabad

State

Uttar Pradesh

Pin Code

244001

Institution e-mail address

Poonamgupta2909@gmail.com

Contact Nos.

0591- 2425952, 0591- 2411892

Name of the Head of the Institution:

Dr. Sweety Talwar

Tel. No. with STD Code:

0591- 2425952, 0591- 2411892

Mobile:

9927134400

Name of the IQAC Co-ordinator:

Dr. Poonam Gupta

Mobile:

9411808982

IQAC e-mail address:

Poonamgupta2909@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

EC/66/A&A/083

OR

1.4 NAAC Executive Committee No. & Date:

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

EC/66/A&A/083 Feb 21,2014

1.5 Website address:

www.dakcollege.org

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.26	2013	2018
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

20. 03. 2012

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

- i. AQAR 2014—2015 _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

.Education

1.11 Name of the Affiliating University (for the Colleges)

M. J. P. Rohilkhand University,
Bareilly

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

Autonomy by State/Central Govt. / University NA

University with Potential for Excellence NA

UGC-CPE NA

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

05- Dr. Poonam Gupta (Co-ordinator), Dr. Shobha Gupta, Dr. Rita Jetley, Dr. Archana Rathor , Dr. Ritu Dixit.

2.2 No. of Administrative/Technical staff

01- Mr. Manoj Agarwal

2.3 No. of students

07- Km. Gazia, Km. Akshita Malik, Km. Shubhra Verma, Km. Akanksha, Km. Gulafsha, Km. Amairya Siddiqui, Km. Jyoti Sharma

2.4 No. of Management representatives

01- Mohd Junaid Aijaz

2.5 No. of Alumni

03- Dr.Shubhra Agarwal, Dr. Neha Nagpal , Miss. Nisha Kaushik

2.6 No. of any other stakeholder and community representatives

01-Mr. Mohd. Haneef (father of Km Neha, BA II year)

2.7 No. of Employers/ Industrialists

02- Mr. Rahul Singh, CEO, Expressions of India Ltd. Moradabad, Mr. Avtar Krishan.

2.8 No. of other External Experts

NO

2.9 Total No. of members

19.

2.10 No. of IQAC meetings held

07-

2.11 No. of meetings with various stakeholders: No. 01 Faculty 01

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

In the meeting of IQAC members on 28th August 2014, it was decided to show a set of motivating video clips to students and in addition to the video clips, a power point presentation on 'Quality Enhancement of Teaching and Learning' was selected for teachers. As we had to show the movies to the whole college, following schedule was decided.

19th Nov 2014— Teaching Staff

20th Nov 2014 – B.A. General ENGLISH

21ST Nov 2014– B.A. General Hindi

22nd Nov 2014 – B.A.III & B.Sc.

The students were shown three video clips. The first was about the 21 pointers that lead to success like re-recruiting the best talents, measuring the results, re-enforcing the staff, changing what is needed, not what is easiest, celebrating the success etc.

The second video clip was about the true leader. Its message was that true leaders care because they love the persons who lead.

The third movie was about leadership, innovation and team management. It showed that the leader accepts the challenge and then motivates the followers to lead the path and how to use the resources at the disposal for the best optimum use. The movie was also about the different innovative ideas one can revert to, when one plan gets crashed.

The teachers were also shown a power point presentation on 'Quality Enhancement in teaching and learning'. Various modules were discussed and new ideas were generated.

On 10th Feb 2014, a panel discussion was organized by the IQAC on the theme of 'Women Empowerment: Challenges and Prospects'. Apart from the members of IQAC, Dr. Bimal Sharma, Dr. Reena Mittal and Dr. Seema Mahindra participated in the discussion.

Different members of IQAC shared their views on the challenges that come in the way of women empowerment. Dr. Poonam Gupta expatiated over the different Govt. policies that are there for the betterment of women.

The discussion also covered the leading ladies of India who brought a massive change in the status of women. The panel discussion was over with the formal vote of thanks extended by Dr. Shobha Gupta.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>The IQAC holds its meetings every year. The number of meetings varies as per the need. In 2014, the plan of action was finalized by the committee on the meeting held on 8th August 2014, regarding the stipulated tasks for the IQAC as such and also for other committees and departments.</p> <p>It was decided to show a set of motivating video clips to students and in addition to the video clips, a power point presentation on ‘Quality Enhancement of Teaching and Learning’ was selected for teachers.</p> <p>Regarding the action plan of the departments and committees, it was decided that the events organized should include the syllabus so that the teaching doesn’t get suffered. And that the different departments should not clash over an event and plan their events on separate days with mutual consent.</p>	<p>It was observed that most of the commitments were fulfilled and only some of the plans were not met out because of some inevitable circumstances. All the committees and departments do keep submitting their appraisals every trimester.</p>

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA			
PG	2 M.Sc. in Zoology M.A. in Hindi		2	
UG	B.A., B.Sc., B.Ed.			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	Add On course in Journalism			
Others				
Total	6			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options :- The University decides the curriculum so there is no flexibility.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	Annual

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

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

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

Alumni: The Alumni visited our college on 8th October 2014 on the day of Alumni Meet and showed their happiness with the performance of the college. In their opinion they owe a lot from what college taught them- Self-discipline, importance of time and opportunity, curricular and co- curricular activities which college offered, really gave them great exposure to learn. They always want to give their service and support to the college. We have a long list of well-placed and settled Alumni.

Parents- A Parent-Teacher meet is organized in the college every year. In 2014, it was held on 14th November 2014. Following are the comments given by the parents-

- i) College has good infrastructure, well behaved faculty who teach with great passion.
- ii) Parents are satisfied with the studies.
- iii) Parents are also satisfied with the management of the college.
- iv) Parents like discipline and studying pattern of the college.
- v) College takes good care of the students.
- vi) Since it is a Women's institution, parents feel relaxed in sending their wards.
- vii) Qualified teachers and good teaching quality, transparency in all the fronts like admission, examination and evaluation are the things that make the parents happy.
- viii) Disciplined and secured atmosphere are the hall marks of this college.
- ix) Multidimensional activities like rovers and rangers, NSS, NCC, Sports and cultural activities bring out the best in the personality of the students.
- x) The attitude of Management, Principal, teaching and non-teaching staff is cordial and very cooperative.
- xi) The study curriculum at the college is affordable.
- xii) Good infrastructure, library, laboratories and other facilities attract the parents.
- xiii) Easily accessible location and green, clean and peaceful learning environment of the college gives encouragement to the students to attend the classes daily.

Students-

In order to get the feedback of the Students, the Student Welfare committee got the students to fill the Feedback form on 05/10/2014. The points that came up are

The students are satisfied with the studies of the college.

All the teachers are co-operative and try their best to solve their problems- both academic and personal.

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

The syllabi is regulated by the University.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	09	13		

2.2 No. of permanent faculty with Ph.D.

21

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	01								

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	11	20	
Presented papers	06	03	
Resource Persons			

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

Use of ICT is encouraged for last some years. Students are shown transparencies and they are taken to the computer lab to make their own projects and assignments. Remedial classes are held wherein the students get their cobwebs cleared and the revision is also done. Monthly class tests are held. Inter collegiate events and group discussions are organized to take their understanding level to new heights.

2.7 Total No. of actual teaching days

151 days

during this academic year

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

The college doesn't have any direct or decision making role in the conduction of Examination and Evaluation. The Examinations are conducted by the University and college has to follow the norms. The answer sheets are sent to evaluation as per University norms. Practical exams are conducted by the different departments as per their convenience but again in accordance with the rules set by the University. The External Examiner comes and gives the experiments to the students and thus evaluates them.

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

Dr. Sweety Talwar was a member of Board of Study of Hindi and Dr. Poonam Gupta was a member of Board of Study of Zoology in M.J.P. Rohilkhand University.

2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage : ----

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.III	552		70	415	12	91.12
B.Sc. III	60		13	43	Nil	93.33
M.Sc. Final	17		10	07	Nil	100
M.A. Final	16		03	09	04	100

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

IQAC team watches that the teaching classes are going on regularly. It also sees whether the students are attending the classes regularly and in proper strength. The IQAC team also keeps an eye that the teachers are conducting their classes according to the stipulated Time Table. The team goes to inspect all the laboratories and college library from time to time and checks the material required for the laboratories to conduct practical classes. The team watches whether the books are maintained in proper order and always makes arrangements for new books and reading material to provide students of the college. The team also inspects that the computers and internet are working in proper order. The teachers have to submit to the committee the month wise distribution of the syllabus which they have to teach. Monthly tests are conducted to evaluate the students learning power.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmed</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programmed	Nil
HRD programmed	Nil
Orientation programmed	Dr. Archana Rathor and Dr. Kanchan Singh joined the NSS PO Orientation Programme at Lucknow from 16.12 2014 to 22. 12. 2014.
Faculty exchange programmed	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	07		
Technical Staff	Nil			

Criterion – III

3. Research, Consultancy and Extension

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

Our college is an undergraduate college so the scope for research is meagre. Previously the teachers of U.G. colleges were not made research guides by the University but now the University has started granting permission to UG teachers for research guidance. Some teachers of this college are engaged in research work.

3.2 Details regarding major projects :---- No major research project has been sanctioned.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04			04
Outlay in Rs. Lakhs			3,80000Rs.	
Dr Seema Rani, Dr. Reena Mittal, Dr. Archana Rathor and Dr. Mani Bansal were sanctioned Minor research Projects grants which they have completed and submitted.				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Dr. Seema Rani – 02, Dr. Reena Mittal – 02, Dr. Archana Rathor – 02		
Non-PeerReview Journals	Dr. Seema Rani–02 Dr.Archana Rathor – 01 , Dr. Ritu Dixit – 01 ,Dr. Kanchan Singh – 01 , Mrs. Aruna Sharma – 01 ,	Dr.Poonam Gupta – 04, Dr. R. K. Singh – 02 , Dr. Manju Johri – 02 , Dr. Shubha Goel - 01, Dr. Santosh Singh – 04.	
e-Journals		Dr. Mani Bansal – 01.	
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NA			
Minor Projects	2014-2015	UGC	3,80000	3,80000 Rs.
Interdisciplinary Projects	NA			
Industry sponsored	NA			
Projects sponsored by the University/ College	NA			
Students research projects <i>(other than compulsory by the University)</i>	NA			
Any other(Specify)	NA			
Total	3			
	NA			

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from ::-- NA

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

3.9 For colleges ::-- Autonom CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences ::-- NA

Level	International	National	State	University	College
Number					
Sponsoring agencies					

organized by the Institution

1 Dr. Shubha Goel was subject expert in Home Science.

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

3.13 No. of collaborations:- International National Any other

3.14 No. of linkages created during this year

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

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Dr. Seema Rani has applied for 3 national patents
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year:-- Dr. Seema Rani received FIAES Honourary Fellowship Award from IAES, Haridwar, on 30.10.2014 at Lucknow.

Total	International	National	State	University	Dist	College

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

Dr. Poonam Bansal – 3 students registered, Dr. Seema Rani – 4 students registered, Dr. Shubha Goel – 1 , Dr. Reena Mittal-1
Dr. Ritu Dixit-1, Dr. Anupama Mahrotra-08

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="01"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="x"/>	State level	<input type="text" value="x"/>
National level	<input type="text" value="x"/>	International level	<input type="text" value="x"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="01"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum College forum

NCC

Following programmes were organized by NCC, NSS, Sports and Rangers unit of the college-

31.8. 2014- Self Defence workshop, 8.9.2014- Eye donation awareness rally, 19&20.9. 2014 – WWF Classes to save water, 13.10.2014- Disaster management day, 31.10.2014- Rashtriya Ekta Diwas, 24.11 2014- NCC Day theme was Clean India, 25.11 2014- Women empowerment week, 29.11.2014-Nukkad Natak Pratiyogita was organized with cash prize of Rs.2000, 1.12.2014- AIDS day rally, 5.1.2015 to 7.1.2015- Save Daughter Abhiyan and one month Yoga camp in May 2015.

NSS

Two one day camps in Sep. 2014, 2.10.2014- Gandhi Jayanti celebration, 24.11 2014- Women's day celebration, 29.11.2014- Nukkad natak, 1.12.2014- AIDS day rally, 9.12 2014- one day camp on Kanya suraksha, 10.12.2014- Human Rights day, 19.1.2015 to 25.1 2015- Youth week, 7 days camp from 1.2.2015 to 7.2.2015 and 28.2.2015 – one day camp.

Any other

Sports: In 2014, Basketball team of the college participated in intercollegiate competition at Najibabad and was winner in the tournament on Badminton team participated in intercollegiate match held at Rampur. Hand ball tournament was held at our college and was winner in the match. Four students of our college were selected to play in intervarsity basketball team and five were selected for Hand ball team of the University.

Rangers: A poster competition was organized by rangers on 26th September 2014.

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

- i) Dept. of Sociology organized a trip to Mother Teresa Orphanage on 26.11.2014.
- ii) Dept. of Education- Group discussion on Duties and Rights given in constitution on 2.12.2014.
- iii) An essay competition on Arvind Ghosh and lecture on Ambedkar Samrasta Diwas on 18th October 2014 and 28th November 2014 respectively by the Education department.
- iv) B.Ed. dept. – Guiding Camp on 11.11.2014. Civil Defence lecture by Dr. Komal Juglan on 22.12.2014.
- v) English dept. – In-house seminar on Margaret Atwood on 31.10.2014 and self-composed poetry recitation competition on 8th December 2014
- vi) Home Science dept. – Handy craft workshop from 27.10.2014 to 1.11.2014. Fabric painting exhibition on 12.11.2014.
- vii) Mehndi competition by vividh kala samiti on 24th September 2014
- viii) Hindi dept. -- speech competition on Deen Dayal Upadhyaya on 8.11.2014.
- ix) Sharad utsav was celebrated by cultural committee on 28.11.2014.
- x) Chemistry dept. – Chart exhibition on 7.1.2015.
- xi) Basant utsav was celebrated by cultural committee on 23.1.2015
- xii) B.Ed. dept. - workshop on women empowerment on 20.1.2015.
- xiii) Workshop on ill effects of polythene on 14.2.2015.
- ix) Botany dept.- Workshop on plant disease and their control on 7.1.2015.
- x) English dept.- Lecture on Alice Walker on 5.1.2015 and Scene enacting session on Shakespeare on 28.1.2015.
- xi) Zoology dept.- Chart competition on 7.1.2015

Community service- D.A.K. College has adopted a backward locality. The committee conducts programmes to bring about awareness about health and hygiene, nutrition, family planning, population control, bad effect of drinking, dowry and gambling. The Committee for community service organized a small workshop involving the people from that locality on 17th November 2014 and regularly visited the area throughout the session 2014-15.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5021.038sqm			
Class rooms	14			

Laboratories	09			
Seminar Halls	01			
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

The administration is now totally computerized. The fees receipt is a computerised slip. The budget and other records are maintained both manually and computerized also. The scholarships are also maintained on computer and their receipts also. The official letters are made on computer. The institute also has a photocopier.

The Library is also computerized but it is in the process of getting the complete data base.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	21040		71	25641		
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	15	01	10broad bands			01	01	
Added	06							
Total	21	01	10			01	01	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Upgradation (Networking, e-Governance etc.)

The institute has a well-furnished computer lab where both teachers and students can learn the basics and other advanced courses. The lab is well equipped with internet facility. The college office is also equipped with internet connection. The students are given assignments, using ITC. The students are encouraged to take advanced computer courses. The Career Counselling and Placement cell keeps on organizing computer training programmes. We had organized a week long course on Animation in joint venture with Arena Animation Ltd from 15th September 2014 to 22nd September 2014. The teachers had been given the option to use the E-banking. For this, they had been provided the modus operandi from SBI where the teachers have their salary accounts.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs 41729
ii) Campus Infrastructure and facilities	Rs 21278
iii) Equipment	
iv) Others	
Total :	

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC regularly makes efforts to enhance the awareness about Student Support Services. The Student welfare committee submitted its Plan of Action to the IQAC at the beginning of the academic session on 10th August 2014. Similarly, all the departments also submitted their Plan of Action including the Remedial and Extra classes to IQAC by the first week of September. The Alumni Association, Parent- Teachers Committee and all the extension units like NSS, NCC and Rangers also submitted their Plan of Action at the beginning to IQAC. The IQAC monitored these submissions and at the end of the session, it analysed the concrete programmes done by all the dimensions of the institute in its final meeting held on 25th February 2015. The IQAC also organized an audio- visual Inspirational movies workshop for the students so that they can learn Leadership skills from 19th to 22nd November 2014.

5.2 Efforts made by the institution for tracking the progression

The tracking of progression is done through the Parent Teacher Association and Alumni Association .

The Alumni Association is actively involved in the convenorship of Dr Reena Mittal and the members: Dr Seema Mahendra, Dr Mani Bansal and Mrs Ruchi Agrawal. The alumni get together is done annually while the workshops involving the alumni are regularly organized. The alumni introduce themselves and thus the college is provided with their track record of how they are doing professionally. The successfully placed alumni are invited to give lectures to inspire the students. The alumni are duly registered. They are invited on Annual function of the college also and they are given a place in the College magazine also.

Parent –Teacher Association holds meeting once a year and if the need be, there can be another meeting. The students are asked to submit two self-addressed post cards. These post cards are used to communicate with the parents. The parents come with their grievances or appreciations and they are informed about the progress of their wards. Looking at the suitability of the suggestions, the feedback of the parents is reckoned with positivism.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1895	62		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
406	457	02	570								

Demand ratio

Dropout %

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

The TIMES coaching institute was invited to prepare the students for competitive exams in 2014.

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

For student counselling and career guidance, the college has a Career Counselling and Placement Cell which is headed by the Convener Dr Seema Mahendra and has four members: Dr Bimal Sharma, Dr Archana Rathore, Dr Mani Bansal and Dr Mani Joshi.

In the academic session 2014-15, a Mega book fair was organized apart from the various talks and workshops that are kept organizing from time to time as and when the Institutes collaborate with us. In September, the cell organized a Pustak Mela in collaboration with the Library Committee of the college in which various publishers participated and they sold the text and reference books on subsidized rates for the students. The cell gave counselling to many students judging their aptitude.

No. of students benefitted

60

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

We have a Women's Rights unit called '**Tejaswini**' group which works under a convener and other members. The students' representatives are also in the group. The main purpose of this cell is:

To make students aware about gender equality.

To provide professional counselling

Prevention of sexual harassment and protection of woman rights

Women rights and awareness for them as our target group is female students only.

Regular programmes and meetings of Tejaswini group are held.

Secondly, the institution organizes '**Self Defence**' programmes for girls in collaboration with the Legal Literacy Cell of the district. The talks are organised on the legal issues like 'Domestic Violence' and 'Anti Dowry Act'. The magistrate (Civil Defence) along with the lawyers came to address the students on laws made for the protection of women. The self defence mechanism is also taught through the demonstrators in judo etc. CO, Civil Lines, Mrs Alka Singh addressed the students on the role of police in safeguarding the rights and safety of girls. Ajay Kumar Pathak, secretary of District Judo Sangh, demonstrated the self-defence techniques before the students. Secondly, another workshop was organized on fitness. The proprietor of Panthers Hawk NGO, Shri Ravindar Singh gave the students training on how to remain fit by doing Yoga.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

The students are not allowed mobiles in college campus. But there were some students who needed to carry the cell phones for security purpose as they come from far off

areas. So, their grievances were redressed and they were allowed to carry the phones after they submitted their parent's application.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision and mission of the institution is basically to invade the territory of darkness and ignorance and illuminate it with the light of knowledge. It is even reflected in the Logo and motto of the institute. The prospectus begins with the quote: ASTO MAA SADGAMAYA, TAMSO MAA JYOTIRGAMYA. The basic intention of the college is to check the students from straying away from the right path of knowledge. This reason will come to them through the knowledge and wisdom catered to the students by industrious teachers. Our basic aim is to lead the students from darkness to the light of knowledge, irrespective of their economic or social status.

The vision of the college is reflected in the activities. Although we are bound to follow the prescribed syllabus of University as we don't have any autonomy to introduce any new topic. But all of us keep in mind the institutional mission and vision in our teaching method. Apart from giving syllabi knowledge, teachers give value education to their students to illuminate the darkness from their surroundings, to drive away from darkness of knowledge to wisdom and substantial values. Students are taught streams of science, humanities and education. Our learned faculty teach syllabus in a cohesive way. Students learn and try to imbibe them in life. Along with educational development, moral development is also sought by way of lectures, workshops, group discussions and presentations. Students learn to socialize themselves by way of free to face leaning, cultural activities, debate and quiz. Teachers laid emphasis of truthfulness of life. Teachers emphasize on the talent development of students by organizing different competitions like Mehendi, singing, Rangoli, Greeting Card making etc. Every year we celebrate the three National Days of Independence Day (15 Aug), Republic Day (26 Jan), Mahatma Gandhi Jayanti (2 Oct) and our Founders Day (12th Dec). This gives exposure to the students to show their talent and inculcate their social and physical development.

6.2 Does the Institution has a management Information System

No, the Institution does not have a management Information System.

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

6.3.1 Curriculum Development

The college is affiliated to the University. So, it does not hold autonomous power to develop curriculum on its own. Instead, the college teachers are members of the Board of Studies at the university where they play a role in managing the curriculum.

6.3.2 Teaching and Learning

Use of ICT is encouraged for last some years. Students are shown transparencies and they are taken to the computer lab to make their own projects and assignments.

Remedial classes are held wherein the students get their cobwebs cleared and the revision is also done.

Monthly Class tests are held to hone their competitive skills.

6.3.3 Examination and Evaluation

The college doesn't have any direct or decision making role in the conduction of Examination or Evaluation. The Examinations are conducted by the University and college has to follow the norms. The answer sheets are sent to evaluation as per the University norms. The practical exams are conducted by the different departments as per their convenience but again in accordance with the rules set by the university. The external examiner comes and gives the experiments to the students and thus evaluates them.

6.3.4 Research and Development

In BAIII and MA Final, Hindi Literature, a Project is compulsory. Similarly in MA (Hindi) a Dissertation is optional paper. Same is the case of BAIII Sociology. These practices inculcate research orientation amongst students. And then, there is the provision of Major and Minor research project grants given by UGC, ICCR, ICSSR, DST, AICTE and IHCR. The college is always supportive of such applications.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well-furnished Library with a system data base. The regular financial audit is also done. The text books, the reference books, journals, competitive magazines, question papers of different exams and entertainment magazines are available.

ICT is being encouraged. We have a sophisticated computer lab with 24 computers and net connection. The students can take computer course and it is free for the use of teachers.

The college has sufficient physical infrastructure to run the session. Apart from the class rooms and the laboratories, the college has a computer lab, a library, staff rooms and a common hall for the students as well.

6.3.6 Human Resource Management

We have a Women's Rights unit called 'Tejaswini' group which works under a teacher and representatives of students and staff. The main purpose of this cell is:

To make students aware about gender equality

To provide professional counselling

Prevention of sexual harassment and protection of woman rights

Women rights and awareness for them as our target group is female students only.

Secondly, the institution organizes 'Self Defence' programmes for girls in collaboration with the Legal Literacy Cell of the district.

6.3.7 Faculty and Staff recruitment

As the college is governed by the Higher Education Commission, Uttar Pradesh, it cannot recruit the Faculty or any other staff on its own.

6.3.8 Industry Interaction / Collaboration

The college is basically an Undergraduate college, except the post-graduation course being only in Zoology and Hindi. So there is no scope of any collaboration with any industry. But the college does run a UGC sponsored add-on course in Journalism wherein we tie up with the Media industry like Dainik Jagran and Hindustan media LTD in print media and City Channel in Electronic media. For the communication skills paper, we have collaboration with the British School of languages in Moradabad.

6.3.9 Admission of Students

The admission of students is again governed by the University norms. The criterion for admission in Undergraduate programmes is done on the merit basis while the admission in Post graduate course is done by an entrance exam conducted by the University

6.4 Welfare schemes for

Teaching and Non-Teaching-

Loan from GPF: Members of teaching and non – teaching staff can apply for loan from GPF/EPF. It can be refundable and non-refundable. Loan is sanctioned by Director/Regional Director of Higher Education. College Principal and Manager forward their papers and send them to concerning authority. The requirement and eligibility criteria are as per govt. rules. College authorities are concerned with the requirement of the loan. Class IV employees can take them for the marriage of their children.

Mritak Aashrit Quota College offers jobs to the dependants of employees who died untimely. Staffs are encouraged to take up free computer education in college. We even offer computer education to teacher's ward free of cost.

Institution always encourages faculty for career advancement and professional development. They are given duty leave to join and attend seminars, symposia and conferences, Orientation Courses and Refresher courses. They are motivated for attending and joining organisations which help their professional growth. Even study leave is allowed to the faculty of whenever required. Institution has not conducted any such training programmes yet but nearly all the faculty invariably have attended orientation, refresher courses and many have done SAM workshops even. These workshops are sponsored by UGC for women in higher education. Their main aim is to develop Sensitivity, Awareness and Motivation amongst women to build better women managers and creating capacity building amongst them. The non-teaching staff is also sent on career advancement training programmes.

Students-

The institution has a committee for Student welfare that looks after the wellbeing of the students. This committee has made a student wing also that works as liaison between the committee and the students.

There are many scholarships available for the minority and reserved category students.

There is a student grievance cell also. The students drop in their grievances in a box. Their identities are not disclosed and the matters are discussed to be resolved along with the principal and the senior most teacher.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

The college doesn't have any direct or decision making role in the conduction of Examination or Evaluation. The Examinations are conducted by the University and college has to follow the norms. The answer sheets are sent to evaluation as per the University norms. The practical exams are conducted by the different departments as per their convenience but again in accordance with the rules set by the university. The external examiner comes and gives the experiments to the students and thus evaluates them.

The university did adopt some measures to reform the evaluation process. Since 2007, it has started Central Evaluation System. The entries of the examination candidate are kept secret with the inclusion of computer coding system.

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

No such efforts are made by the University to promote autonomy in the affiliated/constituent colleges.

6.11 Activities and support from the Alumni Association

The Alumni Association is actively involved in the convenorship of Dr Reena Mittal and the members: Dr Seema Mahendra, Dr Mani Bansal and Mrs Ruchi Agrawal. The alumni get together is done annually while the workshops involving the alumni are regularly organized. The successfully placed alumni are invited to give lectures to inspire the students. The alumni are duly registered. They are invited on Annual function of the college also and they are given a place in the College magazine also.

6.12 Activities and support from the Parent – Teacher Association

Parent –Teacher Association holds meeting once a year and if the need be, there can be another meeting. The students are asked to submit two self-addressed post cards. These post cards are used to communicate with the parents. The parents come with their grievances or appreciations and they are informed about the progress of their wards. Looking at the suitability of the suggestions, the feedback of the parents is reckoned with positivity.

6.13 Development programmes for support staff

The institute does not have any development programme for the support staff.

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

The institution is very particular about the Ecological issues. In fact, it is one of the best practices of the college to safe guard the environment. The Discipline committee works round the clock to see that the initiatives to make the campus eco-friendly are duly implemented. The college prohibits the use of polythene bags in the college premises. The use of cell phones is also strictly prohibited in college. The college maintains two small gardens along with one big ground. One botanical garden is also maintained by the Botany department. We have one solar panel also that lights front garden of the administrative building. A very active Eco club is also there to manage and supervise such issues.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

This year some of the innovations were made in the teaching learning arena. The class assignments were decided to be compulsory, made by using ICT. This innovation proved to be very helpful for the students. The students invariably learnt the skill of using ICT. And gained confidence in creating their own assignments.

The Discipline committee was beefed up and given more responsibilities. As a result, the students are deterred to carry mobile phones in college premises. They are compelled to come in proper college uniform and be very careful for the cleanliness of college.

The use of polythene bags was strictly prohibited. As a result, the students have developed the habit of using such items that are detrimental to the environment.

The making of the women help group ‘Tejaswini’ proved to be very beneficial for the safety and confidence of the students. They are not daunted to face any hindrance while coming to the college.

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

The Action Taken Report was submitted by the Discipline committee. The committee took random rounds in college to tab the cell phones carried by the students. In spite of the clear cut instructions given in the prospectus, there are some defaulters who come with the phones. So, the phones were taken away from them and their parents were called.

Secondly, the short-attendance students were sent notices to their homes and parents were called and questioned.

Thirdly, in order to retain the environmental balance, the students were encouraged to plant the saplings. As a result, NCC and NSS students have done quite a remarkable work in this direction.

Fourthly, all the departments and committees did meet out their Plan of Action submitted in the beginning of the year.

English department carried out an inter-collegiate Self composed English poetry recitation competition.

The extension services units like NSS, NCC, Rangers and Community services committee carried out all their subscribed tasks and celebrated the important Days as per their enrolled norms.

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

The two best practices adopted in the institute are: Strict Adherence to the Discipline and Environment Protection. All the rules that are to be followed in college are clearly prescribed in the prospectus of the college. There is a vigilant discipline committee in the college under the convenorship of Dr Poonam Gupta. On the Orientation Day held on 5th August, 2014, all the rules were informed to the new students and the repercussions of trespassing were also explained. The students were given the 10th August 2014 as the deadline to come up in their college uniforms. On the meeting held on 1st September 2014, it was decided by the discipline committee that it would take a random round of the college campus to look for any discrepancy in following the rules of college. The discipline committee took such rounds once a year. The students who were caught with mobile phones were interrogated and their parents were called. The college is very particular about the uniform.

The other best practice is the Environment protection. The college is very concerned about the measures that affect the environment issues. Use of polythene is strictly prohibited in the institution. There are flexes installed in various locations stating the same. The college has developed three gardens to help the increase in plantation. One of these is a well developed botanical garden. The college is very concerned about plantation activities. The NCC, NSS and Rangers units of the college keep organizing plantation activities.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

The college is very particular about environmental awareness. It is one of the best practices of the college. Use of polythene is strictly prohibited in the institution. There are flexes installed in various locations stating the same. The college has developed three gardens to help the increase in plantation. One of these is a well-developed botanical garden. The college is very concerned about plantation activities. The NCC, NSS and Rangers units of the college keep organizing plantation activities. The college participated in the UGC sponsored seminar on Environment issues organized in GDGH College, Moradabad on 26th February 2014. The college has solar panel in the front garden of the college administrative block.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

- Location of the college is very safe and it is in the heart of the city with a large campus and ample clean, green open space for future development possibility for vertical and horizontal expansion
- Adequate sports facilities with basketball ground and other required facilities.
- Fair and transparent examination and evaluation system.
- Deep association of alumni with their departments and university administration.
- Use of ICT in administration and fully computerised account management system.
- Placement and carrier counselling services provided to students.
- Successful management of water resources on the campus.

Weaknesses

- Lack of regular faculty and technical staff.
- Lack of financial autonomy.
- Not sufficient number of research publications in national and international journals.
Lack of post graduate classes in most of the subjects.

Opportunities:

- To explore the possibilities of establishing Collaboration with foreign universities / institutions.
- To assure the optimum use of the available learning resources and enhance the access facilities of web -based learning material.
- The college has enormous possibilities to start some soft- skill diploma and certificate courses as part of regular courses as dual degree programme.
- The college has the scope for expansion of physical Infrastructure in future to start new innovative programmes in the emerging disciplines.
- The college has the scope to increase collaboration with educational and industrial institutions at the regional level for mutual benefits.
- The college has enormous unused potential to significantly contribute to the development of knowledge inspired services to Society & Industry.

Challenges:

- To increase the attendance of rural students.
- To establish strong linkages with university and industries.
- To meet out the financial requirements in future.
- To meet out the diversified needs and demands of students in future.
- Complete computerization and automation of library facilities.

8. Plans of institution for next year

- To maximize the use of ICT in teaching and learning.
- Strengthen the complete computerisation of the library.
- To generate funds for research
- Up gradation of laboratories
- To strengthen the sports facilities in college campus.
- To increase the no of quality research papers in National and International Journals.
- To organize Seminar/Workshops/Conferences in college.
- Focus more on environmental issues.

Name :- Dr. Poonam Gupta

Coordinator, IQAC

Name :- Dr. Sweety Talwar

Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
