

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

Dayanand Arya Kanya Degree College, Moradabad-244001

(www.dakcollege.org)

For the Session, 2015-16

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*)

2015-16

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

dakcollege@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 _____ 07-11-2015 _____
(DD/MM/YYYY)4

ii. AQAR _____ (DD/MM/YYYY)

iii. AQAR _____ (DD/MM/YYYY)

iv. 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

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

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. Shivani, Km. Akanksha, Km. Shirsti, 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

06-

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

A workshop was organised by the IQAC in which a lecture was given by Mr. Rohit Shukla CEO, Cusvantage, New Delhi on 25th September 2015 on the topic "Self-Improvisation and Quality Control". It was attended by the students and the teachers as well as non teaching staff. Mr. Rohit Shukla was accompanied by his team who showcased the importance of self-improvisation through a slide show. Ms. Malini Khurana presented a power point to enlist the ways we can do quality control in our profession.

An interactive session was held by the IQAC along with the Arena Animation Pvt. Ltd. New Delhi on 8th December 2015 to discuss the way in which different committees of the college could enhance their working skills. The programme was co ordinated by Mr. Sanjay Dhawan, CEO, Arena Animation, Moradabad. Mr. Akhil Dave from New Delhi gave tips on how to make effective reports and how to manage media more efficiently.

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 2015, the plan of action was finalized by the committee on the meeting held on 8th August 2015, regarding the stipulated tasks for the IQAC as such and also for other committees and departments.</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 decided to hold a workshop on "Self Improvisation" and a training module on Media Management and Report Writing</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> <p>The out come off both the Workshop and the training Module was very effective and informative.</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 7th November 2015 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 2015, it was held on 28th November 2015. 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 21/12/2015. 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
	20	09	11		

2.2 No. of permanent faculty with Ph.D.

19

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	02								02

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	12	15	
Presented papers	16	21	
Resource Persons			01

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 during this academic year

196 days

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. Poonam Gupta was a member of Board of Study of Zoology, Dr. Anupama Malhotra and Dr. Shubha Goyal in Homescience, Dr. Seema Rani in Education and Dr. Reena Mittal in English in M.J.P. Rohilkhand University.

2.10 Average percentage of attendance of students

77%

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	522	278	28	421	30	98%
B.Sc. III	59	56	17	39	Nil	99%
M.Sc. Final	18	08	16	02	Nil	100
M.A. Final	17	04	04	08	01	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	01
UGC – Faculty Improvement Programmed	Nil
HRD programmed	Nil
Orientation programmed	Nil
Faculty exchange programmed	Nil
Staff training conducted by the university	01
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	10
Others	03

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	16	04		
Technical Staff	03			

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. The IQAC team provides brochures of the seminars to the faculty and inform about the different workshops.

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:- No minor research project has been sanctioned.

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Dr. Poonam Gupta-02, Dr. Shubha Goyal -01, Dr. Seema Rani – 01, Dr. Kanchan Singh-01, Dr. Ritu Dixit 01, Dr. Manju Johri- 05, Dr. Mani Bansal - 01, Dr. Aruna Sharma -01, Dr. mani Joshi-02		
Non-PeerReview Journals		Dr. Mani Joshi-01	
e-Journals	Dr. Aruna Sharama- 01, Dr. Mani Joshi-01	Dr. Mani Bansal – 01, Dr. Mani Joshi-01, Dr. Reena Mittal-01, Dr. Archana Rathore-01, Dr. Ritu Dixit-01, Dr. Kanchan Singh-01.	
Conference proceedings	Dr. Jolly Garg-02, Dr. Shobha Gupta-01, Dr. Shubha Goyal-01, Dr. Sujta Kumari-01, Dr. Reena Mittal-01, Dr. Archana Rathore-01, Dr. Ritu Dixit-01, Dr. Seema Rani-01, Dr. kanchan Singh-01, Dr. Mani Bansal-01, Dr. Manju Johri -01, Dr. Santosh Singh-01, Dr. Aruna Shrama -01, Dr. Mani Joshi-02		

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	NA			
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	NA			
	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 ::-- 02

Level	International	National	State	University	College
Number	01	01			
Sponsoring agencies	UP Pollution Control Board	National UGC			

05

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	
	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

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, Dr. Mani Bansal-01

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

03

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 Nil State level Nil

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="05"/>
National level	<input type="text" value="03"/>	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-

8.9.2015- Eye donation awareness rally, 19&20.9. 2015 – WWF Classes to save water, 13.10.2015- Disaster management day, 31.10.2015- Rashtriya Ekta Diwas, 24.11 2015- NCC Day theme was Sawach Bharat Abiyan, 25.11 2015- Women empowerment week, , 1.12.2015- AIDS day rally, 10.12. 2015 Human Rights Day Celebration

NSS

NSS-

Cleaning of Ram ganga river near Kali mandir on 13th January 2016
Celebration of youth day on 19th January 2016
Matdata Diwas and Polythene bahishkar on 25th January 2016
Celebrated legal awareness day .
7day camp celebration-
Inauguration programme on 14th February 2016
Environment day speech by WWF volunteer Ms Neha Bhatnagar on 15th February 2016
Speech by Mr Komal Juglan and Mr Gurvinder singh on Civil defence day on 16th February 2016
Skill development programme on 17th February 2016 in which Mr kapil Sotti spoke.
Dr Alam gave a speech on water pollution on 18th February 2016
Drug trafficking day on 19th February 2016 by organizing a rally.
Closing ceremony on 20th February 2016

Any other

Sports-

Our college successfully organized university basketball tournament in 2015 and 4 out of 12, named Anchal, Meenakshi saini, Tina saini and Neetu girls were selected for inter-university/state level basketball tournament

Our college participated in university basketball tournament in which Anchal was selected in university team and participated in inter-university/state level tournament as university team member

Our college team participated in kho-kho university tournament

Our college team participated in university net ball tournament and Miss Renu got selected in university team for inter-university / state level tournament

Our college team participated in women boxing competition in different weight categories and 3 girls were selected to participate in state level competition

Dr. Anupma Mehrotra convener of sports D.A.K. college Moradabad, took M.J.P

Rohilkhand university team, as team manager, in inter-university/north zone basketball tournament organized by Jamia Milia Islamia, New Delhi

Inter-collegiate basket ball tournament on 15th October 2015

Rangers: 09 september 2016 one day workshop on Knot tying.

23-11-2015 to 27-11-2015 five day camp

24-11-2015 one day workshop on surf smart

04-01-2016 to 08-01-2016 Jamburi camp in Bastar where Tooba and Naina Saini got selected

21-02-2015 to 23-02-2016 participated in Rovers Rangers Meet.

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

Plantation and speech competition organized by Education department on ozone day on 16th September 2016.

Home science department-

Workshop to Bring awareness among the children of Saini Basti about Education.

Teach them numbers, alphabets and Math sums.

Teaching the children knitting, stitching, sewing, flower making, henna application, beauty course, painting, tie and dye etc.

Teaching the women how to write their name, helping them read the newspaper.

Informing them about the nutrition, diet vaccination and prevention of diseases.

Making them aware about the superstitions and Environment.

Hindi department-

Organized a panel discussion on Hindi Diwas on 14th September 2015.

Celebrated Gandhi Jayanti on 2nd October in collaboration with NSS

Celebrated Subhash Chandra Bose Jayanti on 23rd January 2016.

Celebrated Swami Vivekanand Jayanti on 12th January 2016

Botany Department-

Organized the "Best from the Waste" one hour programme on 1st October 2016.

preparation of pupil's products for subjective studies on 28th January 2016.

Pre eve teacher's day celebration hour "About Teachers and Scientists" on 4th September 2015.

Dr Seema Mahendra took active part in Ram Ganga river conservation in collaboration with the NGO WWF

Programmes Organized by Vividh Kala Samiti ---

18-11-2015 Mehndi Competition

20-01-2016 Thhal Sajja Competition

03-02-2016 Rangoli Competition

10-02-2016 Poster Competition

Community service- D.A.K. College has adopted a Slum Area called Saini Basti. 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 28th September 2015 and regularly visited the area throughout the session 2015-16.

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 (\geq 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 student attendance is done through the biometrics now. 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 provide to the students.. The official letters are made on computer. The institute also has a photocopier.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books			71	4500		
Reference Books	21111		339	67224		
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

Apart from these books our library has a vast collection of competitive magazines and books.

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.

The teachers are encouraged to undergo training workshops on ICT teaching and Research Methodologies.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs 19475
ii) Campus Infrastructure and facilities	Rs 121686
iii) Equipment	
iv) Others	3329411

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 submits its Plan of Action to the IQAC at the beginning of the academic session. Similarly, all the departments have to submit their Plan of Action including the Remedial and Extra classes to IQAC. The Alumni Association, Parent- Teachers Committee and all the extension units like NSS, NCC and Rangers also submit their Plan of Action at the beginning to IQAC. The IQAC monitors these submissions and at the end of the session, it analyses the concrete programmes done by all the dimensions of the institute. The IQAC also organised an audio- visual Inspirational movies workshop for the students so that they can learn Leadership skills.

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 positivity.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1769	71		

(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	Minority	Physically Challenged	Total
406	457	02	570			351	408	02	475	606		1842

Demand ratio

Dropout %

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

To support the coaching for competitive examinations, the students are provided with the TIMES classes and there are spoken English classes also held in collaboration with the British School of languages. The competitive magazines are subscribed in the library and also there are plenty of books that the students can avail of for their competitive exams. The career counselling cell advises the students about the various coaching options that are available in the city as well as outside the city.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

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 2015-16, the cell organised a workshop on “Body Language and Personality Development” on 22nd September 2015. A seminar was organised on 19th November 2015 on “The Upcoming Competitive Exams and Their Preparations.” A lecturette was held on “Communication Skills and Dressing Sense”. A workshop was organised on 11th January 2016 on “Skill Development.” The cell gave counselling to many students judging their aptitude.

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

For Gender sensitization, the college has following provision-

The gender sensitization is done through the various extension services like Community service, NSS, NCC and Rangers. All the teachers also teach keeping in mind the gender perspective. The department of English organised a workshop on “Gender Awareness in Working Women” on 13th September 2015. The NCC unit organised a workshop on “How to Deal with Gender Issues in the National Camps” on 12th and 13th November 2015.

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 counseling

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.

A workshop was organised on “Cyber Crime” by the department of Economics.

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) alongwith 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.

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. The students coming from far flung areas demand a bus service but we have not yet been able to provide one. The students wanted to have a water cooler that has now been installed in the college.

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 Mehandi, 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.

Inter collegiate events and group discussions are organized to take their understanding level to new heights.

The teachers are adopting changes to opt for more students' centric methods - namely students' quiz, students' debate and students' seminar.

Wall magazines are encouraged and students so submit their compositions in the college magazine.

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 B.A.III and MA Final, Hindi Literature, a Project is compulsory. Similarly in MA (Hindi) a Dissertation is optional paper. Same is the case of B.A.III 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. The college provides brochures of the various seminars and conferences to the teachers. And they are given duty leaves too if the concerned event is that of Rohilkhand University.

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

Administration provided with congenial and conducive working conditions to the teaching and non-teaching staff.

Students are made aware of global competition.

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 counseling

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 can not recruit the Faculty or any other staff on its own. College appoints part time staff and teachers as a stop gap measure.

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. Staff is 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 alongwith 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			yes	local
Administrative			yes	regional

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. The alumni are bound together through the college website, Facebook group and a whatsapp group.

6.12 Activities and support from the Parent – Teacher Association

Parent –Teacher Association is maintained by the student welfare committee that is comprised of Dr Reeta Jetley as the convener and the members are Dr Reena Mittal, Dr Ritu Dixit, Dr Mani Joshi. It 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. Infact, it is one of the best practices of the college to safe guard the environment. We have an Eco Club that is comprised of the Department of Botany, Department of Home Science, NSS and NCC. The convener of the Club is Dr Jolly Garg and the members include Dr Bimal Sharma, Dr Anupama Mehrotra and Dr Mani Bansal. Throughout the session, posters, slogans, environment related messages were displayed in groups regularly. Healthy practices like disseminating the knowledge about Ozone day, world AIDS day were maintained. The students exhibited charts depicting HIV virus, AIDS disease, Nitrogen cycle, Oxygen cycle, Water Cycle, different types of pollutions and different aspect of environmental conservation. The Academic committee organised an essay competition on 6th November 2015 on the topic “Biodiversity Conservation”. The Botany department arranged for a demonstration of Plant biodiversity in the college campus on 8th August 2016 so that the students can understand and appreciate the importance of plants. An Eco quiz was organised by the department of Botany on 25th January 2016. The Education department also organised a speech and poster competition on Ozone day on 16th September 2015.

The Discipline committee also 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 alongwith 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.

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.

Innovations were made in the teaching learning arena as well as the student welfare committee. Most of the teachers invariably made use of the ICT. Some used the smart class and some just taught using the slides and the transparencies. The class assignments were decided to be compulsory, made by using ICT. This innovation proved to be very helpful for the students. The student welfare committee was structured more powerfully with the inculcation of the student representatives.

The Discipline committee was also 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 not using such items that are detrimental to the environment.

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 convenership of Dr Poonam Gupta. On the Orientation Day held on 4th August, 2015, all the rules were informed to the new students and the repercussions of trespassing were also explained. The students were given the 10th August 2015 as the deadline to come up in their college uniforms. On the meeting held on 1st September 2015, 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 through out the 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. The details are expatiated in the following point.

**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 has solar panel in the front garden of the college administrative block. We have an Eco Club that is comprised of the Department of Botany, Department of Home Science, NSS and NCC. The convener of the Club is Dr Jolly Garg and the members include Dr Bimal Sharma, Dr Anupama Mehrotra and Dr Mani Bansal. Throughout the session, posters, slogans, environment related messages were displayed in groups regularly. Healthy practices like disseminating the knowledge about Ozone day, world AIDS day were maintained. The students exhibited charts depicting HIV virus, AIDS disease, Nitrogen cycle, Oxygen cycle, Water Cycle, different types of pollutions and different aspect of environmental conservation. The Academic committee organised an essay competition on 6th November 2015 on the topic "Biodiversity Conservation". The Botany department arranged for a demonstration of Plant biodiversity in the college campus on 8th August 2016 so that the students can understand and appreciate the importance of plants. An Eco quiz was organised by the department of Botany on 25th January 2016. The Education department also organised a speech and poster competition on Ozone day on 16th September 2015.

The Discipline committee also 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

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 post graduate classes in most of the subjects.

- Lack of regular faculty and technical staff.
- Lack of financial autonomy.
- Not sufficient number of research publications in national and international journals.

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 promote International Seminars/Workshops etc.
- To start more value added courses.
- To start PG courses in more subjects.
- 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.

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
