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***Guidelines for the Creation of the  
Internal Quality Assurance Cell (IQAC)  
and Submission of Annual Quality Assurance  
Report (AQAR) by Accredited Institutions  
(For Affiliated/Constituent Colleges)***

(Revised as per Revised Accreditation Framework in November, 2017)



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL** *An Autonomous  
Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

*To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

*To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

*To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

*To undertake quality-related research studies, consultancy and training programmes, and*

*To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

*Contributing to National Development*

*Fostering Global Competencies among Students*

*Inculcating a Value System among Students*

*Promoting the Use of Technology*

*Quest for Excellence*

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

### ***IQAC – Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

## **Objective**

### ***The primary aim of IQAC is***

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## Strategies

### *IQAC shall evolve mechanisms and procedures for*

Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

Relevant and quality academic/ research programmes;

Equitable access to and affordability of academic programmes for various sections of society;

Optimization and integration of modern methods of teaching and learning;

The credibility of assessment and evaluation process;

Ensuring the adequacy, maintenance and proper allocation of support structure and services;

Sharing of research findings and networking with other institutions in India and abroad.

## Functions

### *Some of the functions expected of the IQAC are:*

Development and application of quality benchmarks

Parameters for various academic and administrative activities of the institution;

Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

Dissemination of information on various quality parameters to all stakeholders;

Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

Documentation of the various programmes/activities leading to quality improvement;

Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

Periodical conduct of Academic and Administrative Audit and its follow-up

Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

## Benefits

### *IQAC will facilitate / contribute to*

Ensure clarity and focus in institutional functioning towards quality enhancement;

Ensure internalization of the quality culture;

Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

Provide a sound basis for decision-making to improve institutional functioning;

Act as a dynamic system for quality changes in HEIs;

Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

Chairperson: Head of the Institution

Teachers to represent all level (Three to eight)

One member from the Management

Few Senior administrative officers

One nominee each from local society, Students and Alumni

One nominee each from Employers /Industrialists/Stakeholders

One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.



It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## **The role of the Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

## **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

***The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.***

### **Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31<sup>st</sup> December of every year.

***The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.***

## **Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation with effect from 16<sup>th</sup> September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A:

Having a functional IQAC.

The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.

Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.

Upload the AQAR's on institutional website for access to all stakeholders.

***Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.***

## **The Annual Quality Assurance Report (AQAR) of the IQAC** ***(For Affiliated/Constituent Colleges)***

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

## Part – A

### Data of the Institution

(data may be captured from IIQA)

Name of the Institution	Dayanand Arya Kanya Degree college, Moradabad
Name of the Head of the institution :	Dr. Anupma Mehrotra
Designation:	Principal
Does the institution function from own campus:	Yes
Phone no./Alternate phone no.:	0591-2425952, 0591-2411892
Mobile no.:	9412236764
Registered e-mail:	dakcollege@gmail.com
Alternate e-mail :	Sanketag96@gmail.com
Address :	Civil Lines
City/Town :	Moradabad
State/UT :	Uttar Pradesh
Pin Code:	244001
Institutional status: Affiliated / Constituent:	<b>Affiliated</b>
Type of Institution: Co-education/Men/Women	<b>Women</b>
Location : Rural/Semi-urban/Urban:	<b>Urban</b>
Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)	Grants-in aid, Self Financing, UGC 2(F)
Name of the Affiliating University:	MJPRU, Bareilly
Name of the IQAC Co-ordinator :	Dr. Shobha Gupta
Phone no. : Alternate phone no. Mobile:	9219610186
IQAC e-mail address:	Iqacdakmbd18@gmail.com
Alternate Email address:	N/A
Website address:	www.dakcollege.org
Web-link of the AQAR: (Previous Academic Year): For ex. <a href="http://www.ladykeanecollege.edu.in/AQAR2012-13.doc">http://www.ladykeanecollege.edu.in/AQAR2012-13.doc</a>	<a href="http://dakcollege.org/aqar-2017-18.pdf">http://dakcollege.org/aqar-2017-18.pdf</a>
Whether Academic Calendar prepared during the year? Yes/No....., if yes, whether it is uploaded in the Institutional website:	Yes
Weblink:	No

Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1	B	2.26	2013	From: 2013	To: 2018
2				From:	To:
3				From:	To:
4				From:	To:
5				From:	To:

6. Date of Establishment of IQAC: DD/MM/YYYY:

20/03/2012

7. Internal Quality Assurance System

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

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants / beneficiaries
Regular meeting of IQAC is arranged	14/07/2018	05
	11/08/2018	05
	17/09/2018	04
	10/10/2018	05
	15/11/2018	05
	15/12/2018	05
	18/01/2018	05
Timely submission of AQAR to NAAC	28 sept 2018	All stakeholders of the college
Feedback from students	Dec. 2018	Students of Ist, IInd & IIIrd
Feedback from parents	19/01/2019	Parents of Ist, IInd and IIIrd yrs students
Analysis of students & parents feed back	Feb. 2018	Teachers of the College

**Note: Some Quality Assurance initiatives of the institution are: (Indicative list)**

Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements  
Academic Administrative Audit (AAA) conducted and its follow up action

Participation in NIRF

ISO Certification

NBA etc.

Any other Quality Audit

Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. **No**

Institution / Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

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

Yes

\*upload latest notification of formation of IQAC

07

No. of IQAC meetings held during the year:

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

Yes/No (Please upload, minutes of meetings and action taken report) No

Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes  No  Year :

If yes, mention the amount:

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

- ❖ Making the teachers acquainted with the value of institutional accreditation and the new method of NAAC accreditation.
- ❖ Important notices are displayed within the college at different locations.
- ❖ Organized a one day workshop on financial management.

Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Yearly schedule of college will intimated to the teaching and non-teaching staff of the college at the beginning of the year through distribution of Academic calendar.	Better participation from the part of all concerned in the college activities.
2. Plastic free campus	Environment Protection
3. Installation of vending machine	Low cost pads are available to student
4. To construct table tennis hall	Accomplished
5. To organized workshop on Financial Management	Workshop was organized successful

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

No

Name of the Statutory body: Date of meeting(s):

Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No:

No

Date:

Whether institutional data submitted to AISHE: Yes/No:

Yes

Year: Date of Submission:

Does the Institution have Management Information System?

Yes

No

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

We follow the management system partially. We have a master laptop which is in Principal's Office and has all information regarding College. It helps in planning, management control and collects data which helps in making decisions and other works smoothly it is the back bone of our college. Co-ordinate, control and analyze all information.

## Part-B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words

The syllabus is decided by the Board of Studies of our University, MJP Rohilkhand University, Bareilly which all the affiliated college have to abide by.

The syllabus is posted on the official website of the University. The students can access it from there. Then, alongwith the common Orientation programme for the new students, all the teachers hold separate orientation programmes for their respective classes in all the three years. The point out of the syllabus(year wise) is also posted in the classes and labs. There are Whatsapp groups also made wherein the syllabus is posted at the very outset.

The teachers are given a stipulated timetable, according to which they take classes. And each subject department divides the syllabus amongst themselves, according to expertise and interest. The academic calendar is also provided to the students. The syllabus is catered to the students through theory and practical classes and also through field work (wherever applicable). The students are evaluated through class tests. The students are encouraged to take unsolved papers of last ten years. The practical subject teachers provide the students with the experiment sheets and methodology.

Apart from the regular classroom teaching, the teachers endeavor to make the teaching interesting and innovative by inviting resource persons from other colleges and institutions. Sometimes, there is student exchange programmes too. A separate committee of students is made in all the classes that acts as a liaison between the teachers and the students. The committee provides feedback to the teachers that helps in making their teaching methodology better.

Revisions take place in each subject when required with an in-depth evaluation of the syllabus done every three years to see if changes in the academic world are reflected at least in part, in the syllabus. Syllabus is studied across three years by our University to look at the build-up and flow of subjects that are carried forward from one year to the next and also horizontally across a given year to look at the interplay between the various courses taken by the students.

Teachers use a combination of the strategies listed to make lectures interesting and optimize learning. Some of the methods were taught in college in staff seminars, some were learnt when the faculty were sent by the college to attend workshops conducted by other institutes, some are approaches that were discovered by staff and tested out in class while others might have been imbibed in peer sharing workshops.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year **NIL**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on Employability/ Entrepreneurship	Skill Development
-----	-----	-----	-----	-----

#### **1.2 Academic Flexibility**

1.2.1 New programmes/courses introduced during the Academic year **NIL**

Programme with code	Date of Introduction	Course with Code	Date of Introduction
-----	-----	-----	-----

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. **NIL**

Name of the Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
-----	-----	-----	-----	-----	-----

Already adopted (mention the year)

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

	Certificate	Diploma Courses
No. of Students	-----	-----

#### **1.3 Curriculum Enrichment**

1.3.1 Value-added courses imparting transferable and life skills offered during the year: **NIL**

Value-added Courses	Date of Introduction	Number of students enrolled
-----	-----	-----

### 1.3.2 Field projects/internships under taken during the year :

Project / Programme Title	No. of students enrolled for Field Projects / Internships
Voter Awareness Programme	112
Swachhta Hi Sewa Hain	132

### 1.4 Feedback System

#### 1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Yes	No	No	No	Yes

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

Students feedback is filled by the students in the classes of their compulsory subjects e.g. Gen. Eng. And Gen. Hindi. Feedback is received on varied aspects of the college including location, office, canteen, Laboratory, Library, administration and academics, drinking water, toilets, cleanliness of campus.

Student welfare committee formed a student welfare council in which student representative of each class a members they also gave feedbacks received from the students to the members of student welfare committee. Students can also put their complaint and suggestion letter in a complaint and suggestion box which is fixed in campus.

Feedback is also collected from the parents during parent teacher meeting (PTMs) that is organized every yr by Chatra Kalyan Parishad suggestions and comments given by the guardians are taken into account for future development.

The different areas where improvements are required are discussed in respective committees / departments and then discussed with Principal. Strengths of the College are also taken into consideration for further upgradation.

## CRITERION II -TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

#### 2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications Received	Students Enrolled
B.A. Ist	560	465	465
B.A. IIInd	560	324	324
B.A. IIIrd	560	410	410
B.Sc. Ist	160	132	132
B.Sc. IIInd	160	41	41
B.Sc. IIIrd	160	56	56
B.Ed. Ist	50	44	44
B.Ed. IIInd	50	40	40
M.A. Ist	80	NIL	NIL
M.A. IIInd	80	09	09
M.Sc. Ist	20	20	20
M.Sc. IIInd	20	13	13

### 2.2 Catering to Student Diversity

#### 2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	No. of full time teachers available in the Institution teaching only UG Courses	No. of full time teachers available in the Institution teaching only PG Courses	Number of teachers teaching both UG & PG Courses
2018 – 19	1512	44	26	03	NIL

### 2.3 Teaching - Learning Process

#### 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (LMS, E-Resources)	ICT tools and resources available	Number of ICT Enabled Classrooms	Number of Smart Classrooms	E-resources and techniques used
29	10	LCD Projector, Computers, Internet & Wi-Fi device	01	01	Different websites

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

Mentoring system is recently introduced in our college, each teacher is allotted a group of 50 students. The students are informed and list of mentors is displayed in the college premises so that students can contact their mentors whenever they require. Department teachers equally shares the responsibility as a mentor of students.

Informal means of mentoring are used. Students' body, "Chhaatra Kalyan Parishad", and other active students are entrusted with the responsibility to help the students in their progress and psychological wellbeing. They also try to ensure the regular attendance in the class, discipline, progress and other welfare activities in the college. Parent-Teacher Meeting is organized by the college and parents are made aware of the attendance and performance of their ward and their suggestions are sought for further improvement.

At the beginning of the session, the orientation programme is conducted where by students are acquainted with the institution, its goals and mission, the facilities available, department and teaching staff, different committees for conducting



co-curricular and extracurricular activities, discipline and library rules. Students problems and complaints are also resolved through the teacher of 'Chhaatra Kalyan Parishad' .

Career Counseling cell provide guidance to the students according to their aptitude and abilities. Career counseling cell also organize lectures and workshops in co-ordination with different organizations to take students understanding levels to the new heights.

Number of students enrolled in the institution	Number of full time teachers	Mentor : Mentee Ratio
1556	29	50

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of Sanctioned Positions	Number of Filled Positions	Vacant Positions	Positions filled during the current year	No. of faculty with Ph.D
UG 41	26	15	03	20
PG 03	03	NIL	NIL	01

### 2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
-----	-----	-----	-----

## 2.5 Evaluation Process and Reforms

### 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

**35 days**

Programme Name	Programme Code	Semester / Year	Last date of the last semester-end / year-end examination	Date of declaration of results of semester-end / year-end examination
B.A.		2018 – 19	25-04-2019	May 2019
B.Sc.		2018 – 19	17-03-2019	May 2019
B.Ed.		2018 – 19	07-06-2019	Aug 2019
M.A.		2018 - 19	11-03-2019	May 2019
M.Sc.		2018 – 19	13-03-2019	May 2019

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

The examinations are conducted by the college according to the instructions provided by the university annually. The answer sheets of theory exams are sent for the evaluation as per university norms but the teachers conduct tests, group discussions, extempore & oral questioning method to evaluate the students learning power.

Practical examinations are conducted by the department in accordance with the rules set by the university. Subject teachers evaluate the performance of students by giving them tests, assignments, projects, seminars and experiments etc. for internal practical evaluation. These internal marks are added to their final practical examinations. The external examiner

deputed by the university evaluates the work of the students on the date of final practical exams. Their marks of internal and external evaluation are added for the Practical marks.

Use of ICT is encouraged. From the last few years students are encouraged to prepare the transparencies to present their assignments.

Continuous guidance for the projects & seminars and preparation of transparencies is provided by the teachers. Students are prepared to present their assignment for improvement in their pronunciation and presentation abilities. Weak students are identified and special attention is paid to improve their performance.

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

The college is affiliated to M.J.P. Rohilkhand University, Bareilly. University declares/informs the dates for the admission and examination, etc. accordingly college follows and prepares its own calendar. The college publishes/announces its tentative academic calendar in accordance with the university calendar dates. In the beginning of every session in college prospectus of the respective year, dates of starting the new session, dates for meetings of different committees, last date for submitting admission forms, last date for admission, date of orientation programme, date for starting classes, dates for filling enrolment and examination forms, dates for signature on identity cards, tentative period for conducting different programmes and competitions by different committees, date for founder's day celebration, tentative dates for NSS 10 days camp, month for practical examinations, farewell functions and starting month for theory examination.

The tentative calendar is adhered by the college in accordance with the instructions of the university.

## 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the web link)

### 2.6.2 Pass percentage of students

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final semester/year Examination	Pass Percentage
	B.A. Ist	444	381	86%
	B.A. IInd	326	294	90%
	B.A. IIIrd	403	392	97%
	B.Sc. Ist	119	63	47%
	B.Sc. IInd	41	37	90%
	B.Sc. IIIrd	58	55	95%
	B.Ed. Ist	39	39	100%
	B.Ed. IInd	39	38	97%
	M.A. Final	09	09	100%
	M.Sc. Pre	18	15	93%
	M.Sc. Final	13	13	100%

## 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link)

**We are planning for the next year.**

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 Resource Mobilization for Research

##### 3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the Funding Agency	Total grant sanctioned	Amount received during the Academic year
Major Projects	-----	-----	-----	-----
Minor Projects	-----	-----	-----	-----
Interdisciplinary Projects	-----	-----	-----	-----
Industry sponsored Projects	-----	-----	-----	-----
Projects sponsored by the University / College	-----	-----	-----	-----
Students Research Projects (other than compulsory by the College)	-----	-----	-----	-----
International Projects	-----	-----	-----	-----
Any Other (Specify)	-----	-----	-----	-----
Total	-----	-----	-----	-----

#### 3.2 Innovation Ecosystem

##### 3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
IPR:- Challenges and Awareness	Education Dept.	07 Jan, 2019

##### 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the Innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
How to be an all- rounder in NCC	UO Shikha Singh	NCC Group Head Quarter	25/06/2019	NCC

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

Incubation Center	Name	Sponsored By
NIL	NIL	NIL
Name of the Start-Up	Nature of Start-Up	Date of commencement
NIL	NIL	NIL

#### 3.3 Research Publications and Awards

##### 3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

Name of the Department	No. of the Ph.Ds Awarded
-----	-----

##### 3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor
National	Physical Education & Sports	02	
	B.Ed. Dept	02	
International	English Dept	02	

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

Department	No. of publication
English Dept	01

Chemistry Dept	01
----------------	----

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the Author	Title of the Journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of Citations excluding self Citations
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the Author	Title of the Journal	Year of publication	h-Index	Number of Citations excluding self - Citations	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

No. of Faculty Attended	International level	National level	State level	Local level
Seminars				
Workshops			02	
Presented papers	05	33		
Resource Persons	01			

### 3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Reforming the Society	Nine UP Girls battalion and Samvedna Parivartan NGO	02	80

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NCC	Best Cadet	PMO	01

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat,Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	No. of teachers coordinated such activities	No. of students participated in such activities
Swachh Bharat Abhiyan	NCC, NSS, Samudaik Samiti	Malin Basti mei Swachhta Pakhwara	08	210
Swachhta Hi Sewa Hai	Vividh Kala Samiti	One Act play Competition	09	150 Approx.
AIDS Awareness	NSS, NCC	Rally	02	150
Gender Issues	IQAC, Legal Aid Cell, NSS	Talks, Panel Discussions and Workshops	09	500 Approx.

### 3.5 Collaborations

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

<b>Nature of Activity</b>	<b>Participant</b>	<b>Source of financial support</b>	<b>Duration</b>
Teacher Exchange Programme	Eng. Dept.	None	90 Minutes
Teacher Exchange Programme	Chemistry Dept.	None	90 Minutes

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

<b>Nature of linkage</b>	<b>Title of the linkage</b>	<b>Name of the partnering institution/ industry/ research lab with contact details</b>	<b>Duration (From-To)</b>	<b>Participant</b>
None	-----	-----	-----	-----

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

<b>Organisation</b>	<b>Date of MoU signed</b>	<b>Purpose and Activities</b>	<b>Number of students / teachers participated under MoUs</b>
None	-----	-----	-----

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

**Budget allocated for infrastructure augmentation**

**Budget utilized for infrastructure development**

BLOCK 2F : FINANCIAL INFORMATION (During Financial Year 2018 - 2019)							
Income				Expenditure			
S. No.	Items	Amount Converted in Thousands	Amount in absolute Rupees	S. No.	Items	Amount Converted in Thousands	Amount in absolute Rupees
1	Grants Received From			1	Salary, Allowances & Retirement Benefits	3,76,66,468	3,76,66,468
(i)	Univercity Grants Commission	0	0	2	Buildings (Construction and Maintenance )	50,000	50,000
(ii)	Distance Education Council	0	0	3	Library & Laboratory	4,35,778	4,35,778
(iii)	Other Central Government Departments	0	0	4	Research Activities	0	0
2	Grants Received From State Government	3,76,66,468	3,76,66,468	5	Scholarships	0	0
3	Grants Received From Univercity	0	0	6	Other Expenses	23,27,825	23,27,825
4	Grants Received From Local Bodies	0	0	7	<b>Total</b>	<b>4,04,80,071</b>	<b>4,04,80,071</b>
5	Donations	15000	15000				
6	Tuition Fee	0	0				
7	Other Fees	27,35,100	27,35,100				
8	Interests	94,503	94,503				
9	Sale of Application Form	1,50,000	1,50,000				
10	Other Income	0	0				
11	<b>Total</b>	<b>4,06,61,071</b>	<b>4,06,61,071</b>				

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly Added
Campus area	5021.038 sqm	-----
Class rooms	14	
Laboratories	09	
Seminar Halls	01	
Classrooms with LCD facilities	01	
Classrooms with Wi-Fi/ LAN	01	
Seminar halls with ICT facilities	01	
Video Centre		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year	68,000	
Value of the equipment purchased during the year (Rs in Lakhs)	2,54,790 Rs.	
Others	19,45,700	

### 4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS} :-

**NO**

Name of the ILMS Software	Nature of automation (fully or partially)	Version	Year of automation

#### 4.2.2 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	71	4500				
Reference Books	21496		126	41190		
E-Books			50			
Journals						
E-Journals			04			
Digital Database						
CD & Video			10			
Library automation						
Weeding (Hard & Soft)						
Others (Specify)						

#### 4.3 IT Infrastructure

##### 4.3.1 Technology Upgradation (Overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Office	Departments	Available band width (MGBPS)	Others
<b>Existing</b>	22	01	10 broad band	All Campus is Wi-Fi	01	01		
<b>Added</b>	01		01 Jio Internet Connection		00	00		
<b>Total</b>	23	01	11		01	01		

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

**05 MBPS / GBPS**

##### 4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the module	Platform on which module is developed	Date of launching e - content

#### 4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintains of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
435778	435778	N/A	

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

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. The college is upgraded with Jio fibre line that can be used by the staff as well as the students. Institute has well defined policy for maintenance and utilization of all its physical and academic facility which includes use of equipments in various laboratories, use of e-library facility, access to e-journals of the institute through internet login and password, use of computers in information processing centers and departmental laboratories. Maintenance of the computers is carried out by appointing external agencies which take cares of installing software's, operating systems and other applications on all the computers of the institute. AMC of the computers also involves replacement of faulty hardware's and or addition of the hardware augmenting the system configurations. Equipment's in all the laboratories are also maintain through annual maintenance contracts avoided to either manufacturers or their agents. All classrooms, seminar halls, Building are maintained under the supervision of skilled faculty. They take care of use of al sport complexes and Sport facility and all the extra and co-curricular activities conducted for Institutional students throughout the year.



**CRITERION V - STUDENT SUPPORT AND PROGRESSION****5.1 Student Support****5.1.1 Scholarships and Financial Support**

	<b>Name / Title of the scheme</b>	<b>Number of Students</b>	<b>Amount in Rupees</b>
Financial Support from institution	Scholarship in the name of the founder to the highest marks achiever in each class	05	1100 Each
Financial Support from other sources			
National	INSPIRES	05	60000 Each
International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

<b>Name of the capability enhancement scheme</b>	<b>Date of implementation</b>	<b>Number of students enrolled</b>	<b>Agencies involved</b>
Soft skill development	Sept. 2018	50	Arena
Remedial Classes		150	UGC
Language Classes	01 Sept. to 15 Sept. 2018	35	BSL
Yoga Workshop	18 Dec. 2018	350	Mrs. Sonu Chauhan
Meditation Classes	Nov. 2018	400	Art of Living
Counseling of Students	As and when required	150	Dr. Prabha Gupta & Dr. Mani Bansal

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

<b>Year</b>	<b>Name of the Scheme</b>	<b>Number of benefited students by Guidance for Competitive Examination</b>	<b>Number of benefited students by Career Counseling activities</b>	<b>Number of students who have passed in the competitive exam</b>	<b>Number of Students placed</b>
2018-19	Workshop on Sustainable Fashion and Employment. Workshop on Employment and career opportunities. Two days workshop on Quality assurance and Hygiene in Food. Workshop on Financial Management. Workshop on CV making and how to prepare for interviews.		450		

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

<b>Total grievances received</b>	<b>No. of grievances redressed</b>	<b>Average number of days for grievance Redressal</b>
05	05	1 Month

**5.2 Student Progression**

N/A

**5.2.1 Details of campus placement during the year**

<b>On Campus</b>			<b>Off Campus</b>		
<b>Name of Organizations Visited</b>	<b>Number of Students Participated</b>	<b>Number of Students Placed</b>	<b>Name of Organizations Visited</b>	<b>Number of Students Participated</b>	<b>Number of Students Placed</b>

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### 5.2.2 Student progression to higher education in percentage during the year

Year	Number of Students Enrolling into higher education	Programme Graduated from	Department Graduated from	Name of Institution Joined	Name of Programme admitted to

### 5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

N/A

Items	No. of Students selected/ Qualifying	Registration number/roll number for the exam
NET	01	
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services	01	
Any Other Bank PO	01	
PGT	01	

### 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Founders Day Celebration	University Level	85
Shardiya Mahotasav	College Level	52
Basket Ball Tournament	University Level	60
Sports Day	College Level	780
Table Tennis Tournament	Dist Level	45
Yoga	College Level	550
Rovers Rangers Samagam	University Level	168

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award / Medal	National / International	Sports	Cultural	Student ID number	Name of the Student

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

Student Council or Chhatra Kalyan Parishad of the college is formed every year. It works with faculty members and college administration to ensure overall development of the college. Students' council workformaintaining a disciplined atmosphere in the college in all the important events such as Independence Day, Republic Day, Founders Day in the college campus. The institution has a practice of identifying student representatives from each class and nominates them to the student council. The members from this council are adopted for different activities too. The council helps for maintaining campus activities whether curricular, co-curricular and extracurricular. Students' body, "Chhaatra Kalyan Parishad" students are entrusted with the responsibility to help the students in their progress and psychological wellbeing. They also try to ensure the regular attendance in the class, discipline, progress and other welfare activities in the college. These students set example of discipline and punctuality for other students too.

### 5.4 Alumni Engagement

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

**We formulate Alumni association at college level.**

5.4.2 No. of ~~registered~~ enrolled Alumni: **400 in 2018-19.**

5.4.3 Alumni contribution during the year (in Rupees) : **12000 Rs.**

5.4.4 Meetings/activities organized by 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.

## **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 Institutional Vision and Leadership**

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words) :

Before the beginning of the session Principal decided the configuration of various committees. Related information were published in Prospectus for session 2018 – 19. The prospectus was received by all the faculty members, thus each and every faculty member was well aware of the duty for the current session. This practice is the example of participative management during the session in which made .

Each committee has been configured by one convener and few members and deputed the different specific assignments i.e. disciplinary committee, students welfare committee, assembly committee, Carrier Counseling Committee etc.

Like the distribution of labour among the faculty member ; Duties were also assigned to the potential students by configuring the students’ steering committee and duties were assigned to the students. These students committee were the links between the teachers and remaining students. This is the example of decentralization and participative management during the last year.

Institute is used to configure the steering Committee of students these students mediates with other students of the college.

### **6.2 Strategy Development and Deployment**

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

#### **Curriculum Development**

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.

#### **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, extempore students’ debate and students’ seminar.

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

#### **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.

#### **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. 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.

#### **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.

#### **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.

#### **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.

#### **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.

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

#### **Planning and Development**

College has adopted the practice of decentralization and participative management for the faculty as well as for the students.

#### **Administration**

The college administration and faculty members are well aware with the use of latest available technologies. The easy accessibility of smart phone with inbuilt social app like gmail and whatsapp provide better platform for sharing information and study material to the students.

#### **Finance and Accounts**

For transparent functioning of finance and accounts department of the college we use Ms-Office . This enhances the efficiency of staff towards the accuracy in financial transactions. The college administration regularly audits the annual books of accounts. The financial records are maintained separately as per the transactions made and their purposes that help in audit.

#### **Student Admission and Support**

University displayed the relevant information in reference to admission.

In every academic year the admissions are done based on their online registration & all records are maintained and verified on Computer. The college uses Fox-pro software for the admission purpose. College locks the admission after getting the OTP by University. The entire process of admission is online based except for fees submission. College has Computers and well experienced operators to help students in the process of admission form filling and scholarship form filling. The service is provided to students free of cost.

Scholarship & fees Reimbursement by Dept. of Social Welfare UP Govt.: Like the admission process, College verified the details of student and submitted the list of verified students to the DIOS Moradabad.

#### **Examination**

As per the requirement of examination the college is equipped with all necessary tools such as separate desktop, printers and internet facility for online procedure of documents downloading and other activities for exam purpose. After submission and verification of examination forms; University used to display the students list i.e. the identification list, attendance list for the practical exam as well as theory exam. University also provide admit card online to the students.

### **6.3 Faculty Empowerment Strategies**

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

<b>Year</b>	<b>Name of teacher</b>	<b>Name of conference/ workshop attended for which financial support provided</b>	<b>Name of the professional body for which membership fee is provided</b>	<b>Amount of support</b>
NIL	No	No	No	NIL

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year

<b>Year</b>	<b>Title of the professional development programme organized for Teaching Staff</b>	<b>Title of the administrative training programme organized for Non-Teaching Staff</b>	<b>Dates (From – To)</b>	<b>No. of participants (Teaching Staff)</b>	<b>No. of Participants (Non-teaching Staff)</b>
2018	Financial Management	Financial Management	27 Nov. 2018	14	10

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Program	06	

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

Teaching		Non – teaching	
Permanent	Fulltime	Parmanent	Fulltime / Temporary
04	12	NIL	05 Temporary

6.3.5 Welfare schemes for

#### Teaching

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

NPS (National Pension Scheme) also available for teachers.

LIC facility is also provided to teachers.

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 in University. There is a provision to provide duty leave for Orientation Programme 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 has attended orientation, refresher courses and many have done SAM and Training of Trainers 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.

#### Non-Teaching

Loan from GPF: Members of non – teaching staff can apply for loan from GPF. It can be refundable and non-refundable. College Principal and Manager forward their papers and send them to concerning authority. Loan is sanctioned by Director/Regional Director of Higher Education. 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.

NPS (National Pension Scheme) also available for teachers.

LIC facility is also provided to teachers.

Mritak Aashrit Quota College offers jobs to the dependents of employees who died untimely. Staff is encouraged to take up free computer education in college. We even offer computer education to Non-teaching staff ward free of cost.

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.

LIC

Scholarship

Fee concessions

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.

Fees concession facility is also available for poor students.

Inspire Scholarship given by DST dept is also availed by the Meritorious students.

Career Guidance is provided to the students by the career guidance and placement cell.

### 6.4 Financial Management and Resource Mobilization

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

Yes, institute followed the procedure of external financial audits i.e. AG, Director of Higher Education & Local Audit.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III)

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
No	Any fund is not available	N/A

### 6.4.3 Total Corpus Funds Generated

## 6.5 Internal Quality Assurance System

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

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

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

Parent –Teacher Association is maintained by the student welfare committee that is comprised of Dr Sujata Kumari as the convener and the members are Dr. Shubha Goel, Dr. Bimal Sharma, Dr Reena Mittal and Dr. Aruna Sharma. 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.

### 6.5.3 Development programmes for support staff (at least three)

To support staff from their internal core a programme on a spiritual development a programme was organized on Gandhi Darshan.

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

- 1) Improvement in the field of ICT for administrative.
- 2) Research & Development.
- 3) ICT for academic purpose gradual increase.

### 6.5.5

- |   |            |
|---|------------|
| a. Submission of Data for AISHE portal: (Yes /No) | <b>Yes</b> |
| b. Participation in NIRF: (Yes /No)               | <b>No</b>  |
| c. ISO Certification: (Yes /No)                   | <b>No</b>  |
| d. NBA or any other quality audit: (Yes /No)      |            |

### 6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration From ..... To .....	Number of participants
	Future Plan of work circulated		2018 To 2019	As per requirement
	Meeting were held at different levels			

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICE****7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (From – To)	Participants	
		Female	Male
Workshop on Balika Adhikar Avam Sanrakshan	24 Sept 2018	95	
Workshop by Anti-Romio Squad	10 Oct 2018	214	

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources

Installation of Solar light in the Campus.

Installation of ample number of power saving LED lights.

Use of plastic is prohibited in the Campus.

Awareness Rally to make public aware of not using plastic.

During Swachhta Pakhwara public make aware about cleanliness by going door to door.

Garbage is converted into organic manure.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical Facilities		
Provision for lift	No	
Ramp/ Rails	Yes	All Students Specially differently Abled Students
Braille Software/facilities	No	
Rest Rooms	Yes	Differently Abled Students
Scribes for examination	Yes	
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situatedness enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to Address Locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the Initiative	Name of the Initiative	Issues addressed	Number of Participating students and staff
2018	NIL	01	22/09/18	Health Check-up Camp	Health & Fitness	55
2018	NIL	01	15/09/18 – 02/10/18	Swachhta Pakhwara	Clean Environment	63
2018		02	01/12/18	Jagrukta Rally on World AIDS Day Blood Donation	Public Health	147
2018		01	08/09/18	Poster Competition on International Literacy Day	Literacy	48
2018		01	16/09/18	Seminar on International	Global Warming	118



				Ozon Day		
2019		01	25/01/19	Oath taken & Jagrookta Rally on National Voter Day	Voter Awareness	223

#### 7.1.5 Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (Maximum 100 words each)

#### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (From ----- To -----)	Number of Participants
Celebration of Independence Day	15/08/2018	NCC Cadets, NSS Volunteers, Teachers, Students, Management Committee
Celebration of Ozone Day	16/09/2018	Teachers and Students
Celebration of Mahatma Gandhi Jayanti	02/10/2018	Teachers, Students and Non-Teaching Staff
Celebration of Valmiki Jayanti	24/10/2018	Teachers, Students and Non-Teaching Staff
Celebration of Republic Day	26/01/2019	NCC Cadets, NSS Volunteers, Teachers, Students, Management Committee

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

Installation of ample number of power saving LED lights.  
 Installation of Solar light in Campus.  
 Use of organic manures and fertilizers in the College Garden.  
 Planting of Plants and trees (both perennial and seasonal) inside the campus.  
 Use of plastic is strictly prohibited in the campus.

## 7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

Best Practices:

The college has taken up two best practices to cater to the students. Out of all the good practices in the college, the best two are: Health Concerns and the other is Gender Sensitisation.

Taking up Health concerns as very important, we had a health check-up camp organised by Crest Hospital, Moradabad on the occasion of National Women Fitness and Health Day on 28th September 2018. The doctors addressed the students about the prospective diseases and warned them to self-diagnose the diseases. Before that, on 1st August 2018, there was a 2 day workshop on 'Planned Parenthood and New Contraceptives' and various detailing on vaccination, health issues of pregnant women, abortion etc. Aids rally was also organised on 10th December 2018.

On Gender sensitisation, the legal aid cell organises various workshops and panel discussions on domestic violence, dowry crimes and Balika Adhikar and Sanrakshan, inviting the intellectuals from the field.

A workshop was organised on Anti Romeo Squad on 1st October 2018 in joint collaboration with the Civil Lines thana. SI Mr Kuldeep Singh and National Judo Champion Ms Ruchi Agrawal taught the students about self defence against the anti-social elements.

### 7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Provide the web link of the institution in not more than 500 words

Social responsibility is an ethical framework and suggests that an entity, be it an organization or individual has an obligation to act for the benefit society.

College is dedicated to provide unparalleled academic services and creating a spirit of community building.

Our college helps students to excel academically as well as socially. College promotes ethical behavior and raise awareness about key issues faced by the society.

Students can deepen their understanding of social issues and promote positive changes in the community by participating in various social interaction programs through activities of NSS, NCC and community service committee of the college.

Environment Awareness programs show commitment towards the development of community. Following programs were organized:-

Swachhta Pakhwara

Give Up Plastic Movement

Save Water

Tree Plantation Program

Anti-tobacco campaign, health check-up camp, Aids Rally points out the necessity of healthy life style and inculcates habits of self-restraint and self-awareness.

Blood Donation by NCC students Awareness Rally on eye donation. It is sensitive to the socially disadvantaged citizens.

Vote Awareness programs to make aware public for use of their right of vote.

The attitude of management, principal, teaching or non-teaching staff is cordial and very co-operative.

The study curriculum at the college is affordable and infrastructure, library and laboratories are equipped.

College is located in pollution free lush-green and most peaceful area of city. It is recognized for its discipline and quality education in the city.

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

- To promote International Seminars/Workshops etc.
- To start PG courses in more subjects.
- To maximize the use of ICT in teaching and learning.
- Strengthen the complete computerization 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.
- Spoken English classes.
- Enhancement of infrastructural facilities.
- Enhancing social responsibility of the students by giving better opportunity of social interaction through activities of NSS, NCC and the like.
- Enhancing academic excellence.
- LMS
- ILMS in Library.
- Human values and Professional Ethics (Handbooks for stakeholders).
- Language Lab.
- To take membership of N-LIST
- To establish health and fitness centre.
- To generate resources through NET coaching and research projects.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

## Annexure I

### **Abbreviations:**

CAS	-	Career Advancement 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

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For Communication with NAAC

**The Director  
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