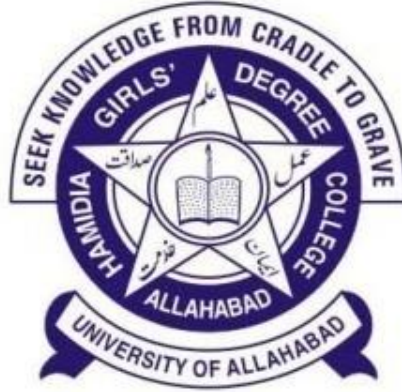


# Annual Quality Assurance Report (AQAR) of the IQAC 2012-13



Submitted to  
NATIONAL ASSESSMENT AND ACCREDITATION  
COUNCIL

by  
HAMIDIA GIRLS' DEGREE COLLEGE  
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**2012-13**  
**The Annual Quality Assurance Report (AQAR) of the IQAC**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

**Part – A**

**1. Details of the Institution**

1.1 Name of the Institution	HAMIDIA GIRLS' DEGREE COLLEGE
1.2 Address Line 1	Sultanpur Bhawa, Noorullah Road
Address Line 2	- - -
City/Town	Allahabad
State	Uttar Pradesh
Pin Code	211003
Institution e-mail address	hamidia_alld@yahoo.co.in
Contact Nos.	0532-2656526
Name of the Head of the Institution:	DR. REHANA TARIQ
Tel. No. with STD Code:	0532-2656526
Mobile:	+91-9919479610
Name of the IQAC Co-ordinator:	DR. SABIHA AZMI
Mobile:	9453026110
IQAC e-mail address:	iqac.hamidia@gmail.com
1.3 NAAC Track ID (For ex. MHCogn 18879)	UPCOGN11634
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/33/201

1.5 Website address:

www.hgdc-alld.org

Web-link of the AQAR:

www.hgdc-alld.org/AQAR-2012-2013.pdf

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 <sup>st</sup> Cycle	B	70.80	2004	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

01/12/2004

1.8 AQAR for the year (for example 2010-11)

2012-13

1.9 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 26/04/2012 (DD/MM/YYYY)
- ii. AQAR 05/05/2011 (DD/MM/YYYY)
- iii. AQAR 13/05/2010 (DD/MM/YYYY)
- iv. AQAR 30/04/2009 (DD/MM/YYYY)

### 1.10 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   
(e.g. 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

1.11 Type of Faculty / Programme  
 Arts  Science  Commerce  Law  PEI (Phys.Edu.)   
 TEI (Edu)  Engineering  Health Science  Management   
 Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

1.13 Special status conferred by Central / State Government – UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University   
 University with Potential for Excellence  UGC-CPE   
 DST Star Scheme  UGC-CE   
 UGC-Special Assistance Programme  DST-FIST   
 UGC-Innovative PG programmes  Any other (*Specify*)   
 UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers   
 2.2 No. of Administrative/Technical staff   
 2.3 No. of students   
 2.4 No. of Management representatives   
 2.5 No. of Alumni   
 2.6 No. of any other stakeholder and community representatives   
 2.7 No. of Employers/ Industrialists   
 2.8 No. of other External Experts   
 2.9 Total No. of members   
 2.10 No. of IQAC meetings held   
 2.11 No. of meetings with various stakeholders: No.  Faculty   
 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

- The IQAC is geared to bring out the best from the girls of the minority community by creating healthy environment
- The IQAC plans to face the challenges of providing modern, scientific and quality higher education by combining digitized methods of communication along with teaching skills.
- The IQAC plan to start more professional courses to equip the students with skill necessary to procure jobs in government and private sections and also create self-employment avenues.
- The Centre for Women's Studies is fully activated to gain more systematic and scientific knowledge about women through regular health check-ups and fitness counselling. It is also generating awareness about the legal rights of women.
- Empowerment an emancipation of girl students.
- College library registered for N-LIST. Through this facility students can access books and journals. The College library is also updated through LIBSYS. It shall facilitate cataloguing circulation, and serial control.

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
1. As vocationalization is the core concern of the educational planner, the IQAC plans to combine educational philosophy with vocational training	1. It shall try to harness the creative potential of the students by initiating three-month course in IT skills.
2. The computer lab shall be updated.	2. 21PCs were installed so that more students can do practical work.
3. The Language Lab timings to be made flexible. So that more students can access and be benefitted.	3. Language Lab Classes are held from 11:30 a.m. to 3:00 p.m.
4. The Centre for Women's Studies shall hold regular health check-ups and organized seminar for disseminating knowledge about legal rights of women.	4. Students went for health check-ups by the consultant doctor. Major activities for gender sensitization were carried. <ul style="list-style-type: none"> <li>• Fifteen-Day Short Term Certificate Course on Women and Society (15<sup>th</sup> Sept. - 3<sup>rd</sup> Oct. 2012) was organized by the Centre for Women's Studies. 67 students of our College and the students of other Colleges benefitted from this course</li> <li>• One-Day Symposium on Protection of Women Against Domestic Violence Act with Special reference to Protection of</li> </ul>

<p>5. The Research Cell shall work with full dedication to bring about the Vol-V of <i>Naqsh-e-Nau</i> and obtain ISSN No.</p> <p>6. The process to get College Library registered through N-LIST was initiated.</p> <p>7. Plan was chalked out to hold the seminar on <i>Attharwien Sadi Ki Dilli : Meer Ka Gham-e-Dauran Aur Shora-e-Muasreen</i>. Resource Persons contacted.</p> <p>8. Faculty should participate in Refresher Courses / Oreintation Programmes</p> <p>9. Faculty was also encouraged to participate and submit research papers at</p>	<p>Women from the Domestic Violence Act, 2005 (6<sup>th</sup> Sept. 2012) was organized by CWS.</p> <ul style="list-style-type: none"> <li>• Fitness Through Exercise was held at CWS and two batches of 26 students each benefitted from this programme</li> <li>• Two eye check-up camps (12<sup>th</sup> Oct. &amp; 5<sup>th</sup> Dec. 2012) were organized by CWS in collaboration with Jivan Nidhi Eya Clinic and Research Centre, Alld.</li> <li>• To further gender sensitization pamphlets on Dowry Prohibition Act 1961 was distributed to the students</li> <li>• The Centre tried to make 8<sup>th</sup> March International Women's Day Celebration innovative by holding the Second Begum Khursheed Khwaja Memorial Lecture and by starting a felicitation programme "Honouring a Hidden Pearl". Through this programme it tried to honour one distinguished lady who made significant contribution for the development of women. Dr. (Mrs.) G. S. Zaman, Ex. Principal, ECC was honoured</li> <li>• The Centre published the four volumes of its in-house journal <i>Qanoon ki Dastak</i> on Women and Domestic Violence. It also published four volumes of <i>Hayat</i>, an annual health bulletin. .</li> <li>• The Centre completed project on Health Problems among Young Unmarried Girls: Prevention and Management</li> <li>• Documentary on Begum Khhursheed Khwaja was prepared and screened on 8<sup>th</sup> March, 2012</li> </ul> <p>5. Vol – V of <i>Naqsh-e-Nau</i> published ISSN No. obtained</p> <p>6. N-LIST membership granted to College library and work on LIBSYS software was completed</p> <p>7. Seminar was sponsored by UGC and NCPUL, New Delhi held on 17<sup>th</sup> -18<sup>th</sup> March 2012</p> <p>8. Principal and faculty attended Refresher Courses, Orientation Programme and Short term training programme at ASC University of Allahabad, Alld.</p> <p>9. Two Faculty members attended workshop on Women's studies organized by CWS</p>
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different Seminars, Conferences and Workshops. 10. It was planned that teaching-learning methods should be more students by introducing latest technology. 11. To enhance the creative potential of the students by in initiating of three-month (free of cost).	Aligarh Muslim University, Aligarh 10. Four smart classes were added to the College. Reprography Centre under the charge of a senior teacher was developed
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\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Management  Syndicate  Yes  No  Any other body

Provide the details of the action taken

1. ICT Empowered Teaching Programme introduced – four smart classrooms developed
2. Reprography Centre developed in September 2012 in the charge of a senior teacher
3. 15 day short term course on *Women and Society* (15<sup>th</sup> Sept. - 3<sup>rd</sup> Oct. 2012) was organized by the Centre for Women's Studies
4. One day symposium on Protection of Women Against Domestic Violence Act with Special reference to Protection of Women from the Domestic Violence Act 2005 was organized on 6<sup>th</sup> Sept. 2012
5. Seminar was organized on '*Attharwein Sadi ki Dilli : Meer ka Gham-e-Dauran aur Shora-e-Muasreen*' (17<sup>th</sup> & 18<sup>th</sup> November, 2012)
6. Celebration of International Women's Day (8<sup>th</sup> March). A Documentary on *Begum Khursheed Khwaja: A Legend to be Acclaimed* was screened on 8<sup>th</sup> March, 2013
7. The Life-time Achievement Award to a 'Hidden Pearl' was started by Centre for Women's Studies. The panellists of CWS was selected Dr. (Mrs.) G. S. Zaman, Ex-Principal, Ewing Christian College, Allahabad for the award
8. Hindi Diwas was celebrated on 14<sup>th</sup> September, 2012
9. Yaum-e-Urdu was celebrated on 9<sup>th</sup> November, 2012
10. Celebration of Yaum-e-Ghalib on 15<sup>th</sup> February, 2012
11. Eid Fashion Week – Exhibition cum sale organized by Creative Fashion Centre
12. Lecture Series on Swami Vivekananda on 12<sup>th</sup> January, 2013
13. The College is adopting every modern technological method for the development of Library where digitization has been completed and the work on LIBSYS software is on the verge of completion for acquisition, cataloguing, circulation and serial control.
14. For gaining more systematic and scientific knowledge about women, the Centre for Women's Studies sponsored by UGC is working with dedication and sincerity. Hundreds of girls are helped through regular health check-ups and fitness counselling. At the same time they are also made aware of their legal rights.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing	Number of programmes added	Number of self-financing	Number of value added / Career
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	Programmes	during the year	programmes	Oriented programmes
Ph.D.				
PG				
UG	02		01	
PG Diploma				
Advanced Diploma				
Diploma	05		04	
Certificate	01			
Others				
<b>Total</b>	<b>08</b>		<b>05</b>	
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS / Core / Elective option / Open options  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
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

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

No, all revisions / updates of syllabus are done by the University of Allahabad

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

NIL

## Criterion – II

### 2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	05	12	01	

- 2.2 No. of permanent faculty with Ph.D.



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
	04								

2.4 No. of Guest and Visiting faculty and Temporary faculty

		06
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	15	
Presented papers	01	05	
Resource Person	01-Principal at Department of Training NEUPA, New Delhi		

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

- Participatory Approach
- Skill enhancing programme
- Language skill enhancing programme developing culture of connectivity – through inter discipline approach
- ICT Empowered Teaching Programme through smart classes

2.7 Total No. of actual teaching days during this academic year

180
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2.8 Examination / Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

10
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2.10 Average percentage of attendance of students

78%
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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.	414		6.2	42	31	96.6
B.Com.	48					
			2			9e5.8

Any other – merit holders 04

2.12 How does IQAC Contribute / Monitor / Evaluate the Teaching & Learning processes: Through Academic Calendar, Modular Curricular, ICT Empowered Teaching Programme, Self Appraisal Report submitted by the teachers.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	-
HRD programmes	-

Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	05
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	01
Others	01

#### 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	03	02	--	--
Technical Staff	04	01		

### Criterion – III

## 3. Research, Consultancy and Extension

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

IQAC encourages the faculty to submit Research Projects and Seminar proposals to funding agencies like UGC, ICHR, NCPUL etc.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	CWS, UGC	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	01		
Non-Peer Review Journals			01- In house Journal of Centre for Women's Studies
e-Journals			
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	01	UGC, WS	10,000/- from the permissible spending	
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		UGC NCPUL			

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 :

From Funding agency  From Management of University/College   
Total

3.16 No. of Patents received this year

Type of Patent	Number	
	National	Applied
Granted		N.A.
International	Applied	N.A.
	Granted	N.A.
Commercialised	Applied	N.A.
	Granted	N.A.

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
01		01				

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

N.A.

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

N.A.

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

JRF N.A. SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 400 State level -  
National level - International level -

3.22 No. of students participated in NCC events:

University level - State level 01  
National level - International level -

3.23 No. of Awards won in NSS:

University level - State level 01  
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -  
National level - International level -

3.25 No. of Extension activities organized

University forum - College forum 01

NCC - NSS 13 Any other -

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

- To sensitize, educate and empower the girl students a fifteen day short term certificate course on Women and Society (15<sup>th</sup> Sept. – 3<sup>rd</sup> Oct. 2012) was organized by the Centre for Women's Studies.
- Sham-e-Ghalib was organized on 15<sup>th</sup> February, 2012.

## 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	6155.79			
Class rooms	14			
Laboratories	04			
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)			UGC	43,20,000/-
Others			UGC	92467/-

#### 4.2 Computerization of administration and library

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Library is automated and digitized</li> <li>• Bank challan generation</li> <li>• Preparation of Student Nominal Roll Call List</li> <li>• Transfer certificate generation</li> <li>• Character certification generation</li> </ul> |
|---|

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9825	--	--	--	9825	--
Reference Books	5232	--	--	--	5232	--
e-Books	--	--	--	--	--	--
Journals	--	--	--	--	--	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	84	04	02	03	03	01	03	
Added	10		01		01			
Total	94		03		04			

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Free computer and internet access training for the students and faculty who wants to learn computer.
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4.6 Amount spent on maintenance in lakhs :

i) ICT	351485/-
ii) Campus Infrastructure and facilities	104647/-
iii) Equipments	
iv) Others	91970/-
<b>Total :</b>	<b>548102/-</b>

### Criterion – V

## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Gold Medals Instituted by the College are given to position holders
- Free Remedial Coaching for slow learner
- Scholarship and financial support extended to the students
- Language proficiency in spoken English and spoken Urdu through Language Lab
- Career and Counselling Cell has been established
- Through Earn While Learn, Creative Fashion Centre trains students in cutting, tailoring, sewing and embroidery. Eid Fashion week – Exhibition cum sale is held annually at the Centre
- Computer Lab
- Reprography Centre
- Health check-up

5.2 Efforts made by the institution for tracking the progression

Through Annual Alumni Meet – at the meeting of alumni the teachers In-charge of alumni meeting tracks their progression to P.G., B.Ed. and other teacher training programmes. Through this the College comes to know the interpreannual initiatives of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1685	40%	-	-

(b) No. of students outside the state

--

(c) No. of international students

--

Men	No	%

Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
659	12		985	--	1656	643	9	--	1033	--	1685

**Demand ratio 3:2      Dropout % 5.24**

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

NIL

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

Career & counselling cell has been established. Counselling is being provided to the students by the counsellor.

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

The Centre for Women' Studies conducted various programmes

- 15-day short term certificate course on *Women and Society* (15<sup>th</sup> Sept.-3<sup>rd</sup> Oct. 2012)
- One-Day Symposium on *Protection of Women against Domestic Violence with Special Reference to Protection of Women and the Domestic Violence Act, 2005* (6<sup>th</sup> September, 2012). Lectures were delivered by Dr. Amit Dubey, Dept. of Law, DDU, Gorakhpur University, Gorakhpur and Dr. Lalit Srivastava, Swami Vivekananda College, Lucknow.
- Celebration of *International Women's Day – 8<sup>th</sup> March*

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	775	Directly transferred to students A/c
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

*Eid Fashion Week – An Exhibition cum sale was organized by the Creative Fashion Centre of the College.*

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

**Principal attended the grievances of 250 students. Out of this 210 were benefitted through psycho social counselling.** From the Principal's register – Principal meets the students every day from 12:00 noon – 1:00 p.m. and listens to their grievances regarding teaching, evaluation and other disciplinary problems. Psycho-Social counselling and financial help is also extended to the students through Help to Poor fund. Besides this Proctors also attend to the grievances of the students.

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**VISION:** The vision of the College is to make it a globally acknowledged competitive centre of excellence by providing modern, scientific, technological and value-based education accessible to the under-privileged girls of the minority community as well as other underserved segments of the society and to bring them into the mainstream of national development.

**MISSION:**

- Empowerment and emancipation of the girl students.
- Delivering quality education to the underserved segments of the society.
- Extending equal opportunities and access to higher education.
- Preparing graduates for multi-linguistic and multi-cultural workplace setting.
- Holistic development through curricula and extra curricula activities.
- Infusing a spirit of secular values and nationalism.

6.2 Does the Institution has a management Information System

Yes, MIS is used in Account, Admission and other Administrative works

- Bank Challan generation
- Preparation of Student Nominal Roll Call List
- Character certification generation

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

6.3.1 Curriculum Development

Curriculum is designed by the University of Allahabad. Our College teachers are members of Baccalaureate and Board of Studies. Their suggestions regarding in modification of under graduate syllabus are incorporated by the respective Department of the University.

6.3.2 Teaching and Learning

- Guest lectures by experts were arranged
- The leadership of the College took special initiative for the promotion of Urdu. Links



were developed with NCPUL and UP Urdu Academy.

- Urdu Coaching Centre started in the month of July, 2007 is functioning well. The second batch passed out in July. It is a Six-Month Certificate Course and no fee is taken from the students. Books have been provided by UP Urdu Akademy to those who do not know Urdu. This course is equivalent to class 8<sup>th</sup>. Two batches of this certificate course have been completed.
- *Hindi Diwas* (14<sup>th</sup> September 2012) was celebrated with great zeal. Self-composed poetry and essay writing competition were organised. It brought out the hidden talents and creativity of the students.
- *Urdu Day* (9<sup>th</sup> November 2012) was celebrated
- On the occasion of 150<sup>th</sup> birth anniversary of Swami Vivekananda, 12<sup>th</sup> January 2013. Lecture series were organized on *Swami Vivekananda*
- *Ghalib Day* (15<sup>th</sup> February, 2013) was celebrated and an essay competition was held on *Kehte Hai Ki Ghalib Ka Hai Andaz-e-Bayan Aur*. Students took part in it enthusiastically.

### 6.3.3 Examination and Evaluation

Half yearly assessment was conducted in the month of December to prepare the students for final examination.

University conducts the annual examination from the first week of March to 15<sup>th</sup> May. The College is a centre for the exams. Institution authorities maintain strict vigil to ensure that no case of unfair means may occur. The teachers are also nominated as paper setters and evaluators by the University of Allahabad.

*Seeing the fair practices of the College, Guru Ghasidas Vishvavidhalaya, Bilaspur (a Central University by an act of the Parliament) conducts its Vishvavidhalaya Entrance Test (VET) 2013 in the College on 15<sup>th</sup> and 16<sup>th</sup> June, 2013.*

### 6.3.4 Research and Development

College encourages faculty members to undertake research programmes funded by UGC and other funding bodies

- A two-day national seminar on *Attharwien Sadi Ki Dilli : Meer Ka Gham-e-Dauran Aur Shora-e-Muasreen* (17<sup>th</sup>-18<sup>th</sup> November, 2012) was organised by the Dept. of Urdu
- Department of Urdu published Vol. V of International Journal *Naqsh-e-Nau*. ISSN No. of *Naqsh-e-Nau* received. The Editors efforts to obtain RNI no. also.
- The Centre for Women's Studies conducted research on *Health Problems Among Young Unmarried Girls: Prevention and Management*. This research was based on the data collected through health check-ups of the students by the consultant doctor. A detailed report has been prepared.

Vol. IV of *Qanoon ki Dastak* (a Journal of Women's Studies) has been published. It is a compilation of articles presented by eminent legal experts and professors. This issue is focussed on Women and Domestic Violence.

Vol. IV of *Hayat* (Health Bulletin) was published. It focuses on Women and Mental Health.

- Two teachers attended Refresher Course on *Women's Studies* at UGC-ASC, AMU w.e.f 31-01-2012 to 21-02-2012. One teacher attended Refresher Course in Sociology organized by UGC-ASC, Allahabad University w.e.f. 3<sup>rd</sup> – 23<sup>rd</sup> Dec. 2014
- Three Workshops of different nature were attended by the Principal and Staff at University of Allahabad on the following dates :
  - One-day workshop on User Awareness Programme on *N-List* (9<sup>th</sup> November, 2012) organized jointly by INFLIBNET Centre, Ahmadabad and Central Library, University of Allahabad
  - Two-Lecturers attended five-day workshop on *Women's Studies : An Introduction* (8<sup>th</sup> – 12<sup>th</sup> September, 2012) at the Centre for Women's Studies,

- Aligarh Muslim University, Aligarh
  - Three-day workshop was attended jointly by the Principal and Readers organized by the UGC-ASC, Allahabad University w.e.f. 18 -20 January, 2013
  - Two-Day Short Term Training programme of Principals and teachers was attended by teachers w.e.f. 15<sup>th</sup>-16<sup>th</sup> December, 2012. It was organized by UGC-ASC, Allahabad University.
- Department of Training and Capacity Building in Education at NUEPA (National University of Educational Planning and Administration) organized five-day Orientation Programme for the Principals of Minority Managed Institutions of Higher Learning from 10<sup>th</sup> -14<sup>th</sup> December, 2012 in which 36 Principals were invited from different parts of the country. *Principal of the College was a Resource Person.*

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- N LIST registration of the College Library through which students can access books and journals from the different libraries
- LIBSYS cataloguing completed in the library
- Reprography cell developed and put under the charge of a senior teacher
- ICT empowered teaching programme introduced. Four smart classrooms developed
- To suit the needs Computer Centre is equipped with new software

### 6.3.6 Human Resource Management

Human resource management is designed to maximize employee performance in service of their employer's strategic objectives. Teaching and non-teaching staff are managed focussing on policies and systems.

### 6.3.7 Faculty and Staff recruitment

NIL

### 6.3.8 Industry Interaction / Collaboration

Students of Vocational Subjects – Office Management and Computer Application in Social Sciences were given one month training in industries and other enterprises such as (i) BPCL, Naini (ii) ITI, Naini (iii) Bhadohi Rugs International, Bhadohi (iv) Safety at Bharat Pumps and Compressors Limited and Department of Human Resource Development at Research Development at Recron Synthetic Limited etc., G.B. Pant, Institute of Social Sciences.

### 6.3.9 Admission of Students

Considering the minority character of the College, the University has permitted the College to hold UGAT (Under Graduate Admission Test) at the College level independently. An Admission Committee has been formed. The Admission Brochure is revised and printed every year. An external agency is contacted to conduct the exam maintaining confidentiality and transparency in the Admission process.

### 6.4 Welfare schemes for

Teaching	Medical facility, Children education fees, Maternity Leave, LTC, Group Insurance
Non teaching	LTC, Encashment of Earn Leave
Students	OBC, SC, Minority Scholarships Poor fund Student Aid Fund



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

- Sound management of e-waste
- The faculty members are sensitized to use electric power judiciously. College uses CFL & LED bulbs

## **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.

Smart Classes and Reprographic Centre are the two new technological aids that have created a positive impact on the functioning of the institution.

- The Leadership of the College took a major initiative of combining conventional mode of teaching with digitized methods to increase the quality of teaching-learning process. In this context ICT teaching programme was introduced and four smart classes were developed and this strengthened ICT Empowered Learning Programme
- Reprographic Centre is making the students self-reliant. They are assigned job works and paid for it.
- The College authorities are constantly involved in synchronizing educational philosophy with vocational training. Three month short term training (free of cost) in 'Computer typing and Internet Access started at the Computer Lab for the students
- The Centre for Women's Studies is making genuine efforts towards gender sensitization. Health check-ups of students are regularly conducted by the consultant doctor. The short term training 'Fitness Through Exercise' has created a positive impact on students.
- Orientation Lectures and health counselling is also undertaken.

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

- ICT Empowered Teaching Programme introduced – four smart classrooms developed .
- Reprography Centre developed in September 2012 in the charge of a senior teacher.
- The Life-time Achievement Award to a 'Hidden Pearl' was started by Centre for Women's Studies The panellists of CWS was selected Dr. (Mrs.) G. S. Zaman, Ex-Principal, Ewing Christian College, Allahabad for the award.
- Eid Fashion Week – Exhibition cum sale organized by Creative Fashion Centre
- 15 day short term course on *Women and Society* (15<sup>th</sup> Sept. - 3<sup>rd</sup> Oct. 2012) was organized by the Centre for Women's Studies.
- One day symposium on Protection of Women Against Domestic Violence Act with Special reference to Protection of Women from the Domestic Violence Act 2005 was organized on 6<sup>th</sup> Sept. 2012.
- Seminar was organized on '*Attharwein Sadi ki Dilli : Meer ka Gham-e-Dauran aur Shora-e-Muasreen*' (17<sup>th</sup> & 18<sup>th</sup> November, 2012)
- Celebration of International Women's Day (8<sup>th</sup> March). A Documentary on *Begum Khursheed Khwaja: A Legend to be Acclaimed* was screened on 8<sup>th</sup> March, 2013.
- Hindi Diwas was celebrated on 14<sup>th</sup> September, 2012.
- Yaum-e-Urdu was celebrated on 9<sup>th</sup> November, 2012.
- Celebration of Yaum-e-Ghalib on 15<sup>th</sup> February, 2012.
- Eid Fashion Week – Exhibition cum sale organized by Creative Fashion Centre
- Lecture Series on Swami Vivekananda on 12<sup>th</sup> January, 2013
- The College is adopting every modern technological method for the

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

- I- Urdu Calligraphy diploma course is running successfully in the college since its establishment. Urdu Calligraphy is an art of writing through which the calligrapher can explore through his 'Kalam'. Therefore, its importance cannot be omitted. The imperative need is to pay more attention to this dying art. Six batches have passed out.
- II- For gaining more systematic and scientific knowledge about women, the Centre for Women's Studies sponsored by UGC is working with dedication and sincerity. Hundreds of girls are helped through regular health check-ups and fitness counselling. At the same time they are also made aware of their legal rights.
- By providing legal literacy and improving women's health through women health initiative programme.
  - CWS launched a fifteen-day short-term certificate course on *Women and Society* (15<sup>th</sup> Sept.- 3<sup>rd</sup> Oct. 2012) and 67 students were enrolled in this programme.
  - In this context the Centre organized one-day symposium on *Protection of Women against Domestic Violence with special reference to Protection of Women and the Domestic Violence Act 2005* (6<sup>th</sup> September, 2012)
  - Regular health check-ups were conducted. So far 640 students have been examined and Health Cards have also been issued in their name.
  - Students are advised fitness regimen at the Centre.
  - Two eye check-up camps were also organized on 12<sup>th</sup> Oct. - 5<sup>th</sup> Dec. 2012
  - Centre for Women's Studies celebrated the International Women's Day on 8<sup>th</sup> March 2013.

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

7.4 Contribution to environmental awareness / protection

College students went on environmental field trips to the Alfred Bik and learn about carbon cycle.

7.5 Whether environmental audit was conducted? Yes  No

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

The Creative Fashion Centre of the College is working with sincerely to achieve the objective of Earn While Learn and instill a sense of dignity of labour among students by motivating them to utilize their skills and hobbies. In the month of August, the Centre organized Eid Fashion Week and offered a wide assortment of splendid ladies wear, kids wear, and house furnishing items etc. The skilled students tried their best to satisfy customer's demands.

**Strength –**

- ICT Empowered Teaching Programme
- Effective Gender Sensitization
- Many teachers participated in Faculty Development programme
- Principal was appointed as Resource Person by NEUPA
- Many literary activities held especially Mushaira of Women Poets on 9<sup>th</sup> May, 2012

**Weakness –**

- Imbalanced Teacher taught ratio
- Crisis of manpower

**Opportunities –**

Digitized Library, Computer Centre, Reprography Centre, Creative Fashion Centre Fashion Centre and Earn While Learn motivate the students abundantly.

**Challenges –**

Digitization of College Library was a big challenge and it has been successfully accomplished. It has got N-LIST memberships.

**8. Plans of institution for next year**

- Circulation of Books through LIBSYS in the Library
- To prepare students of Journalism and Mass Communication for compiling, editing, anchoring and writing articles etc.
- To prepare students to face competition in an age of Globalization.
- To obtain RNI no. for the Journal, *Naqsh-e-Nau*

Name DR. (MRS.) SABIHA AZMI



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

Name DR. (MRS.) REHANA TARIQ



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*Signature of the Chairperson, IQAC*

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**Annexure-1**

## ACADEMIC CALENDAR 2012-13

### JULY

July 10 Academic session begins  
July 25 Freshers' Orientation

### AUGUST

August 15 Independence Day Celebrations  
August 27 Internal assessment of the students (Department wise)  
August 20 Sadbhawna Pakhwara (Inauguration) N.S.S. General Camp

### SEPTEMBER

September 5 Sadbhawna Pakhwara (Closing Ceremony) N.S.S. General Camp  
September 14 Hindi Divas

### OCTOBER

October 2 Gandhi Jayanti  
October 27 Internal assessment of the students (Department wise)

### NOVEMBER

November 9 Yaum-e-Urdu  
November 10-16 N.S.S. Special Camp and Extra Curricular Activities  
November 12 National Education Day (The birth Anniversary of Maulana Azad)

### DECEMBER

Home Examination

### JANUARY

January 26 Republic Day Celebrations

### FEBRUARY

Internal assessment of the students (Department wise)

### MARCH

March 1<sup>st</sup> week University Examination begins  
March 8 International Women's Day

**Note-** The College holds the right to make partial amendment only under unavoidable circumstances.