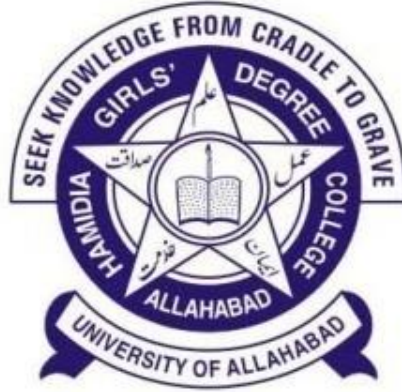# Annual Quality Assurance Report (AQAR) of the IQAC
2013-14

Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

by
HAMIDIA GIRLS' DEGREE COLLEGE
Constituent Minority College, University of Allahabad

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<center>**2013-14**</center>

<center>**The Annual Quality Assurance Report (AQAR) of the IQAC**</center>

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)*

<center># Part – A</center>

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-2013-2014.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	1st Cycle	B	70.80	2004	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

01/12/2004

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

2013-2014

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

   i. AQAR   10/05/2013   (DD/MM/YYYY)
   ii. AQAR   26/04/2012   (DD/MM/YYYY)
   iii. AQAR   05/05/2011   (DD/MM/YYYY)
   iv. AQAR   13/05/2010   (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 ✔
   (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education ☐   Men ☐   Women ✔

                  Urban ✔   Rural ☐   Tribal ☐

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

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

1.11 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)*   University of Allahabad

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)*   C.W.S.

UGC-COP Programmes   --

2. IQAC Composition and Activities

2.1 No. of Teachers   06

2.2 No. of Administrative/Technical staff   03

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2.6 No. of any other stakeholder and
      community representatives   01

2.7 No. of Employers/ Industrialists   --

2.8 No. of other External Experts   01

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   01

2.11 No. of meetings with various stakeholders: No. | 02 | Faculty | 02 |

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

- **IQAC decided to give top priority to   vocationalization of education.**
- **IQAC developed links with UPTEC**
➢ It was decided that Value Hub should be   established.
- **IQAC took initiatives to hold National Seminars :**
➢ The Dept. of History drew a plan to hold National seminar on "Women Freedom Fighters of 1857 with Special Reference to Rani Lakshmi Bai & Begum Hazrat Mahal". Proposal was   submitted to ICHR , New Delhi .
➢ The Dept. of Urdu drew a plan to hold National Seminar on "Lucknow Ka Adabi Manzarnama: Munshi Dwarika Prasad Ufaq Ke Khususi Hawale Se"   . Proposal was submitted to NCPUL, New Delhi & UP Urdu Academy, Lucknow.
- **IQAC developed links with Regional Archives, Alld and Allahabad Museum and consequently following activities were planned:**
➢ Archival Exhibition of manuscripts & records on Women heroes of 1857 .
➢ It was decided that study tours to Allahabad Museum and Regional Archives for students should be organised.
- **IQAC decided to establish links with Raza Library, Rampur.**
➢ 'Begum Khursheed Khawaja Memorial Lecture should be held .
- **IQAC decided to hold routine gender sensitization program   under Centre for Women's Studies .**

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
• To start more vocational programmes so that students may gain skill based vocational education and get gainful employment .	• In this connection an MoU was signed with UPTEC Computer Consultancy Ltd .
• Proposal for B .Voc in two trades Journalism and Mass Communication, Fashion Design & Embroidery was submitted to the UGC. Curriculum for the two subjects were also designed .	• It was approved by UGC and sanction for it was received in May 2014.
• To hold the National seminar in History the teachers of the Dept. of History regularly contacted funding agencies UGC and ICHR. Resource person were also contacted.	• Financial assistance received from ICHR.
• To hold the National seminar in Urdu the teachers of the Dept. of Urdu regularly contacted funding agencies (NCPUL and UP Urdu Academy) Resource persons were also contacted.	• Financial assistance received from NCPUL and UP Urdu Academy.
• Director , Allahabad Museum and Regional Officer, Regional Archives ,Allahabad invited students for study tour and field trips.	• Visit to Allahabad Museum on 5th September, 2013. Students were taken on a study tours. A trip was arranged to Visit to Regional Archives, Allahabad on 14th November, 2013. Students were taken to Regional Archives where they were informed about preserving ancient records.
• Centre for Women's Studies drew an Action Plan for the year 2013-14. Consultant doctor was contacted.	• Health check ups were organised. Extension lecture was organised on *Women and Globalisation* on 25th February, 2014.
• Modalities for holding International Women's Day (8th March, 2014) were worked out.	• *Honouring a Hidden Pearl* -a felicitation program was organised on 8th March, 2014.
• Editor of Naqsh-e-Nau worked hard to get RNI no.	• RNI no. received.

 * *Attach the Academic Calendar of the year as Annexure.* ,

2.15 Whether the AQAR was placed in statutory body   Yes ✔   No ☐

Management ✔   Syndicate ☐   Any other body ☐

Provide the details of the action taken

- To provide gainful employment it was considered valid that students should be given advanced training in ICT and as such *Value Hub* was established at the college. An MoU was signed with UPTEC and two ICT courses- CCC and Tally-ERP 9 have been launched. CCC-is six- month certificate course and Tally is three month certificate course .Both these courses shall prove highly beneficial for students.

- Proposal for B .Voc in two trades Journalism and Mass Communication, Fashion Design & Embroidery was submitted to the UGC . It was approved and sanction for it was received in May 2014. The curriculum of B. Voc. three year Degree Programme as per the guidelines of UGC has been designed by the senior faculty. The curriculum of Journalism and Mass Communication and Fashion Design & Embroidery is being designed jointly with IPS (A U), IT,NASSCOM ,ITES Sector Skill Council , Industries and College. This UGC programme aims at producing skilled job-ready youth.

- Two-day National seminar on "Women Freedom Fighters of 1857 with Special Reference to Rani Lakshmi Bai & Begum Hazrat Mahal" sponsored by ICHR , New Delhi was organised by the History Department on 20th & 21st December, 2013.

- National Seminar on "Lucknow Ka Adabi Manzarnama : Munshi Dwarika Prasad Ufaq Ke Khusoosi Hawale Se" by the Dept. of Urdu on 7th & 8th March, 2014. It was sponsored by NCPUL, Delhi & Urdu Academy, Lucknow.

- Archival Exhibition in collaboration with Regional Archives of Allahabad was held on 20th -22nd December, 2013.

- As on outreach programme students were taken to an exhibition organised by Northern Railway on '160 years of Indian Railway ' to NCZCC on 28th August , 2013.

- Begum Khursheed Khwaja Memorial Lecture sponsored by NCPUL, New Delhi was organized on 22nd December ,2013 on the topic "Akbar Allahabadi". A special lecture was delivered by Padamshree Prof. S.R. Farooqui, eminent Urdu critic & writer.

- International Women's Day was organized on 8th March ,2014. A Special lecture on Women as Peacemakers was delivered by Prof. M.M. Das, Ex-head Dept. of English (AU).

- Hindi diwas was celebrated on 14th Spetember, 2013 by the Dept. Of Hindi.

- Yaum-e-Urdu organized on 9th November, 2013.

- Exhibition of garments & accessories was organised by Creative Fashion Centre.

- Celebration of National Education Day on 11th November, 2013.

- Distribution of Laptop. Laptops were given to students by UP Government on 6th October, 2013.

- Visit to Allahabad Museum on 5th September, 2013. Students were taken on a study tour.

- In order to enlighten the girls of the college about the rich heritage and rare historical manuscripts. A field trip was organised to the Regional Archives, Allahabad on 14th November, 2013. Students were taken to Regional Archives where they were informed about preserving ancient records.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02		01	
PG Diploma				
Advanced Diploma				
Diploma	05		04	05
Certificate	03	02	02	
Others				
Total	10	02	07	

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, Revisions/updates on syllabus are done by University of Allahabad.

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

> - Value Hub in collaboration with UPTEC Computer Consultancy Ltd. was established conducting CCC and Tally Course.
> - A faculty of Vocations   will start from July, 2014   for B. Voc. in two trades- Journalism & Mass Communication and Fashion Design & Embroidery .

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. | 14 |

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 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	20	
Presented papers	01	07	
Resource Persons		02	

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

> To expose the students to relevant teaching methods and advanced mode of learning, students of history were taken to Regional Archives and Allahabad Museum .This gave abundant knowledge of the primary sources of history .It also enabled them to distinguish between primary and secondary sources of history.

2.7 Total No. of actual teaching days
during this academic year | 180 |

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

| -- | | -- | | -- |

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | 11 |

2.10 Average percentage of attendance of students | 56% |

2.11 Course/Programme wise distribution of pass percentage :   Result awaited (**2013-14**)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.						
B.Com.						

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes : The IQAC and Academic Advisories of the College has evolved strategic integration programme through which it tries to build a blend between soft perspectives & hard perspectives. i.e. Combining intellectual and physical infrastructure .In this regard the soft perspective are channelized through academic calendar , modular curricula & faculty development programmes. The hard perspective is met through ICT empowered teaching programmes.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
UGC – Faculty Improvement Programme	02
HRD programmes	02
Orientation programmes	05
Faculty exchange programme	-
Staff training conducted by the university	03
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	01
Others	00

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

A Research committee has been formed .It encourages the faculty to submit Research projects and Seminar proposals to funding agencies like UGC,ICHR ,NCPUL .It also scrutinizes the papers for publication .

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	--	00	-	-
Outlay in Rs. Lakhs	-		-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	-	-
Non-Peer Review Journals	-	-	-01 CWS – In house journal of Centre for Women's Studies
e-Journals	-	-	-
Conference proceedings	-	01(under process)	-

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	-			
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	-			
Students research projects *(other than compulsory by the University)*				
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 [Nil]

3.11 No. of conferences   organized by the Institution

Level	International	National	State	University	College
Number		02			
Sponsoring agencies		ICHR, NCPUL, U.P. Urdu Academy			

3.12 No. of faculty served as experts, chairpersons or resource persons   04

3.13 No. of collaborations   International [ ]   National [02]   Any other [ ]

3.14 No. of linkages created during this year   04

3.15 Total budget for research for current year in lakhs :
    From Funding agency [2.5]   From Management of University/College [ ]

    Total [2.5]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	N.A.
	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
--	-	-	-	--	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides [-]

   and students registered under them [-]

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)   N.A.
        JRF [-]   SRF [-]   Project Fellows [-]   Any other [-]

3.21 No. of students Participated in NSS events:
                University level [400]   State level [01]
                National level [ ]   International level [ ]

3.22 No. of students participated in NCC events: Nil
                University level [--]   State level [--]
                National level [--]   International level [--]

3.23 No. of Awards won in NSS: Nil

University level [--]   State level [--]
National level [--]   International level [--]

3.24 No. of Awards won in NCC: Nil

University level [--]   State level [--]
National level [--]   International level [--]

3.25 No. of Extension activities organized

University forum [ ]   College forum [03]

NCC [ ]   NSS [10]   Any other [ ]

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

- Students of UJMC and History participated in National Railway Exhibition at NCZCC.
- Students of History and UJMC visited Allahabad Museum on 5th September, 2013.
- Help to flood victims by NSS students.
- Health Check up of students - Two sessions were organised by CWS.

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 Sq. Meter			
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)				
Others	01-Multipurpose conference Room			
			University of Allahabad	10,30,000/-

4.2 Computerization of administration and library

> Admission is done through Admission software . Admission card generation.
> Office Automation System
> - Bank Challan generation
> - Preparation of Student Nominal Roll Call List
> - Character certification generation
>
> The Library is automated using LIBSYS software. The Digitized Library of the college consists of 2007 books on various subjects.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9825		--	--	9825	
Reference Books	5232		29	13305/-	5261	
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	Depart- ments	Others
Existing	94	04	02	03	01	01	03	--
Added	--	--	-	--	--	--	--	--
Total	94	04	02	03	04	01	03	--

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

> No formal training programme was conducted but students & teachers are encouraged to learn and use computer technology in their free periods.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   547292/-

   ii) Campus Infrastructure and facilities   108749/-

   iii) Equipments

   iv) Others   173368/-

Total :

      829409/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

To improve the quality culture following initiatives have been undertaken :
- Gold medals instituted by the college are given to   position holders.
- Scholarship and financial support   their articles are port to the students.
- SMS alert system.
- Computer Lab- encourages students to learn Hindi , English & Urdu Computer Typing & Internet Access .It also provides job-work opportunities to students,. The college magazine is composed at computer lab of the college.
- Reprography cell trains students in Hindi computer Typing , internet access , Xeroxing and other reprography skills.
- Centre for Women's   Studies- The centre conducted Health Check-ups of students by the consultant doctor .
- Creative Fashion Centre provides platform to girls for enhancing their creative potential   in Fashion Designing as well as to 'Earn While Learn'. A team of skilled students prepared clothes both simple and designer wear. Eid Fashion Week is held annually at the centre. The centre displays a collection of items prepared by students in the exhibition. More than 10 skilled & expert students participated. They showcased their ready-to-wear & couture lines in Indian categories.

  This year   the centre started a 3-months certificate course in cutting & sewing with objective to train primarily our untrained students & create an environment where they can grow to their full potential & become skill creators.
- Laptop Distribution –The state Govt. of UP distributed laptops to college students (those who passed Class XII exams).Through this scheme students of the college were selected .Their Laptops were distributed at the college 4 meritorious students received laptop from the Chief Minister Mr. Akhilesh Yadav at the Parade ground on 6th October, 2013 .Later an orientation programme was held for recipient students .They were advised to bring their laptops to the college and avail internet services at the college library to prepare e-content and update their IT skills. 576 students were beneficiaries
- To give expression to the creative potential of students ,their articles are published in the college Magazine.

5.2 Efforts made by the institution for tracking the progression

- Analysis of students progression is done through the Annual Alumni Meet.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1623			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%

Women

No	%
	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
643	9		1033	-	1685	565	12		1044	02	1623

Demand ratio   3:2   Dropout % 4.5

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   N.A.

NET   -   SET/SLET   -   GATE   ---   CAT   ----

IAS/IPS etc   State PSC   -   UPSC   -   Others   -

5.6 Details of student counselling and career guidance

Principal meets the students every day at a fixed time to solve their problems .The Career Counselling Cell also guides the students as regards their studies and career .

 No. of students benefitted   250

5.7 Details of campus placement   Nil

On campus			Off Campus
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's Studies is actively involved in organising gender sensitization programme of different levels .In the current session special extension lectures were held on :
> - Women and Globalization on 25th February, 2014.Dr.Anurag Diwedi , Reader , Dept. of Sociology, Deen Dayal Upadyay University, Gorakhpur delivered lecture.
> - Health Check up of students were also conducted and students were examined
> - 8th March , 2014 , International Women's day celebrated with fervour and enthusiasm at Hindustani Academy, Allahabad. Following the UN Agenda of Women Peace special lecture on Women as Peacemakers was held . Prof. M.M. Das , Ex-head , Dept. of English (AU) delivered a highly inspiring & motivational lecture. The students were informed about UN Women for Peace by the Director and Asst. Director .Pamphlets were also distributed.
> - The Centre honours a living legend ,a lady who has rendered notable services to the women of Allahabad especially in the field of education .This year the Centre honoured Dr.(Mrs.) Komal Bhatnagar , Ex-Principal Arya Kanya Degree College through its 'Honouring a Hidden Pearl ' programme. A citation and a shawl was presented to her for uplifting the standard of women education
> - To create awareness about legal rights and provisions , pamphlets on women and Anti Dowry act was printed and distributed to students. Pamphlets on Women Health, Diet and Nutrition were printed and distributed among students.

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 [01]   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 [-]

Any other:-
- *Students of OFF and CAS participated in IT carnival*
- *15 students of the college participated in Damodarshree Award for National Excellence.*

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	-	-
Financial support from government	904	Amount directly transferred to the students' account.
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 [01]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [02 –]

- Help to flood affected victims –Food packets, drinking water were supplied through NSS in the fund affected areas by NSS volunteers.
- Alumni Meet was held on 26th February 2014.

5.13 Major grievances of students (if any) redressed: _____

Principal   attended the grievances of 250 students. Out of this 200 were benefitted through psycho social counselling. Proctors of the College also attended the grievances of students regarding disciplinary rules. Principal, parents and Proctors counselled   students not to bring mobiles phones to the college   .

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 .
- Admission card generation .
- 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. Teachers who are members of Board of Studies and Baccalaureate were called by the respective departments for revision of B.A. II and B.A.III syllabus in English and History. Their suggestions were incorporated regarding modification of under graduate syllabus of English & History.
- The curriculum of B. Voc. three year Degree Programme as per the guidelines of UGC has been designed by the senior faculty. The curriculum of Journalism and Mass Communication and Fashion Design & Embroidery is being designed jointly with IPS(AU), IT,NASSCOM ,ITES Sector Skill   Council , industries and College. This UGC programme aims at producing skilled job-ready youth.

6.3.2   Teaching and Learning

The leadership of the college took following steps :
- For effective delivery of Lectures and preparation of   E-Content   certain departments   started using smart classes with visualizer and LCD projector .
- The Principal alongwith senior teachers of the Department of History took initiative to organize archival   exhibition .
- To maintain a good governance and to create a culture of   learning , 14th September, 2014 was celebrated as Hindi Diwas and Urdu day was celebrated on November 9, 2014.
- The faculty members of the Dept. of Sociology and History after consulting the Principal organised Inter disciplinary Lecture on *Dalit Discourse* on 20th February , 2014.
- Centre for Women's Studies after consulting the Principal and later on in collaboration with   Dept. of Sociology organised a lecture on *Women and Globalization* on 25th February, 2014 in collaboration with Dept of Sociology.

The Principal of the College alongwith senior teacher took initiative to organised the following :

- Visit to Railway Exhibition on '160 Years of Indian Railways' at NCZCC, Alld on 28th August, 2013 by students.
- Visit to Allahabad Museum on 5th September, 2013. Students were taken on a study tour.
- A trip was arranged to Visit to Regional Archives, Allahabad on 14th November, 2013. Students were taken to Regional Archives, Alld   where they were informed about preserving ancient records.
- After consultation with the Principal , the Dept. of Education organised National Education Day on 11th November, 2013 . The theme of this year's National Education Day was 'Science & Society'. A series of activities were also organized. The Head, Dept. of Painting after consulting the Principal organised an

- exhibition in which students of the Department exhibited their creative talent through their paintings on Women and Education.
- The teachers and students participated in the exhibition jointly organised by Allahabad Museum and Victoria Memorial , Kolkata inaugurated by the Honourable Governor, Mr. B.L. Joshi on 8th February, 2014.
- Guest lectures were organised by different department.
- Yaum-e-Urdu organized on 9th November, 2013 .
- Hindi Diwas organized on 14th September, 2013.

6.3.3 Examination and Evaluation

- Half yearly assessment is conducted in month of December to prepare the students for final examination .University conducts the annual examination from the first week of March to 15th May. The college is a centre for the exams. Institutional authorities maintain strict vigil to ensure that no case of unfair means may occur. The teachers are also appointed as paper setters and evaluators by the University.
- Seeing the fair practises adopted by the institution in the examination process Guru Ghasidas Vishwadalyaya approached the leadership to be granted permission to hold its Vishwadalyaya Entrance test on 22-05-2014 & 23-05-2014 at the College premises. The Principal granted permission and the Examination Committee of the college with the help of the faculty member successfully conducted VET 2014 on 22nd May and 23rd May, 2014.

6.3.4 Research and Development

Faculty was encouraged to organize National Seminars and undertake publication ventures. In this connection following activities held:
- Two-day National seminar on "Women Freedom Fighters of 1857 with Special Reference to Rani Lakshmi Bai & Begum Hazrat Mahal" sponsored by ICHR , New Delhi was organised by the History Department on 20th & 21st December, 2013.
- National seminar on "Lucknow Ka Adabi Manzarnama: Munshi Dwarika Prasad Ufaq Ke Khususi Hawale Se" sponsored by NCPUL & Urdu Academy was organised by the Department of Urdu on 7th & 8th March, 2014.
- A Three-day Archival Exhibition of manuscripts & records on the women heroes of 1857 (20th-22nd December, 2013) was organized by the Dept. of History & Regional Archives.
- The sixth edition of International Urdu Journal 'Naqsh-e-Nau' was released .This journal is achieving new heights & is gaining recognition all over the world. RNI number of the journal has been received .
- Two day rare and reference books exhibition cum sale was arranged in the College campus in collaboration with Raza Library , Rampur on 21st and 22nd December, 2013.
- 'Begum Khursheed Khawaja Memorial Lecture: Special Tribute to Akbar Allahabadi' sponsored by NCPUL was organised on 27th December, 2013. The Chief Speaker on the occasion was an eminent Urdu critic & writer, Padam Shree Professor S.R. Farooqui.
  To update the knowledge and expertise of the faculty ,the college encourages the teachers to attend Faculty Development Programmes.
- The Principal and one senior teacher participated in an Orientation programme of Minority Heads on 4th to 8th November, 2013 organised by Department

of Capacity Building , NUEPA, New Delhi.

- The Principal was appointed as a member of the Academic Advisory Committee of the Nalanda Project organised by the Nodal Academy UGC Academic Staff College , AMU on 3rd March , 2014.
- One faculty member also participated in the Nalanda Project, UGC Academic staff College .This was a Orientation programme for Minority Managed Degree Colleges organised by the Nodal Center for the training of the teachers of the MMDCs ,ASC AMU ,Aligarh from 25th March- 8th April , 2014 at Al-Barkaat Educational Society , Anoopshahr Road , Aligarh.
- One of the Faculty member participated in UGC Refresher Course on *Disaster Management* organised by the Department of Geography in collaboration with UGC Academic Staff College (A.U.) from 31st March to 24th April , 2014.
- One of the faculty member participated in the short term course on Disaster Management from 02 March to 04 March, 2014.

6.3.5   Library, ICT and physical infrastructure / instrumentation

- Library is fully automated   . LIBSYS is used for the acquisition ,cataloguing circulation, OPAC and serial control .
- Wi-Fi connectivity- Internet access for students and teachers.
- A multipurpose Conference room was developed at the college .

6.3.6   Human Resource Management

- The College faces acute shortage of teachers , administrative and technical staff .To meet this challenge in an amicable manner various steps have been initiated. The post of Librarian has been lying vacant since 2011.Books have to be regularly issued to the students and records have to be maintained .Hence the College hired a brilliant alumna as an Honorary Librarian .She is assisted by faculty members.
- Similarly to meet the crisis of technical staff , son of passed away peon has been recruited with the permission of the University authorities.
- The College authorities try to meet the crisis of men power shortage diligently through 'multi-skilling' .Teachers take up additional responsibilities of variegated nature and try to accomplish the task in the stipulated time-frame.
- Apart from teaching teachers co-ordinates and fulfil different administrative responsibilities. Due to imbalanced teacher-taught ratio a crisis of a different nature is created .The college faces this crisis through division of time table in 2 sections .

6.3.7   Faculty and Staff recruitment

Non-Teaching Staff – Mr. Tazariyan son of Late Mohd. Raza recruited as peon.

6.3.8   Industry Interaction / Collaboration

- The college established Value Hub- A Skill Development Centre in collaboration with UPTEC .An MOU has been signed and two courses CCC and Tally –ERP 9 were started .The First batch of these course has completed.
- The college is searching new avenues to collaborate & start B. Voc programme. The college is developing the curriculum of Journalism & Mass Communication and Fashion Design & Embroidery in collaboration with NASSCOM and IPS , University of Allahabad the different industries of related fields and Sector Skill Council.

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 Reimbursement of exam fees for needy students.

6.5 Total corpus fund
     generated

Rs. 20000/-

6.6 Whether annual financial audit has been done   Yes ☑   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done? NO

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

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

For UG Programmes   Yes ☐   No ☑

For PG Programmes   Yes ☐   No ☐

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

N.A.

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

> Seeing the Minority character of the college , the University of Allahabad has given permission to the College to conduct test UGAT - under graduate admission test since 2006.

6.11 Activities and support from the Alumni Association

> Alumni meet was held on 26th February, 2014 and the suggestions of the alumni were recorded by the teacher incharge .
> Alumni decided to support the college and extend their services for Event Management. They also support as invigilators during different exams like NET-JRF, VET & UGAT. Alumni give articles for publications in the College magazine Kavish. Alumni as Research scholars contribute articles for Naqsh-e-Nau .Alumni also help in the organisation of Seminar and other cultural events organised in the College .They also help as invigilators in different exams conducted at the College Alumni donates books to the Book Bank in the College.

6.12 Activities and support from the Parent – Teacher Association

> The Principal meets the parents whenever required .The Parents have to take prior appointment from the Principal.

6.13 Development programmes for support staff

> The College authorities regularly inform the support staff about the college policies and objectives .The College makes best efforts to extend facilities and benefits regularly to the support staff .They are encouraged to participate in refresher and Orientation programmes if permitted by the organisers.

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

> The College has taken following steps
> - Sound management of e-waste.
> - Energy conservation through LED bulbs.
> - The college is negotiating to install Solar Heater for the students.

Criterion – VII
7. Innovations and Best Practices
7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
- Creative Fashion Centre provides platform to girls for enhancing their creative potential in Fashion Designing as well as to 'Earn While Learn'. A team of skilled students prepare clothes both simple and designer wear. Eid Fashion Week is held annually at the centre.

> The centre displays a collection of items prepared by students in the exhibition cum sale. More than 10 skilled & expert students participated. They showcased their ready-to-wear & couture lines in Indian categories.
>
> This year the centre started a 3-months certificate course in cutting & sewing with objective to train primarily our untrained students & create an environment where they can grow to their full potential & become skill creators .
>
> - As the college does not have special resources required for differently abled students. the College wishes to start a separate centre for them .The college organised a workshop for differently- abled students. Dr. Alok Prasad , Co-ordinator , Jawahar Lal Nehru Centre for Differently -abled students,(A.U.) suggested many software like Kruzwell and Jaws. The college will try its best to equip the college with latest computer aided technology for differently abled students.
> - The Centre for Women's Studies has started an innovatative practice of Honouring Hidden Pearl living legend –an exemplary lady who has worked hard to empower and emancipated women. This year the panel Lists selected Dr. Komal Bhatnagar. She was honoured on International Women' s Day 8th March, 2014 . Felicitation programme 'Honouring Hidden Pearl ' was organised by the college in which Dr. Komal Bhatnagar , Ex Principal, Arya Kanya Degree College, was hounoured by the Centre for Women's Studies with a citation and shawl.
> - The college ensured that the students used the Laptops given to them by the Govt. of UP by allowing them to bring it to the College Library & prepare E-content .

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

- To provide gainful employment it was considered valid that students should be given advanced training in ICT and as such *Value Hub* was established at the college. An MoU was signed with UPTEC and two ICT courses- CCC and Tally-ERP 9 have been launched. CCC-is six- month certificate course and Tally is three month certificate course .Both these courses shall prove highly beneficial for students.
- Proposal for B .Voc in two trades Journalism and Mass Communication, Fashion Design & Embroidery was submitted to the UGC . It was approved and sanction for it was received in May 2014. The curriculum of B. Voc. three year Degree Programme as per the guidelines of UGC has been designed by the senior faculty. The curriculum of Journalism and Mass Communication and Fashion Design & Embroidery is being designed jointly with IPS (A U), IT,NASSCOM ,ITES Sector Skill Council , Industries and College. This UGC programme aims at producing skilled job-ready youth.
- Two-day National seminar on "Women Freedom Fighters of 1857 with Special Reference to Rani Lakshmi Bai & Begum Hazrat Mahal" sponsored by ICHR , New Delhi was organised by the History Department on 20th & 21st December, 2013.
- National Seminar on "Lucknow Ka Adabi Manzarnama : Munshi Dwarika Prasad Ufaq Ke Khusoosi Hawale Se" by the Dept. of Urdu on 7th & 8th March, 2014. It was sponsored by NCPUL, Delhi & Urdu Academy, Lucknow.
- Archival Exhibition in collaboration with Regional Archives of Allahabad was held on 20th -22nd December, 2013.
- As on outreach programme students were taken to an exhibition organised by Northern Railway on '160 years of Indian Railway ' to NCZCC on 28th August , 2013.
- Begum Khursheed Khwaja Memorial Lecture sponsored by NCPUL, New Delhi was organized on 22nd December ,2013 on the topic "Akbar Allahabadi". A special lecture was delivered by

Padamshree Prof. S.R. Farooqui, eminent Urdu critic & writer.

- International Women's Day was organized on 8th March ,2014. A Special lecture on Women as Peacemakers was delivered by Prof. M.M. Das, Ex-head Dept. of English (AU).
- Hindi diwas was celebrated on 14th Spetember, 2013 by the Dept. Of Hindi.
- Yaum-e-Urdu organized on 9th November, 2013.
- Exhibition of garments & accessories was organised by Creative Fashion Centre.
- Celebration of National Education Day on 11th November, 2013.
- Distribution of Laptop. Laptops were given to students by UP Government on 6th October, 2013.
- Visit to Allahabad Museum on 5th September, 2013. Students were taken on a study tour.
- In order to enlighten the girls of the college about the rich heritage and rare historical manuscripts. A field trip was organised to the Regional Archives, Allahabad on 14th November, 2013. Students were taken to Regional Archives where they were informed about preserving ancient records.

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

- The first best practice of the college is promotion of Skill oriented education. Two year Diploma course in Urdu Calligraphy is going on successfully and in this session U.P. Urdu Academy doubled the number of seats in Urdu Calligraphy . This is a significant step towards the revival of the perishing art of Urdu Kitabat.
- The second best practice of the college is that the Centre for Women's Studies has adopted improving Women's health as one of its key area of action. The Centre organises health check ups of students through a consultant doctor. The students are regularly benefited through health check ups .

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

7.4 Contribution to environmental awareness / protection

The NSS volunteers have planted saplings of different medicinal and oxygen generating plants.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

It is matter of great honour that UGC has been sanctioned a new faculty of Vocation under which two courses
(1) Journalism and Mass Communication
(2) Fashion Design and Embroidery shall begin from July , 2014.
The College is the first in Allahabad and one of the three Institutions in UP that has been sanctioned B. Voc. To start the first batch and finalising of the curriculum is a challenge in the coming session.
The college extend opportunities of gender sensitization & emancipation of girl students through various programmes of CWS . It also conducts health check ups of students and involved in generating legal awareness through lectures and seminars
A difficult challenge phased by institution is delay in grants . This hampers the smooth functioning of activities.

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

- To start more integrated, vocational and interdisciplinary courses.
- To make B. Voc. functional classes in two subjects – (1) Fashion Design and Embroidery (2) Journalism & Mass Communication .
- To start the first batch of B. Voc. Three years Degree Programmes ,the college plans to establish Media Lab, Lab for Fashion Design and System for video conferencing .
- For the use of renewable energy, Solar Thermal water Heater shall be installed at the college.
- A proposal has been submitted to the UGC, New Delhi, to establish a Centre for Differently abled- students.
- A proposal has been submitted to establish Equal Opportunity Cell and Coaching for NET. The college has also submitted application at the UGC to renew Remedial Coaching Centre.
- RFID for library.

Name DR. (MRS.) SABIHA AZMI   *Name* DR. (MRS.) REHANA TARIQ

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure-1

ACADEMIC CALENDAR 2013-14

JULY
July 13   Academic session begins

AUGUST
August 1   Classes Start
August 15   Independence Day Celebrations

SEPTEMBER
September 14   Hindi Divas

OCTOBER
October 2   Gandhi Jayanti
October 28   Internal assessment of the students (Department wise)

NOVEMBER
November 9   Yaum-e-Urdu
November 12   National Education Day (The birth Anniversary of Maulana Azad)

DECEMBER
                     Home Examination
December 14-23   N.S.S. Camp, Annual Day Celebration and Seminars

JANUARY
January 26   Republic Day Celebration

FEBRUARY
February Ist Week   Internal assessment of the students (Department wise)

MARCH
March 1st week   University Examination begins
March 8   International Women's Day Celebration

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