

SELF STUDY REPORT



**Submitted to
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL
For Accreditation in Cycle -II**

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

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CONTENTS

1	Preface	2-4
2	Executive Summary – SWOC Analysis	5-18
3	Profile of the College	19-28
4	Criterion-wise Report	29-111
	<i>Criterion I - Curricular Aspects</i>	<i>29-41</i>
	<i>Criterion II - Teaching Learning and Evaluation</i>	<i>42-56</i>
	<i>Criterion III- Research, Consultancy and Extension</i>	<i>57-75</i>
	<i>Criterion IV- Infrastructure and Learning Resources</i>	<i>76-84</i>
	<i>Criterion V- Student Support and Progression</i>	<i>85-93</i>
	<i>Criterion VI- Governance, Leadership and Management</i>	<i>94-104</i>
	<i>Criterion VII- Innovations and Best Practices</i>	<i>105-111</i>
5	Evaluative Report of the Departments	112-124

PREFACE

Hamidia Girls' Degree College is a Constituent Minority College of the University of Allahabad. It has prepared itself for NAAC accreditation in cycle II. The College has many special features. First of all I wish to state with utmost humility that our College was the first college among the 11 constituent colleges of the University to be accredited by NAAC in the year 2004 and third all over the state of Uttar Pradesh.

Secondly when the University of Allahabad turned into a Central University by an Act of the Parliament in 2005, at that time under 45(1)(c) of the University of Allahabad Act, First Executive Council was formed. To our great surprise and joy I was among the 15 members nominated for three years. Later on my term was extended for another two years by the Vice Chancellor. Thus I was member of the Executive Committee from 2005-2010.

Third characteristic feature of this College is that it is the only Muslim minority girls college in the entire district of Allahabad. It is situated in a densely populated residential area of the city and majority of the students belong to average and lower income group families. Approximately 2000 girl students are enrolled in the College in the two faculties - Arts and Commerce. It is worth mentioning here that students come from the immediate underserved locales as well as far-off remote areas of the city like Mau-Aima, Karchana, Naini, Mahgaon, Lohra, Shaikhpur, Peepalgaon, Katauhla and many others. Where there are no avenues of higher education for girls. Had this College not been established in 1975, the international year of the women, scores of minority girls would have remained deprived of the fruits of higher education. On 12th April 2014, NDTV correspondent, Mr. Ravish Kumar visited the College along with his media team. He held an open discussion with the students and questioned them about women issues and other socio-political issues. Students answered the questions confidently and one of them remarked *"Has this college not been established in this area, we would have remained deprived of the higher education. The college is a boon for us"*. This programme was telecast on NDTV on 18th April 2014. The innocent remark of the student to a national news channel bears testimony to our humble services to the society.

Another defining characteristic feature of the College is that it is solely managed by women. The President, Vice President and Manager of the College are women. Thus it can be said that the "College is for the women, of the women and by the women".

Fourthly the college never compromises with quality. Despite the fact that the students come from ordinary and other backward classes and lack academic exposure of high order, the committed faculty of the College trains them into tough soldiers of learning and specialized skills. The teaching non-teaching staff works in unison to shape a bright future for the students and bring them to the required standards of the higher education. As a result, every year one or two girls of the College get a position among the top ten in the Merit List of the Faculty of Arts, University of Allahabad.

Fifth and a very special feature of the College is that it has made consistent efforts to bring more and more vocational subjects from University Grants Commission under different plans as well as from the university and other governmental organizations. Under IX FYP of UGC, College had

applied for two vocational subjects from the list of 45 subjects. After face to face panel discussion with the team of UGC experts, two vocational subjects were sanctioned to the College. They are:

- 1) Office Management and Secretarial Practices
- 2) Computer Application in Social Sciences.

These two subjects are to be studied along with two other conventional subjects in B.A. In other words they are a component of Degree Courses.

In X FYP, the nature of vocationalization of higher education was changed. Instead of Degree Course UGC has asked proposals for add-on courses based on local needs. The nature of certification was 'Certificate Course' in B.A.I, 'Diploma Course' in B.A.II and 'Advanced Diploma' in third or final year.

The College prepared and submitted its proposal for three need-based subjects and again after facing the Expert Committee of UGC, the College was successful in getting three subjects. They are –

- 1) Fashion Designing and Kashidakari
- 2) Urdu Journalism and Mass Communication
- 3) Proficiency in Arabic Translation.

Some other vocational courses were also sanctioned to the College –

- 1) University of Allahabad sanctioned one year Diploma in Computer Application (DCA).
- 2) Two years Diploma in Urdu Calligraphy
- 3) One year Diploma in Urdu Coaching for non-Urdu knowing girls were sanctioned by U.P. Urdu Akademi, Lucknow, Government of Uttar Pradesh.
- 4) Tally Certificate Course for B.Com. students.
- 5) CCC course for all students have been sanctioned by UPTEC, a government undertaking organization.

In the XII FYP of UGC **B.Voc. Programme** has been sanctioned to our College for specialization in two trades –

- 1) Journalism and Mass Communication
- 2) Fashion Design and Embroidery

These two courses shall play a pivotal role in preparing workforce for industries. Its curriculum has to be prepared with the help of respective Sector Skill Councils (SSC), industries and college. These courses shall start from July 2014. A grant of Rs. 1.85 crore has also been sanctioned to the College. This programme shall certainly facilitate the underprivileged students of the College to contribute proactively towards the development of the nation.

A Centre for Women's Studies was sanctioned by UGC in 2009. It is working consistently to empower women and help the girl students assess their worth and capacity. It has adopted two key areas of action – providing legal safeguards to women and improving their health status. To meet the first objective regular seminars, symposiums are organized on women and their legal rights. To meet the second objective, regular health check-ups of students are also conducted.

In the session 2014-15, College has been sanctioned four (04) national seminars in 4 subjects – Economics, Sociology, History and Urdu. This is the result of the hard work put up by the faculty.

With deep humility, I would like to add that this Degree College was upgraded from Hamidia Girls Inter College to Hamidia Girls' Degree College

in 1975, the International Year of Women. The College is a typical example of growth and development. It has its origin way back in 1932 when Hamidia Primary School came into being as a result of the untiring efforts of Begum Khursheed Khwaja, wife of Abdul Majeed Khwaja and a companion of Mahatma Gandhi in the Indian Freedom Struggle. Mr. Abdul Majeed Khwaja and Begum Khursheed Khawaja were co-founders of Jamia Millia Islamia, New Delhi along with Maulana Mohammad Ali, Mahatma Gandhi, Hakim Ajmal Khan and others. *The UGC has recently sanctioned a chair in the name of Abdul Majeed Khawaja at Jamia Millia Islamia University.*

When Mr. Khwaja was posted as a Session Judge at Rae Bareli, U.P., Begum Khursheed Khawaja came with him to Allahabad and seeing the unsatisfactory condition of the education of Muslim girls, she started a school in the densely populated area of this city with only two students in the name of her father Hamidulla Jung who was the Chief Justice in the Nizam's Court at Hyderabad.

Few more ladies of Allahabad joined her in this venture. Another notable figure and philanthropist to the core, Begum Mehmood Jahan donated her palatial house to Hamidia Primary School where the Inter College still exists.

With these introductory remarks, I place the SSR of the College before the assessment body and hope for a bright future of the College, its teaching, non-teaching staff, students and all stakeholders.



Dr. Rehana Tariq
Principal

EXECUTIVE SUMMARY

SWOC Analysis

Hamidia Girls' Degree College is extending pioneering services in the field of higher education to the girls of the underprivileged class as well as other under-served segments of the society since 1975. It envisions to bring quality education – both in the conventional stream and the non-conventional stream within the reach of average Indian student. The two national priorities in the education sector viz– that of equity and wide access has been adopted as the core concern of the College authorities as well.

Without compromising on quality, the College is geared to deliver the best and in turn churn out the best from those students who have never attended fancy public schools nor have adequate exposure to advanced and super-advanced areas of knowledge. Bringing these girl students to the centre-stage of knowledge and development is a creed followed passionately by each and every component of the College. Disenchanted with the stigma of caste, creed and language the College fulfills its institutional social responsibility with due sincerity. The pious dream of the faculty and College authorities is to groom the students in the best traditions of secular values, fair global practices and healthy aspects of gender sensitization.

Education is meaningless if it does not uplift communities and provide them viable avenues of sustainable development. In its bid to extend standard vocational education to students and create avenues of gainful employment, the College strove and was the first among all 11 colleges of the University to be sanctioned two(02) vocational subjects – Office Management & Secretarial Practices and Computer Application in Social Sciences by the U.G.C. under its IX Plan. Later on add-on vocational diploma courses of Fashion Designing, Urdu Journalism and Mass Communication and Translation Proficiency in Arabic were granted to the college by U.G.C. in the X Plan. In the XI Plan the emerging discipline of Women's Studies was attended to and the College was sanctioned a Centre for Women's Studies in 2009. In the on-going XII Plan the College has been sanctioned B.Voc. in two(02) trades – Journalism and Mass Communication and Fashion Design and Embroidery. This will add a Faculty of Vocations at the College. Besides the College is well linked with NCPUL and U.P. Urdu Akademy and two (02) career enhancement courses have been financially sponsored by U.P. Urdu Akademy to the College that of – Urdu Coaching and Urdu Calligraphy. The Digitized Library equipped with NLIST-INFLIBNET and Wi-Fi connectivity offers the latest information to the students and faculty. Through N-LIST membership faculty and students can access journals and books on-line.

The Computer Centre of the College under the charge of a Coordinator is working with utmost sincerity to address the latest IT demands of the faculty and students. It conducts non-formal training sessions for students in computer typing and internet access. The Language Lab equipped with 21 PCs and ETNL Language Lab software conducts language proficiency classes in spoken English and spoken Urdu. Language Lab is playing a constructive role not only for the students desirous of acquiring proficiency in spoken English but also for those students who wish to attain proficiency in spoken Urdu.

Further, the Lab enables the students of Urdu Journalism and Mass Communication to improve their Urdu pronunciation. Using the web-cam and the recording facility available in the Lab these students improve their skill of 'News-anchoring' and 'News-reading'. The Coordinator of the Lab is working with dedication to make the programme highly beneficial for the students.

Under the charge of capable senior teacher, the Creative Fashion Centre of the College is offering commendable services to the students since August 2011. Through the 'Earn While Learn' scheme it trains students in cutting, tailoring, embroidery, zardozi and couture fashion designing. Semi skilled students obtain proficiency and this has enhanced their employability skills.

Under the able guidance of a senior faculty, the Reprography Centre of the College trains students in Hindi computer typing, Xerox and other reprography skills. The centre also extends Xerox facilities to students at subscribed rates. Remedial Coaching classes is a boon for slow learners. Through this scheme the Coordinator plans and conducts special remedial classes for students. These classes have motivated the students and improved their performance considerably.

Urdu Journalism and Mass Communication under the charge of a dynamic teacher is dedicated to train students as future journalists, news-anchors and readers. A small Media-Lab equipped with computer, handycam, digital still photography camera, movie maker, digital mobile voice recorder trains students in video-photography, still photography and movie-making. The students cover the various programmes organized by the College and convert them to video-bytes.

The College is fortunate to have been sanctioned Centre for Women's Studies by the UGC in September 2009. The College envisions to develop this centre as a major centre for the empowerment of women. We share James Oppenheim's views that '*Rising of women means rising of the race*'. It has thus adopted a three-pronged approach to work for the development of women. The approach can be best expressed as the EAE formula – Emancipation, Amelioration and Empowerment. Targeting the EAE formula, the Centre focuses its activities on two key issues – providing legal safeguards to women and improving women's health. The Centre under the charge of a dedicated team of Director and Assistant Director regularly organizes gender sensitization programmes of variegated nature.

The N.S.S. acts as an important auxiliary unit of the College. Four units of N.S.S. are functional and N.S.S. volunteers extend fruitful services to the society through various activities. Educating children in adopted slum areas, creating awareness about health and hygiene, training volunteers in the preservation of national heritage are some of the major efforts made by the N.S.S.

The Alumni Association is an important asset of the College. Meeting of the Association is held once in a year and alumni extend valuable support to the College. They help whole-heartedly in management of seminars, workshops and other programmes organized by the College. They contribute articles to the College Magazine. Pass-out students who are research scholars contribute articles for publication in the journal *Naqsh-e-Nau*.

As the College faces an acute crunch of manpower – both at the level of teaching and non-teaching staff, it has taken an innovative step of 'multi-

skilling’. The faculty members as well as non-teaching staff are encouraged to organize, share and perform more than one task with stress on flexi-working approach.

All the different departments and units of the College work in sync under the umbrella of Internal Quality Assurance Cell which meets periodically. It was established in 2004, after the accreditation of the College in Cycle I. Since then it has galvanized each and every unit of the College to uplift the standards of education and make the students capable, efficient workers and worthy citizens.

Curricular Aspects

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’, and its Mission is:

- 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.

The curriculum is designed by the University and for effective delivery of the curriculum, an Academic Advisory Committee has been formed at the college level. It has tried to build a blend between the soft perspectives (the academic infrastructure) and the hard perspectives (the physical infrastructure). To churn out the best out of the academic, intellectual infrastructure, the College follows a Strategic Integration Programme. The Academic Calendar is planned, curriculum is divided into modules and they are covered in the specified time-frame. Faculty Recharge Programmes are regularly undertaken to enrich the teachers and build their capacity. The hard perspectives or physical infrastructure comprising of Smart Classes, Computer Lab, Language Lab, Media Lab, Digitized Library, Internet and Wi-Fi connectivity have added to the technological upgradation of the College.

The curriculum of vocational subjects and courses has been designed keeping in mind the local needs after consulting pioneer educational institutions like MNNIT, IPS, GBPSSI, ITS Sector Skill Council and NASSCOM.

To see that the objectives of the curriculum are met, monthly meetings are held, annual result is reviewed and analyzed, on-job training for students are arranged by the teacher-in-charge.

In order to enrich the curriculum, College is persistently making efforts for vocationalization of Higher Education. Two vocational subjects Office Management & Secretarial Practices (OFF) and Computer Application in Social Sciences (CAS) are functional. Add-on Diploma courses – Urdu Journalism and Mass Communication, Fashion Designing and Embroidery,

Translation Proficiency in Arabic have been sanctioned to the College. To increase the employability of students and enhance IT skills, two courses are going on – six month certificate course of CCC and three month certificate course of Tally. Recently the College has been sanctioned a third Faculty of Vocations under which B.Voc. in two trades, Journalism and Mass Communication and Fashion Design and Embroidery shall start from July 2014.

Cross Cutting issues such as Gender and Environment are also given due attention. The Centre for Women's Studies is sincerely involved in gender sensitization programmes. Environment issues are well taken up by N.S.S.

Teachers who are members of Board of Studies and Baccalaureate are regularly called for meetings at the University. Their suggestions regarding revision of syllabus are incorporated. Senior faculty members have developed curriculum for OFF, CAS Journalism and Mass Communication, Fashion Design and Embroidery and the emerging discipline of Women's Studies.

In order to make the curriculum learner-centric, feedback from students is regularly taken. It has helped in the enhancement of their aptitude and capability.

Teaching Learning and Evaluation

College strives to provide quality education to the girls of the minority community and has always kept its doors open also for those students who belong to different socio-economic, linguistic, cultural and caste backgrounds.

Considering the minority character of the College it has been granted permission by the University of Allahabad to conduct its own Admission Test UGAT since 2006. The Admission Core Committee of the College structures the Admission Brochure, prints it and works out a detailed plan of UGAT annually.

- In order to ensure publicity the College publishes annually its own Admission Brochure along with Application Form.
- To maintain transparency in the process, the College conducts UGAT (B.A. & B.Com.) with the help of an external agency.

The Admission Core Committee reviews the students' profile annually.

The Admission Committee through its review process has adopted various measures to address the institutional demand of accessibility and availability of seats and combinations. Existing combination codes were reviewed by the Admission Core Committee and new codes are added according to the needs of the students. The College is geared to provide barrier-free access to the physically challenged and differently-abled students also. The institution identifies the advanced learners at the time of counseling and induction program. The teachers guide them to use more library facilities, internet and N-LIST.

The Principal and faculty are committed to structure teaching – learning process in such a way that it fosters a spirit of enquiry and develops enquiring minds. To ensure this, the College prepares its own academic calendar. The IQAC ensures the proper implementation of academic calendar by the various departments.

The IQAC is consistently engaged in developing a culture in the College which lays emphasis on creating knowledge and imparting knowledge in the most creative manner.

Modular curricula plan is prepared and implemented by the teachers. Blended learning is carried out by different departments through smart classes, LCD Projector, OHP projector and ICT empowered teaching programme.

The Institution aims to provide a 'student centric', learner-friendly ambience to its students. To cater to this need, the College developed linkages with national academic and research bodies and organized study tours.

To make learning a life-long process the College motivates the students to take part in creative writing and get their articles published in College Magazine, *Kavish*. Students are encouraged to participate in seminars and present their observations and also put-up question before resource persons and clarify their doubts. To develop originality of thought and develop aesthetic sense, the College has exposed the students to the art of Urdu Calligraphy.

Students coming to the College belong to the disadvantaged sections of society with Urdu and Hindi medium background and lack academic exposure. Students have poor communication skills and noticeable knowledge gaps are also evident. Thus the teachers face an acute challenge of delivering the curriculum and modules as per the specified time frame. They take extra classes and at the institutional level, the College has tried to overcome this difficulty through technology-aided classes, language proficiency classes and remedial classes.

The College has not yet initiated the practice of teacher-evaluation by the students and external peers. To ensure proper learning mid-term exams are held and the corrected answer sheets with remarks are returned to the students. This has facilitated independent learning of the students.

The College honours outstanding students with Gold Medals. They are given every year to meritorious students of B.A. / B.Com. I, II & III. This acts as a positive reinforcement. Four Gold Medals have been instituted by the College –

1. T.R.Sherwani Memorial Gold Medal
2. Masarrat Fatima Memorial Gold Medal
3. Qudsia Begum Memorial Gold Medal
4. Kaneez Zohra Memorial Gold Medal

The Principal maintains 'Flexible-Employers' Attitude' with the faculty members. She has inculcated a culture of team spirit which has helped the teachers in achieving notable targets.

Research, Consultancy and Extension

The College has established a Research Cell for making action-plans, monitoring and facilitating research based activities. A Research Committee has been constituted to monitor and address the issue of research. The main objective of this Committee is to facilitate publication of research papers and books.

A significant impact is that so far fourteen (14) seminars and symposium have been organized by the College and four (04) yet to be held by December 2014. Begum Khursheed Khwaja Memorial Lecture was initiated in December 2011. Three (03) memorial lectures have been held so far. A Centre for Women's Studies was sanctioned to the College by UGC in 2009. The College Library has been digitized and enriched. The Library has been

automated with LIBSYS software. We have obtained membership of NLIST that provides the access to e-resources to students and faculty of the College. Internet facility is available and there is Wi-Fi connectivity also in the Library. Faculty members have presented research papers in different national and international seminars. Books have also been published by the faculty.

The College encourages faculty members to participate and present papers at seminars, workshops, conferences organized by the college and other institutes of higher education. Students are consistently encouraged to participate in the seminars/workshops organized at the College.

The College encourages the faculty to undertake major/minor research projects. It provides seed money to the Dept. of Urdu to publish international research journal *Naqsh-e-Nau*. Five volumes have been published so far. In collaboration with the Regional Archives, U.P., the Departments of History, Urdu and Persian of the College are jointly pursuing research of rare Urdu and Persian documents of historical relevance.

Capacity building initiatives and training programmes are regularly conducted. 15 day short term course on **Women and Society** was organized by Centre for Women's Studies. It was instrumental in generating gender sensitization and focused on capacity building of the young girl students of Hamidia and other colleges.

The Centre for Women's Studies publishes findings of its research through *Qanoon Ki Dastak*, an in-house Journal of Women's Studies. It is a collection of research articles of professors and legal experts on women's rights and constitutional provisions. So far four (04) volumes of the journal have been published. The Centre publishes an in-house annual health bulletin – *Hayat*.

The Principal and the faculty members of various departments are invited as member of the interview board, as member of Board of Studies, as examiner, as paper-setter, as evaluator, as lesson-writer for the correspondence course by the University of Allahabad, MONIRBA, IERT, IGNOU, Constituent colleges of University of Allahabad, Uttarakhand Open University, U.P. State Services Selection Board, Allahabad, U.P. Board etc.

The College encourages the faculty and the students to shoulder social responsibilities by organizing various activities like National Education Day. Guest-lectures on social and moral themes on special days like Education-Day, International Women's Day, Urdu Day and Hindi-Diwas are organized. Under the aegis of C.W.S. various activities like symposia, seminars, workshops, guest-lectures are organized to spread awareness among students and the neighbourhood about women empowerment, health & hygiene and legal provisions. *In the session 2013-14 to enable students to perform their fundamental duty as good citizens, the College motivated them to get themselves registered as voters. As a result 480 students filled the Voters' Registration Forms.*

For the continuous growth and consistent development, the college considers it important to solicit the stakeholder's view on the overall performance and quality of the institution.

A number of extension activities are organized in every session to make students aware of real life situations. They are regularly taken for study tours and field trips. Rampur Raza Library held an exhibition of rare books at the College campus.

The impact of these programmes on the overall development of students is very constructive and positive. A notable extension activity of the College is regular health check-up of students conducted by the Health Centre of the College.

Through N.S.S. students are motivated to get involved in various social activities like – Plantation work, Spreading awareness about health, education and hygiene in the slum-areas adopted by the four units of N.S.S., Participation in flood-relief work, Distribution of blankets, food and clothes among the inmates of ‘Leprosy Mission’, Naini.

Extension activities complement students’ academic learning experience also. In the session 2013-14 students participated in the ‘Archival Exhibition of Manuscripts and Records of Women Heroes of 1857’ organized by the college in collaboration with the Office of Regional Archives, U.P.

The College has established healthy, constructive relationship with all the constituent colleges of the University of Allahabad. There is strong mutual support whenever outreach and extension activities are organized. The faculty members of other degree colleges also participate and extend full cooperation at the various seminars/workshops organized by the College.

To fill the skill gap of youth up to 2020, the College has signed MOU with UPTEC and has established Value Hub – a skill Development Centre. This is in line with the vision of the College to impart professional skills to girls and also enhance their practical and job oriented skills. It aims to deliver most updated job oriented professional skills to the students.

The industry-institution community interactions have contributed in upgradation of academic facilities. Faculty members from GBPSSI, HRI, MONIRBA give suggestions time to time which strengthen the quality of education. The provision of On-Job-Training is very beneficial for the students as it familiarizes them with employment avenues.

Infrastructure and Learning Resources

The institution is committed to maintain excellence in teaching-learning and it has paid special attention to the marginalized among the marginalized section of the society i.e. girl-students coming from underprivileged classes and underserved sections of the society. It has adopted the motto "*Seek knowledge from cradle to grave*". Making this the guiding light, the institutional authorities are geared to meet the latest technological advancement and integrate it to the curricula so that the students are provided proper academic ambience i.e. adequate infrastructure and advanced learning resources.

The institution has a committee for Development of Infrastructure and Learning which looks into the requirement of the infrastructure by the different departments. The various physical facilities are – Multi-purpose Conference Room, Smart Classrooms equipped with latest technological gadgets, College- Auditorium /Hall, Common Room, Computer Lab, Tutorial Spaces – Language Lab, Painting Lab and Geography Lab, Library, Reprography Centre, Research Cell, Media Lab, Centre for Women’s Studies, Creative Fashion Centre, Heritage Point, Health Centre, Fitness Centre, Grievance Redressal, Counseling and Career Guidance Placement Cell, Canteen, and Recreational Space for Staff. Facilities for sports are arranged through N.S.S.

The College has Infrastructure Maintenance and Upkeep Committee. This committee consists of both teaching and non-teaching staff of the college. Itemization and stocktaking of equipment and infrastructure is done on regular basis. The Infrastructure Maintenance and Upkeep Committee ensures upgradation of IT Infrastructure for which the opinions of IT experts are sought.

The Library has a Reading room, IT zone, Stock Room, Gallery and Cabin for the librarian. The library is automated using LIBSYS software. One terminal can be used for the OPAC in the library. The college has also established a Digital Library, which so far has a collection of nearly two thousand digitized books. It provides user friendly searching tools for the digitized database. The college has the membership of NLIST (INFLIBNET) which allows the remote access to e-publications. The WiFi facility in the library allows for in-house access to e-publications.

Specialized services of the library includes - reference and reprography services to its users. Users can print the e-publications downloaded from the internet and also NLIST-INFLIBNET. The library has a feedback box in which the students can drop their feedback regarding the function and the requirement of the library. The Library Advisory Committee collects and analyzes the feedback of the students and takes action for further improvement.

The College has Fire Protection System, Public Address System, CCTV Cameras. The College plans to install 100 LPD Solar Water Heater.

Student Support and Progression

‘Hearing the unheard’ and offering equal opportunities for development to the students is a creed followed by the authorities with zeal and fervor. The College publishes its Prospectus (Admission Brochure) annually. It is updated and revised every year.

The institution follows the procedures and rules of admission. The Admission Committee holds UGAT according to the rules stated in the Brochure and maintains complete transparency and commitment by adhering and complying to the date line stated in the Brochure. A complete list of admitted students is prepared and submitted to the university after thorough scrutiny. The College Admission Brochure is also uploaded on the College website also. ***In the session 2014-2015 students will have the facility of online submission of their Application Forms on the College Website.***

The College does not provide any scholarship at the Institutional level. All the students belonging to BPL group receive fee reimbursement from the Central and State Government scholarships –*Minority, OBC, SC, Merit Cum Means, Biri Workers Ward Scholarship*. Students belonging to SC/ST, OBC and weaker sections are given scholarships by the U.P. state government.

In the session 2014-15 to address the financial problems of physically challenged students, the College through the Admission Brochure 2014 has given publicity to 2000 Scholarships for differently-abled students along with its website. Differently-abled students are regularly helped by the College. A workshop on *Harnessing the Potential of Differently Abled Persons* was held on 23rd April 2014.

Considering the importance of developing communication skills, the College has established Language Lab, one Computer Lab and one Media

Lab. The College also organizes Remedial Coaching classes in different subjects.

To enhance the learning capacity of students and provide them exposure to avenues of higher learning the College organizes guest lectures, seminar, symposiums and also taken them to field trips and study tours. On-Job raining Sessions are also organized in collaboration with industries.

The College publishes its Annual Magazine **Kavish**. As the magazine provides a platform to the students to pour forth their creative potential, the editors encourage students to write articles on issues relating to education, women empowerment, environmental hazards and other relevant subjects. The different issues of the magazine have given impetus to creative writing and has also given a boost to the morale of budding writers and poets.

The College magazine is composed by the students at the Computer Lab. They are paid remuneration according to the composing rates fixed by the Lab, which is equivalent to market rates. Some students and engaged throughout the year in preparing wall magazines for the different departments and their activities. CWS regularly holds poster competitions for students. These posters are exhibited as wall magazines.

Students are encouraged to participate in extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussion, cultural activities. The Faculty conducts counselling of the students collectively. The Career and Counselling Cell organized Counselling Sessions by experts through which students were provided Career Counselling.

The College has an Alumni Cell. It meets annually and the pass out students register themselves. A number of pass out students of different sessions are offering their services to the College. The College Library is managed by a College alumna who is the Honorary Librarian. The Media Lab and Reprography Centre are managed by the College alumna. Another college alumna is working as Office Assistant at the Centre for Women's Studies. The College canteen is managed by an alumna.

Governance, Leadership and Management

The Leadership and Management of the College are cognizant of their responsibility – viz that of providing quality education and harnessing the potential of the 'marginalized among marginalized'. They have left no stone unturned to ensure that the students can adapt to multi-linguistic, multi-cultural workplace setting, become self reliant through their training in IT skills, traditional crafts and latest technological advancements.

The vision of the College and its mission has given it a unique place among the 11 constituent Colleges of the University of Allahabad. It can be declared with due modesty that the institution being the only Muslim girls college serves a noble purpose to the society- approximately 1000 purdah observing girls of the minority community as well as approximately 1000 students belonging to the under privileged classes pass out from the College every year. It addresses two vital needs of the society, viz that of equity and wide access.

Further the five core principles of the institution indicated in the College emblem have become its defining traits. The College religiously upholds the five principles of Ilm (knowledge), Amal (practice), Iman (faith),

Khidmat (service) and Sadaqat (service). Through these core principles it aims to address the needs of the society and institution's traditions and value orientations of the students.

The Institutional authorities envision empowerment of the girl students by providing them vocational education and making them aware of the latest technological developments in ICT. This can come about through vocationalization of higher education.

The Quality Policy is based on the vision, mission and the five core principles of Knowledge, Practice, Faith, Service and Truthfulness. ***The quality parameters are based on the 3 C's – conscious, consistent and catalytic action.*** The College insists on quality in every sphere. The IQAC along with different college committees draws the quality policy i.e. quality in teaching-learning, research and extension and other programmes of the College. Faculty members with the guidance of the Principal design quality plans which are student centric. The College has evolved a positively involving work culture. The Leadership (Principal and Coordinators of different programmes) are committed to meet quality standards.

The different committees of the College see to the effective implementation of the various programmes of the College. For sustainable growth the members of the Managing Committee regularly address the faculty and offer academic support-through their lectures and dissertations.

The Managing Committee and Principal promote faculty by making them Coordinators and Directors of different programmes. In this manner by constantly motivating the faculty and promoting them to managerial set of responsibilities, the top leadership of the College has groomed young faculty members into effective leaders.

Keeping in mind the need of the hour, the institution has a perspective plan for development. Students are also provided vocational education so that they may adjust themselves in the present scenario. Career oriented courses like CCC, Tally and Computer Courses are functional for the students. They have increased students' employability. College proposes to expand vocational programmes. B.Voc. has been approved and proposal to set up Equal Opportunities Cell has been submitted to UGC. Proposal for B.B.A. and B.C.A. has also been submitted at the University. Besides this the futuristic vision of our college is to open Science, Law and Education faculty.

Library plays a very important role in quality enhancement in higher education. At the College Internet, NLIST-INFLIBNET, LIBSYS facilities are provided.

The leadership promotes professional development of teaching and non-teaching staff. Teachers are motivated to attend faculty and skill development programmes. They are encouraged to participate in national and international seminars, workshops, symposium, conferences etc. Teachers are trained to use modern technological teaching aids such as smart classes, computers, O.H.P. etc. Lecture of resource persons are also organized which helps in increasing teachers' knowledge. Teachers are encouraged to involve themselves in research activities like conducting major and minor research projects and publication ventures. INFLIBNET facility is provided in the library. Every teacher has been allotted her own ID No. Computer training is also provided to the non teaching staff.

The College is sincere enough to follow university rules GOI/State

government policies on recruitment (access, equity, gender sensitivity and physically challenged)

Welfare scheme are available for teaching and non-teaching staff. Medical benefit is granted to the employees according to the ordinance of University of Allahabad. Children education facility is provided to the teaching and non-teaching staff. The facility of leave travel concession and earned leave encashment are also available for the teaching and non-teaching staff.

The College has established an Internal Quality Assurance Cell. Bearing in mind the 3 C's (Conscious, Consistent and Catalytic action), IQAC of the College has formulated its own policy which is as follows – The IQAC shall strive to extend equal opportunities and access to higher education. It is committed to add innovative measures in curriculum design and teaching and develop inter-departmental communication system, take consistent steps towards women empowerment and act as a catalytic force for community development by adding professional courses, skills related to ITC so that the girls belonging to the weaker and under-served sections of the society can come to the mainstream of national development.

Innovations and Best Practices

The College has taken initiatives to make the campus eco-friendly.

Steps are taken to conserve the energy through the use of CFL, LED, electronic chokes, low voltage lights and online UPS. The College organizes activities to alert the students about the danger of natural resource depletion and the need for energy conservation.

The College is concerned about carbon neutrality also. Four wheelers are not allowed inside the College campus. Car pooling or auto share system is used by staff for transport and conveyance. The institution is conducting environmentally sound management of e-waste.

To enhance academic excellence innovative efforts are encouraged. The development of the curriculum under B.Voc. three year degree programme as per the guidelines of University Grant Commission is an innovative step. To make the curriculum delivery effective various innovative methods are applied. Digitization of library is a major innovation introduced. For achieving perfect governance CCTV camera and public-address system is being used.

A landmark step initiated by the College is that under the banner of Centre for Women's Studies, on 8th March, International Women's Day the Centre honours a living legend- a lady who has struggled hard to uplift women and transform their lives through sincere efforts.

Best Practices

1- Urdu Calligraphy

The College has started the Diploma in Urdu Calligraphy with a special purpose to introduce skill oriented education of a dying art. The art of Calligraphy originally started in Arab and again it flourished in Iran. With the advent of Turkish rule in India, the art was practiced in India. In the art of calligraphy, words written with *Qalam* (reed pen) are adorned by measured strokes with the help of dark viscous liquid known as *Syahi*.

In this technological era, the unique hand writing style needs more

attention. It may add to the global art-culture if it is aligned to computers.

2- Regular Health Check-up of Students

The Center for Women's Studies has adopted improving women health as one of its key area of action. "*Healthy women build healthy communities*". But it is a matter of grave concern that in our present stress laden life crushed under the pressure of numerous responsibilities women in particular neglect their health. The health and nutritional issues of women are not given serious and sustained attention by their families. Since women have to perform multiple roles, it is imperative that full attention is paid to their health.

Centre for Women's Studies has established a Health Centre at the College where regular health check-ups of students are organized. The consultant doctors visits the Centre and conducts health checkups on OPD basis. A Health Card is issued in the name of the examined student recording her weight, BP and other particulars. Students are also advised special referral treatment at MLN Medical College, Colvin Hospital and Jeevan Nidhi Eye Clinic and Research Centre, Allahabad. The students are regularly benefitted by it.

SWOC Analysis

Strengths:

1. Catering to the educational needs of the 'marginalized among the marginalized' and empowerment of the girl students.
2. Equity and wide access of higher education.
3. Cost-effective education.
4. Vocationalization of education – two vocational subjects and five skill based diploma and certificate courses are functional.
5. Value Hub which conducts classes in CCC and Tally.
6. Introduction of the third Faculty of Vocations – B.Voc. in two trades. – Journalism and Mass Communication and Fashion Design and Embroidery will start from July 2014.
7. Modern IT Facilities – Digitized Library, Smart Classes, Computer Centre, Language Lab, Media Lab, Reprography Centre.
8. A thoroughly dedicated Centre for Women's Studies extending systematized gender sensitization services.
9. A remarkably efficient and dynamic Principal, committed faculty and flexi-work culture.
10. A positively motivating and highly academic research ambience has resulted in the organization of fourteen (14) national seminars and one (01) international seminar. One (01) International Journal is also published by the College.

Weaknesses:

1. A relatively small campus which constricts our output.
2. Imbalanced teacher-taught ratio.

Opportunities:

1. Creative Fashion Centre – through the 'Earn While Learn' scheme, trains semi-skilled craftsmen into skilled craftsmen and thereby increases their employability.
2. Skill development programme – Urdu Calligraphy trains students in the dying art of Calligraphy.
3. Remedial Coaching classes for slow learners.
4. Publication and computer composing opportunities to students for the college magazine – Kavish.
5. Job work opportunities to students at Computer Centre, Reprography Centre.
6. Health check-ups, fitness training, health counseling and valuable legal awareness through the various dissemination programmes of Centre for Women's Studies.
7. Opportunities of movie making and event recording to students of Urdu Journalism and Mass Communication.
8. Gold Medals to meritorious position holders.
9. Financial support is extended to students through Help to Poor fund.

Challenges:

1. Delivering the best despite limited human resources – three faculty positions, one librarian and many class IV positions are lying vacant.

This has created an acute problem of human resources. The College tries to surmount this challenge through multi-skilling. Each worker has to perform more than one task simultaneously. The flexi-work culture enables the workers to meet this challenge to a considerable extent.

2. The new faculty of vocations brought forward the challenge of designing syllabus of Journalism and Mass Communication and Fashion Design and Embroidery.
3. Media Lab has to be established.
4. System for video-conferencing has to be established.

Looking Ahead: Perspective Plan

- I- The UGC has extended approval to the College to hold four seminars
 - a) The Department of Sociology submitted proposal to UGC to hold national seminar on 'Working Women in Contemporary Indian Society: Role, Expectations and Identity'. It has been approved by UGC.
 - b) The Department of Economics submitted proposal to hold national seminar on 'Human Resource Development in Twelfth five year plan: Challenges and Possibilities'. This has also been approved by UGC.
 - c) The Department of History submitted proposal to hold national seminar on 'Women Freedom Fighters of UP in 1857: A Special Review of Rani Lakshmi Bai and Begum Hazrat Mahal'. This seminar too has been approved by UGC.
 - d) The Department of Urdu submitted proposal to hold national seminar on 'Lucknow Ka Adbi Manzar Nama Munshi Dwarika Prasad Ufaq Ke Khusoosi Hawale Se'. It has been approved by UGC.

The IQAC shall develop plans to hold the aforesaid seminars in the coming session.

- II- The College aspires to start the following –
 - a) B.B.A. and B.C.A.
 - b) Faculty of Law.
 - c) B.Sc. and B.Ed. classes.
 - d) Equal Opportunity Cell.
- III- College has determined to produce skilled undergraduate girls as work force for industries as well as for self-employment. Both the subjects sanctioned under B.Voc. Programme by UGC have tremendous capacity to make these girls economically independent.

PROFILE OF THE CONSTITUENT COLLEGE

1. Name and Address of the College:

Name :	Hamidia Girls' Degree College	
Address :	Sultanpur Bhawa, Noorulla Road	
City : Allahabad	Pin : 211003	State : Uttar Pradesh
Website :	www.hgdc-alld.org	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Rehana Tariq	O: 0532-2656526 R:	9919479610	0532-2656526	hamidia_alld@yahoo.co.in
Vice Principal	No such Post exist. Sr. most teacher looks into the matter.	O: 0532-2656526 R:	9335105027	do	do
Steering Committee Co-ordinator	Dr. Sabiha Azmi	O: 0532-2656526 R: 0532-2550881	9453026110	do	sabihaazmi@ymail.com

3. Status of the Institution:

Affiliated College
 Constituent College
 Any other (specify)

✓

4. Type of Institution:

a. By Gender

- i. For Men
- ii. For Women
- iii. Co-education

✓

b. By Shift

- i. Regular
- ii. Day
- iii. Evening

✓

5. It is a recognized minority institution?

Yes

No

✓

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

Religious

6. Sources of funding:

Government

--

Grant-in-aid

✓

Self-financing

✓

Any other

7. a. Date of establishment of the college: **19-09-1975** (dd/mm/yyyy)

b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

University of Allahabad, Allahabad

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	10.09.1986	
ii. 12 (B)	00.07.2004	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

N.A.

Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes

✓

No

--

If yes, has the College applied for availing the autonomous status?

Yes

--

No

✓

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐ No ☒

If yes, date of recognition:**N.A.**..... (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes ☐ No ☒

If yes, Name of the agency.....**N.A.**..... and

Date of recognition:**N.A.**..... (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area	6155.79 Sq.mts.
Built up area	602.73 Sq.mts.

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities –
 - **One Multi-purpose Conference Room with a seating capacity of 50 persons. It is equipped with latest furniture, PAS(Public Address System), smart room facility and CCTV camera.**
 - **One Hall- Auditorium – with a seating capacity of 200 persons. It is equipped with LCD projector, latest furniture, PAS (Public Address System) and CCTV camera.**
- Sports facilities – **Indoor Games Facilities**
 - * play ground - **We arrange sports outside the College at the city stadium.**
 - * swimming pool - **No**
 - * gymnasium - **No**
- Hostel
 - * Boys' hostel - **No**

- i. Number of hostels - **N.A.**
- ii. Number of inmates - **N.A.**
- iii. Facilities (mention available facilities)

* **Girls' hostel - No**

- i. Number of hostels - **N.A.**
- ii. Number of inmates - **N.A.**
- iii. Facilities (mention available facilities)

* **Working women's hostel - No**

- i. Number of inmates - **N.A.**
- ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) - **No**
- Cafeteria — **Yes**
- Health centre — **Yes**

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance –
First Aid and Emergency Care Facility

Health centre staff –

Qualified doctor	Full time <input type="checkbox"/>	Part-time <input checked="" type="checkbox"/>
Qualified Nurse	Full time <input type="checkbox"/>	Part-time <input type="checkbox"/>

- Facilities like banking, post office, book shops – **Punjab National Bank, Meerapur Branch, Allahabad.**
- Transport facilities to cater to the needs of students and staff - **No**
- Animal house – **No**
- Biological waste disposal – **No**
- Generator or other facility for management/regulation of electricity and voltage – **Two (02) Generator and Three (03) Online UPS**
- Solid waste management facility – **Yes – Through Paper shredder machine waste paper is shred and the shred is used for packaging. The rest of the material is sold to be recycled.**
- Waste water management – **Yes – Waste water is used for watering plants in the small garden and numerous pots in the College.**
- Water harvesting – **No**

12. Details of programmes offered by the college (Give data for current academic year)

Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
Under-Graduate	B.A. B.Com. (Self-Financed) B.Voc. (Sanctioned in May 2014)	3 years	10+2	Hindi, Urdu and English	B.A.-710 B.Com- 75 B.Voc. -50	597 75
Post-Graduate						
Integrated Programmes PG			N.A.			
M.Phil.						
Ph.D						
Certificate courses	<ul style="list-style-type: none"> • Urdu Coaching Certificate Course • Certificate in Computer Concepts (CCC) • TALLY 	6 months 3 months 2 months			50 50 50	50 18 12
UG Diploma	<ul style="list-style-type: none"> • DCA-‘O’ Level • Fashion Designing & Kasheedakari • Translation Proficiency in Arabic • Urdu Journalism & Mass Communication • Urdu Kitabat / Calligraphy 	1 year 1 Year 1 Year 1 Year 2 years			20 30 30 30 20	01 15 00 07 10
PG Diploma						
Any Other (specify and provide details)			N.A.			

13. Does the college offer self-financed Programmes?

Yes

☒

No

☐

If yes, how many? 07

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	02
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	N.A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts	Ancient History, Arabic, Economics, Education, English Literature, Geography, Hindi, Medieval History, Painting, Persian, Urdu, Sociology, Computer Application in Social Sciences, Office management and Secretarial Practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commerce	B.Com.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any Other (Specify)	B.Voc. in two trades – Journalism and Mass Communication Fashion Design and Embroidery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

a. annual system	02
b. semester system	01
c. trimester system	

17. Number of Programmes with

a. Choice Based Credit System	--
b. Inter/Multidisciplinary Approach	--
c. Any other (specify and provide details)	--

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s).....
(dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: **N.A.**

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐ No ☐

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐ No ☒

If yes,

a. Year of Introduction of the programme(s).....
(dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy) **N.A.**

Validity:.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐ No ☐

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government <i>Recruited</i>	--	01	--	12	--	05	07	02	01	03
<i>Yet to recruit</i>				04			02	02		01
Sanctioned by the Management(under Self-Financing Scheme) <i>Recruited</i>						03	01	01		
<i>Yet to recruit</i>						03	01	01		

* To conduct B.Com. classes two (02) qualified faculty is engaged. At times expert lectures are delivered by Visiting Faculty or Resource Person.

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.		01		10		03	14
M.Phil.							
PG				02		02	04
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College. **Nil**

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1 2013-14		Year 2 2012-13		Year 3 2011-12		Year 4 2010-11	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	--	12	--	09	--	12	--	19
ST	--	--	--	--	--	--	--	--
OBC	--	1044	--	1033	--	985	--	684
General	--	565	--	643	--	659	--	1004
Others	--	02	--	--	--	--	--	02
Total	--	1623	--	1685	--	1656	--	1707

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	100%	--	--	--	100%
Students from other states of India	0	--	--	--	--
NRI students	0	--	--	--	--
Foreign students	0	--	--	--	--
Total	100%	--	--	--	100%

25. Dropout rate in UG and PG (average of the last two batches)

UG PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component Rs.

(b) excluding the salary component Rs.

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes ☐ No ☒

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes ☐ No ☐

28. Provide Teacher-student ratio for each of the programme/course offered –

- **1:120 in – Ancient History, Arabic, Economics, Education, English Literature, Hindi, Medieval History, Urdu, Sociology.**
- **1:60 – Geography, Persian.**
- **1:20 - Painting**

29. Is the college applying for

Accreditation : Cycle 1 ☐ Cycle 2 ☒ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☐

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle1: ~~19/08/2004~~(dd/mm/yyyy) Accreditation Outcome/Result **Grade B**
Cycle2: dd/mm/yyyy) Accreditation Outcome/Result.....
Cycle3:..... (dd/mm/yyyy) Accreditation Outcome/Result.....

** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*

31. Number of working days during the last academic year.

230

32. Number of teaching days during the last academic year
(Teaching days means days on which lectures were engaged excluding the examination days)

180

33. Date of establishment of Internal Quality Assurance Cell (IQAC)
IQAC ~~01/12/2004~~ (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) **12.05.2005** (dd/mm/yyyy)
AQAR (ii)..... (dd/mm/yyyy)
AQAR (iii) (dd/mm/yyyy)
AQAR (iv) (dd/mm/yyyy)

Note- The college has submitted first AQAR for the session 2004-05. After that AQARs have been prepared but not submitted. Therefore the AQAR from 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10, 2010-11, 2011-12, 2012-13, 2013-14 will be uploaded along with SSR

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

The College was sanctioned by the UGC B.Voc. degree Programme in 2 trades in May 2014. They are –

- **Journalism & Mass Communication**
- **Fashion Design and Embroidery**

Fifty (50) seats have been sanctioned and students who have cleared 10+2 shall be admitted in July 2014. The centrally-sponsored programme aims at producing skilled youth, is a unique combination of Educational Institutions, Industries and Skill Council to create a sustainable industry-ready talent. Thus skilled youth will also help in economic growth of nation.

CRITERION I: CURRICULAR ASPECTS

CURRICULUM PLANNING AND IMPLEMENTATION

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.

Objectives:

1. Ensure quality in teaching learning process.
2. Expand the horizons of knowledge by developing enquiring minds.
3. To make the students self-reliant by providing them latest IT skills and technological upgrades.
4. Training them in traditional crafts and encouraging local solutions.
5. Improving women's health through the Women's Health Initiative and Providing Legal Literacy to the students through the activities of the Centre for Women's Studies.
6. To generate awareness about the rich national heritage as well as the composite culture of India.

These are communicated to the staff, students, teachers and other stake holders through the College Admission Brochure, College Website, College Magazine and display boards on the campus.

Action Plan for Effective Curriculum Implementation

The curriculum is framed by the University and the College has galvanized each and every available resource. For effective delivery of the curriculum an Academic Advisory Committee has been formed. The committee has tried to build a bridge between the “soft” and the “hard” perspectives i.e. between the academic and the physical infrastructure. To meet the demands of soft perspectives or academic infrastructure we have formed “**Strategic Integration Programme*** and under the hard perspectives we have placed the “**IT Empowered Teaching Programme**”.

Soft Perspective or Academic Infrastructure & Strategic Integration Programme

- The College prepares its own **Academic Calendar** and revises it every session according to the needs of each session.

- Each department prepares **Modular Curricula** through which the syllabus is divided into modules and a time-period is fixed for the transaction of the module. The modular curricula are divided into three quarters. A staff meeting is held on the last day of the month to evaluate the progress of the students and also to discuss how far the modules have been transacted. At the end of each module the teachers take oral and written tests. The students are also given assignments. This has enabled regular and systematic delivery of the modules.
- As 'Quality Teaching' can be brought about by quality teachers, **Faculty Recharge Programme** as an enriching activity is closely followed. The College encourages faculty to participate in Refresher Courses and Orientation Programmes. These capacity-building initiatives have enabled the faculty to deliver their best to the students.
- **“From Knowledge to Education”** – With this aim in mind the different departments of the College organize various academic skill development programmes, extension lectures, screening of plays and heritage exhibitions.

Hard Perspectives or Physical Infrastructure & ICT Empowered Teaching Process

To ensure quality and facilitate the transaction of the curriculum, the College has adopted the ICT Empowered Teaching Programme. Under this, following measures have been adopted

- Four Smart Classrooms are functional at the College.
- A well equipped Computer Lab provides free access to students for computer composing, net-search and Xerox of subject matter related to the curriculum.
- Language Lab with ETNL Language Lab Software provides language and pronunciation skills to students.
- Media Lab conducts practical classes in Photo-Journalism a component of the syllabus of Urdu Journalism and Mass Communication.
- Automated & Digitized Library with Wi-Fi connectivity of Internet, N-LIST membership has facilitated faculty and students to access e-resources such as articles, books and journals of international repute.

Curriculum Translation

For effectively translating the curriculum and improvising teaching practices, the College has adopted the following measures:

- The Time Table is student centric. The Time table has been divided into two sections. This division of sections facilitates effective and timely transaction of the curriculum.
- The College also conducts Remedial Coaching classes in different subjects according to the needs of the students. Through this coaching slow learners are helped by special facilitative lectures by teachers. Books and reading materials are provided to the students. This additional coaching facility has improved the teaching practices.
- The Language Lab equipped with 21 PCs and ETNL Language Lab Software conducts classes to improve the speaking skills and correct pronunciation of students in two languages – English and Urdu. This

facility has enabled the teachers to train the students to pronounce the words correctly in the two above-mentioned languages. This has facilitated in effective curriculum delivery of subjects having heavy enrollment and has thus proved a significant support structure to the teachers.

- The four Smart Classrooms have proved a turning point in the transaction of the curriculum. B.Com. classes too are conducted with the help of the smart class room gadgets. The Tally-ERP9 software helps B. Com. Students in learning accounting.
- The Department of English regularly holds screening session of the plays and novels prescribed in the syllabus. This has facilitated the teachers in the department to conduct their classes effectively, well-in-time. It has also given a learner-centric approach.
- The Automated and Digitized library helps in preparing e-content for the students. Digitized library allows teachers and students to share common information resources and to take advantage of wide range of reading materials. The N-LIST membership provides access to e-resources such as articles, books and journals to students and faculty of the College.

These procedural and practical supports have helped in the effective delivery of the curriculum. Further the College has full time power back-up through 2 generators and 3 online UPS. The power back-up has enabled the teachers to conduct classes smoothly even in case of long power-cuts.

Curriculum Delivery

To ensure that the curriculum is delivered effectively and a learner-centric atmosphere is created for the students, the College takes the following initiatives –

- The different departments of the College regularly hold seminars, workshops, and symposiums on different topics. Students are encouraged to actively participate in them and present their feedbacks.
- Regular feedback in the form of written assignments is a regular practice at College.
- Special on Job Training Programmes are arranged by the College for students of vocational subjects like OFF and CAS.
- In the on-going session, the department conducted quizzes from time to time to ensure that the students revise the syllabus taught and prepare themselves for the final exams. Further e-content was also prepared and distributed to the students. One faculty member is engaged in mentoring the language proficiency skills.
- The Department of Urdu regularly holds Mushairas and Baitbazi competition to enhance the learning skills of the students and encourage the creative potential of the students. The department of Urdu organizes **Yaum-e-Urdu** every year on **9 November** in which extension lecture is delivered by experts. The department also conducts Coaching in Urdu sponsored by U.P. Urdu Academy. It also conducts two year Diplomqa Course in Urdu Calligraphy – an endangered art. These initiatives have developed the confidence of the students.
- The Department of History organized Archival Exhibition on ‘Women

Freedom Fighters of 1857 with special reference to Rani Lakshmi Bai and Begum Hazrat Mahal' on 20-22 December, 2013. This event marked a learning of an entirely different kind. Students were made aware of the rich Indian culture and unique heritage. They also learnt the difference between primary sources, secondary sources, archival sources, rare manuscripts etc.

- The Department of Hindi organizes **Hindi Divas on 14 September** every year in which extension lecture is delivered by experts and various competitions are also held.
- The Department of Sociology promotes participation of the students through interactive sessions, debates and quiz on social issues. These exercises have sensitized and generated awareness among students.

Further extension lectures by professors / experts on the different subjects are regularly held. The vocational subjects also hold lectures by experts from industry and corporate houses. (A detailed report of extension lectures is given on page)

Operationalization of the Curriculum

In our College on the job training for one month or two is compulsory in some subjects like Office Management & Secretarial Practices (OFF), Computer Application in Social Sciences (CAS). Therefore the College has established linkages with the below listed organizations:

- Bharat Pumps and Compressors Ltd., Naini, Allahabad.
- Matrix Telecom Pvt. Ltd., Civil Lines, Allahabad.
- Indian Telephone Industries Ltd., Naini, Allahabad.
- U.P. Higher Education Services Commission, Allahabad.
- Trimar Exports Pvt. Ltd. (A Carpet Manufacturing and Exporting Company)
- Recron Synthetics Ltd., Allahabad.
- Siddiqui and Company, Noorullah Road, Allahabad.
- Bhadohi Rugs International, Bhadohi.
- Alstom Limited, Naini, Allahabad.
- Triveni Structurals Ltd., Naini, Allahabad.
- Reliance Infocomm, Katju Road, Allahabad.
- Radhey Shayam and Company, Civil Lines, Allahabad.

Students are also given opportunities to interact with research bodies and Universities like Govind Ballabh Pant Social Science Institute, Jhansi, Institute of Professional Studies, University of Allahabad, Allahabad Museum & Regional Archives, Allahabad.

Development of the Curriculum

The College is a constituent College of the University of Allahabad and the curriculum is designed by the University. The Principal has regularly been a Member of the Academic Advisory Committee and Executive Committee of University of Allahabad in different sessions. Four senior teachers of the College are member of the Board of Studies (A.U.) and Baccalaureate Sub-Committee for Curricula Designing, B.A.I, II and III in the different sessions. They have contributed actively in the development of the curriculum as well as its revision from time to time.

Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Yes the College has developed few courses other than those under the purview of our University of Allahabad. The details are as under:

- 1- In the IX plan U.G.C. has announced a list of 42 vocational courses which could be sanctioned to any College that applies and appears before the national level discussion to justify the need and other modalities.

The College took this challenge in the interest of our girl students who come from the underprivileged communities and receive the theoretical knowledge only at under-graduate level. This step was taken to provide them exposure to Vocational Education. The subject – Office Management and Secretarial Practices was chosen from the list of 42 vocational subjects and the College prepared the justification, infrastructure available and also the venues available for On the Job-Training. After panel discussion at U.G.C. Head Office the subject was sanctioned to us on 24.06.1998 vide letter no F.4-299/98(VE). The curriculum given by the U.G.C. was quite obsolete, but since the guidelines states:

“In the context of the local conditions some changes/modifications in the course content can be carried out. But it should be ensured that such changes should enrich the course content and it should not in any case, lead to dilution”.

Taking the advantage of this provision the College arranged a meeting with the highly qualified staff of University as well of MNNIT (Engineering College). They suggested computer courses should be added in each of the 3 year B.A.I, II and III as we are entering in the world of IT. The idea was well taken by all the members and with the help of these experts the curriculum of U.G.C. was modified and developed.

This newly developed curriculum of “Office Management and Secretarial Practices” was submitted to the University of Allahabad where all the different bodies of the University passed it and we started this course along with two other subjects in B.A. from the session 1999.

The College was first to apply and frame this course among all the eleven constituent Colleges including UTD of University of Allahabad.

- 2- The second curriculum developed by the College is that of “Computer Application in Social Sciences”. This subject was also taken from the list of vocational subjects issued during IX plan by U.G.C.

The College prepared the documents related to the need for this subject, infrastructure available and names of institution where On Job Training could be provided to the students. U.G.C. called for panel discussion and sanctioned this course vide its letter no F4-75/2002(Desk-VE) dated 26.03.2002.

The process and planning was same as mentioned in the first subject. After formulation of the contents it was submitted to the Board

of Studies, University of Allahabad. Later on, it went through different bodies of A.U. and permission was given by the University to start this subject along with two other subjects in B.A. It is being taught since 2005.

- 3- In X plan U.G.C. changed its strategy for vocationalization of Higher Education and in place of one vocational subject at Degree level they have introduced 'Add-on Courses'. For submission of demand they left the responsibility on the College and directed that College should develop curriculum as per local needs.

In eight areas U.G.C. had given the date of interface discussion to justify the need. Our College developed curriculum in 8 areas and presented itself for interface meeting held at U.G.C.(NRCB). Three subjects stated by the College were accepted. They are as under:

- 1) Urdu Journalism & Mass Communication
- 2) Fashion Designing and Kashidakari
- 3) Proficiency in Arabic Translation

The U.G.C. sanction was received vide its letter no F-4-351/2004/V.E dated 30.03.2004. It is necessary to clear here the difference of IX and X vocational subjects of Degree and Diploma in nature. In X plan under Add-on Courses, courses were divided in 3 stages:

- 1) Six months Certificate Course in B.A./B.Com. I
- 2) One year Diploma Course in B.A./B.Com. II
- 3) Advance Diploma Course in B.A. / B.Com. III

These add-on-courses also were not in A.U.'s list of programme with which we are affiliated. These courses and their syllabus were designed by the College. In this way the College has developed 5 curriculum of their own and got it passed by the different bodies of the University. They are being offered by our students.

In addition the College has designed courses for *B. Voc in two trades – Journalism and Mass Media & Fashion Designing and Embroidery* and submitted it to the UGC. These courses were sanctioned to the College in April 2014.

The Centre for Women's Studies of the College has designed the syllabus for Women's Studies at UG level (B.A. I, II & III) and submitted it to the University of Allahabad. It also designed a schedule and course content for Refresher Course (21 days) on Women's Studies and submitted it to the University of Allahabad.

Achievement of Curriculum Objectives

The institution employs following procedures to analyze and ensure that stated objectives of the curriculum are achieved:

- As soon as the University results are declared we hold Staff Meeting and analyze the results of different subjects. Students who have to appear for the second examination are located. Causes of their failure are discussed. Special classes are arranged for them which have to a large extent improved the pass-percentage of students in the examination.
- In the vocational subjects OFF & CAS, the College has made it compulsory to the students to attend On Job Training Programme and submit a written report about their training.

- In Urdu Journalism and Mass Communication, special training sessions are held under the guidance of Institute of Professional Studies (AU) and Centre for Mass Communication (Jamia Millia Islamia).
- In Fashion Designing, a production Unit - **Creative Fashion Centre** is functional at the College. This Centre stitches garments on order and also trains students in cutting, tailoring and embroidery.

ACADEMIC FLEXIBILITY

Goals and Objectives of the Certificate / Diploma / Skill Development Courses

The Certificate Courses – Three-Month Course in Computer Concepts (CCC), Two-Month Course in Tally-ERP9, Six-Month Course in Urdu & Three-Month Course of Cutting and Sewing have been introduced with the prime objective of making the students self reliant by providing them latest IT skills and technological upgrades, training them in traditional crafts and encouraging local solutions.

The Diploma Courses – Two-year course in Urdu Calligraphy-*Kitabat*, One-year course in Diploma in Computer Application, One-year course in Urdu Journalism and Mass Communication, One-year course in Fashion Designing and Kashidakari & One-year course in Translation Proficiency in Arabic further the objective of expanding the students' horizon of knowledge. The Diploma Course in Urdu Calligraphy makes the students aware about the rich national heritage as well as the composite culture of India.

Recently in April, 2014 the College has been sanctioned B.Voc in two trades and these courses will be operational from July 2014

1. Journalism and Mass Media
2. Fashion Designing and Embroidery.

These Job-Oriented Courses shall enhance the skill of the students and also increase their level of employability in the global employment market.

Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Yes, the institution offers self financed programme. They are as follows –

- 1) Bachelor of Commerce
- 2) Office Management & Secretarial Practices (as one subject in B.A.)
- 3) Computer Application in Social Sciences (as one subject in B.A.)

Admissions are taken through Entrance Examination (UGAT). The curriculum and teachers' qualifications are same as prescribed by the University of Allahabad. The fee structure and salary differs from University. Salary of the teachers depends on fee taken from the students and it also varies from time to time.

CURRICULUM ENRICHMENT

Integration of Academic Programmes with Institutional Goals and Objectives

Some of the initiatives taken by the institution to supplement

University's Curriculum and to ensure that the academic programmes and institution's goals are integrated are as under –

- To ensure quality and to see that the academic programmes are integrated with the goals of the institution, the College regularly holds Seminars, Symposiums and Workshops to create an intellectually vibrant atmosphere among the students and the Faculty. (A detailed report of seminar/workshop is presented on page 61).
- The overarching mission of the College to empower the girls belonging to the minority community and other underserved sections of the society is met largely by the Centre for Women's Studies sanctioned by the UGC in 2009. The Health Centre established under the aegis of CWS of the College is actively working to improve women's health through its Women's Health Initiative. It organizes symposium and awareness programmes on issues related to women's health. The Centre also holds seminars and symposiums on legal provisions and rights of women to ensure gender justice and equity. The International Women's Day (8th March) is celebrated every year with fervor and enthusiasm.
- The Creative Fashion Centre of the College addresses the goal of encouraging local craft and craftsmen. This initiative is instrumental in promoting a sense of 'self-worth' among the students and providing them a sound base for personality development.
- The recently inducted **Value Hub** of the College which provides training in CCC & Tally-ERP9 are helpful to the students. B. Com. Students who study Accounts are largely benefitted by Tally-ERP9 while CCC prepares students for government jobs in the High Court and at other places.
- The language training provided by the Language Lab of the College acts as supplement to the effective teaching and learning process in English and Urdu. The institutional goal of providing holistic development to the students is met through this.
- The Media Lab is again an effective supplement of Urdu Journalism & Mass Communication. It infuses self confidence in the students and prepares them for gainful employment.

Enrichment of Curriculum to Enhance the Experiences of the Students so as to Meet the Needs of the Dynamic Employment Market

- The institution has from time to time submitted need-based changes to the Board of Studies, University of Allahabad.
- The College also provides opportunities for psychological and educational counseling from time to time. Extension lectures by experts on career and personality development are held to enhance the experience of the students and improve their career options.
- To provide appropriate exposure to the students and make them aware of the dynamic employment market, the students of the College actively participate in Career Mela and other activities organized by University Employment and Information Guidance Bureau from time to time.

Integration of Cross Cutting Issues into the Curriculum

The College has integrated cross cutting issues like Gender, Environmental Education and ICT.

Efforts for Gender Sensitization

The Centre for Women's Studies sanctioned by U.G.C. in 2009 has adopted three pronged approach (Emancipation, Amelioration and Empowerment) for the upliftment of girl students. It focuses its activities on two key areas –

- a) Providing legal awareness
- b) Improving women's health

For fulfilling these objectives the Centre organizes Seminar, Symposium, Workshops, Short-Term Certificate Courses etc.

Under gender sensitization and dissemination program the Centre has organized the following to fulfill its objectives of providing legal awareness and improving women's health.

1. A Fifteen-Day Short Term Certificate Course on '**Women and Society**' (15th Sept. – 3rd Oct., 2012).
2. Symposium on '**Protection of Women against Domestic Violence with special reference to Protection of Women against Domestic Violence Act, 2005**' (6th September, 2012).
3. Seminar on '**Women Well-Being and Positive Health Care**' (25th September, 2011).
4. Seminar on '**Women and Property Rights in India**' (22nd September, 2011).
5. An awareness program on '**Relevance of PPNDT Act – in Modern Society**' (12th February, 2011).
6. Seminar on '**Divorce Among Muslims With special reference to Talaq-e-Tafweez**' (21st December, 2010).
7. An awareness programme on CEDAW – **Empowerment of Minority Women in India: Perspectives and Suggestions** (18th December, 2010).
8. Symposium on '**Hazards to Women Health: Causes, Prevention and Cure**' (27th October, 2010).
9. National Seminar on '**Gender Discrimination: Issues, Challenges and Legal Remedies with special reference to RTI**' (25th October, 2009).

Furthering the objective of providing legal awareness to the students the Centre publishes a journal of Women's Studies, ***Qanoon ki Dastak*** annually. It is a journal of women's rights and legal provisions and provides information about Constitutional laws, acts, judgments and legal safeguards. Four volumes of the journal have been published. Besides this the Centre also prints and distributes pamphlets and handbills to the students on legal issues. So far the Centre has distributed pamphlets on Anti-Dowry Act, Women and Domestic Violence Act and Women and Property Rights. Both these publishing ventures have sensitized the students and other women who have inadequate knowledge about Indian laws.

The Centre has also conducted minor research projects :

- Women Labour Force in Unorganized Sector with special reference to women bidi workers, paper envelope makers, tea-stall owners and women vendors (2009-10)

- Divorce among Muslims with special reference to Talaq-e-Tafweez (2010-11)
- Begum Khursheed Khwaja: Priceless Gem of India (2011-12)
- Health Problems Among Young Unmarried Girls: Prevention and Management (2012-13).

Efforts towards Environmental Education

The College regularly makes efforts to sensitize students about environmental issues by organizing debate, poster and essay competition at college and Intercollegiate level. In the on-going session essay writing competition was organized on the following topics –

- Management of Natural Disaster
- Rain Water Harvesting
- Use of Solar Energy
- Cleanliness of Ganga is our pride
- Polythene and Health

Efforts made by N.S.S.

Under the aegis of N.S.S. the College initiates various activities with the purpose to create awareness about environment and linked issues. As the N.S.S. special camp theme allotted by the N.S.S., Regional Centre is '*Prakratik Sansadhamo Tatha Itihasik Evam Sanskratik Sampada Ke Sanrakshan Sahit Paryawaran*' following steps have been taken.

- Awareness to slum dwellers about clean and safe drinking water.
- Awareness lecture on Toxic Content of Polythene.
- Project on '*Paryawaran Per Malin Bastiyon Ka Prabhav*'.
- Model competition and exhibition on the NSS theme.

Efforts in ICT

The College is well equipped with ICT facilities. A Computer Lab with LAN connectivity, Digitized Library with Wi-Fi, N-LIST, LIBSYS facilities, Language Lab, Media Lab, Centre for Reprography, One Multi Purpose Conference Room facilitate the strategic integration of the curriculum.

Value-added Courses /Enrichment Programmes offered to ensure Holistic Development Of Students

Moral and ethical values

The qualities of self discipline, service, co-operation, truthfulness, dignity of labor are developed through lectures and positive environment in the College. There is provision of pasting quotations based on moral and ethical values on the flannel boards. The different departments hold special lectures and interactive sessions of students on moral values. They are also encouraged to write creative articles which are published in the college magazine. These initiatives have created a positive and pragmatic environment in the College.

Employable, Life Skills & Better Career Option

The Value Hub, various diploma and certificate courses running in the College develop vocational, life skills and provide better career opportunities to the students. Besides this the students also participate actively in various

activities organized by University Employment and Information Guidance Bureau (UEIGB).

Community Orientation

College organizes various activities for the orientation of the community through Centre for Women's Studies and N.S.S.

- The Centre for Women's Studies focuses on improving women's health through regular health check-ups of students.

The Centre has established a Health Centre at the College where regular health check-up of students are held. The consultant doctor, visits the Centre and conducts health check-ups. From November 2009 till date 681 students have been examined by the Health Centre. A Health Card is issued in the name of the student recording their weight, BP and other ailments if any. Students are also advised special referral treatment at MLN Medical College, Jeevan Nidhi Eye Clinic and Research Centre and Colvin Hospital Allahabad. The Health Centre equipped with 5 exercisers also conducts short term training program on ***Fitness Through Exercises And Wellness Through Yoga*** with the help of a trainer. So far 150 students have been trained in Yoga and Fitness Regimen. In the session 2012-13 two eye check-ups camp were organized by the Centre in collaboration with Jeevan Nidhi Eye Clinic and Research Centre on 12 October and 5 December 2012. 85 students were examined and suggested remedial measures by trained optometrists.

Seminar and Symposium Organized on Women's Health

1. Symposium on '**Hazards to Women Health: Causes, Prevention and Cure**' (27th October, 2010).
2. Symposium on '**Relevance of PNDT Act – in Modern Society**' (12th February, 2011).
3. Seminar on '**Women Well-Being and Positive Health Care**' (25th September, 2011).

Minor Project (2012-13)

A minor Research Project on '**Health Problems Among Young Unmarried Girls: Prevention and Management**' (2012-13).

Publications

To generate awareness about women's health the Centre publishes and distributes pamphlets on health, fitness, diet and nutrition it also publishes an annual bulletin, ***Hayat***, four volumes have been published.

The CWS also makes efforts to provide legal literacy to the girl students. It organized a National Seminar on ***Divorce Among Muslims with special reference to Talaq-e-Tafweez*** on 21st November, 2010. The Keynote lecture was delivered by Prof. Tahir Mahmood, Chairman, Institute of Advanced Legal Studies, Amity University, Noida. It proved a fruitful dissemination exercise. Papers were presented on the subject by legal experts and eminent lawyers. Students were also made to write their feedback on Talaq-e-Tafweez. This exercise has opened the door for **Alternate Dispute Redressal System**.

Besides through the seminar on RTI, Women and Property Rights and Domestic Violence the Centre has oriented the girl students of the College and other local women about their rights and legal provisions.

International Women's Day, 8 March 2014 was observed and students were informed about *UN Women for Peace*.

NSS Community Orientation Programmes

- NSS volunteers distributed food packets, water & medicines to the flood affected victims of Kareli and Shamsnagar.
- In 2013-14 session students were motivated to fill Voter Registration Forms. 480 forms were filled by the students.
- Awareness programme about HIV/AIDS, in which extension lecture was delivered by expert.
- Volunteers also sensitized slum dwellers about personal cleanliness and sanitation.

Quality Management of Enrichment Programmes

The institution monitors and evaluates the quality of its enrichment programmes through the following measures –

- **Principal and Staff Meeting** - The Principal holds a meeting with the Teaching Staff at the end of the month. Through these meetings the students' performance, attendance and transaction of the curriculum by teachers is assessed.
- **Principal and Students Meeting**– The Principal meets the students everyday between 12:00 noon - 1:00 p.m. The students write their names and problems in a register kept outside the Principal's office. The Principal meets them one by one, listens to their grievances and solves the problems of variegated nature.
- The Internal Quality Assurance Cell maintains time-bound delivery of programmes.
- The Coordinators of the different programmes ensure that quality parameters are met.

FEEDBACK SYSTEM

Institutional Contribution for Curriculum Development

Basically the curriculum is designed by the University but our institution contributes through the suggestions of the teachers who are members of Baccalaureate. Further our Principal, a Member of the Academic Advisory Committee & Executive Committee of the University of Allahabad has regularly contributed from time to time towards the development of the curriculum. Besides this the institution has developed its curriculum in the following subjects –

- Office Management & Secretarial Practices
- Computer Application in Social Sciences
- Urdu Journalism and Mass Communication
- Fashion Designing and Kashidakari
- Proficiency in Arabic Translation
- Curriculum of B.Voc in two trades – *Journalism and Mass Media & Fashion Designing and Embroidery*
- Curriculum of Women's Studies to be taught at UG level B.A. I, II & III was also prepared and submitted to the University of Allahabad. In

addition a Schedule and Course content of 21-day Refresher Course on Women's Studies was also prepared and submitted to the University of Allahabad.

Feedback Mechanism

In order to involve students and make the curriculum learner-centric the opinion of students are obtained through feedback. It has helped in the enhancement of their aptitude and capability. Alumni suggestions are also taken as Alumni Meet is regularly organized on yearly basis. These suggestions are communicated to the University through the members of Baccalaureate.

New Programmes/Courses Introduced by the Institution during the last four years and the Rationale

The following courses were introduced during last four years by the institution:

- B.Voc. in two trades was sanctioned in April 2014
- Three Months Certificate Course in Computer Concepts (CCC) – 2014
- Two Months Tally-ERP9 Course – 2014
- Three Months Certificate Course of Cutting and Sewing at College level – 2013-14
- Six Months Certificate Course in Urdu – 2011
- Centre for Women's Studies was sanctioned by U.G.C. in the session 2009-10

The rationale for introducing these new courses was to promote skill oriented knowledge and prepare the students for gainful employment. Urdu certificate course is introduced for non-Urdu knowing students. This has promoted Urdu literacy.

The College has established Centre for Women's Studies with the vision to generate gender sensitization. It also aims to empower and emancipate the girl students who form a micro-marginalized community among the marginalized sections of the society through the various dissemination programmes of the Centre.

CRITERION II: TEACHING -LEARNING AND EVALUATION

STUDENT ENROLMENT AND PROFILE

The College functions under the aegis of *The Association for the Education of Muslim Women at Allahabad* and in the *Memorandum of the Association* it is mentioned, "The object of the Association is to impart education, including higher education to Muslim Women in keeping with their linguistic and ideological development, provided that nothing herein shall be deemed to prevent persons professing other religions from being admitted to an institution run by the Association". Hence the College strives to provide quality education to the girls of the minority community and has always kept its doors open for the students from different socio-economic, linguistic, cultural and caste backgrounds. The statistical data given below clearly illustrates the College's commitment towards diversity and its modest contribution towards empowerment of young girls belonging to the underserved segments, socio-economic deprived backgrounds and locales. It adheres to the norms of equity and wide access, by including and addressing the needs of the differently-abled students also.

Categories	Year I 2013-14		Year 2 2012-13		Year 3 2011-12		Year 4 2010-11	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	--	12	--	09	--	12	--	19
ST	--	--	--	--	--	--	--	--
OBC	--	1044	--	1033	--	985	--	684
General	--	565	--	643	--	659	--	1004
Others	--	02	--	--	--	--	--	02
Total	--	1623	--	1685	--	1656	--	1707

Admission Process – Publicity & Transparency

The College is a Constituent Muslim minority College of the University of Allahabad and as such it has been granted permission by the University of Allahabad to conduct its own Admission Test since 2006.

- In order to ensure publicity the College publishes annually its own Admission Brochure along with Application Form UGAT (B.A. & B.Com.). This brochure can be obtained by the students from Punjab National Bank, Meerapur Branch, Alld. which has a separate admission counter and separate timing for the students of the College. The Application Form is also available on the College website from where it can be downloaded.
- To maintain transparency in the process, the College conducts UGAT (B.A. & B.Com.) with the help of an external agency. The question booklets are printed in complete confidentiality by the agency. After the test is conducted, the UGAT OMR answer sheets are evaluated by the experts of the external agency. Thereafter the results are declared through the local newspaper (1 Hindi and 1 English newspaper). The results are also uploaded on the College website.

Admission Process

The College administers its own Admission Test (UGAT – B .A. & B.Com.) with the help of an external agency. There are three stages of UGAT (B.A. & B.Com.)

Stage 1 The Admission Core Committee with the Principal as its Head holds a meeting in the month of January. Thereafter the brochure is revised and printed. The sale of brochure begins in April. Application Forms along with brochure can be obtained by the students from Punjab National Bank, Meerapur Branch, Alld. which has a separate admission counter and separate timing for the students of the College. The application form is also available on the College website from where it can be downloaded. The students submit the filled application forms in the College office complying to the last date for the submission of the forms.

Stage 2 Thereafter the filled forms are handed over to the agency and a database of students is prepared by the external agency. The Admission Test of B.A. and B.Com. is held on the notified dates and centers. After the test is conducted, the OMR answer sheets are again handed over to the agency for evaluation. The sheets are evaluated by experts of the external agency and results are prepared observing complete confidentiality. The process takes about two days. Thereafter the results are notified through local newspaper (1 Hindi & 1 English daily newspapers). The results are also put up at the College notice board and College website. At the same time a counseling schedule is prepared as per the merit of the students and this is also published along with the result in local newspaper, College notice board and College website.

Stage 3 The counseling of students is held in batches according to their merit. In order to maintain the transparency in the entire admission process, at the time of counseling, students are provided information regarding availability of seats, subjects and their combination codes. This process is completed within 15 days.

Review of the Admission Process

The Admission Core Committee reviews the students' profile annually. The Admission Committee through its review process has adopted various measures to address the institutional demand of accessibility and availability of seats and combinations. Existing combination codes were reviewed by the Admission Core Committee and new codes are added according to the needs of the students. A review of the students' profile brought to light that 30-35% students come from remote suburban areas. To accommodate these students, classes were divided into two sections and time table has been set accordingly. This step was taken by the College in the interest of those students who come from far-off areas. These students would have remained deprived of the fruits of higher education had the College not made necessary amendments in subject codes and time table.

Details for Various Programmes offered by the Institution during the Last Four Years and the Trends

Programmes	Session	Number of applications	Number of students admitted	Demand Ratio
B.A. B.Com.	2013-2014	689 98	597 75	0.13 0.23
B.A. B.Com.	2012-2013	774 113	648 76	0.16 0.32
B.A. B.Com.	2011-2012	717 85	606 65	0.15 0.23
B.A. B.Com.	2010-2011	724 70	575 46	0.20 0.34

Note: The University of Allahabad has sanctioned to the College 710 seats in B.A. & 75 in B. Com. There is no provision for increasing the number of sanctioned seats although the College has repeatedly requested the University for the same. The Institution is permitted to adjust number of seats in the subject combination codes.

CATERING TO STUDENT DIVERSITY

Support for Differently Abled Students

The College is fully sensitized towards the special needs of the differently-abled students and addresses the needs. The College is geared to provide barrier-free access to all the physically challenged and differently-abled students. They are identified and referred for special referral treatment at MLN Medical College, Jeevan Nidhi Eye Clinic & Research Centre and Colvin Hospital, Allahabad.

The College also maintains liaison with the Jawaharlal Nehru Centre for Differently-Abled at University of Allahabad and offers help to the physically challenged students. A special Workshop was held on *Harnessing the Potential of Differently-Abled* (23rd April, 2014). The Main Speaker was Dr. Alok Prasad, Coordinator, JN Centre for Differently-Abled students, University of Allahabad and he informed about different schemes of the Government like NHFDC, Guidelines for Examination by GOL - 2013 and Software like Khurzweil Text Reader, JAWS, Talking Typing Teachers, Daisy Players MP3 & Magnification Software. The College is trying its best to set up an *Equal Opportunities Cell* through which it shall address and give full attention to the special needs of differently-abled students.

Assessment of Students' Needs, Knowledge and Skills before the Commencement of the Programme

The institution assesses the students' need in terms of knowledge and skills soon after admission. The level of the students learning is verified through practical exercises. Special classes for English and Urdu proficiency are held by the Language Lab. These practical sessions have developed a new ethos of learning.

Strategies adopted by the Institution to bridge the Knowledge Gap of Students (Bridge/Remedial/Add-On/Enrichment Courses, Etc)

The College has developed the following strategies to bridge the knowledge gap of the students –

- Remedial teaching in different subjects
- Arrangements for tutorials
- Arrangement for Enrichment Courses –
 1. One-year Diploma in Computer Application – 'O' level conducted by IPS (Institute of Professional Studies, UoA)
 2. Two-year Diploma Course in Urdu Calligraphy (Kitabat)
 3. Three-month Certificate Course in Computer Concept (CCC)
 4. Two-month Certificate Course in Tally-ERP9.
 5. Urdu Coaching (Sponsored by UP Urdu Akademi)
- Fifteen-Day Short Term Certificate Course conducted by the Centre for Women's Studies

Steps for Gender Sensitization and Environment Awareness of Staff and Students

The College addresses issues of gender and environment through the activities of CWS & NSS. (Refer to Criterion 1, page no. 37)

Advanced Learners' Needs

The institution identifies the advanced learners at the time of counseling and induction program. In every department the teachers regularly hold interactive sessions by which the advanced learners come to light. Their presentations, assignments and projects also showcase their calibre. The teachers guide them to use more library facilities, internet and N-list. Teachers adopt the role of mentors and more reference books are made available to them for updation of their knowledge. They are encouraged to participate in group discussions, debates, extempore speeches. They are motivated to participate, interact at Symposiums, Seminars and Workshops and the different training programmes held in the College from time to time. These advanced learners through such brush-up exercises have been able to secure meritorious positions in the University Merit List. Advanced learners are also honoured with Institutional Gold Medals.

Drop-outs' Management

After a student is admitted in the College (B.A. / B. Com. I) the College prepares a database on M.S. Access. The student's previous academic performance, economic and social background is recorded. Students with regular attendance are helped to improve their academic record. Regular interaction with the Principal and teachers on one to one basis helps us to analyze students' socio-economic and academic record.

- Students from disadvantaged sections are regularly helped through National & State Level Scholarships (refer to Admission Brochure pg. 5.6 - 13, 14).
- Students with Disabilities are assisted through health check-ups, health counseling and 2000 Scholarships for students with disabilities. Special aid is also extended to socio-economically disadvantaged and physically challenged students through *the College help to poor fund*,

philanthropic aids and special referral consultancy provided by consultant doctor of CWS and her team

- Special remedial classes for slow learners
- **Special assistance is also given in the form of books from the book bank, lending library and central library**

TEACHING-LEARNING PROCESS

Organization of Teaching-Learning and Evaluation

The Principal and faculty are committed to structure teaching – learning process in such a way that it fosters a spirit of enquiry and develops enquiring minds. To ensure this the College prepares its own academic calendar. At the end of the year, the action plan for the next year is chalked out through meeting of IQAC. The academic calendar is notified through the admission brochure. It is also put up on the College notice board. The IQAC ensures the proper implementation of academic calendar by the various departments. There is flexibility for adding new programmes according to the requirement of the institution.

Modular curricula plan is prepared and implemented by the teachers. Blended learning is carried out by different departments through smart classes, LCD Projector, OHP projector and ICT empowered teaching programme. As stated in the Academic Calendar, the assessment of the students is taken after the completion of each module and the answer sheets are returned to the students with remarks by the teachers.

IQAC and its contribution towards improving the Teaching – Learning Process

The IQAC is consistently engaged in developing a culture in the College which lays emphasis on creating knowledge and imparting knowledge in the most creative manner

- The IQAC sees that the modular curricula is submitted by the different departments and its implementation is also assessed – through monthly meeting between the Principal and staff
- For the upgradation of study materials the IQAC makes certain the proper usage of digitized library like infleeb.net and access to internet
- Preparation of e-content by the teachers for effective knowledge transfer
- Feedback is taken from the students and staff
- Organization of Seminars / Workshops / Conferences and co-curricular activities for the holistic development of the students

The faculty is motivated to participate in different faculty development programmes organized by ASC as well as other organizations. Their participation in various programmes enhances their subject knowledge and IT skills. These faculty development programmes have proved beneficial to the students also as teachers with their updated knowledge are now able to transfer knowledge in a more effective manner to their students.

Student-Centric Learning

The Institution aims to provide a 'student centric', learner-friendly

ambience to its students. With this aim in mind, the faculty is alert to provide them exposure to relevant learning sources. To cater to this need, the College developed linkages with national academic and research bodies and organize study tours.

- **28th August, 2013** – The students of the College visited an exhibition organized by Indian Railways on “**160 years of Indian Railways**” (**28th August, 2013**). They were enlightened by the Photo Exhibition held at NCZCC, Allahabad. The Exhibition focused on the growth and development of Indian Railways as the artery of national development, especially North Central Railway.
- **5th September, 2013** – Seventy eight students of the College were taken on a study tour to Allahabad Museum. Students visited the galleries of the Museum, attended a special lecture by Mr. Rajesh Purohit, Director, Allahabad Museum, Alld.
- **14th September, 2013** – In order to enlighten the students of our College about the rich heritage and rare historical manuscripts, a group of students visited the Regional Archives, Allahabad.
- **21st - 22nd December, 2013** – An exhibition of rare books was organized by Raza Library, Rampur at our College.
- **8th February, 2014** – The students of Ancient and Medieval History participated in an exhibition on “**1857 : Azadi Ki Pahli Chingari**” which was co-organized by Allahabad Museum and Victoria Memorial Hall, Kolkata. The exhibition was inaugurated by the Hon’ble Governor of Uttar Pradesh, Mr. B. L. Joshi. He addressed the students and encouraged them to enhance their learning capacities through such creative exercises.

Collaborative Learning Practices

- **14.02.2014** – An MOU was signed with UPTEC and Value Hub was established in the College and two Certificate Courses were launched – **Certificate in Computer Concepts (CCC)** and **Tally-ERP9**.
- **28.01.2014** – In collaboration with Cyber Net, one-day **Workshop for the Creation of Web Pages** was conducted in Dept. of Computer Application in Social Sciences.
- **01.11.2013** – Orientation program was conducted in collaboration with UPTEC Consultancy Limited regarding Value Hub of the College.

Making Learning a Life-Long Process

- To foster independent thinking and originality of expression, the College motivates its students to take part in creative writing and getting their activities published in College Magazine, *Kavish*.
- A hand written newspaper '*Hamari Baat*' has been started by the students of Urdu Journalism
- In order to inculcate rationalistic thinking among the students, the College regularly holds seminars and workshops. Students are encouraged to participate in seminars and present their observations and also put-up question before resource persons and clarify their doubts.
- To develop a culture of creativity and independent learning, the

teachers of Photo-Journalism encourage students to make creative video-bytes covering different events of the College

- ***On 12 April, 2014, NDTV correspondent Mr. Ravish Kumar visited the College and held an open discussion with students on women empowerment and socio-political issues. The students responded confidently and gave relevant answers. This showed their ability to think and evaluate critically. This programme was televised first on 18th April, 2014 and repeat telecast were also shown on NDTV Live.***

On their visit to the college, the correspondents of NDTV appreciated the liberal and secular values of the students and congratulated the faculty for imparting value-based education.

- To develop originality of thought and develop aesthetic sense, the College has exposed the students to the art of Urdu Calligraphy. Seeing the consistence good performance of the students Urdu Akademi, UP has renewed the Courses – Diploma in Urdu Kitabat and Urdu Coaching for non-Urdu students and also sanctioned grant for a seminar in Urdu.

Technology and Facilities available for Effective Teaching

The technology and facilities available and used by the faculty for effective teaching-learning are as under –

- E-learning at Computer Lab equipped with Wi-Fi, computers with scanners and Software of e-resources and photocopy system
- Digitized Library equipped with LYBSIS, DELNET, Inflib.net
- Smart Classes, OHP & LCD Projectors and Public Address System

Exposure to the Students and Faculty to Advanced Level of Knowledge and Skills

The different departments of the College organize extension lectures and certificate courses for the enhancement of knowledge and skill of the students.

Extension Lectures by Experts

S.No.	Name of the Resource Persons	Topic of the Lectures	Date
1	Mr. Sanjay Mishra Deputy General Manager, UPTEC Computer Consultancy Ltd. Allahabad	Skill Enhancement	10-09-13
2	Mr. Anjesh Kumar Computer Centre In-charge, Programmer GBPSSI, Allahabad	Cloud Computing	17-09-13
3	Mr. Gaurav Agarwal Cyber Networks , Allahabad	Website Designing	28-01-14
4	Mr. Manish Rungta Centre Head, NIIT Allahabad	Introduction to Java Script	11-02-14
5.	Prof. Aslam Jamshedpuri HOD, Dept. of Urdu CCS University, Meerut	Urdu & Information Technology	9.11.2013

6.	Dr. Seraj Ajmali Dept. of Urdu Journalism, AMU, Aligarh	Urdu Sahafat	12.1.2012
7.	Prof. R. R. Dutt Ex-Head, Dept. of English, UoA, Alld.	Shakespearean Comedy with special reference to <i>The Merchant of Venice</i>	February 2010
8.	Prof. R. R. Dutt Ex-Head, Dept. of English, UoA, Alld.	The Tragic Vision of Shakespeare with special reference to <i>Macbeth</i>	November, 2011
9.	Prof. R. R. Dutt Ex-Head, Dept. of English, UoA, Alld.	The protagonist in <i>The Merchant of Venice</i>	January, 2012
10.	Prof. R. R. Dutt Ex-Head, Dept. of English, UoA, Alld.	Characteristics of Shakespearean Tragedy with special reference to <i>Macbeth</i>	January, 2013
11.	Prof. R. R. Dutt Ex-Head, Dept. of English, UoA, Alld.	Shakespeare's Humanism as depicted in <i>The Merchant of Venice</i>	13.02.2014
12.	Dr. Thomas D' Souza Asso. Prof. Ewing Christian College, Alld.	Animal Farm: A Satire on socio-political scenario of Europe after World War-II	15.02. 2014
13.	Prof. Prahlad Kumar Dept. of Economics, University of Allahabad, Alld.	Economic Technique	21.11.2013
14.	Prof. K.M. Sharma Ex. Head, Dept. of Commerce and Business Administration, MONIRBA, Alld	Job Opportunities in the Era of Globalization	25.09.2013
15.	Prof. A. K. Jain Dept. of Economics University of Allahabad, Alld.	Disbalanced Economy of India at present time	23.09.2013
16.	Prof. Manmohan Krishna & Dr. Javed Akhter Dept. of Economics University of Allahabad, Alld.	Foreign Direct Investment (FDI)	17.09.2013
17.	Prof. Vijoy Sahay Head, Dept. of Anthropology University of Allahabad, Alld.	Tribes of Andaman and Nicobar	2009
18.	Prof. Ram Kumar Sharma HOD, Dept. of Hindi, AU, Alld. & Prof. Mushtaq Ali Dept. of Hindi, AU, Alld.	<i>Hindi Rashtrabhasha & Yojan Mulak Hindi</i>	14.09.2011
19.	Prof. Mushtaq Ali Dept. of Hindi, AU, Alld.	Relevance of Hindi and Media	14.09.2013

20.	Dr. Anurag Diwedi DDU Gorakhpur University Gorakhpur	Parochialization	20.02.2014
To foster interdisciplinary understanding among the students about different subjects following lectures were organized by the departments of History & Sociology			
1.	Dr. Ashish Saxena, Asso. Prof. Dept. of Sociology, A.U. Alld.	Dalit Discourse in India	20.02.2014
2.	Dr. Yusuf Nafees, Asso. Prof. Dept. of History, HGDC, Alld.	Dalit Movement in India before independence	20.02.2014
3.	Prof. A. Satyanarayana, Head, Dept. of Sociology, University of Allahabad, Alld.	Women and Society	19.09.2012

To address cross-cutting issues such as Gender, the Centre for Women's Studies organized Fifteen-day Short-Term Certificate Course on **Women and Society** (15th September – 3rd October, 2012). Gender-based lectures were given by the eminent experts. Students of the College and other Colleges participated and were made aware of legal rights of women, representation of Women in Media, Government and Private Sector, FDI, Personality Development, Globalization etc.

Sl.No	DATE	TOPIC	RESOURCE PERSON
1.	15.09.2012 Saturday	Inaugural Lecture	Prof. Vijoy Sahay, Head, Dept. of Anthropology, UoA, Allahabad.
2.	17.09.2012 Monday	Women and Media	Mr. Daya Shankar Shukla Sagar, Editorial Incharge, Hindustan, Alld.
3.	18.09.2012 Tuesday	Gender Constructions and the Process of Socialization	Dr. Anurag Dewedi, Dept. of Sociology, DDU, Gorakhpur University, Gorakhpur.
4.	19.09.2012 Wednesday	An Introduction to Feminism: Some Theories	Prof. Satyanarayana, Head, Dept. of Sociology, UoA, Allahabad
5.	20.09.2012 Thursday	Gender in the Context of Globalization	Dr. Anurag Dewedi, Dept. of Sociology, DDU, Gorakhpur University, Gorakhpur.
6.	21.09.2012 Friday	Women Empowerment Since 1990	Prof. Satyanarayana, Head, Dept. of Sociology, UoA, Alld.
7.	22.09.2012 Saturday	Participatory Session (In collaboration with College Digitized Library)	Dr. Sabiha Azmi, Director, CWS, HGDC, Alld.
8.	24.09.2012 Monday	Students Presentation	Dr. Sabiha Azmi, Director, CWS & Mrs. Erum F. Usmani, Asstt. Director, CWS, HGDC, Alld.
9.	25.09.2012 Tuesday	Women and Society (Interactive Session)	Prof. Pradeep Bhargava, Director, G. B. Pant Institute of Social Sciences, Jhansi, Alld.
		Women and Education	Dr. G. S. Zaman, Ex Principal, Ewing Christian College, Alld.

10.	26.09.2012 Wednesday	Participatory Session	Mrs. Erum F. Usmani, Asstt. Director, CWS, HGDC, Alld.
11.	27.09.2012 Thursday	Women and Personality Development	Dr. G. S. Zaman, Ex Principal, Ewing Christian College, Alld.
12.	28.09.2012 Friday	Women and Domestic Violence with Special Reference to Protection of Women from Domestic Violence Act, 2005	Dr. R. S. Bisaria, Dept. of Law, Allahabad Degree College, Alld.
13.	29.09.2012 Saturday	Gender and Development	Prof. Manmohan Krishn Srivastava, Director, Institute of Correspondence Courses and Continuing Education, University of Allahabad, Alld.
14.	1.10.2012 Monday	Legal Rights of Women in India	Prof. R. Khanna, Head, Dept. of Law, University of Allahabad, Alld.
15.	3.10.2012 Wednesday	Valedictory Session	Prof. Pratima Gaur, Ex. Director, ASC-UGC & HoD, Dept. of Zoology, UoA, Alld.

In the session 2013-14 one guest lecture was organized :

Resource person	Topic	Date
Dr. Anurag Diwedi DDU Gorakhpur University Gorakhpur	Women and Globalization	25.02. 2014

Number of Students benefitted through the Academic, Personal and Psycho-Social Support

	Number of students
Mentoring by the Principal	More than 1000 students are benefitted in each session through academic, financial and psycho-social guidance given by the Principal
Centre for Women's Studies	1153 Students were provided health counseling & psycho-social career counseling

Innovative Teaching Practices

- The College has adopted Blended Learning through ICT empowered teaching programme. 4 Smart Classrooms have been set up to facilitate ICT empowered teaching programme. The audio visual aids through smart classrooms have enabled the teachers to deliver their curriculum effectively, well in time.
- Department of English holds screening sessions of plays and novels and analytical discussions are also held to develop 'high-order thinking' among the students

- Department of Urdu holds literature based interactions (*Bait Bazi & Mushaira*) to enhance the cognitive learning of the students and expand their horizons of knowledge.
- Adopting participatory approach, Department of Sociology regularly holds participatory sessions with students on social issues like problems of old age, poverty, unemployment, child labour, dowry, domestic violence. Issues related to religion and politics are also discussed and students are engaged in field work, although this is not the part of the curriculum. This exercise has developed critical thinking of students, provided them practical exposure and developed their potential.

All these modest efforts made by the different departments of the college has led to construction of knowledge in a creative manner. It has also impacted the students positively by generating in them a sense of enquiry towards knowledge. It is envisioned that this shall create a synergy in young students which shall lead our nation towards growth and development.

Role of Library & Learning Process

The Principal alongwith two senior teachers attended workshop on NLIST Library System organized by Central Library, University of Alahabad. The Automated and Digitized library of the college helps in preparing e-content for the students. Digitized library allows teachers and students to share common information resources and to take advantage of wide range of reading materials. The N-LIST membership provides access to e-resources such as articles, books and journals to students and faculty of the College.

Curriculum Delivery and Challenges faced by the Institution

Owing to the fact that the College is situated in a densely populated residential area dominated by lower and average income group, the students coming to the College belong to the disadvantaged sections of society with Urdu and Hindi medium background and lack academic exposure. Students have poor communication skills and noticeable knowledge gaps are also evident. Thus the teachers face an acute challenge of delivering the curriculum and modules as per the specified time frame. They take extra classes and the College has tried to manage this difficulty through technology-aided classes, language proficiency classes and remedial classes. By the time the students appear for B.A. III exams, they show remarkable growth and learning.

Monitoring and Evaluation Process

The Principal and the faculty make it a team effort to provide quality education and create an ambience of facilitative learning by stressing upon – compliance, commitment and delivery.

The Academic Advisory and IQAC look after the quality in teaching learning practices. The annual academic calendar is planned by the Academic Advisory Board every year. Modular curricula is prepared by the different departments and staff meetings are held at the end of every month to assess the progress of the students and curriculum transaction is assessed. The students are given assignment work by each and every department, after

completion of the module, to generate interest among the students. Regular Assignments and mid-term exam is in practice.

A Self Appraisal Report is also submitted by the teachers at the end of the session. Through such appraisal measures the teachers get an opportunity to reflect and evaluate their own performance and work-out strategies for future improvement.

TEACHER QUALITY

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.		01		10		03	14
M.Phil.							
PG				02		02	04
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

Strategies adopted by the College for Human Resource Management

As regard the selection of teachers the College strictly adheres to the UGC norms regarding qualifications and selects the teacher with good academic record. At the time of interview panel members analyze the commitment of faculty whether candidate will remain with the College or not. The staff is given a very congenial atmosphere so that they can adjust and become a part of the College family. They are encouraged to prepare for Seminars/Conference/Workshops, present their papers and enhance their knowledge. They are also given duty leave to attend Faculty Development Programmes which helps in CAS.

In addition the College faces an acute shortage of teachers. Appointment of teachers has been kept on hold ever since the University became a Central University and the College turned into a Constituent College. Several teaching positions are lying vacant. At times a single teacher takes classes of heavy enrollment. Hence the classes are divided into two sections and the challenge of human resource scarcity is addressed through technology empowered classes.

Nomination to Staff Development Programmes

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	04
HRD programmes	02

Orientation programmes	05
Short-term training conducted by the university	03
Staff training conducted by other institutions	02
Summer / winter schools, workshops, etc.	01

Percentage of Faculty who have represented College at External Seminars/ Workshops/ Conferences

- The Principal was invited as a Resource Person by:
 - ▶ National University for Educational Planning and Administration, New Delhi.
 - ▶ Academic Staff College, AMU, Aligarh.
 - ▶ Academic Staff College, AU, Alld.
 - ▶ Participated in five-day International Conference at Peshawar and presented paper on 5-11 August 2007.
- 25% of the teachers participated in external workshops and seminars.
- 20% of the teachers presented papers at external seminar / conference. The Principal and one Faculty member presented paper at Asia Pacific Quality Network Conference at Bangalore (3-5 March, 2011).

Faculty Recharge Policy

Faculty members of the different departments are sent for faculty recharge programme for which they are given duty leave. For the publication of the Research Journal *Naqsh-e-Nau*, the Department of Urdu is provided seed money by the College.

Awards and Recognitions received by Faculty

The Principal maintains 'Flexible-Employers' Attitude' with the faculty members. She has inculcated a culture of team spirit which has helped the teachers in achieving notable targets.

- ▶ The Principal has been awarded by the Saraswat Khatri Pathshala Society, Allahabad.
- ▶ Besides her two faculty members have also received rewards and incentives from management and other bodies of the University.

Evaluation of Teachers by the Students and External Peers

The College has not yet initiated the practice of teacher-evaluation by the students and external peers. However, this is being considered and a policy for external evaluation may be framed.

EVALUATION PROCESS AND REFORMS

The University of Allahabad regularly circulates curricular to the Colleges regarding its evaluation and this is communicated to the students by teachers in their classes and the same is also displayed on the College Notice Board.

The College has no say in the formation of a policy for evaluation reforms as exams are conducted by the University of Allahabad. However, the

College is a Centre for UG Exams and it takes pride in the fact that the College conducts the exams fairly. To ensure complete honesty during the exams (internal as well as external), the College has established a *Flying Squad* comprising of senior teachers of the institution. They rigorously check the examinees and maintain consistent vigil.

In the session 2013-2014, the Coordinator UG exams, University of Allahabad sent a special congratulatory letter to the Principal and College team for 'quantum cooperation' in conducting UG (B.A. & B. Com.) exams smoothly.

Internal Assessment

To ensure proper learning, assessments tests are taken at the end of a module. Mid-term exams are also held and the corrected answer sheets with remarks are returned to the students. Remarks by teachers suggest corrective steps to be taken by the students. This has facilitated independent learning of the students. Further students are also encouraged to participate and present feedback on the Seminars/Workshops and Symposium held at the College. This has developed rationalistic and original thinking in the students. Behavioural learning is ensured by special value-based lectures and the communication skills of students are improvised through the projects and assignments prepared by the students on different subjects.

These steps have improved the caliber of the students, enhanced their learning and infused a strong sense of self confidence in them.

Redressal of Grievances in Reference to Evaluation

Grievances related to evaluation are considered with due seriousness. Students who are not satisfied with their marks can apply for reevaluation. Their copies are rechecked and in most cases, improvement has taken place.

Strategies adopted by the Institution to facilitate Learning Outcome

The Academic Advisory Committee collects data on learning outcome through periodic assessments and mid-term exams. The performance of the students is gauged and wherever knowledge gap is identified corrective steps are taken.

- Slow learners are helped through special remedial classes
- Books and reading materials are given to the students
- Demotivated students are given psycho-social counseling by teachers. They extend special assistance to the students in the form of books and reading material.

Besides this students of OFF and CAS also undertake On Job Training and prepare projects which are evaluated by experts of the concerned units. The remarks of the prospective employers add to their level of employability.

Institutional Initiatives to develop Social and Economic Relevance

The objective of the institution is to prepare employable graduates.

- In this context the two vocational subjects - OFF and CAS are preparing students for office job and computational services.

- ▶ Urdu Journalism and Mass Communication is preparing students in journalism and media studies. Students of Journalism have also been offered jobs of news-anchor by *Sahara Urdu* and *Siratul Hind Daily*.
- ▶ The enrichment courses - like CCC, Tally-ERP9, and Creative Fashion Centre are of tremendous impetus. Students with special training are successful in getting jobs and have started their own small units of tailoring, embroidery and associated arts.

Formative and Summative Assessment of Students Assessment

To strengthen the formative assessment and inculcate a lifelong culture of learning, students are encouraged in following ways :

- Students who have a flair for creative writing are inducted as Student Editors for the College Magazine, *Kavish*.
- Students who excel in College competitions are awarded token money and books.

Summative assessment of students is done at the end of the session through an open quiz and interactive session for the students of B.A. / B.Com. III. This is an open competition and the 'Best Student' Award is given to the No.1 performer.

In addition, the College honours outstanding students achievers with Gold Medals. These are given every year to meritorious students of B.A. / B.Com. I, II & III. This acts as a positive reinforcement. Four Gold Medals have been instituted by the College –

5. T.R.Sherwani Memorial Gold Medal
6. Masarrat Fatima Memorial Gold Medal
7. Qudsia Begum Memorial Gold Medal
8. Kaneez Zohra Memorial Gold Medal

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

PROMOTION OF RESEARCH

The College has established a Research Cell for making action-plans, monitoring and facilitating research based activities. A Research Committee has been constituted to monitor and address the issue of research. The main objective of this Committee is to facilitate publication of research papers and books.

Research Committee and its composition:

- | | |
|------------------|---------------------|
| 1. Chairperson – | The Principal |
| 2. Secretary | } (Faculty Members) |
| 3. Three members | |

The Committee meets annually at the beginning of the session. The Committee meets regularly and makes recommendations to strengthen research culture in the College. Recommendations made by the Committee over the years and their impact is being presented in a chronological order –

- a) Research Committee recommended that faculty should be enlightened on the availability of grants for seminars and projects. Further the Committee recommended that proposals should be submitted by different departments to organize seminars.
- b) The faculty members should apply for major and minor research projects.
- c) The Committee recommended that national and international journals should be published in the college.
- d) The faculty members should get involved in research based activities like paper presentation and publication of books.
- e) Adequate infrastructure should be provided to facilitate research-based activities.

Impact –

These recommendations resulted in creating a positive impact on the research culture of the college:

- The Department of Urdu has started publishing an Annual International Journal of Urdu *Naqsh-e-Nau*. Six (06) volumes have been published. The seed money for its publication is provided by the College. It carries research papers of merit by experts and eminent professors of Urdu. It has received acclaim in India and abroad. Papers have been contributed by eminent researchers from USA and U.K. also.
- So far seventeen(17) seminars and symposium have been organized by the College and four (04) more are sanctioned by the UGC to held in the month of November-December 2014.
- Begum Khursheed Khwaja Memorial Lecture was initiated in December 2011. Three(03) lectures have been held so far.
- A Centre for Women's Studies was sanctioned to the College by UGC in 2009 and since then it is actively involved in research on issues related to women empowerment and emancipation.
- The College Library has been digitized and enriched. The Library has been automated with LIBSYS software. We have obtained membership of NLIST that provides the access to e-resources to students and faculty

of the College. Internet facility is available and there is Wi-Fi connectivity also in the Library.

- A noticeable impact of the third recommendation made by the Committee is that the faculty members have presented research papers in different national and international seminars. Books have also been published by the faculty.
- Faculty members regularly participate in internal as well as external seminars and workshops.

Facilities provided by the Institution to promote research

The College is providing numerous facilities to the faculty and students for purpose of research. The Central Library has Internet and Wi-Fi connectivity. The faculty and students have the facility to use N-LIST to consult online journals and books. The Computer Centre is well equipped with computers of high configurations. The students and the research scholars have the facility of composing, printing, and scanning. The Reprographic Centre of the College extends full support to the research scholars and students.

Promotion of Research Culture

The College encourages faculty members to participate and present papers at seminars, workshops, conferences organized by the college and other institutes of higher education. Students are consistently encouraged to participate in the seminars/workshops organized at the College. They are also asked to present their feedback and hold discussions with resource persons. Our students who come from disadvantaged sections of the society have benefitted a lot from these exercises. It has developed scientific temper, rationalistic thinking and research culture among the faculty and students.

Faculty Involvement in Active Research – Guiding Student Research

One faculty member was appointed as thesis evaluator in the year 2009 by Veer Bahadur Singh Poorvanchal University, Jaunpur. She evaluated thesis titled “Mughal Chitrakala Mein Vastra Vinyas Evam Alankaran”.

Prioritized Research Areas

- ▶ Study of historical, socio-cultural, literary and economic dimensions of national development.
- ▶ Study of the national life with special reference to Indian Freedom Struggle 1857 - 1947.
- ▶ Emancipation and empowerment of women through legal literacy and awareness about legal safeguards among the girl students. The College is also actively involved in improving women's health through symposium, guest lectures and awareness programmes.

Capacity Building Initiative & Training Programme

15 day short term course on **Women and Society** was organized by Centre for Women's Studies. It was instrumental in generating gender sensitization and focused on capacity building of the young girl students of Hamidia and other colleges. (Detailed report in Criterion-II, Pg. no. 50)

Seminars, Workshops, Symposium organized by the College to promote Research Culture

S.No .	Seminars/ Workshops/ Symposium / Memorial Lecture	Theme	Date & organizing body
1.	NCPUL sponsored National Seminar	<i>Lucknow ka Adabi Manzarnama: Munshi Dwarika Prasad Ufaq ke Khususi Hawale Se</i>	7-8 March, 2014 organized by Dept. of Urdu, HGDC
2.	National Seminar	Women Freedom Fighters of 1857 with special reference to Rani Laxmi Bai and Begum Hazrat Mahal	20-22 December, 2013 organized by Dept. of History, HGDC
3.	NCPUL sponsored National Seminar	<i>Attharwein Sadi ki Dilli : Meer ka Gham-e-Dauran aur Shora-e-Muasreen</i>	17-18 November, 2012 organized by Dept. of Urdu, HGDC
4.	Workshop	Photo Journalism : Concept, Technique and Its Relevance in Modern Media	5 th – 6 th November, 2011 organized by Dept. of Urdu Journalism and Mass Communication
5.	Symposium	Women Well-Being and Positive Health Care	25 th September, 2011 organized by CWS, HGDC
6.	National Seminar	Women and Property Rights in India	22 nd September, 2011 organized by CWS, HGDC
7.	National Seminar	Divorce Among Muslims with Special reference to Talaq-e-Tafweez	21 st November, 2010 organized by CWS, HGDC
8.	UGC sponsored National Seminar	Gender Issues : Changing Paradigms as reflected in English Literature	13 th – 14 th November, 2010 organized by Dept. of English, HGDC
9.	Symposium	Need and Importance of Urdu Journalism in the Modern Age	7 th October, 2010 organized by Dept. of Urdu Journalism and Mass Communication
10.	National Seminar	National Service Scheme: Overview and Future Dimensions	24 th & 25 th November, 2009 organized by NSS, HGDC
11.	National Seminar	Indian Diaspora and English Literature: Visions and Expressions	15 th & 16 th November, 2009 organized by Dept. of English, HGDC
12.	Seminar	Gender Discrimination: Issues, Challenges ad	25 th October, 2009 organized by Centre

		Legal Remedies (with special reference to RTI)	for Women's Studies
13.	UGC sponsored National Seminar	Contribution of Muslims to Indian Freedom Struggle	6 th & 7 th December, 2008 organized by Dept. of History, H.G.D.C.
14.	UGC sponsored National Seminar	Bahadur Shah Zafar: Shair Aur Mujahid-e-Azadi	3 rd & 4 th December, 2008, organized by Dept. of Urdu, H.G.D.C.
15.	ICHR sponsored National Seminar	Communal Unity and Indian Freedom Struggle	25 th & 26 th November, 2007, organized by Dept. of Med. History, H.G.D.C.
16.	NCPUL sponsored International Seminar	Bahadur Shah Zafar: Shair Aur Mujahid-e-Azadi	22 nd & 23 rd November, 2007, organized by Dept. of Urdu, H.G.D.C.
17.	National Seminar	Allama Iqbal: Rahbare Insaniyat	7 th & 8 th January, 2007, organized by Dept. of Urdu, H.G.D.C.

Begum Khursheed Khwaja Memorial Lecture

1.	First Memorial Lecture - Tribute to Begum Khursheed Khwaja – Founder of the College	24 th December, 2011
2.	Second Memorial Lecture -Tribute to Women Freedom Fighters ' <i>HIDDEN PEARLS</i> '	8 th March, 2013
3.	Third Memorial Lecture - Special Tribute to Akbar Allahabadi	22 December, 2013

Guests who honoured us on the occasion are :

- Padma Shree Dr. Mansoor Hasan, Sr. Cardiologist, King George Medical College, Lucknow, U.P.
- Dr. Ravind Yusuf Khwaja, London, U.K.
- Prof. Anil Kumar, Dept. of Hindi, Jamia Millia, New Delhi.
- Padma Shree Prof. Shamsur Rahman Farooqui, Eminent Urdu Critic.
- Dr. Abrar Rahmani, Chief Editor, Aajkal, New Delhi.

Poetic Symposium

- An All India *Mushaira* of Women Poets was organized by Dept. of Urdu on 9th May, 2012.
- A Poetic Symposium was organized on 17th December, 2009. Mrs. Razia Kazmi from New Jersey, USA recited her poems and interacted with students.
- College organized a Mahfil-e-Mushaira on 3rd December, 2008. Mr.

M. Ashok Jain (I.P.S.) S.S.P. Allahabad was the Chief Guest.

- College organized a Mahfil-e-Mushaira and Sham-e-Ghazal on 22nd November, 2007. Prof. Rajen Harshe, Vice-Chancellor, A.U. was the Chief Guest.

Researchers of Eminence who have visited the College

The College invites researchers of eminence as Resource Persons at various seminars/workshops/symposiums organized by the College. They interact with faculty and students and enrich them with their intellectually stimulating presence. Resource persons, eminent researchers who honoured us with their presence at the various seminars/workshops/symposium are:

S.No.	Seminar/Symposium/ Workshop	Resource Persons and Eminent Researchers
1.	National seminar on “Lucknow Ka Adabi Manzarnama: Munshi Dwarika Prasad Ufaq Ke Khususi Hawale Se” (7-8 March, 2014)	Prof. Fazle Imam, Ex-Head, Dept. of Urdu, UoA., Dr. Komal Bhatnagar, Ex-Principal, Arya Kanya Degree College, Alld., Dr. Naseemuddin Nadavi, Lucknow, Prof. S.Z.H. Jafri, Dept. of History, Delhi University, Dr. Abbas Raza Nayyar, Dept. of Urdu, Lucknow University, Dr. Siraj Ajmali, Dept. of Urdu, A.M.U., Dr. Aslam Jamshedpuri, Meerut, Dr. Ehtisham Abbas Haidri, Rajasthan, Dr. Laeeq Rizvi, Alami Samay Urdu, Mohd. Rashid Khan, Rashtriya Sahara Urdu, Dr. Nafees Bano, Varanasi.
2.	National Seminar on “Women Freedom Fighters of 1857 With Special Reference to Rani Lakshmi Bai & Begum Hazrat Mahal” (20-21 December, 2013)	Prof. Mridula Tripathi, Dean, Faculty of Arts, A.U., Prof. S.Z.H. Jafri, Dept. of History, Delhi University, Mr. D.N. Moghe, Director, Doordarshan, Allahabad, Mr. V.S. Dutta, Chief Editor, NIP, Allahabad, Prof. Chandra Pant, Historian, Allahabad., Dr. Abrar Rahmani, Editor, Aajkal, New Delhi, Dr. Rukhsana Nikhat Lari, Principal, Karamat Hussain PG College, Lucknow, Dr. Javed Ali Khan, Head, Dept. of History, Shibli National College, Azamgarh, Dr. Ifzalur Rahman, G.F. PG College, Shahjahanpur, Dr. Rekha Rani Rathore, H.G.V.V. Sagar Govt. College, M.P., Dr. Alauddin Khan, Shibli PG College, Azamgarh, Dr. Firdaus Azmat Siddiqui, Jamia Millia Islamia University New Delhi, Prof. Keshav Mishra, Dept. of History, B.H.U., Prof. Badri Narayan, Social Scientist, GBPSSI, Prof Yogeshwar Tiwari, Dept. of History, UoA, Mr. A.K. Agnihotri, Regional Archives Officer, Allahabad, Prof. S.M. Azizuddin Hussain, Director, Raza Library, Rampur, Mr. Rajesh Purohit,

		Director, Allahabad Museum.
3.	Archival Exhibition on “Women Freedom Fighters” (22 December, 2013)	Prof. Mridula Tripathi, Dean, Faculty of Arts, A.U., Prof. L.R. Singh, Dean, CDC, A.U., Mr. Rajesh Purohit, Director, Allahabad Museum, Mr. A.K. Agnihotri, Regional Officer, Regional Archives, Alld., Mr. Ghulam Sarwar, Regional Archives, Alld.
4.	National Seminar on “Attharhwein Sadi Ki Dilli: Meer Ka Gham-e-Dauran Aur Shoara-e-Muasreen” (17-18 November, 2012)	Padma Shree Shamsur Rahman Farooqui, Hon’ble Mr. Justice (Retd.) M. Katju, Supreme Court of India and Chairman Press Council of India, Dr. Khawaja Ikramuddin, Director, NCPUL, New Delhi, Dr. Asim Shahnawaz Shibli, Maulana Azad College, Kolkata, Dr. Ahmad Mahfooz, Jamia Millia Islamia, New Delhi
5.	Two-day workshop on “Photo Journalism: Concept, Technique and its Relevance in Modern India” (5-6 November, 2011)	Prof. G.K. Rai, Director, IPS, University of Allahabad, Prof. Suhail Akbar, Associate Professor, Dept. of Journalism and Mass Communication, Jamia Millia Islamia, New Delhi, Ms. Fatima, Assistant Professor, Dept. of Journalism & Mass Communication, Jamia Millia Islamia, New Delhi.
6.	Symposium on “Women Well-Being and Positive Health Care”(25 th September, 2011)	Prof. S.A. Ansari, Dean, Faculty of Commerce, A.U., Dr. Kaleem Akmal, Deputy CMO, Allahabad, Dr. Anjum Ahmad, Consultant Doctor, C.W.S., H.G.D.C., Dr. Najmi Rahman, Director, Tamanna Institute of Allied Health Sciences, Dr. Rekha Saxena, Director, Jeevan Nidhi Eye Clinic, Allahabad.
7.	National Seminar on “Women and Property Rights in India” (22 nd September, 2011)	Mrs. Divya Mishra, Chairperson, U.P. State Social Welfare Board and State Minister, Hon’ble Mr. Justice Arun Tondon, High Court of Judicature at Allahabad, Prof. L.R. Singh, Dean College Development Council, A.U., Prof. R. Khanna, Head, Dept. of Law, A.U., Dr. Anshuman Mishra, Dept. of Law, A.U., Mr. Abhijeet Mukherjee, Advocate, High Court Allahabad, Prof. Shailendra Tiwari, Director, SIEMAT.
8.	National Seminar on “Divorce among Muslims with special reference to Talaq-e-Tafweez” (21 st November, 2010)	Hon’ble Mr. Justice R.D. Khare, Prof. Tahir Mahmood, Chairman, Institute of Advanced Legal Studies, Amity University, Noida, Prof. S.H.K. Akbar, Dept. of Law, A.U., Mr. Rajiv Lochan Mehrotra, Additional Distt. Judge, Alld. (Lower Court), Prof. L.R. Singh, Dean, CDC, A.U., Mr. Fareed Raza, Registrar, Allahabad High Court, Mr. M.A.

		Qadeer, Senior Advocate, Mr. S.M.A. Kazmi, Senior Advocate, Mr. R.D. Chaudhary, Govt. Counsel.
9.	UGC sponsored National Seminar on “Gender Issues: Changing Paradigms as Reflected in English Literature” (13-14 November, 2010)	Prof. K.G. Srivastava, Vice Chancellor, University of Allahabad, Prof. A.R. Kidwai, Director, Academic Staff College, Dept. of English, A.M.U., Prof. Simi Malhotra, Dept. of English, Jamia Millia Islamia, Prof. L.R. Singh, Dean, College Development Council, Prof. R.R. Dutt, Ex-Head, Dept. of English, A.U., Prof. Arindam Chatterjee, Dept. of English, A.U., Prof. M.M. Das, Ex-Head, Dept. of English, A.U., Prof. S.K. Sharma, Dept. of English, A.U., Prof. Sumita Parmar, Dept. of English, A.U., Dr. Anjita Singh, A.N.D. College, Kanpur, Ms. Shaista Irshad, MNNIT, Prof. S.D. Roy, Dept. of English, A.U., Dr. Ruby Chaudhary, Bhawan’s Mehta P.G. College, Dr. Pallavi Srivastava, C.M.P. College, Prof. M.P. Dubey, Dean of Arts, A.U., Prof. Anita Singh, Dept. of English, B.H.U., Dr. Sanobar Hussaini, B.M. Ruia Girls’ College, Mumbai, Dr. Naheed Siddiqui, Govt. Tilak College, Katni, Dr. Neeroj Banerjee, MNNIT, Dr. Prasant Kumar Panda, B.H.U., Dr. Prarthana Vardhan, Gyanpur College, Dr. Kanupriya Mishra, I.S.D.C., Dr. Neeroj Banerjee, MNNIT, Dr. Prasant Kumar Panda, B.H.U., Dr. Prarthana Vardhan, Gyanpur College, Dr. Kanupriya Mishra, I.S.D.C.,
10.	One-day symposium on “Hazards to Women Health: Causes, Prevention and Cure” (27 th October, 2010)	(Prof.) Dr. Krishna Mukherjee, Addl. Director, Kamla Nehru Hospital, Allahabad, Dr. Ashu Khanna, Jivan Jyoti Hospital, Allahabad.
11.	One-day symposium on “Need and Importance of Urdu Journalism in the Modern Age” (7 th October, 2010)	Mr. Mustafa Zaidi, Door Darshan, Lucknow, Mr. Obaidullah Nasir, Editor, Qoumi Awaaz, Dr. Suhail Akbar, Dept. of Urdu Journalism and Mass Communication, Jamia Millia Islamia, New Delhi.
12.	National Seminar on “National Service Scheme: Overview and Future Dimensions” (24-25 November, 2009)	Prof. Alka Agarwal, Dean CDC, A.U., Prof. K.M. Sharma, Former Co-ordinator, N.S.S., A.U., Prof. Shabi Ahmad, M.L.N. Medical College, Alld., Mr. J.B. Singh, Assistant Programme Advisor, NSS Regional Centre, Lucknow.
13.	National Seminar on	Prof. R.G. Harshe, Vice Chancellor, A.U.,

	“Indian Diaspora and English Literature: Visions and Expressions” (15-16 November, 2009)	Prof. M.S. Pandey, Dept. of English, BHU, Varanasi, Prof. K.G. Srivastava, Ex-Head, Dept. of English, A.U., Prof. S.Z.H. Abidi, Head, Dept. of English, Lucknow University, Prof. M.M. Das, Ex-head, Dept. of English, A.U., Prof. Sumita Parmar, Dept. of English, A.U.
14.	National Seminar on “Gender Discrimination: Issues, Challenges and Legal Remedies with special reference to RTI” (25 th October, 2009)	Hon’ble Justice Poonam Srivastava, High Court, Alld, Mr. Sunil Kumar Chaudhary, State Information Commissioner, Lucknow, Mr. Surya Kumar Shukla, Inspector General Police, Alld. and Dr. Ashu Khanna, Consultant Doctor, CWS, HGDC.
15.	National Seminar on “Contribution of Muslims to Indian Freedom Struggle” (6-7 December, 2008)	Prof. R.G. Harshe, Vice-Chancellor, A.U., Prof. S.Z.H. Jafri, Head, Dept. of History, University of Delhi, Prof. Shan Mohammad, Director, Sir Syed Academy, AMU, Prof. V.C. Pandey, Head, Dept. of Med/Mod History, A.U., Prof. N.R. Farooqui, Dean, Faculty of Arts, A.U., Prof. Herumb Chatruvedi, Dept. of Med/Mod History, A.U., Prof. A.Q. Jafri, Dept. of Arabic and Persian, A.U., Dr. Neena Shukla, Dept. of History, ADC, Mr. Firdaus A. Wani, Registrar, A.U., Prof. Shafe Kidwai, Dept. of Journalism, AMU
16.	National Seminar on “Bahadur Shah Zafar: Shair Aur Mujahid-e-Azadi” (3-4 December, 2008)	Dr. Iqbal Quraishi, Islamic University of Science and Technology, Srinagar, J&K, Prof. Anees Ashfaq, Ex-Head, Dept. of Urdu, Lucknow University, Mr. Firdaus A. Wani, Registrar, A.U., Prof. Abdul Haq, Ex-Head, Dept. of Urdu, Delhi University, Prof. A.Q. Jafri, Dept. of Arabic and Persian, A.U.
17.	National Seminar on “Communal Unity and Indian Freedom Struggle” (25-26 November, 2007)	Prof. Rajen Harshe, Vice-Chancellor, A.U., Prof. N.R. Farooqui, Head, Dept. of Med/Mod History, A.U., Prof. S.Z.H. Jafri, Head, Dept. of History, Delhi University, Dr. Ranjana Kakkar, Dept. of Me/Mod History, A.U., Prof. Aziz Uddin Hussain, Jamia Millia Islamia, New Delhi, Dr. Mahendra Pratap, President, U.P. History Congress, Prof. Chandra Pant, A.U., Prof. Abdul Haq, J.N.U., New Delhi, Prof. Alka Agarwal, Dean, CDC, A.U., Dr. Rita Bahuguna Joshi, Member Executive Council, Dr. S.K. Sharma, Director, Allahabad Museum.
18.	International Seminar on	Prof. Fakhrul Haq Noori, Osaka University, Japan, Mr. Firdaus A. Wani, Registrar, A.U.,

	“Bahadur Shah Zafar: Shair Aur Mujahid-e-Azadi” (22-23 November, 2007)	Prof. Abdul Haq, J.N.U., New Delhi, Prof. Aquil Rizvi, Ex-Head, Dept. of Urdu, A.U., Prof. Abdul Qadir Jafri, Head, dept. of Arabic & Persian, A.U., Dr. Aslam Jamshedpuri, Meerut University,
19.	National Seminar on “Allama Iqbal: Rahbare Insaniyat” (7-8 January, 2007)	Prof. Rajen Harshe, Vice-Chancellor, A.U., Prof. Abdul Haq, J.N.U., New Delhi, Prof. Abdul Qadir Jafri, Head, dept. of Arabic & Persian, A.U., Prof. N.R. Farooqui, Head, Dept. of Med/Mod History, A.U., Prof. W. Siddiqui, Hawaii University, USA, Mr. M.A. Qadeer, Senior Advocate, Allahabad High Court.

Eminent Resource Persons from outside India who visited the College:

- Professor J.J. Fischer, from the University of Flensburg, Germany delivered a talk on ‘Mobile Communication’.
- Prof. Joan Sheridan, Prof. Abbas Hayat, Prof. Nabi Hayat of Montana State University, Billings, U.S.A. visited the campus and interacted with faculty and students.
- Prof. W. Siddiqui from Hawaii University (Honolulu, U.S.A.) was invited as Guest of Honour at the seminar on Allama Iqbal.
- Prof. Fakhrul Haq Noori from Osaka University, Japan was invited as the Chief Guest at the international seminar on ‘Bahadur Shah Zafar: Shair Aur Mujahid-e-Azadi’.

Seven (07) projects have been completed –

S.No.	Department	Title of the Project	Funding Agency
1	Dept of Economics and B.Com. Faculty	Social and Economic Condition of Women Bidi Workers: A Case Study of Allahabad	U.G.C.
2	Dept. of Ancient History	Archaeological Exploration in the Lower Ganga Yamuna Doab	ICHR
3	Dept. Geography	Study of Slums: Its Impact on Social, Economic Environmental Aspects - A Case Study of Allahabad	U.G.C.
4	Centre for Women’s Studies	Women Labour Force in Unorganized Sector with special reference to Women Bidi Workers, Vendors, Tea-stall Owners and Paper Envelope Makers	In-house project of the Centre for Women’s Studies (from the permissible spending Rs. 10,000/-)
5	Centre for Women’s Studies	Divorce Among Muslims with special reference to	In-house project of the Centre for

		Talaq-e-Tafweez	Women's Studies (from the permissible spending Rs. 10,000/-)
6	Centre for Women's Studies	Begum Khursheed Khwaja: A Priceless Gem	In-house project of the Centre for Women's Studies (from the permissible spending Rs. 10,000/-)
7	Centre for Women's Studies	Health Problems Among Young Unmarried Girls: Prevention and Management	In-house project of the Centre for Women's Studies (from the permissible spending Rs. 10,000/-)

RESOURCE MOBILIZATION FOR RESEARCH

Research Budget

The College has regularly submitted proposals for research and projects and one project received financial assistance from ICHR. The two projects were funded by UGC.

Invoking External Support to Research

The staff members and students have the permission to access the University Central Library, GBPSSI Library, Library of IPS, Public Library, Allahabad Museum Library and the libraries of Hindustani Academy and Regional Archives.

RESEARCH FACILITIES

Institutional Facilities for Research and its Utilization

- The College Library is open for faculty and students on all working days between 9 A.M. to 3 P.M. It is automated through the LIBSYS software. The Digitized Library consist of nearly 2000 books on various subjects. The INFLIBNET- N-LIST membership provides access to e-resources to faculty and students of the College. The researchers and students are authorized to use N-LIST facility and access e-resources and download articles required by them. Since access to N-LIST e-resources are not bound to the IP Address, students and teachers can also use these e-resources even while they are away from the campus.
- The institution ensures optimal use of various equipments by its staff & students in the Computer Centre & Reprographic Centre.

Institutional Strategies to Support Research

The College encourages the faculty to undertake major/minor research projects. It provides seed money to the Dept. of Urdu to publish international research journal *Naqsh-e-Nau*. Five volumes have been published so far.

RESEARCH PUBLICATIONS AND AWARDS

Research Journal published by the College

- The Department of Urdu publishes an international research journal *Naqsh-e-Nau*. Research papers of distinguished writers and scholars are published in this journal and the journal is composed at the Computer Centre of the College.

Editorial Board:

- Patrons (The Principal and the Manager)
- Honorary Editor (From some other university)
- Editor
- Asst. Editor
- Associate Editors (four members from the college)
- Advisory Board (Three external members)

The ISSN of the journal is 2320-3781

Publication Policy:

1. Article should be original based on Research/Analysis or literary criticism.
 2. Editorial Board reserves the right to accept or reject the article.
 3. Article should not be published in any other Journal without written permission of the editor.
 4. Writer will be responsible for the content in his/her article.
 5. An article containing a religious/controversial/personal comment will not be entertained.
 6. All rights are reserved in favour of the publisher.
 7. Any dispute will be settled only in the court of Allahabad.
- The Centre for Women's Studies publishes findings of its research through *Qanoon Ki Dastak*, an in-house annual non-peer review journal of Women's Studies. It is a collection of research articles of professors and legal experts on women's rights and constitutional provisions. So far four (04) volumes of the journal have been published.
 - ▶ Volume-I focuses on Gender Discrimination: Issues, Challenges and Legal Remedies with special reference to RTI.
 - ▶ Volume-II focuses on Divorce among Muslims with special reference to *Talaq-e-Tafweez*.
 - ▶ Volume-III focuses on Women and Property Rights.
 - ▶ Volume-IV focuses on Women and Domestic Violence.

Editorial Board:

- ▶ Patron (The Principal)
- ▶ Editors
- ▶ Advisory Board (four senior teachers)

Publication Policy:

The Centre for Women's Studies has adopted two key areas of action – providing Legal Literacy to girl students and Improving Women's Health. Thus the publication scheme of the Centre is based on:

- Advocacy of women's rights and legal provision.
- Dissemination about issues related to women's health.

To promote gender sensitization against the dissemination head, the Centre publishes an in-house annual health bulletin – *Hayat*. It also prints and distributes hand-outs on legal provisions given to the Indian women by the Constitution of India and pamphlets about women's health. The Centre has published a research chronicle *Begum Khursheed Khwaja: Priceless Gem of India*.

The Centre for Women's Studies has also worked on women and literature. Two (02) noteworthy publications in this direction are:

- *Rasheed Jahan Ki Kahaniyan* – Hindi transcription of the short stories of Urdu fiction writer Rasheed Jahan.
- *Baad-e-Saba* – Translation of the Persian poem *Baad-e-Saba* by Hazqa Afghani in Urdu and its transcription in Hindi.

These are in-house publications of the Centre for Women's Studies and the Centre follows the same policy that is stated for *Naqsh-e-Nau*.

Code of Ethics and Plagiarism Policy

The College is strictly against Plagiarism. The Research Committee scrutinizes the papers submitted for publication. In case any paper shows slightest evidence of plagiarism, it is not considered for publication.

Publications

Publications per faculty	6.1
Numbers of papers published in peer reviewed journals by faculty	56
Number of publication listed in international database	Nil
Monographs	01
Chapter in books	04
Books edited	07
Books with ISBN/ISSN numbers with details of publishers	08
a) New Academic Publishers, New Delhi, ISBN No. 978-81-86772-27-0 Title: Sustainable Urbanization and Urban Development	
b) Priya Prakashan, Allahabad, ISBN No. 978-81-921637-0-3 Title: Hindi Bhashik Sanrachna Aur Kavya Bhasha Ka Swaroop	
c) Priya Prakashan, Allahabad ISBN No. 978-81-921637-1-0 Title: Adhunik Pratinidhi Kaviyon Ki Kavya Kala	
d) Priya Prakashan, Allahabad, ISBN No. 978-81-921637-2-7 Title: Adhunik Kavita Ke Pramukh Hastakshar	
e) Priya Prakashan, Allahabad, ISBN No. 978-81-921637-3-4 Title: Bhartiya Evam Pashchatya Kala	
f) Priya Prakashan, Allahabad,	

ISBN No. 978-81-921637-4-1 Title: Mughal Kaleen Drishya Kala g) Priya Prakashan, Allahabad, ISBN No. 978-81-921637-5-8 Title: Mughal Kala Aur Karkhana h) Priya Prakashan, Allahabad, ISBN No. 978-81-921637-6-5 Title: I.G.T. Guide	
Citation Index	Nil

CONSULTANCY

Institute-Industry Interface

The institute has established links with various industries –

- Computer trainings are provided by UPTEC
- Visit to IFFCO, BPCL, ITI for on the job training of Office Management and Secretarial Practices students.
- Computer training for ‘Website Designing’ was provided by ‘Cyber Networks’, Allahabad.
- A training programme was organized by the college on ‘Introduction to JavaScript in which Mr. Manish Rungta, Centre Head, N.I.I.T., Allahabad trained students.

Consultancy Services of the College

- **Consultancy Services extended to Government/Non-Governmental Organisations:**

- ▶ The Principal and the faculty members of various departments are invited as member of the interview board, as member of Board of Studies, as examiner, as paper-setter, as evaluator, as lesson-writer for the correspondence course by the University of Allahabad, MONIRBA, IERT, IGNOU, Constituent colleges of University of Allahabad, Uttarakhand Open University, U.P. State Services Selection Board, Allahabad, U.P. Board etc.
- ▶ Seeing the fair and transparent practices of the College in conducting various examinations, Guru Ghasidas Vishwa Vidyalay, Bilaspur, Chattisgarh (a Central University by an Act of Parliament) has been holding its Vishwavidyalay Entrance Test on the College campus for the last two academic years. VET-2013 and VET -2014 have been successfully held in the College in which the Principal, Exam Cell and College Faculty extended full support and cooperation.

- **Consultancy Services to Community/Public**

The College is Muslim minority girls college and the students belong to a micro-marginalized community. They come from the underserved, disadvantaged sections of the society and hence are not aware of the various schemes, governmental policies and programmes for the uplift of women. The College through various seminars, workshops and

gender sensitization programmes organized by the Centre for Women's Studies has offered considerable service to the society by educating the girl students about legal issues and healthy lifestyle. The legal literacy workshops and health check-ups of students by consultant doctor are modest efforts initiated by the College in the area of providing consultancy services to the community and general public.

- **Facilities extended to teachers for providing consultancy services**

The college encourages the faculty members to utilize their expertise for consultancy services by giving them duty leave, special casual leave.

The College does not generate any income through its consultancy services.

EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)

Promotion of institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students

- Our college is a minority college and it is situated in a densely populated minority residential area. The College was established with the aim of providing education mainly to the purdah observing girls of the minority community and it is fulfilling this aim.
- To promote institution-neighborhood-community network, our college invites participation of community members in seminars, symposia and value orientation programmes.
- The College encourages the faculty and the students to shoulder social responsibilities by organizing various activities like national day celebration, guest-lectures on social and moral themes on special days like Education-Day, International Women's Day, Urdu Day and Hindi-Diwas.
- Activities like Vigilance Awareness Week (31st October to 5th November 2011) were organized to inculcate the traits of honesty and integrity in the students so that in future they remain vigilant against corruption and work without fear or favour.
- Under the aegis of C.W.S. various activities like symposia, seminars, workshops, guest-lectures are organized to spread awareness among students and the neighbourhood community about women empowerment, health & hygiene and legal provisions.
- *In the session 2013-14 to enable students to perform their fundamental duty as good citizens, the College motivated them to get themselves registered as voters. As a result 480 students filled the Voters' Registration Forms.*
- Four units of N.S.S. have adopted four slum areas. During the general and special camps students go and try to educate the children and elders. They distribute collected old books, clothes, copies, pencils etc. They try to spread awareness among them about health & hygiene.
- *To develop the spirit of service among students, during the session 2013-14 when the city was affected by flood and residents in the flood-hit areas were suffering terribly, our N.S.S. volunteers distributed food, drinkable*

water and medicines among flood-victims for days. At times the volunteers had to use boats to reach to the flood affected people sitting on the roof tops.

- For the holistic development of students during the special & general camps of N.S.S. different types of activities, competitions, guest-lectures on various social, moral and ethical themes are organized.

The details of these activities and students' participation are maintained by the faculty members who are looking after the programme and these activities are recorded and published in the college magazine.

Stakeholder's perception on the overall performance and quality of the institution

For the continuous growth and consistent development, the college considers it important to solicit the stakeholder's view on the overall performance and quality of the institution.

- Every day the Principal meets students and their parents at a fixed time. They are encouraged to put forth suggestions and discuss their complaints directly with the Principal.
- Parents can convey their complaints or suggestions through e-mails also.
- Parents have frequent interaction with the Proctors also.
- At the end of the session students are given 'Students' Feedback Questionnaire' and data is collected.
- Alumni Association organizes meetings and thus feedback from Alumni is also taken.

Major extension and outreach programmes for overall development of students

The action plan is prepared by the Extension Activities Committee in the month of August. In the month of November this committee meets again and then the activities are divided and allotted to different committees. These committees execute the plan accordingly. At times the initiative to organize extension and outreach programmes is taken by the faculty members. It is brought to the notice of the Principal. If the Principal accepts the proposal, a committee is formed to assist that faculty member in organizing the activity. Major extension and outreach programmes organized during the last four years –

- Gender Sensitization Programmes
- Preservation of Cultural and Historical Heritage.
- Creating Environmental Awareness
- Dissemination of information about Disaster Management

A number of extension activities are organized in every session to make students aware of real life situations. For example in the session 2013-14 students were taken to Allahabad Museum to make them aware of our rich heritage. Students were taken to Regional Archives, Allahabad to enlighten them about rare historical manuscripts. They were motivated to bring the work of scholars and Indian culture before public. On 8th February, 2014 students participated in the exhibition organized by Allahabad Museum on the topic "1857: Azadi Ki Pehli Chingari" got a rare chance to know about the first war of Independence through the visually captured glimpses. Students were taken

to visit the 'Red Ribbon Express' – an initiative of the Government of India to spread awareness about AIDS. Further, students are taken to 'Career Mela' (organized by the University of Allahabad).

The impact of these programmes on the overall development of students is very constructive and positive. The college is constantly working in the direction of women empowerment and is creating awareness about women's rights, by organizing seminar, guest-lectures and workshops. As a result of extension activities they have received exposure to real life situations which has toughened them and has given a boost to their level of confidence. Through the regular health checkups in the college, the students are more conscious and more aware about their health. In order to preserve the cultural heritage – students are conscious to work for the preservation of their language and the work of great scholars in their language. As a result of the constant efforts made by the college to create environmental awareness, students are highly sensitive about environmental issues also.

Budgetary Details for curricular, extension and outreach programme-

2010-2011	2011-2012	2012-2013	2013-2014
1,19,619/-	1,36,243/-	1,68,411/-	1,34,689/-

Participation of students and faculty in extension activities including participation in NSS

The College believes in the holistic development of students and therefore it promotes students' involvement in co-curricular activities which complement classroom learning. N.S.S., Extension Activities Committee and the Centre for Women's Studies keep organizing activities throughout the year which promote participation of students and faculty in extension work. Students are motivated to get involved in various social activities like :-

- Plantation work
- Spreading awareness about health, education and hygiene in the slum-areas adopted by the four units of N.S.S.
- Participation in flood-relief work.
- Distribution of blankets, food and clothes among the inmates of 'Leprosy Mission', Naini.

To promote the participation of students and faculty in extension activities, the college has adopted various measures:

1. Eminent social workers are invited to interact with students and faculty.
2. Students and teachers are motivated by organizing workshops, lectures, group discussions etc. on socially-relevant themes.
3. To promote participation in N.S.S. the college organized a national seminar on 'National Service Scheme: Overview and Future Dimensions' in which all the faculty members and students participated enthusiastically.

The institute promotes the participation of faculty in extension activities organized by other agencies also.

Extension activities undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable

sections of society

Most of our students belong to the under-privileged and vulnerable sections of the society. To empower them and to ensure social justice various efforts have been made by the college.

- Department of Geography has done a U.G.C. sponsored project on 'The Slum Areas of Allahabad'.
- Dept. of Sociology and Economics jointly organized a U.G.C. sponsored seminar on 'Child Labour in India: Issues, Causes and Interventions'.
- A minor research project sponsored by U.G.C. done by the Department of Commerce on 'Social and Economic Condition of Women Bidi-Workers – A Case Study of Allahabad'.
- A symposium on 'Hazards to Women Health: Causes, Prevention & Cure' was organized on 27.10.2010 by the Centre for Women's Studies.
- A symposium on 'Relevance of PPNDT Act- in Modern Society' was organized by Centre for Women's Studies.
- A symposium on 'Protection of Women against Domestic Violence with special reference to Protection of Women and the Domestic Violence Act-2005' was organized on 6th September 2012 by Centre for Women's Studies.
- From 15th September 2012 to 3rd October 2012 Centre for Women's Studies organized a fifteen day short-term certificate course on 'Women and Society' for students.
- An in-house minor research project on 'Women Labour Force in Unorganized Sector' (2009-10) was conducted by C.W.S.
- A in-house minor research project on 'Health Problems Among Young Unmarried Girls: Prevention and Management' was conducted by C.W.S. in 2011-12.
- Three Months Certificate Course in cutting and sewing was organized by the Creative Fashion Centre of the college in the session 2013-14.

Extension Activity for Academic Learning

These extension activities complement students' academic learning experience also. In the session 2013-14 participation of students in the 'Archival Exhibition of Manuscripts and Records of Women Heroes of 1857' organized by the college in collaboration with the Office of Regional Archives, U.P. enlightened the students about the life history and achievements of Rani Lakshmi Bai and Begum Hazrat Mahal. Further, participation in this exhibition made the students aware of our heritage and generated sensitivity towards archival heritage. On this occasion an intercollegiate essay competition related with the theme of the exhibition was also held, which motivated students to attain knowledge about the Women Freedom Fighters.

In the same session on 5th September 2013 seventy eight students were taken on a study tour to Allahabad Museum. This extension activity made them aware of their rich cultural heritage. On 8th February 2014 the students participated in the exhibition on '1857: Azadi Ki Pehli Chingari' organized by the Allahabad Museum.

These extension activities complemented students' academic learning experience. Their knowledge of Indian culture (architecture, sculpture and Painting) was highly enhanced by these activities.

Rampur Raza Library held an exhibition of rare books at the College campus.

Constructive relationships with other institutions of the locality for working on various outreach and extension activities

The college has developed constructive relationship with many other institutions:

- The college has established healthy, constructive relationship with all the constituent colleges of the University of Allahabad. There is strong mutual support whenever outreach and extension activities are organized. The faculty members of other degree colleges also participate and extend full cooperation at the various seminars/workshops organized by the College. The College has positive relationship with the University of Allahabad also. The faculty members of University of Allahabad and the students regularly participate in the outreach and extension activities of the College and this is reciprocal.
- A three day '**Archival Exhibition of Manuscripts and Records on the Women Heroes of 1857**' (20-22 December 2013) was organized by the college in collaboration with the Office of Regional Archives, U.P.
- Many extension activities are taken up by the college in collaboration with Allahabad Museum.
- One day camp was organized involving Fire Station of Allahabad.

Recognition received by the institution for extension activities and/contributions to the community development

The President of the *Karekhair Social Welfare Society*, Allahabad sent a letter to the Principal of Hamidia Girls' Degree College congratulating the College and the Centre for Women's Studies for extending commendable health facilities to the students of the College and providing information about healthy lifestyle.

COLLABORATION

Collaborative Research

In collaboration with the Regional Archives, U.P., the Departments of History, Urdu and Persian of the College are jointly pursuing research of rare Urdu and Persian documents of historical relevance. The linkages with National Council for the Promotion of Urdu Language (NCPUL) and U.P. Urdu Academy, Lucknow are also worth mentioning.

MoUs/collaborative arrangements

To fill the skill gap of youth up to 2020, the College has signed MOU with UPTEC and has established Value Hub – a skill Development Centre. This is in line with the vision of the College to impart professional skills to girls and also enhance their practical and job oriented skills. It aims to deliver most updated job oriented professional skills to the students.

In order to get the benefits of resource sharing among the libraries the college applied for membership of DELNET. The agreement was made on 5th April, 2008 between DELNET – Developing Library Network, JNU Campus, New Delhi and Hamidia Girls’ Degree College. DELNET agreed to grant non-exclusive license to the college to use DELNET’s Union Catalogues and other database online.

Industry-institution-community interactions

The industry-institution community interactions have contributed in upgradation of academic facilities. Faculty members from GBPSSI, HRI, MONIRBA give suggestions time to time which strengthen the quality of education.

Internship/ On-the-job training

The provision of On-Job-Training is very beneficial for the students as it familiarizes them with employment avenues. After passing B.A.II, the students of Office Management & Secretarial Practices and Computer Application in Social Sciences are given one month training at the industries and other institutes. We have linkage with BPCL, Bharat Pumps and Compressors Ltd., ITI Ltd., Recron Synthetic Ltd.

Any other

To expand the horizons of the students’ knowledge and boost their level of confidence, the College regularly holds Inter Collegiate activities. Students of other colleges participate in our programmes and our students participate in the programmes organized by other colleges.

This practice is evident in N.S.S. programmes. Besides this, the students share their experiences on other occasion also. In the last academic year, the students of various degree colleges participated in the competition held during the Archival Exhibition at our college and won prizes. Some students participated in one day training programme on Human Rights on the topic ‘Awareness, Challenges and Remedies of Human Rights: Need of the Hour’ held at Arya Kanya Degree College, Allahabad on 30th November 2013. They also participated in the Intercollegiate Quiz Competition. Our students participated in the Damodarshree Award for National Exchange organized by S.S. Khanna Degree College, Allahabad. The students of different colleges also participated in the Intercollegiate Essay Competition (10th February 2014). In the session 2012-13 students of other colleges participated in 15-day Short Term Certificate Course on Women and Society.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

PHYSICAL FACILITIES

Infrastructure Policy

The institution is committed to maintain excellence in teaching-learning and it has paid special attention to the marginalized among the marginalized section of the society i.e. girl-students coming from underprivileged classes and underserved sections of the society. It has adopted the motto "*Seek knowledge from cradle to grave*". Making this the guiding light, the institutional authorities are geared to meet the latest technological advancement and integrate it to the curricula so that the students are provided proper academic ambience i.e. adequate infrastructure and advanced learning resources. 'Hearing the unheard' and offering equal opportunities to the students is a creed followed by the authorities with zeal and fervor. The administration and the staff of the institution are working zealously to enhance the quality of teaching learning.

Available Physical Facilities

The institution has a committee for Development of Infrastructure and Learning which looks into the requirement of the infrastructure by the different departments. The various physical facilities are:

- **Principal Office** equipped with L.E.D., Control Unit of Public Address System, one Laptop, one Printer with Scanner and Photocopier.
- **Office** – All the three (03) routine clerks are provided with PCs and internet facility.
- Intercom, Internet and LAN connectivity.
- C.C.T.V. cameras are used during examination as well as on routine days to ensure discipline on the campus.
- **Multi-purpose Conference Room** - It was felt that the College required a Conference Room for interactive sessions among students. So in the year 2013, one Multi-purpose Conference Room was developed on the ground floor.
- 14 classrooms with latest furniture, adequate lighting and ventilation.
- The College has 4 Smart Classrooms equipped with latest technological gadgets.
- **The College- Auditorium /Hall** on the second floor is well equipped with latest furniture and public address system as it caters to classes with heavy enrollment. Seminars and conferences are also held in the College Hall/Auditorium.
- **Common Room** Catering to students diversity and facilitating healthy interaction among students is a focal area of the institution. Interaction programmes and group discussions are organized by various departments in order that students may develop *enquiring mind and grow with team spirit*. It is also a centre for indoor games.

- **Computer Lab** – Keeping in view the requirement of the students in the age of IT, the Computer Lab is equipped with 21 PCs, Online UPS, 3 printers along with scanner and two photocopiers. The students and staff can access Internet through BSNL Broadband connection. They can also download and prepare study material in centrally situated lab.
- **Tutorial Spaces - Language Lab** equipped with 21 PCs and ETNL Language Lab Software are installed through which the College is providing opportunities to the students to *enhance the language skill*. Students of English and Urdu are given special language training through tutorial classes in Language Lab.
- **Painting Lab and Geography Lab** are used for laboratories purpose. Equipments used in these labs are -

Geography Lab	Painting Lab
Prismatic Compass(03), Plane Table with Tripod(05), Telescopic Alidade (05), Indian Clinometre (05), Spirit Level (07), Alidade (10), Stadia Rod (05), Measuring Tape (06), Trough Compass (07), Fork & Plum Bob (05), Ranging Rod (07), Stand for Stadia Rod (02), Globe (03), Overhead Projector (01), Map stand (01)q	Eazal (12), Drawing Board-small (30), Drawing Board-tall(20),

- **Library-** The students can easily access the library after registering the name in the library register. Thereafter library card is issued to the students. There are 21 PCs, two(02) printer and one (01) photo copier and Wi-Fi facility. The students can download and print their study material. *Technological upgradation is done on regular basis*. Digitization of library is one among them. The library is automated through LIBSYS software. The staff as well students is benefitted by this as they *access more books in less time*. The e-content is prepared by the staff and student N-LIST membership provides access to e-resources.
- **Reprography Centre** is making the student self reliant. They are assigned job works and paid for it. Smart classes and Reprographics are the two new technological aids added in 2012. This centre is equipped with following Machines and Equipments:-
 - Computer - 6
 - Printer - 1
 - Digital Visualizer - 1
 - Tablet writing monitor - 1
 - Photocopier Coloured - 1
 - Photocopier Black & White 1
 - LCD Projector 1
 - Motorize Projector Screen 1
- **Research Cell-** The College has a proactive Research Cell which is constantly working for the creation of healthy research environment in the College. All the activities of the Research Cell are conducted through the Computer Lab.
- **Media Lab** - Media Lab equipped with Computer(05), Colour printer (01), Printer with Copier/Scanner (01), T.V. -22” (01), Airtel DTH

Antenna (01), Handicam (01), Digital Still Photography Camera (01), Movie Maker (01), Tripod (01), Sony Digital Mobile Voice Recorder (01).

- **Centre for Women's Studies** sanctioned by UGC in 2009 is equipped with PCs (02), Printer with Scanner and Photocopier (01), Laptop (01), Exercisers (05), Medical Equipments required for health check-ups. It has a well stocked library with books and journals on Gender Issues.
- **Creative Fashion Centre** of the College is striving hard *to make students self reliant*. The centre is working in tandem with the girls who come from local area and are apt in traditional art and craft. In this way *providing job opportunity and also preserving traditional art* like *Zardosi work, crochet and shuttle work* are the thrust areas of Creative Fashion Centre. The Centre is equipped with Sewing Machine(11), Interlock Machine(01), Picco Machine (01), Button-Sewer Machine (01), Cutting Knife (01), Scissors (03), Linking Shear (01), Snips (01), Sewing Table (01), Iron (03), Dritz Pin, Ruler, Sewing Needle, Tracing Paper, Pin-cushion, Hand-needle, Zipper, Cutter, Measuring Tape, Pattern Tracer, Stitching Awls, Mannequin (05), Dummy (05).
- **Heritage Point** – Urdu Calligraphy Centre equipped with 2 PCs.

Facilities Available for Sports, Health and Yoga

- **Health Centre**– Under the supervision of Centre for Women's Studies a Health Centre is functional where regular health checkups of students are conducted. Consultant Doctor also visits the Centre. It is equipped with Weighing Machine, B.P. Stethoscope, B.P. and Sugar Monitoring Electronic Machines, Patient-Examination Table and Tripod-stools. In addition for any emergency 'Doctor-on-call' facility is also available. The staff of the college campus is benefitted by C.G.H.S. scheme as the University is a Central University. The staff members have health diary through which they can achieve the medical benefits.
- **Fitness Centre** – Yoga and Fitness Training is also given to students under the supervision of a trainer at C.W.S. The Fitness Centre is equipped with 5 exercisers.
- **Sports** – Through N.S.S. indoor games facility of carrom is available. The outdoor games which students regularly practice and perform are – Basket Ball, Badminton, Kh-Kho, and Kabaddi. Students were taken to the university stadium to take training in Basket Ball. In 2009, 2010 and 2011 college basket-ball team participated in Intercollegiate Basket-ball Championship. The practice was done at the woman's hostel, University of Allahabad. Km. Fatima Zehra, has been selected in University of Allahabad Cricket Team in the session 2009-10.

The IQAC of the College ensures the optimum use of infrastructure in the College.

Infrastructural Facilities Augmented From Time to Time

There is a committee for upkeep of the infrastructure which looks into the requirement of the infrastructure and makes suggestions regarding the

requirement. The infrastructure is added according to the need of various departments.

Following are the facilities developed/augmented during the last four years:

Multi-purpose Conference Room, Four Smart Classrooms, Public Address System, Digitized Library, C.C.T.V. Cameras, LED (02), T.V. (03), Wi-Fi Facility, N-LIST membership, Color Photocopier (04), Computer Systems and accessories, Laboratories, Toilet Facilities exclusively for girls, Canteen, Library Books and Journals, Laboratory Equipments, Vehicle Parking Space, Solar Water Heater Equipments, Water Purifier, Generator (02), Kitchen Equipments, Furniture and Fittings.

The detail of amount spent on infrastructure is mentioned below:

Amount spent on Infrastructure Facilities (Last four years)

Years	UGC		AU		Total	
	Equipment	Others	Equipment	Others	Equipment	Others
2010-11	509758	520242	--	983098 in Digitization	5,09,758	1503,346
2011-12	-	-	210,000	-	210,000	-
2012-13	43,20,000	92467	-	-	4320,000	92467
2013-14	-	-	-	10,30,000	-	10,30,000

Infrastructure Facilities for Students with Physical Disabilities

The institution first of all identifies the differently-abled students. Thereafter, their classes are held on the ground floor. The College has a wheel chair for physically challenged students. Books are also given to the students on the ground floor as the Library is on the second floor.

Common Facilities available on the Campus

- **IQAC** – The IQAC is being provided with a well equipped room. The room has computer with internet facility which has been arranged by the institution.
- **Grievance Redressal** – The Principal of the college meet the students daily from 12:00 noon to 1:00 p.m. The students write down their grievance in the register kept outside the Principal's Office. The Principal attend to the grievances of the students and make appropriate arrangement while consulting it with the concerned department.
- **Centre for Women's Studies** was established in 2009 with the vision to sensitize the girl-students. It aims to reach even the women folk outside the College who belong to the lower strata and are the worst victims of patriarchal society. The Centre is also involved in active research.
- **Counseling and Career Guidance Placement Cell** – Counseling is being done by counselors. The Cell has developed a mini library consisting of inspirational books and Tests on Personality, Creativity and Intelligence.
- **Canteen** – is being run by a College Alumna. The canteen provides

nutritious and healthy food like sprouted gram, fruits and fruit juice. Home cooked food is served on reasonable rates.

- **Recreational space for staff**–The staff spend their spare time in staff room which is equipped with T.V. and refrigerator. It also has an attached kitchen/cafeteria.
- **Providing clean and cool drinking water**- Two water coolers with Purifier is installed on different floors through which drinking water is being supplied to the staff and the students of the institution.

LIBRARY AS A LEARNING RESOURCE

Library Advisory Committee

The library has an advisory committee. The composition of the library committee is as under –

Principal	Chairperson
1 Senior Faculty Member	(Book Bank)
1 Faculty Member	(Book Bank)
1 Senior Faculty Member	(e-cataloguing)
Honorary Librarian	(e-cataloguing)
1 Senior Faculty Member	(Lending Library)
1 Faculty Member	(Lending library)

- The library committee ensures that students of every department along with the concerned faculty visit the Digitized Library in the specific time frame in order to make students computer friendly.
- The infrastructure of the library is updated on regular basis according to the report of the advisory committee.
- In order to make the library student/user friendly software has been installed through which student can easily access their study material.

The total area of the library is 288.21 Sq. Mts with seating capacity of 100 students and 21 staff members. The working hours of the library are 9 A.M. to 3 P.M. on all working days. During examination days the Lending Library works from 10:00 A.M. to 2:00 P.M.

Layout of the library

Includes

- a) Reading room- in which student after submitting their bag can get the books issued and read it. The reading room also consists of Magazine and Journals display racks.
- b) IT zone - consisting of 20 computers through which the students can access the digitized library and internet (Wi-Fi) facilities as well.
- c) Stock Room – consisting of book racks and almirahs for holding books and other materials.
- d) Gallery - news papers are displayed on display stands and
- e) Cabin for the librarian.

Purchase of reading materials and the amount spent on procuring new

items during the last four years.

The Library Advisory Committee ensures that every department submits list of current titles, print and e-journals and other reading materials. The committee after reviewing it forward it to the purchasing committee.

Library holdings	Year -1 2010-2011		Year – 2 2011-2012		Year – 3 2012-2013		Year – 4 2013-2014	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text books	06	690/-	35	14546/-	--	--	--	--
Reference Books	10	2500/-	19	3997/-	--	--	29	13305/-
Journals/ Periodicals								
e-resources							NLIST	
Any other (specify)								

ICT and other tools in the library

The library is automated using LIBSYS software. One terminal can be used for the OPAC in the library. The college has also established a Digital Library, which so far has a collection of nearly two thousand digitized books. It provides user friendly searching tools for the digitized database. The college has the membership of NLIST (INFLIBNET) which allows the remote access to e-publications. The WiFi facility in the library allows for in-house access to e-publications. The IT zone in the library consisting of 20 computers and 1 printer for public access avails the facilities of internet (with 1 gb bandwidth) as well as digital library.

- Average number of walk-ins – 80-100
- Average number of books issued/returned – 50-80 books
- Ratio of library books to students enrolled – 0.75
- Average number of books added during last three years
- Average number of login to opac (OPAC) – 10-20
- Average number of login to e-resources 10-15
- Average number of e-resources downloaded/printed 10-15
- Number of information literacy trainings organized – it is ensured by the Library Advisory Committee that there is an orientation programme every year to make students aware regarding the access to digitized library.

Specialized Services provided by the Library

User Orientation and awareness is given to the students in the beginning of the session and from time to time. The college library provides reference and reprography services to its users. Users can print the e-publications downloaded from the internet and also NLIST-INFLIBNET.

There is In-house/remote access to e-resources through the Wi-Fi facility and NLIST.

Support provided by the Library to the Students, Teachers and Physically Challenged Students

The Library Advisory Committee ensures that the students and staff attend to the library on a specified time frame which helps in smooth issuing of books and every student gets a chance to access the library. The library staff assists the students/staff to access the digitized library.

Book list are made available for the differently abled students from which they can select the required books which are provided to them on the ground floor as the library is on the second floor.

Feedback from Users

The library gets the feedback from the users. The library has a feedback box in which the students can drop their feedback regarding the function and the requirement of the library. The Library Advisory Committee collects and analyzes the feedback of the students and takes action for further improvement.

IT INFRASTRUCTURE

Technological Upgradation

Year	Exis/Add Total	Total Computers	Computer Lab	Internet	Browsing Centre	Computer Centre	Office	Dept.	Other
2013	Existing	66	04	02	03	04	01	03	-
-	Added	-	-	-	-	-	-	-	
2014	Total	66	04	02	03	04	01	03	
2012	Existing	34	04	02	03	03	01	03	-
-	Added	50	-	01	-	01	-	-	N-LIST
2013	Total	84	04	03	03	04	01	03	-
2011	Existing	84	04	02	03	03	01	03	-
-	Added	-	-	-	-	-	-	-	Online UPS
2012	Total	84	04	02	03	03	01	03	-
2010	Existing	81	03	02	03	02	01	03	-
-	Added	03	-	-	-	-	-	-	-
2011	Total	84	04	02	03	03	01	03	-

In the session 2013-2014 the 574 Laptop were distributed to the students of B.A.II.

Computer-student ratio: 1:3.125

There is central computing facility at Computer Lab in the college. The college supports LAN facility (entire college) **Wifi facility** – are available for students in our college. 128 kbps/256 kbps Internet connectivity on wireless Broad Band –Sify from March 2008 to December 2012. January

2013 – March 2013 (4 mbps)

BSNL VP NO BB National Mission of Education through information & communication technology (NMEICT) VPNOBB512 KBPC. UGC – Network Resource Centre (NRC) December 2004 X Plan & XI Plan for additional computer facilities.

The Internet Facility is available to the faculty as well as the students. Faculty and students can access the internet from the college library and computer lab.

Plans and strategies for deploying and upgrading the IT infrastructure and associated facilities

- The Infrastructure Maintenance and Upkeep Committee ensures upgradation of IT Infrastructure for which the opinions of IT experts are sought. To facilitate IT empowered Teaching Programme four (04) Smart Classrooms were developed at the College. Latest gadgets like Smart Boards, Visualisers, Motorized Screen, LCD Projectors have been installed.
- ICT resources are used to the optimum level by the staff and students. As the faculty members use e-books and also give access to the students, e-reading material is downloaded and prints are provided to the students.
- National Knowledge Network Connectivity – The College availed DELNET facility from 2008-2012. From 2012-till date it is using N-LIST facility.

MAINTENANCE OF CAMPUS FACILITIES

Amount spent on maintenance during last four years

S.N.	Year	I.C.T.	Campus Infrastructure & facilities	Others	Total
1.	2013-14	547292	108749	173368	829409
2.	2012-13	351485	104647	91970	548102
3.	2011-12	316096	168676	248082	732854
4.	2010-11	372983	221302	228641	822926

The College has Infrastructure Maintenance and Upkeep Committee. This committee consists of both teaching and non-teaching staff of the college. Itemization and stocktaking of equipment and infrastructure is done on regular basis.

The calibration and precision measures are taken by the staff deputed to look after the equipments of Geography Lab and Painting Lab.

For the location, upkeep and maintenance of the sensitive equipments like voltage fluctuation, water supply, two members from the teaching and two

from the non-teaching staff are deputed.

Relevant information regarding Infrastructure and Learning Resources

- *In the session 2014-2015 students will have the facility of online submission of their Admission Forms on the College Website.*
- Fire Protection System is installed in the college to ensure the safety of students/ staff and as well as the infrastructure of the college.
- The College has Public Address System. CCTV Cameras are used during examination for vigilance. It is also used for transmission of the information from the Principal's office to the entire college.
- The College plans to install 100 LPD Solar Water Heater.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

STUDENT MENTORING AND SUPPORT

Information Provided to Students through Admission Brochure

The College publishes its Prospectus (Admission Brochure) annually. It is updated and revised every year. Therein the Mission of the College is also stated.

The vision is stated through the brief profile of the College. The Prospectus (Admission Brochure) gives full and complete information about the following:

- College email-Id and website
- Courses available at Degree Level
- Eligibility for UGAT
- Instructions regarding filling up UGAT Form
- Submission of the Form
- Admission Test Syllabus (B.A.)
- Admission Test Syllabus (B.Com.)
- How to fill the OMR Answer Sheets
- Fee Structure and Procedure for Deposition of Fee
- Admission and Counselling Process
- Counselling Rules
- Scholarships and Fee Reimbursement
- Empowering the Differently-Abled
- Facilities Available in the College
- Essential Disciplinary Rules for the Students
- Possible Subject Combinations
- Specimen of OMR Answer Sheet
- Time Table – B.A. and B.Com.
- Academic Calendar

The institution follows the procedures and rules of admission. The Admission Committee holds UGAT according to the rules stated in the Brochure and maintains complete transparency and commitment by adhering and complying to the date line stated in the Brochure. A complete list of admitted students is prepared and submitted to the university after thorough scrutiny. The College Admission Brochure is also uploaded on the College website also. *In the session 2014-2015 students will have the facility of online submission of their Admission Forms on the College Website.*

Institutional Scholarships / Freeships given to the Students during the Last Four Years

The College does not provide any scholarship at the Institutional level. All the students belonging to BPL group receive fee reimbursement from the Central and State Government scholarships –*Minority, OBC, SC, Merit Cum Means, Biri Workers Ward Scholarship*. At the time of submitting scholarship form students give an undertaking that they do not receive any scholarship from other sources. Their fee is later on reimbursed through the scholarship. As in majority of the cases students cannot pay the fee so the College extends help to students through Help to Poor fund. Financial assistance is also given

to poor students through the corpus which is developed from the donations.

Dr. Suhail Abidi, Navi Mumbai provides scholarship to poor and orphans.

Year	No. of students	Scholarship per student (in Rs.)	Total amount (in Rs.)
2013	12	3500/-	42000/-
2012	09	3500/-	31500/-
2011	11	3500/-	38500/-
2010	10	3500/-	35000/-

Vinod Dubey Scholarship

Year	No. of students	Total amount (in Rs.)
2012	10	11,100/-
2011	11	11,100/-

Percentage of Students receiving financial assistance from State Government and Central Government

Year	Total Students	State Govt. Scholarship						Central Govt. Scholarship			
		Minority	OBC	SC	General	Total	Percentage	P.M.S. (50% Marks)	Bidi Worker Ward Scholarship	Total	Percentage
2013-14		363	24	05	07	399	24.67%	292	224	516	31.91%
2012-13		151	16	03	05	175	10.38%	401	204	605	35.90%
2011-12		354	193	03	10	560	33.81%	27	228	255	15.39%
2010-11		232	173	02	06	413	24.19%	63	210	273	15.99%

Specific Support Services/Facilities Available

- Students from SC/ST, OBC and economically weaker sections**
 Students belonging to SC/ST, OBC and weaker sections are given scholarships by the U.P. state government.
- Facilities to Students with Physical Disabilities**
 In the session 2014-15 to address the financial problems of physically challenged students, the College authorities have given publicity about 2000 Scholarships for differently-abled students along with its website in the Admission Brochure-2014. The students can download the information and avail the facility.
 Differently-abled students are regularly helped by the College. A workshop on *Harnessing the Potential of Differently Abled Persons* was held on 23rd April 2014. The Resource Person, Dr. Alok Prasad, Coordinator, JN Centre for Differently Abled Students (A.U.) through his power point presentation shed light on the subject and informed about the various schemes of UGC and Government of India schemes for e.g. Gov 2013, Talking Books, Daisy Players MP3, Magnification

Software and software like JAWS & Khunzwell which enable the students with disabilities to perform at par with other students. The College plans to establish an Equal Opportunities Cell for better performance of students with physical disabilities. To provide barrier-free access to the students with physical disabilities, a wheel chair has been purchased at the CWS and is used in case of emergency.

- **Participation of Students in various competitions/National and International**

- **Co-Curricular Activities** – On Job Training is mandatory for the Office Managements' students of B.A.III.

- **Interdisciplinary Activity** – The College organized various interdepartmental activities like debates, open discussion sessions, essay writing, self-composed poem competition to develop a culture of connectivity amidst the students. In this regard an Intercollegiate essay competition was organized by Department of Sociology on – Save the Girl Child, Management of Natural Disaster, Cleanliness of Ganga is our Pride, Use of Solar Energy, Polythene and Health.

Student of the College participated in one day training programme on 'Human Rights' organized by Arya Kanya Degree College on 30th November 2013.

The College organized Vigilance Awareness Week from 31st October to 5th November 2011. During this week students of the College enthusiastically participated in different activities held in the College, like essay writing, self-composed poetry competition, collage, slogan-writing, poster-making and debates.

- **Extra Curricular Activities** – Students regularly participate in debates, quiz competitions organized by the College. The Department of Sociology organized debate competition on 'Corruption' and discussions on 'Dowry: A Social Evil', Child Labour, Issues related to the Elderly Persons on regular basis.

Every year students participate in **Damodar Shree National Award for Excellence** organized by Saraswat Khatri Pathshala Society and conducted by S. S. Khanna Degree College, Allahabad every year on 2nd October. Students write essays on topic given by the organizers. They have participated in the last 3 sessions and were awarded certificate of participation.

Students of the vocational course CCC participated in IT Carnival organized by UPTEC Computer Consultancy Ltd., Alld. They were awarded certificate of participation.

- **Sports and Games** – The College has registered its presence in the field of sports. Students participate in indoor and outdoor games. Over the years students were taken to the University Stadium for girls at women hostel where they practiced basket ball. The College Basket Ball Team participated in the Inter collegiate basket ball championship organized by the University of Allahabad. Through the NSS the students participate in outdoor games like kabaddi, kho-kho, lemon race. They also take part in indoor games like carom

- **Cultural Activity** – The College organizes cultural evening from

time to time. Mahfil-e-Mushaira of Women Poets was held on 2009 at NCZCC. Students composed their own poem and organize poetic symposium- Mushaira. They also script and direct plays. Two such plays and many nukkad natak have been staged by the students.

- **Medical Assistance to Students**

The College extends help to students with disabilities through the Health Check-ups conducted by the Health Centre of C.W.S. Through the health check-ups conducted by a qualified consultant doctor the centre has so far indentified 05 such students and have regularly helped them. One student Ms. Sofiya suffering from hearing impairment was identified through the check-ups. She was sent for special referral treatment at MLN Medical College, Allahabad which advised her hearing aid. The College provided her the hearing aid through SAMVAD. Similarly one visually challenged student Ms. Nazreen was identified and sent for special referral treatment to Jeevan Nidhi Eye Clinic & Research Centre, Allahabad. Another orthopedically challenged student, Ms. Nadira Bano was also identified through the health-checkup and referred to Colvin Medical College, Allahabad. In the ongoing session two deaf and dumb students Ashfiya of B.A.I and Farheen Siddiqui of B.A.I have been identified. They are regularly given help by the College by means of reading material, books, special tutorial classes by teachers. In the ongoing session one student Ms. Notisha Khatoon (2013-2014).met with an accident and fractured her hand. She was provided a writer and extra time at the B.A.I exam.

- **Skill Development Mechanism**

- Considering the importance of developing communication skills, the College has established Language Lab with (21) PCs and ETNL Language Lab Software for the benefit of the students. It aims to enhance the language skills in English and Urdu. College aspires to include foreign language in future.
- One Computer Lab equipped with 21 PCs of high configuration is consistently helping the students to meet out the new challenges in the field of information technology. They can access internet prepare and also download e-learning materials.

- **Support for Slow Learners**

The College organizes Remedial Coaching classes in different subjects as per the needs of the students. In the session 2013-14 remedial classes were held in Medieval History by a qualified lecturer. Urdu coaching classes for non-Urdu knowing students is also functional.

- **Exposure of Students to Other Institutions of Higher Learning/ Corporate / Business House**

To enhance the learning capacity of students and provide them exposure to avenues of higher learning the College takes following steps:

- To facilitate the learning of the students of vocational subjects OFF & CAS the College has established links with GBPSSI, HRI, MONIRBA, BPCL, Bharat Pumps and Compressors Ltd., ITI Ltd., Recron Synthetic Ltd.

- The Departments of History involved its students in a study of rare archival sources of history and exposed them to rare artifacts by taking them on a study tour to Regional Archives, Allahabad & Allahabad Museum (8th February, 2014)
- The students are regularly taken to book fairs organized at Allahabad by the different publishers
- **Publication of student magazines**
The College publishes its Annual Magazine *Kavish*. As the magazine provides a platform to the students to pour forth their creative potential, the editors encourage students to write articles on issues relating to education, women empowerment, environmental hazards and other relevant subjects. The different issues of the magazine have given impetus to creative writing and has also given a boost to the morale of budding writers and poets. Students who put forward exemplary performance are assigned the responsibility of Student Editors.

Entrepreneurial skill development techniques and impact

- A Creative Fashion Centre was established in 2010 to enhance the students' skill and enhance their employability. Several students are working at the Creative Fashion Centre and through *Earn While Learn* scheme of the College, students prepare garments and other items on order. This has improved their level of self-confidence and developed enterpreneurial skills.
- Eid Fashion Week is held in the Creative Fashion Centre annually. On this occasion Centre has held exhibitions & sale of items prepared by a team of skilled students of the College.
- Further Three-Month Certificate Course in cutting and sewing is also functional to train our semi-skilled students so that they can grow to their full potential and become skilled. They can also start their own boutique. In this way the College is extending all possible help to the students to shape their future.
- Reprography Centre and College Computer Lab trains students in computer typing, Xeroxing and other skills. Students also take job work.

Collaborative Arrangements and Institutional Strategy

To fill the skill gap of youth up to 2020, the College has signed MOU with UPTEC and has established Value Hub – a skill Development Centre. This is in line with the vision of the College to impart professional skills to girls and also enhance their practical and job oriented skills. It aims to deliver most updated job oriented professional skills to the students.

In order to get the benefits of resource sharing among the libraries the College applied for membership of DELNET. The agreement was made on 5th April, 2008 between DELNET – Developing Library Network, JNU Campus, New Delhi and Hamidia Girls' Degree College. DELNET agreed to grant non-exclusive license to the College to use DELNET's Union Catalogues and other database online.

Counselling Services available to the Students

The Faculty conducts counselling of the students collectively. The Career and Counselling Cell organized Counselling Sessions by experts through which students were provided Career Counselling.

- To guide and inspire the students an orientation programme was held on 16.02.2011 Prof. R. R. Tiwari, Coordinator, Centre for Computer Education, IPS, University of Allahabad, while addressing the students emphasized the fact that in order to be successful in life, self confidence, labor, dedication, focused and sincere efforts towards goal should be embarked by the students.
- The Career and Counselling Cell organized a lecture on 'Career and Personality Development' by Dr. Sheetala Prasad, Associate Professor, Dept. of Psychology E.C.C.
- This Cell also supports the students in the development of soft skills and communication ability to challenge the rigor of competition. Career and Counseling Cell provides information related to the courses other than academic courses. Students are motivated to take benefit of the facilities such as, Language Lab, Courses in Urdu Journalism, Computer Facilities, Diploma Courses, Creative Fashion Centre and Urdu Calligraphy. Information regarding various schemes of career opportunities outside the College are also provided to the students from time to time. The cell has developed a mini library consisting of inspirational Books and Tests on personality, creativity and Intelligence (like cattle's 16P.F.Inventory, Bhatia Inventory etc.) to explore personality characteristics and hidden talents of the students.

The Centre for Women's Studies regularly holds psycho-social Counselling of students.

Career Guidance and Placement

The College takes part in Placement Drive conducted by the University Employment and Information Guidance Bureau. The UEIGB regularly held workshops where lectures by experts from corporate business houses and government sector were delivered for students. The lectures provided information regarding job opportunities for young graduates. One student was selected by Infosys through Campus Recruitment Drive of UEIGB.

Student Grievances and Redressal

The Principal meets the students every day between 12:00-1:00 P.M. to listen to their grievances. A separate register is maintained where students register their name and problems. The Principal adopts welfare measures to resolve their problems.

Prevention of Sexual Harassment

Since the institution is a girls college managed by women, no case of sexual harassment has been reported.

Anti-Ragging Measures taken by the College

No case of ragging has taken place at the College. In the Admission Brochure of the college it is clearly stated in the Essential Disciplinary Rules that ragging is strictly prohibited. The Ruling of the Hon'ble Supreme Court

regarding ragging has been published in the admission brochure from 2008-2011. Further the Proctorial Board of the College ensures that discipline of the College is not disturbed.

Welfare Schemes

Help to Poor Fund is functional at the College. Donations from form the corpus fund is used to help the poor students. Students enrolled in professional courses are regularly helped through this scheme.

The faculty of the college is also extremely sensitive to the hard-pressed circumstances and financial constraints of the students and many a times the teachers sponsor the education of the needy meritorious students.

Alumni Association

The College has an Alumni Cell. It meets annually and the pass out students register themselves. A number of pass out students of different sessions are offering their services to the College. The College Library is managed by a College alumna who is the Honorary Librarian. The Computer Lab and Reprography Cell are managed by the College alumna. Another college alumna is working as Office Assistant at the C.W.S. The College canteen is managed by an alumna.

On 26th February 2014 an Alumni Meet was held at Begum K.K. Hall at 2:00 p.m. Alumni registered their names and made important suggestions. It was suggested that –

- a) Alumni should publish their own annual magazine.
- b) The Alumni suggested that the vocational courses running at the college should be further strengthened.
- c) Alumni resolved to participate more proactively in the different programmes of the College.

STUDENT PROGRESSION

40% of our students get enrolled in P.G. courses of A.U. and other Universities after B.A.III. Approximately 15% get admitted in Teacher Training Programmes conducted by different Universities and organizations. Approximately 2% procure admission in professional courses.

Pass Percentage and Completion Rate

	2009-10		2010-11		2011-12		2012-13	
	CR	PP	CR	PP	CR	PP	CR	PP
B.A.	74.95%	99.9%	85.05%	97%	69.40%	95.1%	65.25%	96.6%
B.Com.	96.71%	56.89%	56.89%	46.4%	62.06%	97.2%	100%	95.8%

Institutional Facilities for Students Progression to Higher Level of Education and towards Employment

- Through the *Earn While Learn* Scheme
- Computer Job Work is given to those students who are skilled in English, Hindi and Urdu computer composing. Two students of the College who are skilled in Computer Typing and Desktop Publishing are working at the College. One is working as Office Assistant and another as incharge at Reprography Centre.

- Value Hub for IT Skills
- Reprography Cell

Special Support Provided to Students who are at risk of Failure and Drop Out

Wherever any risk of drop-out is anticipated, the College authorities immediately respond to such students.

- 1) Special counseling is extended to the students.
- 2) They are offered financial support through Help to Poor Fund and Corpus Fund of Donors.
- 3) The faculty members respond to such sensitive problem of the students and many a times students have been sponsored by faculty.
- 4) Students are provided books through Lending Library.

Major Student Achievements

One multi-faceted all rounder student Ms. Fatima Zehra made her mark at different fields. She was selected as a member of Women's Cricket Team and participated in the District Level Championship. She also participated in a 'Wealth from Waste' competition organized by Rotary Club of Allahabad at Alfred Park. She made art jewelry form the rice and was awarded first prize. It was given good coverage by the media.

Another student Ms. Safeena Zehra gifted with art of creative writing scripted, directed the play 'Main Urdu Hoon' this play received acclaim from faculty and alumna.

Student participation in extracurricular activities

Besides students participate in

- a) Baitbazi and Mushaira competition.
- b) Quiz and debates organized by different departments of the College.
- c) Awareness programmes on PNDT Act, Anti Corruption Drive, Domestic violence.
- d) Health Orientation Lectures.
- e) Tree Plantation
- f) Eye Camp organized by C.W.S. in collaboration with Jeevan Nidhi Eye Clinic and Research Centre.

Wall magazines, College magazine, and other materials brought out by the students during the previous four academic sessions

- **Kavish** - The College magazine is composed by the students at the Computer Lab. They are paid remuneration according to the composing rates fixed by the Lab, which is equivalent to market rates. Some students and engaged throughout the year in preparing wall magazines for the different departments and their activities. CWS regularly holds poster competitions for students. These posters are exhibited as wall magazines.
- **Hamaari Baat** – It is a hand-made newspaper. Students of Urdu Journalism and Mass Communication regularly design and script a newspaper covering latest socio-political economic aspects of news. A special feature of this newspaper is that it is hand-written by the students. It is also displayed on the notice-board.

- Department of English and Computer Lab regularly makes the students compose computer wall magazines citing quotable quotes. They are regularly pasted on the College corridors for providing moral and value based information to students. Gender sensitization is also conducted through wall-magazines and posters.

Bodies that have student representatives on them

Class Representatives are selected by the teachers on the basis of their performance and regularity of attendance. They are in-charge of class discipline and help teachers in the organization of different events held at the College. This Event Management Training has developed the organizational capacities of the students and enhanced the level of confidence.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

INSTITUTIONAL VISION AND LEADERSHIP

Vision and Mission

The vision, mission and goals of the institution define the institution's distinctive characteristics

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.

Distinctive Characteristics

The vision of the College and its mission has given it a unique place among the 11 constituent Colleges of the University of Allahabad. It can be declared with due modesty that the institution being the only Muslim girls college serves a noble purpose to the society- approximately 1000 purdah observing girls of the minority community as well as approximately 1000 students belonging to the under privileged classes pass out from the College every year. Thus it has a unique character of educating and empowering the 'marginalized among the marginalized' girl students of the minority community. It addresses two vital needs of the society namely, that of equity and wide access.

Further the five core principles of the institution indicated in the College emblem have become its defining traits. The College religiously upholds the five principles of Ilm (knowledge), Amal (practice), Iman (faith), Khidmat (service) and Sadaqat (service). Through these core principles it aims to address the needs of the society and institution's traditions and value orientations of the students.

Vision for the future

The Institutional authorities envision empowerment of the girl students by providing them vocational education and making them aware of the latest technological developments in ICT. This can come about through vocationalization of higher education. Moving steadily towards the path of vocationalization, it is involved in developing human resource through various courses and activities. Vocational education shall make the students self-reliant.

Quality Policy

The Quality Policy is based on the vision, mission and the five core principles of Knowledge, Practice, Faith, Service and Truthfulness. Further to this, it is to be added that the College insists on quality in every sphere. *The quality parameters are based on the 3 C's – conscious, consistent and catalytic action.* The IQAC along with different college committees draws the quality policy i.e. quality in teaching-learning, research and extension and other programmes of the College. Faculty members with the guidance of the Principal design quality plans which are student centric. The College has evolved a positively involving work culture.

Role and Involvement of the Leadership (Management, Principal and Coordinators of different programmes) in implementation and fulfillment of quality standards

The Quality Policy of the institution based on the vision, mission, the five core principles and the 3 C's are the guiding light of the Management, Principal and Faculty. The Leadership (Principal and Coordinators of different programmes) are committed to meet quality standards.

- The Academic Advisory Committee is involved in revision of the existing syllabus of vocational subjects as per local needs with the guidance of experts from industry and professional institutes. It has also structured syllabus of emerging discipline like Women's Studies and B.Voc.
- The Academic Calendar is followed by the faculty in letter and spirit.
- The IQAC sees to the timely and effective implementation of modular curricula. Modules are covered by the teachers in the specified time frame
- 'Hearing the unheard' and offering equal opportunities to all is the vision of the leadership.
- ICT empowered teaching programme is functional.
- The Digitization of the College Library is a major step taken by the leadership to improve the quality culture of the College and the performance of the students. Library has been digitized and Wi-Fi facility is extended to students and faculty.
- Language Lab a technological breakthrough for imparting skills in spoken English has also proved to be very useful for students.
- To reinforce a culture of excellence, the Management, Principal and Faculty along with the Research Cell of the College all work in sync. Consequently every year the College is successful in holding at least two (02) national seminars, symposium, awareness programme and multiple extension activities.
- 'Reinvention' and 'growth' is an important aspect of quality. The fact that the College has grown from a modest institution of 25 students in 1975 to a relatively bigger college with twin faculties of Arts and Commerce and a student-strength of approx. 2000 students per year speaks of the milestones covered by the College in a period of 38 years. In the coming year, a new Faculty of Vocations will also be added to the College.
- The team spirit and dedication of all the different units – Management,

Principal and Faculty has borne fruit. There has been a remarkable shift from ‘*simple compliance*’ to ‘*hard core commitment*’ and ‘*efficacious delivery*’.

- In 2005 when the University became a Central University all the colleges turned into constituent colleges. The institution was faced with a challenge of a unique proposition – to ensure admission of the deprived students of the underserved sections and at the same time maintain quality. As providing equity and wide access is a major concern of the College, the leadership (Manager and Principal) strove hard and convinced University authorities to give permission for independent admission test and the College was successful to get the permission in 2006.
- This opened the gate for a new set of responsibilities. Consequently the College Admission Committee was formed. Its Core Committee labored to frame rules, regulations, and methodology to conduct UGAT. Nine (09) cycles of UGAT have been conducted and the need of the society been justifiably met.
- The valuable dimension of ‘quality’ is seriously and sincerely worked upon by each of the unit – leadership, Principal and faculty. Every year one or two student figure in the University Merit List and add to the glory of the College.
- The vocational subjects, add-on courses, women’s studies and recently sanctioned B.Voc. Programme are some evidence of the qualitative output of the College. *The commitment of the leadership to the 3 C’s – conscious, consistent and catalytic action has borne fruit and the College is making steady progress.*

Organizational Change

The leadership of the College is cognizant of its responsibility – viz that of providing quality education and harnessing the potential of the ‘marginalized among marginalized’ girls students of the minority community. The leadership has left no stone unturned to initiate vocational education and training and to ensure that the students can adapt to multi-linguistic, multi-cultural workplace setting, become self reliant through their training in IT skills, traditional crafts and latest technological advancements. In the context of vocationalization of higher education the College holds a pioneering position as it was the first among the 11 constituent colleges to introduce vocational subjects, add-on courses and Creative Fashion Centre. These efforts are significant milestones in the direction of honing the skills of students and creating avenues of employment. The recently sanctioned B.Voc. Programme will bring about considerable organizational change. It shall prepare skilled, job-ready youth-force for industries to develop the economical status of India in accordance with international standards.

The leadership has also attended emerging discipline like Women’s Studies. The College was the first college of Allahabad to get the UGC Centre for Women’s Studies in 2009. The Centre is working on its three-pronged approach- Emancipation, Amelioration and Empowerment and has made its presence perceptible in the formal as well as the non- formal sectors.

Monitoring Policies and Plans

The different Committees of the College see to the effective implementation of the various programmes of the College –

- IQAC
- Admission Committee
- Examination Committee
- Proctorial Board
- UGC Committee
- Research Committee
- RTI Committee
- Academic Advisory Committee
- Library Advisory Board
- Result Review Committee
- Finance and Purchase Committee
- Planning and Development Committee
- Scholarship Committee
- Help to Poor Committee
- Annual Calendar Committee
- Language Lab Committee
- Extension Activities Committee
- Reprographic Cell Committee
- Creative Fashion Centre Committee
- Medal Distribution Committee
- Time Table Committee
- Canteen Committee
- Sports Advisory Committee
- Parents Teachers Association Committee
- Alumni Association Committee
- Committee for Intercollegiate Activities
- Gandhi Study Committee
- Centre for Women's Studies Advisory Committee
- Infrastructure Maintenance Committee
- Campus Maintenance Committee
- Stock Verification Committee
- Website Committee
- International Journal Committee
- Commerce Committee
- Discipline Committee
- N.S.S. Advisory Committee
- Magazine Committee
- Career and Counselling Cell Committee
- Students' Grievance Cell
- Vocational Subjects' Association
- Social Science Association
- Humanities Association
- Literary Association

While translating the policies into action, various hurdles do crop from

time to time but they are effectively remedied through Principal Management Meeting, Principal-Faculty Meeting, the Proctorial Board and the Dean Students' Welfare.

Academic Leadership provided to the Faculty by the Top Management

For sustainable growth the members of the Managing Committee regularly address the faculty and offer academic support-through their lectures and dissertations.

- Padamshree Dr. Mansoor Hasan, eminent cardiologist at King George Medical College, Lucknow regularly visits the College and addresses faculty and staff.
- Dr. Raveend Yusuf Khwaja, eminent physician is a continuous source of inspiration and guidance.
- Prof. Jamal Khawaja, Dept. of Philosophy, Aligarh Muslim University regularly scripts notes to recharge the faculty and students.
- The Manager of the College has walked with the College team shoulder to shoulder and through her dedication and persistent efforts brought the College to its present level of growth and development.

Leadership Grooming

The Managing Committee and Principal promote faculty by making them Coordinators and Directors of different programmes. In this manner by constantly motivating the faculty and promoting them to managerial set of responsibilities the top leadership of the College has groomed young faculty members into effective leaders.

Delegation of Authority and Decentralization

Decentralized governing mechanism is in vogue in the institution. This is evident from the following table:

Activities of	Delegated to
Departments	Heads
Library	Librarian
N.S.S.	Incharge and Programme Officers
Office	
CWS	Director and Assistant Director
Vocational Subjects	Coordinators
Computer Lab and Language Lab	Coordinators

The process of delegation does not stop with the person to whom the task is delegated. It is continuous in the sense, the Head of the department may delegate assignments to other faculty member.

STRATEGY DEVELOPMENT AND DEPLOYMENT

Culture of Participative Management

To ensure a culture of participative management 3 senior faculty members have been appointed as members of the Managing Committee.

Development and Review of Quality Policy

The Quality Policy of the institution based on vision, mission and the five core principles of Knowledge, Practice, Faith, Service and Truthfulness

and 3 C's – conscious, consistent and catalytic action is constantly reviewed. Meetings of the different auxiliary units of the College are regularly held. Meeting of the Members of the Managing Committee with Principal and three senior teachers of the college is held thrice a year. The Principal also holds meetings with the parents/guardians and other stakeholders. Then suggestions are incorporated. Following a democratic frame, the leadership engages the different units and after regular deliberations, the seasoned views of participating members are incorporated into the policy plan.

Perspective Plan for Development

Keeping in mind the need of the hour, the institution has a perspective plan for development. Students are also provided vocational education so that they may adjust themselves in the present scenario. Career oriented courses like CCC, Tally and Computer Courses are functional for the students. They have increased their employability. College proposes to expand vocational programmes. B.Voc. has been approved and proposal to set up an Equal Opportunities Cell has been submitted to UGC. Proposal for B.B.A. and B.C.A. has also been submitted to University. Besides this the futuristic vision of our college is to open Science, Law and Education faculty.

Internal Organizational Structure and Decision Making Process

As the authority to implement programmes is delegated to the coordinators of the different programmes, they formulate Agenda and action plan for their respective units. The coordinators hold meetings with the Principal and board members and thereafter decision is taken on the different points of the Agenda.

Quality Improvement Strategy

Quality Improvement Strategies adopted by the Institution: –

Teaching & Learning

- In order to make teaching and learning effective the modules are prepared on the basis of the syllabus provided by the university.
- Student-centered teaching is in practice. Students are provided learning experiences through seminars, discussion, dialogue, intercollegiate meet, extracurricular activities etc.
- ICT empowered teaching methodology is used for effective teaching. Smart classes are important feature of modern teaching.
- Library facility is provided to the students. Free internet facility is provided to the students in the library.
- Courses are completed in accordance with the time table.
- Keeping in mind the local needs syllabus of vocational subjects and courses is revised.

Research and Development

The institution follows well defined quality policy by creating positive and research oriented environment in the college. Research cell has been established which ensures research activities like presentation and publication of research papers, project work which results in improving the quality of the institutional process.

International Journal Naqsh-e-Nau is being published since 2008.

Qanoon ki Dastak – An in-house Journal of Women's Studies is being published by Centre for Women's Studies since 2009. Teachers attend refresher courses and training programmes. As a result they come into contact with experts of different fields and get updated. Seminars, extension lectures are also organized which improve teachers knowledge and expertise. Interdisciplinary approach is followed so that the intellectuals of different field of knowledge may interact and present the knowledge as one unit. Self appraisal reports from the teachers are collected every year. On the basis of self-appraisal reports the achievement, publications of faculty members are assessed.

It is ensured that teaching should be based on psychological principles. The teacher should also use modern techniques in teaching learning process. There is also provision for remedial teaching for slow learners. Special attention is paid to them so that the gap may be filled.

Library plays a very important role in quality enhancement in higher education. At our college Internet, NLIST-INFLIBNET, LIBSYS facilities are provided.

Community engagement

The college organizes various community engagement programmes for quality improvement. They are –

- For the upliftment of girl students Centre for Women's Studies is functional. It is working on two key areas - providing legal awareness and improving women's health.
- NSS activities also focus on community engagement programmes. Our college has 4 units of NSS and their volunteers provide service to the nation through special camps. Different activities such as essay, poster, collage, slogan competitions extension lectures etc. are organized during general and special camp.
- Alumni Meet is also one of the important activity under community engagement programme. The pass-out students meet and exchange their thoughts with new students and motivate the new entrants towards positive direction.

Human resource management

The procedure of human resource management is followed in accordance with U.G.C. norms. Regular appointment is done through University of Allahabad. Under self-financing scheme vacancy is advertized in newspapers and then interview is organized under the supervision of expert. The best candidate is selected and gets recruited. Faculty members are allowed to attend faculty development programmes and other training programmes organized by different organizations like MNNIT, ASC.

Industry interaction

The College maintain regular liaison with industries. Students of Office Management & Secretarial Practices and Computer Application in Social Sciences are sent to the industries for On Job Training. Based on that training project report is prepared by the students. Students are

also taken to the industry for visit so that they may be able to face and solve the problem related to ground realities.

Information from feedback conveyed to the top management and stakeholders to review the activities of the college

In order to enable the top management and stakeholders review the activities of the institution information is provided by the head of the institution through College Website, Admission Brochure, College Magazine and Newsletter.

Resolution of the Last Meeting of the Management Committee

A meeting of the Managing Committee of Hamidia Girls' Degree College was held on 27th October 2013 at 11:30 A.M. at Hamidia Girls' Degree College Campus, Noorulla Road, Allahabad. It was attended by members. It was resolved that:

- The minutes of the last meeting be confirmed.
- The College should proceed for the re-accreditation by NAAC in Cycle-2.
- Two computer courses Tally and CCC should start in collaboration with UPTEC for students.
- The College should apply to the University for getting permission to start B.B.A. and B.C.A. courses in the College.
- The N.C.C. unit be established at Degree College.
- The exhibition on the topic "Contribution of Women to the First War of Independence" be organized at the College.
- Letter was sent to the University regarding the pressing need of recruiting class III, class IV and Librarian at the College.

Grievance Redressal

The Principal of the institution regularly meets the stakeholders and students for **redressal of their grievances** and complaints. The grievances and complaints are analyzed and discussed with the member of the concerned department and finally get resolved. The students are asked to fill the feedback form in the form of Questionnaire on Institutional performance twice a year. These responses are analyzed and discussed in the meeting and appropriate suggestions are incorporated in the list of work to be completed in the coming session.

Mechanism for analyzing Feedback

The institution has a feedback system which involves all stakeholders. The head of the institution interacts with the students on every working day. Feedbacks from students are also taken. The forms are analyzed and scrutinized and corrective measures are taken for implementation. Members of various committees interact with the Principal and present the work done in the concerned area and discuss problems, if any. Principal also meets the guardians of the students for the solution of their query. Stakeholders are informed about the activities of the college through brochure, magazine, website, SMS etc.

FACULTY EMPOWERMENT STRATEGIES

Professional Development of Teaching and Non-teaching Staff

Professional development of teaching and non-teaching staff is enhanced by the college. Teachers are motivated to attend faculty and skill development programmes. They are encouraged to participate in national and international seminars, workshops, symposium, conferences etc. Teachers are trained to use modern technological teaching aids such as smart classes, computers, O.H.P. etc. Lecture of resource persons are also organized which helps in increasing teachers' knowledge. Teachers are encouraged to involve themselves in research activities like conducting major and minor research projects and undertake publication work. INFLIBNET facility is provided in the library. Every teacher has been allotted her own ID No. Computer training is also provided to the non teaching staff.

Self Appraisal Report

To evaluate the performance of the staff, appraisal report is being filled and submitted by teachers to IQAC annually. The Self Appraisal Report focuses upon timely coverage of the modules, innovative measures adopted for effective transaction of the curriculum, research publications and activities undertaken during the session. These points throw light on the performance of the teachers. These forms are analyzed by the members. Any staff member whose appraisal is not found up to the mark is motivated to involve herself in more research activities for excellence.

Welfare Schemes

The institution takes interest in recruitment and promotion aspects of its employees. **The College is sincere enough to follow university rules GOI/State government policies on recruitment (access, equity, gender sensitivity and physically challenged)**

Welfare scheme are available for teaching and non-teaching staff. Medical benefit is granted to the employees according to the ordinance of University of Allahabad. Children education facility is provided to the teaching and non-teaching staff. The facility of leave travel concession and earned leave encashment are also available for the teaching and non-teaching staff.

Career advancement opportunities are provided. Special leave is granted to the teachers for participation in the programmes for professional development. There is a provision of maternity, duty leave. The facility of group insurance scheme is also available to the staff members of the college.

Every facility is provided in accordance with UGC norms. 100% of teaching staff have availed the benefit of welfare schemes and 75% of non-teaching staff have availed these schemes.

FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

Audited Report

The institution has adequate budgetary provisions for academic and administrative activities and optimal utilization of budget is strictly adhered by the institution.

The available financial resources are effectively and judiciously used under the following process –

- First of all any demand regarding equipment, maintenance infrastructure etc. is made by the concerned department through a demand letter.
- Quotations are invited by the Principal after analyzing the demand. In the process of financial integrity the bursar office is consulted.
- On receiving the quotations from the concerned company the matter is discussed in the meeting of finance and purchase committee.
- These suggestions are sent to management for final approval. After the approval and sanction of management the purchases are made. The entries of full official record in stock register are maintained.

The major sources of funding are University of Allahabad and UGC. University provides two types of grants – salary and non-salary. Non-salary grants are meant for the maintenance and development purpose. The audit of the university grant is done by the university itself. UGC has sanctioned grant for Development and Merged Schemes. The audit of the sanctioned grant is done through an approved chartered accountant.

INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

IQAC

The College has established an Internal Quality Assurance Cell. Bearing in mind the 3 C's (Conscious, Consistent and Catalytic action), IQAC of the College has formulated its own policy which is as follows – “The IQAC shall strive to extend equal opportunities and access to higher education. It is committed to add innovative measures in curriculum design and teaching and develop inter-departmental communication system, take consistent steps towards women empowerment and act as a catalytic force for community development by adding professional courses, skills related to ITC so that the girls belonging to the weaker and under-served sections of the society can come to the mainstream of national development”.

The IQAC has contributed in institutionalizing the quality assurance process. The meetings of the cell are held periodically in every session. Six senior teachers are the members of IQAC. The major quality related policy issues are discussed and implemented.

IQAC has made number of plans and policies for quality enhancement and all of them have been approved and implemented by the Management and the authorities. The decisions made by IQAC are as follows –

- Innovative measures in curriculum designing and teaching.
- Impart IT skills – Tally and CCC.
- Introduction of more vocational courses like B.Voc. to extend career opportunities.
- ‘Hearing the unheard’ for equal opportunities and educational excellence.
- Empowerment of women.
- Revival of the dying art of Urdu Calligraphy (Urdu Kitabat)
- Organizing outreach programmes.

- Disseminating excellence of knowledge and academic achievement.
- Human centered development.
- Development of multi-purpose conference hall
- Automation of library which includes LIBSYS, NLIST-INFLIBNET etc.
- Internet connectivity through Wi-Fi.

The internal quality assurance mechanism are aligned with the requirement of external quality assurance agencies. The external agency UGC regulates the teaching-learning process by focusing on the workload of the teachers. Time-table are made according to UGC norms. Career advancement of the teachers are done on the basis of the rules laid down by the UGC.

The Principal is the chairperson of IQAC and it works under the supervision of a Co-ordinator. The decision related to quality policy made by IQAC is properly communicated to staff. The faculty engage themselves in implementing the policy of quality enhancement. There are two external members of IQAC Prof. S.A. Ansari of Motilal Nehru Institute of Regional and Business Administration, University of Allahabad and Mr. Anjesh Kumar, GBPSSI, Allahabad. They are invited at the meetings. They give their valuable advice and suggestions which help in quality enhancement. Alumni are also its member. The alumni contribute in quality enhancement of the College by extending their services to the Library, Reprography Centre, Urdu Journalism and Mass Communication, Creative Fashion Centre, Computer Centre and Centre for Women's Studies.

Review Mechanism

The institution reviews continuously the teaching learning process through the Academic Advisory Committee. Modular curricula is planned and lectures are delivered as per the plan. After the university results are declared, it is analyzed by the subject teacher. The results are communicated to the top management. Special guidance is provided to the students who have to appear for second examination. Consequently the results are improved.

The CCTV camera is installed in all the classrooms. The Principal utilizes it for ensuring the regularity of the classes. The staff meeting with the principal is held monthly and the problems related to teaching learning process are discussed and get solved. Students are asked to fill the feedback questionnaire and important suggestions are incorporated for the improvement in teaching learning process. Principal meets the students and their parents if they have any query related to teaching process.

Communication of Quality Assurance Measures

The institution communicates its quality assurance policies, mechanisms and outcomes to the stakeholders through website, magazines, brochures etc. The Principal of the institution also interacts with the stakeholders on regular basis and communicate them timely all the relevant information related to quality.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

ENVIRONMENT CONSCIOUSNESS

The College is sensitive towards the environmental issues. Green audit has not been done but a committee is monitoring the issues of the environment at the college campus. If any problem in minimizing the carbon footprint is noticed, the committee reports to the institutional authorities and steps are taken accordingly.

The College has taken initiatives to make the campus eco-friendly. As the College faces an acute scarcity of open space and plantation cannot be done on a large scale, still the College tries to overcome this by adding green patches at all the 2 levels of the College. Pots with oxygen producing plants can be seen on the corridor and hundreds of such plants make the environment eco-friendly in the college. Under the aegis of N.S.S. the N.S.S. volunteers have planted saplings of different medicinal plants. Planting a large number of trees in the adopted slum areas is one of the regular feature of the N.S.S. special camps. Polythene bags are banned in the college campus.

Energy Conservation and Use of Renewable Energy

Steps are taken to conserve the energy through the use of CFL, LED, electronic chokes, low voltage lights and online UPS. The College organizes activities to alert the students about the danger of natural resource depletion and the need for energy conservation. The notices near the switch boards make students conscious to prevent the wastage of energy. For the use of renewable energy, Solar Thermal Water Heater is being installed at the College.

The College is concerned about carbon neutrality also. Proper measures have been taken to reduce carbon emission to keep the campus pollution free. Four wheelers are not allowed inside the College campus. Car pooling or share auto system is used by staff for transport and conveyance.

E-waste Management

Disposal of e-waste is a serious problem faced by the institution. The institution is conducting environmentally sound management of e-waste. The waste minimization techniques adopted are –

- Inventory Management – We make proper inventory of e-waste accumulated so that it can be managed properly.
- Volume reduction – Through waste segregation and waste concentration we try to achieve volume reduction of e-waste.
- Recovery and Reuse – Electronic goods are put to optimum use; the minor repairs are set right by the staff and the laboratory assistants. For major problem professional technicians are called and after repair the item is reused. The damaged computers are used by the instructors in the practical sessions of computer maintenance and hardware knowledge. Finally they are exchanged with the local dealers or sold to vendors who do the recycling. UPS batteries are recharged/repaired/exchanged by the suppliers. The waste compact discs are used by students who have created artistic designs through Wealth from Waste competition. When they fall out of use, they are handed over to the agent of the suppliers of electronic equipments.

INNOVATIONS

Innovative efforts are encouraged for the enhancement of academic excellence. Certain examples are worth mentioning –

- The development of the curriculum under B.Voc. three year degree programme as per the guidelines of University Grant Commission is an innovative step. The College is going to start B.Voc. degree programme in two trades: Journalism and Mass Communication and Fashion Design and Embroidery sanctioned by UGC each having 50 seats.

The curriculum of both trades will be designed jointly with IT, ITES Sector Skill Council, industries and college. This UGC programme aims at producing skilled job-ready youth. It is unique combination of educational institutions industries sector skill council to create a sustainable industry – ready talent pipeline by enhancing quality capacity of the students.

Our College is among just three institutions of U.P. and first at Allahabad to get approval to start B.Voc. The curriculum developed for the two trades will certainly raise the present stature of the College. The College shall play a concrete role to shape the destiny of the girls of Allahabad.

- Innovations made in academic and related activities speak of the progress of the College. To make the curriculum delivery effective various innovative methods are applied. To enhance students' interest in the topic being taught, quiz, group discussion, Antakshari, Bait Bazi etc. are organized. To clarify the concepts Department of Commerce uses management games like the game of role playing. Further students are motivated to prepare projects on topics related to their subjects. Department of English regularly holds screening of the plays and novels prescribed in the syllabus. This has brought about participatory approach. Students of the Department of sociology and English are encouraged to use internet and prepare e-content.
- For students support and progression also a number of innovations have been introduced. To improve the quality of lectures delivered certain departments have started preparing lecture contents in electronic format, in which audio-visual matter is also incorporated. For the proper delivery of the curriculum smart classes with visualizer and LCD projectors are proving very useful. Creative Fashion Centre of the College provides a platform to the students not only to enhance their creative ability but it also enables them to 'earn while learn'. Further it teaches them the 'dignity of labour'.
- Digitization of library is a major innovation introduced. Further, the College has acquired membership of N-LIST whereby students can access innumerable books and journals through internet.
- For achieving perfect governance CCTV camera and public-address system is being used. Biometric attendance for students in the library, whereby attendance of students in the library is tracked properly.
- Other remarkable innovative practices have also been introduced in the College, for instance to ensure the proper use of laptops distributed by the U.P. Government, the College made it compulsory for all students of B.A. Part II (who had received laptops) to bring it to the college

every day. Further, they were trained about the handling of laptops, accessing internet, preparing e-notes etc. In our digitized library students are provided with pen-drives to transfer the learning material to their laptops.

- A landmark step initiated by the College is that under the banner of Centre for Women's Studies, on 8th March, International Women's Day the Centre honours a living legend- a lady who has struggled hard to uplift women and transform their lives through sincere efforts. A felicitation programme 'Honouring a Hidden Pearl' is organized by Centre for Women's Studies. So far two eminent ladies have been honoured. On 8th March 2013, Dr. (Mrs.) G.S. Zaman, Ex-Principal, E.C.C. was honoured for the contribution to the field of education. On 8th March 2014 Dr. (Mrs.) Komal Bhatnagar, Ex-Principal, Arya Kanya Degree College was honoured for her valuable services to girls education and Urdu language.

BEST PRACTICES

Best Practice -1-

Title : Promotion of Skill-oriented Education: Diploma in Urdu Calligraphy

Goal : The College is meeting the educational requirements of not only Muslim girls but of all the underprivileged and underserved sections of the society. The college with two faculties of Arts and Commerce is working with the sole aim of making students self-reliant.

- To provide qualitative higher education and empower the girls students belonging to socio-economically weaker section of the society.
- To blend the traditional knowledge with modern high technological trends.
- To preserve and enrich the endangered arts which are an asset of our cultural heritage.
- To bridge the skill gap and prepare skilled youth-force for the job-market.

Context : Skill enhancement techniques should be added as supplementary feature to any s should be part of any teaching programme as skills make the students employable besides the acquisition of degrees. The remarkable shift in the present technological era has brought the responsibility to the steps of the educational institutions.

Since its inception the College is moving steadily towards the path of vocationalization. To enable the students to become self reliant, the College authorities introduced two vocational subjects during IX plan of UGC. Again three diploma courses were sanctioned by UGC (X plan) under Career Oriented Scheme – Translation Proficiency in Arabic, Urdu Journalism and Mass Communication and Fashion Designing and Kashidakari. It was followed by two year diploma course in Urdu Calligraphy sanctioned by U.P. Urdu Academy, Lucknow in 2006.

The College has started the Diploma in Urdu Calligraphy with a special purpose to introduce skill oriented education of a dying art. The art of Calligraphy originally started in Arab and again it was flourished in Iran. With the advent of Turkish rule in India, the art was practiced in India. In the art of calligraphy, words written with *Qalam* (reed pen) are adorned by measured strokes with the help of dark viscous liquid known as *Syahi*.

In this technological era, the unique hand writing style needs more attention. It may add to the global art-culture if it is aligned to computers. New softwares can be developed by blending Urdu Calligraphy with computer aided design. The students equipped with this skill can play a vital role of word design and styles. So the college has taken the initiative to start the above diploma course in collaboration with U.P. Urdu Academy, Lucknow.

Practice : The College started two year diploma course in Urdu Kitabat in 2006. The College submitted the proposal to U.P. Urdu Academy. After screening the proposal and examining the thrust of the college the academy sanctioned two year Diploma Course with following conditions –

1. 10 students would be trained
2. No fee would be charged
3. The salary of the instructor would be paid by the Academy.

The Department of Urdu was entrusted the task of grooming the students and a Coordinator was given the charge. Scholarships are also provided to the students. 7 batches have completed the course successfully. One expert is taking classes and trains students in this art. The students practice this art with interest and dedication.

The students prepare many designs, the scanned image of the word designs are published in the college magazine '*Kavish*'. The students are given computer training also. The students also exhibited their talent at the Career Fair organized by the University of Allahabad.

The students of Kitabat are benefited by the special writing style that helps to improve their hand writing. It enables them to enrich their presentations and project writing. The writing motifs designed by the students have considerable market value.

Evidence of Success : The Diploma in Urdu Kitabat is a milestone towards qualitative education specially at this juncture, when writing skills are facing challenges from ICT facilities. The uniqueness of this practice lies in the fact that it gives the students opportunity to develop their creative ideas and also implement them successfully. The students are very eager to take admission. The sponsor U.P. Urdu Academy is constantly appreciating the unit of Urdu Kitabat at Hamidia College and its efforts are acknowledged. From this session onwards the U.P. Urdu Academy as a token of appreciation increased the number of seats. Now 20 students are getting this diploma certificate. The examination is conducted by the academy. The experts who visit the college as examiners appreciate the efforts of the college.

Through this course students pursuing B.A. are getting an additional diploma based education to improve their creativity. It is a rare chance to develop their skill on prescribed rules of Kitabat.

Problems Encountered and Resources Required :

1. The Urdu Kitab Centre is facing the problem to blend the traditional calligraphy with computer aided designing. To meet this challenge an expert in Computer Aided Designing is necessary.
2. Software of Calligraphy is not available. Training of software development is essential to convert the traditional style into modern high-tech style.
3. To make linkages with international market and to mould it according to the market needs.

Best Practice -2-

Title : Regular Health Check-up of Girl Students

Goal : In 2009 as a result of the persistent efforts made by the College, a Centre for Women's Studies was sanctioned. Since the Centre adopted improving women's health as one of its key area of action, a Health Centre was established and regular health check-up of girl students are conducted.

"Healthy women build healthy communities". To fulfil this goal following steps are taken –

- To establish and maintain a health centre.
- To make linkages with doctors/specialists of the different fields related to women's health.
- To publish literature based on health education, the Centre regularly publishes health bulletin and pamphlets.

Context : WHO defines health as a state of complete physical, social and mental well being and not merely the absence of disease or infirmity. The enjoyment of the highest attainable standards of health is one of the fundamental rights of every human being. It is a matter of grave concern that in our present stress laden life crushed under the pressure of numerous responsibilities women in particular neglect their health. The health and nutritional issues of women are not given serious and sustained attention by their families. Since women have to perform multiple roles, it is imperative that full attention is paid to their health. Bearing in mind this significant issue, the Center for Women's Studies has adopted improving women health as one of its key area of action.

Practice : Centre for Women's Studies has established as Health Centre at the college where regular health check-up of students are held. The consultant doctors visits the centre and conducts health checkups on OPD basis. A Health Card is issued in the name of the examined student recording her weight, BP and other particulars. Students are also advised special referral treatment at MLN Medical College, Colvin Hospital and Jeevan Nidhi Eye Clinic and Research Centre. The students are regularly benefitted by it.

Yoga and Fitness Regimen is also conducted at the Fitness Centre started by Centre for Women's Studies. It is equipped with four exercisers. It conducts short (05 days) training programme on 'Fitness through Exercises' and 'Wellness through Yoga' with the help of a trainer.

In the session 2012-13 two eye-checkup camps were organized by the centre in collaboration with Jeevan Nidhi Eye Clinic and Research Centre on 12th October and 5th December, 2012. Another step taken by the Centre is to arrange for health related dissemination programmes through which the students have been made aware about health problems and health management techniques.

The Centre for Women's Studies has organized a number of seminars and symposium–

1. Symposium on 'Hazards to Women Health: Causes, Prevention and Care' (27th October, 2010)
2. Symposium on 'Relevance of PPNDT Act in Modern Society' (12th September, 2011)
3. Seminar on 'Women Well-Being and Positive Health Care' (25th September, 2011)

The Centre is regularly publishing a Health Bulletin – HAYAT. Four volumes have been published focusing on Health- A Gift of God, Women's Well-Being, Exercise a Key to Health and Women & Mental Health.

In the session 2012-13 the centre undertook a project on 'Health Problems Among Young Unmarried Girls: Prevention and Management'. The project aimed at identifying and studying the problems of young girls. It also focused to educate them about the diseases and provide self-management skills to enable them to adopt healthy life style.

Simultaneously orientation lectures were organized and students were informed about positive health care in the form of follow-up remedial measures like balanced diet, nutrition and fitness regimen by fitness expert.

Evidence of Success: This practice is moving with sure and steady steps.

- From November 2009 till date 681 students have been examined at the Health Centre by the consultant doctor on OPD basis.
- 5 batches of 30 students each have been trained in Yoga and Fitness Regimen.
- 85 students were benefited through the eye checkup camps organized in the session 2012-13.
- HAYAT –Health Bulletin and pamphlets on diet, nutrition and healthy life style sensitize the girl students.
- 165 beneficiaries of the project were provided adequate medical care through the consultant doctor.

During the health checkups three students were indentified with serious disabilities. One student was found suffering from partial deafness. She was sent for specified referral treatment to MLN Medical College where she was advised Hearing Aid. She was provided with Hearing Aid. Another student was identified as a serious case of blindness. She was sent for special referral treatment to Jeevan Nidhi Eye Clinic and Research Centre. Another student was found suffering from orthopedic problems. She was sent for special referral treatment at Colvin Hospital, Allahabad.

* *Kaar-e-Khair* Social Welfare society sent a congratulatory letter dated 31st March 2010 to the Principal, lauding the Centre's efforts of conducting regular health check-ups and issuing Health Card to students.

Problems Encountered and Resources Required:

- Due to inadequate knowledge about health parameters and socio-economic constraints, many students hesitate to discuss their health problems. To encounter this challenge, orientation lectures are organized.
- Students who belong to the weaker sections find it difficult to pursue positive health care measures. The Centre then makes arrangements for their special referral treatment through the 'help to poor' fund.
- It is difficult to coordinate with the parents of the students and to convince them for the treatment.

Contact Details

Name of the Principal:	Dr. Rehana Tariq		
Name of the Institution:	Hamidia Girls' Degree College		
City:	Allahabad		
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EVALUATIVE REPORT OF THE DEPARTMENTS

Faculty of Arts

S. No.	Name of the Department	Year of Establishment	Number of teaching posts Sanctioned			Number of teaching posts Filled		
			Professors	Associate Professors	Asst. Professors	Professors	Associate Professors	Asst. Professors
1.	Ancient History	01/10/1991			01		01	
2.	Arabic	28/03/1985			02		01	
3.	Economics	19/09/1975			02		02	
4.	Education	19/09/1975			02		01	
5.	English Literature	19/09/1975			02		01	01
6.	Geography	19/09/1975			02		01	
7.	Hindi	25/10/1986			02		01	01
8.	Medieval History	19/09/1975			02		01	
9.	Painting	01/10/1991			01		01	
10.	Persian	28/03/1985			01			01
11.	Urdu	19/09/1975			02		01	01
12.	Sociology	28/03/1985			02		01	01
13.	Computer Application in Social Sciences	26/03/2002						
14.	Office Management & secretarial Practices	24/06/1998						

Faculty of Commerce

S.No.	Name of the Department B.Com Sanctioned by Management	Year of Establishment	Number of teaching posts Self Financed			Non-Teaching Staff	
			Professors	Associate Professors	Asst. Professors	Male	Female
1	B.Com	31/08/2002			3	01	01

Name of Programmes- UG

Annual

FACULTY PROFILE

S.No	Name	Qualification	Designation	Department	Specialization	No. of Years of Experience
1.	Dr. Rehana Tariq	M.Sc., M.Ed., LL.B., D.Phil.	Principal	Education	Educational Psychology	23
Faculty of Arts						
2.	Dr. (Mrs.) Nasreen Begum	M.A., D.Phil.	Associate Professor	Anc. History	Archaeology	23
3.	Dr. (Mrs.) Nudrat Mahmood	M.A., M.Phil., PhD.	Associate Professor	Arabic	Arabic Fiction in 19 th Century	26
4.	Dr. (Mrs.) M.M.N. Siddiqui	M.A., D.Phil	Associate Professor	Economics	Industrial Development of U.P.	39
5.	Dr. (Mrs.) Bilgees Farooq	M.A., Ph.D.	Associate Professor	Economics	Agriculture	26
6.	Dr. (Mrs.) Shama Rani	M.A., M.Ed., M.Phil, PhD. (NET-JRF)	Associate Professor	Education	Educational Psychology	19
7.	(Mrs.) Neerja Verma	M.A.	Associate Professor	English	Modern Indo-Anglican Fiction	29
8.	Dr. (Mrs.) Sabiha Azmi	M.A., D.Phil.	Assistant Professor	English	Elizabethan Literature & Gender Issues	16
9.	Dr. (Mrs.) Amna Farooqui	M.A., D.Phil.	Associate Professor	Geography	Industrial Geography Environmental Issues	23
10.	Dr. (Mrs.) Haseena Bano	M.A., B.Ed., Ph.D., I.G.D. Bombay	Associate Professor	Hindi	Comparative study of Shri Maithili Sharan Gupt and Dr. Sir Iqbal	26
11.	Dr. (Mrs.) Rehana Siddiqui	M.A., Ph.D.	Assistant Professor	Hindi	Comparative Study of Hindi-Urdu Poetry of the 20 th Century	16
12.	Dr. (Mrs.) Yusuf Nafees	M.A., D.Phil.	Associate Professor	Med. History	Social Indian History	26
13.	Dr. (Mrs.)	M.A., Ph.D.	Associate	Painting	Landscape in	23

	Shahla Hasan		Professor		Jahangir Period	
14.	Dr. (Mrs.) Shabana Aziz	M.A., Ph.D. (NET)	Assistant Professor	Persian	Development of Persian Prose under Sultanate Period in India	15
15.	(Mrs.) Naseha Usmani	M.A., (NET-JRF)	Associate Professor	Urdu	Urdu Fiction	26
16.	(Mrs.) Zareena Begum	M.A. (NET)	Assistant Professor	Urdu	The cultural Aspects of Urdu Poetry	19
17	Dr. (Mrs.) Sheela Ansari	M.A., B.Ed., D.Phil.	Associate Professor	Sociology	Minority Women	32
18	(Mrs.) Erum Farid Usmani	M.A. (NET)	Assistant Professor	Sociology	Child Labour Women Studies	13
Faculty of Commerce						
19	Dr. (Mrs.) Amita Agrawal	M.Com, MBA, Ph.D.		B.Com.	Marketing Management	15
20	Mrs. Shahnaz Fatima Kazmi	M.Com. (NET)		B.Com.	Banking	7
21	Mariyam Razi	M.Com. (NET)		B.Com.		1

LIST OF SENIOR VISITING FACULTY

S.No.	Name of the Guest Faculty	Topic of the Lecture	Date
1	Mr. Sanjay Misra Deputy General Manager, UPTEC Computer Consultancy Ltd. Allahabad	Skill Enhancement	10-09-13
2	Mr. Anjesh Kumar Computer Centre In-charge, Programmer GBPSSI, Allahabad	Cloud Computing	17-09-13
3	Mr. Gaurav Agarwal Cyber Networks , Allahabad	Website Designing	28-01-14
4	Mr. Manish Rungta Centre Head, NIIT Allahabad	Introduction to JavaScript	11-02-14

STUDENT-TEACHER RATIO

S.No.	Department	No. of Faculty	Student-Teacher Ratio
Faculty of Arts			
1.	Ancient History	1	120:1
2.	Arabic	1	120:1
3.	Economics	2	250:2
4.	Education	1	250:1
5.	English Literature	2	250:2
6.	Geography	1	60:1
7.	Hindi	2	250:2
8.	Medieval History	1	250:2
9.	Painting	1	20:1
10.	Persian	1	60:1
11.	Urdu	2	250:2
12.	Sociology	2	250:2
13.	Computer Application in Social Sciences	Only Temporary Faculty	30
14.	Office Management & secretarial Practices	Only Temporary Faculty	30
Faculty of Commerce			
15.		2	75:2

TECHNICAL POSTS

Sanctioned	04
Filled	03
Vacant	01

NON-TEACHING

Sanctioned	12
Filled	09
Vacant	03

SEMINARS ORGANIZED

S. No.	Topic	Date	Source of Funding
1.	National Seminar on "Gender Issues: Changing Paradigms as Reflected in English Literature"	13&14 November, 2010	U.G.C.
2.	'Women and Property Rights in India'	22 nd September, 2011	UGC
3.	"Woman Well-Being and Positive Health Care"	25 th September, 2011	UGC
4.	National Seminar on "Attharhwein Sadi ki Dilli: Meer Ka Gham-e-Dauran Aur Shoara-e-Muasreen"	17 th -18 th November 2012	U.G.C. and N.C.P.U.L.
5.	National Seminar on	20 th & 21 st Dec 2013	I.C.H.R.

	“Women Freedom Fighters of 1857 With Special Reference to Rani Lakshmi Bai & Begum Hazrat Mahal”		
6.	National seminar on “Lucknow Ka Adabi Manzarnama: Munshi Dwarika Prasad Ufaq Ke Khususi Hawale Se”	7 th & 8 th March, 2014	Urdu Academy, Lucknow and N.C.P.U.L., New Delhi

BEGUM KHURSHEED KHWAJA MEMORIAL LECTURE

1.	First Memorial Lecture in honour of Begum Khursheed Khwaja – Founder of the College	24 th December, 2011
2.	Second Memorial Lecture Tribute to Women Freedom Fighters-‘ <i>Hidden Pearls</i> ’	8 th March, 2013
3.	Third Memorial Lecture - Special Tribute to Akbar Allahabadi	22 December, 2013

PUBLICATIONS

Sl. No	Name of faculty	Departments	No. of Research paper	No. of Articles in Journal	No. of Mono graphs	No. of chapters in books	No. of books with ISBN / ISSN	No. of Books edited
1.	Dr. Rehana Tariq	Principal	04	-	-	-	01	-
2.	Dr. Nasreen Begum	Anc. History	03	03	-	01	-	-
3.	Dr. Nudrat Mahmood	Arabic	01	-	-	-	-	-
4.	Dr.M.M.N.Siddiqui	Economics	02	-	-	-	01	-
5.	Dr. Bilquees Farooq		03	02	-	-	-	-
6.	Dr. Shama Rani	Education	01	-	-	-	-	-
7.	Mrs. Neerja Verma	English	-	-	-	-	-	-
8.	Dr. Sabiha Azmi		08	05	01	-	-	02
9.	Dr. Amna Farooqui	Geography	-	-	-	-	-	-
10	Dr. Haseena Bano	Hindi	01	-	-	01	02	01
11	Dr. Rehana Siddiqui		02	-	-	-	-	01
12	Dr. Yusuf Nafees	Med. History	03	04	-	01	-	-
13	Dr. Shahla Hasan	Painting	-	02	-	-	04	

14	Dr. Shabana Aziz	Persian	04	08	-	-	-	02
15	Mrs. Naseha Usmani	Urdu	08	04	-	-	-	
16	Mrs. Zareena Begum		-	05	-	-	-	01
17	Dr. Sheela Ansari	Sociology	01	02	-	-	-	-
18	Mrs. Erum Usmani		04	07	01	01	-	02
19	Dr. Amita Agarwal	Off & CAS	01	-	-	-	-	-
20	Mrs. Shahnaz Kazmi		-	-	-	-	-	-

Consultancy Services of the College

- **Consultancy Services extended to Government/Non-Governmental Organisations:**

- ▶ The Principal and the faculty members of various departments are invited as member of the interview board, as member of Board of Studies, as examiner, as paper-setter, as evaluator, as lesson-writer for the correspondence course by the University of Allahabad, MONIRBA, IERT, IGNOU, Constituent colleges of University of Allahabad, Uttarakhand Open University, U.P. Madhyamik Shiksha Seva Ayog, Allahabad, U.P. Board etc.
- ▶ Seeing the fair and transparent practices of the College in conducting various examinations, Guru Ghasidas Vishwa Vidyalay, Bilaspur, Chattisgarh (a Central University by an Act of Parliament) has been holding its Vishwavidyalay Entrance Test on the College campus for the last two academic years. VET-2013 and VET -2014 have been successfully held in the College in which the Principal, Exam Cell and College Faculty extended full support and cooperation.

- **Consultancy Services to Community/Public**

The College is Muslim minority girls college and the students belong to a micro-marginalized community. They come from the underserved, disadvantaged sections of the society and hence are not aware of the various schemes, governmental policies and programmes for the uplift of women. The College through various seminars, workshops and gender sensitization programmes organized by the Centre for Women's Studies has offered considerable service to the society by educating the girl students about legal issues and healthy lifestyle. The legal literacy workshops and health check-ups of students by consultant doctor are modest efforts initiated by the College in the area of providing consultancy services to the community and general public.

- **Facilities extended to teachers for providing consultancy services**

The college encourages the faculty members to utilize their expertise

for consultancy services by giving them duty leave, special casual leave.

MEMBERSHIP IN NATIONAL COMMITTEE AND EDITORIAL BOARDS

S. No.	Name of Faculty	National Committee	Editorial Board
1.	Dr. Rehana Tariq Principal	1. Indian Association of Teacher Educators	Patron Kavish Magazine
1.	Dr. Nasreen Begum	-	Naqsh-e-Nau (International Journal) Kavish Magazine
2.	Dr. Nudrat Mahmood	-	Naqsh-e-Nau
3.	Dr.M.M.N.Siddiqui	1. Indian Economics Association 2. Bhartiya Arthic Shodh Sansathan	
4.	Dr. Bilqees Farooq	1. Indian Economics Association 2. Bhartiya Arthic Shodh Sansathan	
5.	Dr. Shama Rani	2. Indian Association of Teacher Educators	Editor in Chief Kavish Magazine
6.	Mrs. Neerja Verma	-	Kavish Magazine
7.	Dr. Sabiha Azmi	-	Kavish Magazine & Editor “Qanoon Ki Dastak” (Journal)
8.	Dr. Amna Farooqui	-	-
9.	Dr. Haseena Bano	-	Kavish Magazine
10.	Dr. Rehana Siddiqui	-	Kavish Magazine
11.	Dr. Yusufa Nafees	Indian History Congress	Kavish Magazine Naqsh-e-Nau
12.	Dr. Shahla Hasan	-	-

13.	Dr. Shabana Aziz	-	Naqsh-e-Nau
14.	Dr. Sheela Ansari	-	-
15.	Mrs. Erum Farid Usmani	-	Kavish Magazine & Editor "Qanoon Ki Dastak" (Journal)
16-	Mrs. Naseha Usmani	-	Editor Naqsh-e-Nau
17.	Mrs. Zareena Begum	-	Co-Editor Naqsh-e-Nau Shodh Dhara (Journal)
18.	Dr. Amita Agrawal	-	-
19.	Mrs. Shahnaz Kazmi	-	-

STUDENT PROJECT

Department	Percentage
OFF	100%
CAS	100%
Med. History	50%
Sociology	60%
Urdu Journalism	100%
C.W.S.	10%

Three faculty members have received awards –

- **Dr. Rehana Tariq**, Principal, HGDC, Alld. was awarded by Saraswat Khatri Pathshala Society , Allahabad, on 5th September 2012.
- **Dr. MMN Siddiqui**, Asso. Prof. Dept. of Economics, HGDC, Alld. was awarded **Best Programme Officer NSS (28th March, 2010)**.
- **Mrs. Erum Farid Usmani**
Honour for Excellence in Education by Association for Social Services, Education and Technology (ASSET), New Delhi 13.4.14

Besides this other faculty members have also received rewards and incentives from management and other bodies.

EMINENT ACADEMICIANS WHO VISITED THE COLLEGE

S. No.	Department	Name of Academician	Date
1.	Economics	Prof. P.K. Chaubey- Delhi	2009-10
		Prof. B.B. Tripathi- Agra	2009-10
		Prof. Manmohan Krishna, Dept. of Economics University of Alld.	17-9-2013
		Prof. A.K. Jain, Dept. of Economics University of Alld.	23-9-2013

		Prof. Prahlad Kumar, Dept. of Economics University of Alld.	21-11-2013
		Prof. Nisha Srivastava, Dept. of Economics University of Alld.	9-11-2013
		Dr. Javed Akhtar, Dept. of Economics University of Alld.	17-9-2013
		Dr. Kiran Singh, Dept. of Economics University of Alld.	9-11-2013
2.	English	Prof. R.R. Dutt, Ex. Head Dept. of English, UoA, Alld.	2010-2011
		Prof. R.R. Dutt, Ex. Head Dept. of English, UoA, Alld.	2011-2012
		Prof. R.R. Dutt, Ex. Head Dept. of English, UoA, Alld.	2012-2013
		Prof. R.R. Dutt, Ex. Head Dept. of English, UoA, Alld.	13.02.2014
		Dr. Thomas D'Souza, Ewing Christian College Alld.	15-02.2014
3.	Sociology	Prof. Satya Narayan, Dept. of Sociology, University of Alld. Dr. Ashish Saxena, Dept. of Sociology, University of Alld. Dr. Anurag Dewedi, Dept. of Sociology, University of Gorakhpur.	19-9-2012 20-9-2012 20-2-2014 25-2-2014

SEMINARS, WORKSHOPS, SYMPOSIUM ORGANIZED BY THE COLLEGE

Sl. No .	Name of the faculty members	Departments	Seminars/ Workshops/ Symposium /Memorial Lecture	Theme	Date And source of funding
18.	Mrs. Naseha Usmani	Urdu	National Seminar	<i>Lucknow ka Adabi Manzarnama:</i>	7-8 March, 2014
19.	Mrs. Zareena Begum			<i>Munshi Dwarika Prasad Ufaq ke Khususi Hawale Se</i>	

20.	Dr. Yusuf Nafees	Med. History	National Seminar	Women Freedom Fighters of 1857 with special reference to Rani Laxmi Bai and Begum Hazrat Mahal	20-22 December, 2013
21.	Mrs. Naseha Usmani	Urdu	National Seminar	<i>Attharwein Sadi ki Dilli : Meer ka Gham-e-Dauran aur Shora-e-Muasreen</i>	17-18 November, 2012
22.	Mrs. Zareena Begum				
23.	Mrs. Naseha Usmani	Urdu Journalism and Mass Communication	Workshop	Photo Journalism : Concept, Technique and Its Relevance in Modern Media	5 th – 6 th November, 2011
24.	Dr. Sabiha Azmi	Centre for Women's Studies	Seminar	Women Well-Being and Positive Health Care	25 th September, 2011
			National Seminar	Women and Property Rights in India	22 nd September, 2011
25.	Mrs. Erum Usmani		National Seminar	Divorce Among Muslims with Special reference to Talaq-e-Tafweez	21 st November, 2010
26.	Mrs. Neerja Verma	English	UGC sponsored National Seminar	Gender Issues : Changing Paradigms as reflected in English Literature	13 th – 14 th November, 2010
27.	Dr. Sabiha Azmi				
28.	Mrs. Naseha Usmani	Urdu Journalism and Mass Communication	Symposium	Need and Importance of Urdu Journalism in the Modern Age	7 th October, 2010

Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. I					
2012-13	731	614	Nil	Yes	65.5%
2011-12	677	567			72.9%
2010-11	694	613			73%
2009-10	752	608			70.88%
B.A. II					
2012-13	508	443			85.7%
2011-12	516	479			83.6%
2010-11	503	413			90.2%
2009-10	573	530			96.41%
B.A. III					
2012-13	433	414			96.6%
2011-12	454	440			95.1%
2010-11	522	516			97%
2009-10	451	444			99.09%
B.Com I					
2012-13	87	74			63.5%
2011-12	70	58			75.8%
2010-11	47	35			77.7%
2009-10	62	52			89.6%
B.Com. II					
2012-13	52	42			76.2%
2011-12	60	35			80.5%
2010-11	56	52			46.4%
2009-10	51	46			89.8%
B. Com.III					
2012-13	48	37			95.8%
2011-12	37	26			97.2%
2010-11	46	45			73.3%
2009-10	66	66			96.7%

- 2013-14 Result Awaited

DIVERSITY OF STUDENT

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG	96%	4%	

Detail of Infrastructure Facilities

- Library- One Central Digitized Library with 2007 Books
- Internet facility is available for staff and students through Wi-Fi-
- Geography Lab & Painting Lab with Equipments (Refer to Criterion-IV)
- The college has a Language Lab equipped with 21 PCs and ETNL Language Lab Software.
- Media Lab equipped with Computer(05), Colour printer (01), Printer with Copier/Scanner (01), T.V. -22" (01), Airtel DTH Antenna (01), Handicam (01), Digital Still Photography Camera (01), Movie Maker (01), Tripod (01), Sony Digital Mobile Voice Recorder (01).

Teaching Methods Adopted to Improve Students Learning

Teaching Methods

Lecture Method, Assignment Method, Group Discussions, Computer Assisted Instruction, Smart Class and Use of ICT & Library Method.

- E-Resources and reading material are provided to the students.

Number of students receiving financial assistance

2010-2011	674
2011-2012	788
2012-2013	775
2013-2014	904

SWOC Analysis :

Strength

Disciplined students, dedicated teachers, healthy and protective student teacher relationship. Language Lab equipped with 21 PCs and ETNL, Digitized Library, Facility of INFLIBNET. The Centre for Women Studies working on gender issues every year honours one lady, a living legend who has worked for the upliftment of women on the occasion of International Women's Day under the felicitation programme '*Honoring Hidden Pearl*'.

Weakness

- Limited autonomy in curriculum.
- Imbalanced teacher taught ratio.

Opportunity

The faculty regularly motivates and helps the students to use Digitized Library they also assist students creative writing. Teachers also adopt

mentorship roles and motivate them towards excellent performance.

Challenges

- Imbalanced teacher-taught ratio
- To increase staff strength
- To introduce B.Ed, Science & Law classes

Future Plan

To start more integrated Vocational and interdisciplinary courses. The college authorities are working round the clock for effective implementation of B.Voc. Degree Programmes in 2 trades 1- Fashion Designing & Embroidery 2. Journalism & Mass Media Sanctioned by the UGC to the college in May 2014.

The centrally-sponsored programme, which aims at producing skilled youth, is a unique combination of Educational Institutions, Industries and Skill Council to create a sustainable industry-ready talent. Thus skilled youth will also help in economic growth of nation.