

**NAAC ASSESSMENT and INSTITUTIONAL ACCREDITATION  
REPORT 1<sup>st</sup> CYCLE**

**20<sup>th</sup> August 2004**

**HAMIDIA GIRLS' DEGREE COLLEGE, PRAYAGRAJ**

**(A Constituent Minority College University of Allahabad)**

## **Assessment Report for Institutional Accreditation of Hamidia Girls' Degree College, Sultanpur Bhawa, Noorulla Road, Allahabad**

### **Section I : Preface**

Hamidia Girls' Degree College, Allahabad volunteered to be assessed by the National Assessment and Accreditation Council and conducted the preliminary self study. The Self Study Report was submitted to NAAC by the institution. A peer team was constituted by NAAC to visit the institution and validate the SSR. The peer team, consisting of Prof. R.S.Bawa, Registrar, Guru Nanak Dev University, Amritsar as Chairperson and Co-ordinator, Dr.(Mrs.) Urmila Sharma and Prof. D. V. Dagar as Members visited the institution for two days 19-20, August 2004.

Hamidia Girls' College, Allahabad associated with Allahabad University, Allahabad covering a total area of 1.43 acre was established in 1975 with the aim to impart education, including higher education to Muslim Women and also to arrange for the vocational instructions and training of women specially purdah observing. The college has 0.305 acre built up area. The college is situated in urban and minority concentrated area. The college is having strength of 1577 students in the Arts faculty and 40 in diploma/certificate courses during the session 2003-04. The college has started self financing course, B.Com. which has 53 students. The financial category of the college is Grant-in-aid. The college has UGC recognition since 10<sup>th</sup> September 1986.

There are 22 female members in the teaching faculty, out of which 18 are Ph.d and 4 are PG's as the highest qualification besides there are 6 members in the administrative staff and 2 in

*R.S.*

the technical staff. The unit cost of the college education is Rs.814.80/- during 2003-2004. The drop out rate during the last year was 4% . The temporal plan of academic work of college is Annual System. The college has limited support services in the form of Central library, Computer Centre, a small but useful Auditorium etc.

The Peer Team carefully perused and analysed the SSR submitted by the institution. During the institutional visit, the team went through all the relevant documents, visited departments and facilities and interacted with various constituents of the institution. The academic, co-curricular, extra-curricular, sports and extension facilities of the institution were visited. The peer team also interacted at length with the Steering committee, Head of the Institution, faculty, administrative staff, Alumnae, students and their parents. Based on the above exercise and keeping in mind the criteria identified by NAAC, the peer team has taken a value judgment. The assessment of the institution under various criterion, the commendable features of the institution as well as the issues of concern are given in the following pages :

## **Section II : Criterion-Wise Analysis**

### **Criterion 1 : Curricular Aspects**

As this college is associated with the University of Allahabad, the college follows the syllabi prescribed by the parent University for Arts and Commerce faculties in the annual pattern. It offers only UG programmes. The college has limited number of subject combinations and students can opt any one subject combination out of the available.

*R. G. Datta*

To cater to the linguistic development of the students the college has been granted the permission by the University of Allahabad to teach Urdu, Hindi, Arabic, Persian and English. Apart from these languages, the college also conducts classes of other subjects of social sciences and humanities, viz. Ancient History, Med.History, Geography, Economics, Education, Sociology and Painting. The vocational subjects of Office Management and Secretarial Practice is already available and Computer Application is being added to the faculty of Arts. In the Commerce faculty classes are held for the B.Com and OMSP. The students are offered with various elective options in the arts faculty. In addition to that the college runs diploma and certificate courses in languages and computer application as part time courses. The college is in the process of starting course in Fashion Designing and Kashidakari from the session 2004-05 under career oriented scheme granted by the UGC during Xth plan.

The mission and goals of the college are reflected in prospectus. The college aims to promote education and training to muslim women specially purdah observing girls of the minority community.

The college would require 1-2 years period to introduce a new programme of study. The college has introduced B.Com. and various other diploma/certificate courses during the last three years.

Since the college is an associated institution, the curriculum is designed by the university. Some teachers are members of departmental curriculum designing committee and Principal is the member of Board of Studies, Academic Council and Executive Council of the University. Each department has developed its own modular curricula for a session on the basis of syllabus provided by the university.

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Feedback on programs and interaction with academic peers and employers is one of the ways to be relevant in the changing context. Feedback given by inspection teams of the parent university and UGC are certainly helpful, but not enough. The college could establish a formal system of feedback on programs as well as interaction with academic peers and employers, preferably with an external expert facilitating the proceedings.

## **Criterion II : Teaching-Learning and Evaluation**

The students are selected for admission to various courses on the basis of their academic record. The college publishes updated prospectus every year for information and guidance of the students for admission to various courses.

There is a provision for assessing students' knowledge through tests and discussions just after admission. The college provides bridge/remedial courses to the educationally disadvantaged students. The college provides remedial teaching in Urdu, Sociology, Ancient History, Painting and English Literature as per U.G.C. scheme. The advanced learners are encouraged to go ahead of the rest by providing them Internet facility, opportunities to attend seminars to enrich their knowledge, medals to outstanding performers etc. The college encourages the teachers to make a well planned teaching plan and deliver well planned lectures.

The University prescribes the syllabus for different courses. At the start of each session, the departments formulate their teaching plan and submit it to the principal. The syllabi is unitized according to teaching schedule. Teachers are advised to finish units in a stipulated time frame; on completion of each unit, the

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learning of the students is gauged by taking unit tests. The half yearly examinations also provide mid-course correction opportunity to students and help them in assessing their level of preparation.

The college supplements the lecture method of teaching with other learner-centred methods such as library consultation facility, Internet facility, assignment backed by corrections, CDs for advanced information etc. The teaching is supplemented with audio-visuals aids like transparencies and computer package.

There were 259 working days and 171 teaching days during the previous year. All the classes are taught by full-time teachers. The ratio of teaching to non teaching staff is 11:8.

The college has 22 permanent faculty members. New faculty is recruited through regular selection procedure and by properly constituted selection committee as per UGC guidelines U.P. State Universities Act, Ordinance and Statues of Allahabad University. The vacancies are advertised in at least two standard newspapers having adequate circulation in Uttar Pradesh and names of suitable candidates are also obtained from the concerned Distt. Employment Officer. The college had not recruited any teacher for the last two years. Additional projects/expansion are managed by self-financing schemes. All the 22 teaching staff members have attended seminars/conferences/workshops as participants and one college teacher acted as resource person during the last two years.

The college has recently started the self appraisal method to evaluate the performance of the teachers. There is a specially designed proforma, which enables the lecturers to analyse their performance under different heads like teaching, research and extension. The feedback is thoroughly scrutinized and the lecturers whose feedback signal exemplary performance are given

*R. Kumar*

due encouragement whereas in cases where performance suggests sluggishness those lectures are advised to improve.

Results of House examination and university examination are thoroughly scrutinised. Departments which show 100% result and teachers of those students who secure positions in the University Merit List are amply rewarded.

The teachers are encouraged to participate in faculty development programs organised elsewhere too. 10 faculty members benefited from the Refresher courses and 3 from the orientation courses during the last two years. One faculty member has received teaching award so far.

To develop expressional skills debates extempore speech contest, word duel (Baitbazi) and mushairas are sometimes conducted. The college organized Inter Collegiate Girls' Sport Meet in March, 2004. All these practices provide good grooming to the students.

Attending State level and University level Seminars/Refresher courses by some college teachers is certainly praiseworthy. Now the college needs to take the next step and encourage the teachers to participate as resource persons at these seminars and also organize some seminars in the college.

Apart from regular teaching, the faculty is encouraged to take the responsibility of the different committees and improve the efficacy of the college. Being member of the different committees each member of the staff plays a healthy role in directing the affairs of the college and improving the overall performance of the college.

The college has not established any national and international linkages for teaching and/or research.

R. J. Jais

### **Criterion -III - Research, Consultancy and Extension**

The institution has little scope to promote research culture among the faculty and students. The college is U.G. College and as such the students are not involved in active research. Out of the 22 teachers, the college has already 18 Ph.Ds. and only 4 P.Gs. The teachers are provided with study leave on demand (as per UGC provisions). The college has one ongoing self-financed project and two faculty members have been sanctioned U.G.C. minor projects. The institution is yet to promote faculty participation in consultancy work.

The faculty is however encouraged to publish papers in their individual respective fields. One of the college teachers participated in U.G.C. National Conference held in Nov., 2003.

The extension activities are carried out under N.S.S. programme. The broad areas of various extension activities are community development, social work, health and hygiene awareness, adult education and literacy, AIDS and environment awareness. The college organised campaign for cleanliness, in which students visited the slum areas and made people aware of healthy life-style. To improve the lot of the muslim women, the college organised one workshop on women related problems and one regional seminar on gender issues. The college organised two days seminar on "Changing Status of Women : Review Policies and Plan for Action" and one day symposium on Legal Rights of Women. The college organised two days National Workshop on Women Empowerment in 2001. In 2002, the college conducted an awareness programme to discuss social justice and rights of women.

The college organised a state level exhibition on the theme 'Yuva Varg ke Amar Digdarshak Mahatama Gandhi' sponsored by

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Human Resource Development Ministry. The college also organized a campaign against social evils with the help of N.G.O. like Chetna & OXFAM. The college is continuously participating in Pulse Polio Campaign since 1997.

The college has established a centre of Creative Arts to promote the skills of traditional handicrafts and provided the opportunity to earn while learn which is yet to pickup.

The teachers and students should be encouraged to participate in extension activities by providing them special duty leaves and funds.

National and International collaborations too could go a long way to enhance educational service of the college. With this goal in mind, the college could make efforts to generate funds for research. Getting financial assistance for research would further encourage the faculty to engage itself in research.

#### **Criterion IV : Infrastructure and Learning Process**

The college has a small campus of 0.305 acre. The physical facilities include class rooms, library hall, and a computer lab.

The infrastructure of the college is handled with care. A lab Incharge has been appointed to look after the computer lab. For maintenance of hardware and software, engineers are called from time to time.

The college makes efforts for optimum utilisation of its infrastructure facilities. The college encourages use of the academic facilities by external agencies like allowing the old students of the college to consult the library. A minority coaching centre and Hamidia Computer Centre have been set up for the college students as well as for the outsiders. Purified water is supplied though Aqua guard and water cooler.

*R. J. Gaur*

The college library is equipped with Internet search facility. There are 8060 books. The library subscribes to 5 newspapers and 7 magazines. The college has yet to provided any book bank facility to its students. The library has facilities like reprography, computers, audio and video cassettes and Internet. The library observes 259 working days. The working hours of the library are 8 hours daily. It is incredible that computerization of the library has been done with the help of OMSP students under the guidance of teacher in charge of the Computer Lab.

The college has central computer facility having 23 computers, 07 printers, 01 digital photocopier, 01 scanner, 16 UPS, One charger, modem, generator and latest softwares etc. The computer centre works eight hours daily on working days. The Geography deptt. has one computer, coaching centre has three computers, painting deptt. has one computer. Rest of the departments have free access to the computer lab. Learning packages on History, Painting, Geography, OMSP and library are available in the college.

College has a consultant doctor who visits the college occasionally. First Aid Corner is also maintained in the College. Infrastructure facilities related with indoor games and throws are available. Incentives are given to outstanding sports persons including fee concession, scholarships, medals, certificates, books etc. A few college students participated in the university, state and national meets and one student got 1<sup>st</sup> position.

The college does not provide any hostel facilities

Addition of more books other than text books, computer aided learning packages, medical facilities, hostel facilities etc. would go a long way to equip the college to perform its mission more efficiently.

*R. Datta*

### **Criterion V : Student Support and Progression**

The percentage of students appearing for the qualifying examination after completing the minimum period of study in the last year was 96% and drop out rate was 4%. The college has shown good results in the university examinations. Two candidates got 2<sup>nd</sup> and 6<sup>th</sup> positions during the session 2001-02. Being an undergraduate college forty to fifty percent of the students go for PG studies, rest opt for B.Ed. and other competitions. Good number of students from the vocational classes either get employment in various public and private sectors or get self-employed.

The college publishes its updated prospectus every year. Mission, Profile, fee structure, lists of subjects/streams of the combination, time table, activities of the college etc. are given in the prospectus.

Scholarships from Waqf Council, New Delhi, from Welfare and Cess Commission, Ministry of Labour, Govt. of India, from Urdu Academy, Merit Scholarship from state govt. and 17.5% free ship, scholarship for backward, SC &ST etc. are available to the students. 21 students received merit during the last two years.

Although the college has no employment cell or placement officer, the teachers provide academic and personal counselling to students especially at the time of admission and even through out the session.

The college has recently formed an Alumni Association. Alumni contribute articles in the college magazine. They participate in cultural programs and seminars.

All policies and criteria of admission are made clear to the students in the updated prospectus every year. The admission

*R. Y. Sharma*

policy of the college with regard to overseas students is open, but till date no NRI admission has been made.

The various recreational/leisure time facilities available to students are Indoor games, debate, students magazine, audio video facilities, sewing, cutting, embroidery and other handicraft making.

The Creative Arts Centre at the college taps young students and gives them training in tailoring, sewing, cutting and embroidery who can subsequently provide their services on order. This praiseworthy step of the college helps inculcate a sense of discipline, self-confidence and above all a dignity of labour amongst the students.

The college needs to establish employment cell and to appoint placement officer. The college could make efforts to systematize its alumni and get their assistance in furthering its educational goals.

## **Criterion VI : Organisation and Management**

The offices and departments of the institution are governed on the principles of participation. There exists fairly reasonable co-ordination between the different internal units as well as between the managing committee and the principal. The college is a grant-in-aid college and as such follows rules and regulations laid down by the Government, the university and its own Managing committee. The college has effective, efficient, co-ordinating and monitoring mechanism.

The college has an in-built mechanism to check the work efficiency of the non-teaching staff through ACRs.



The college follows the academic calendar of the University and has formed a special academic calendar committee for preparing the academic calendar of the college.

The college follows the Govt. supported fee structure. During the last three years, the tuition fee has been increased from Rs.144/- to 900/-, DA from 42/- to 240/-. Enrollment and Examination fees from Rs.15/- to 100/- and 128 to 400/- respectively in 2001-02. But now the tuition fee has been reverted to Rs.144/- and DA to 42/-. The college has one self financing course B.Com having total fee of Rs.3500/- per annum. The college had a no excess/deficit budget during the last two years. Budgeting and auditing procedures are regular and standardised. The college has an internal audit mechanism. The college adopts various welfare programmes like giving free education, towards of the employees, in the eventuality of death of non-teaching staff during service period, one of the ward is employed on the post left vacant by the deceased.

The college provides various loan facilities to the members of the teaching and non teaching staff like loan from GPF, personal and housing loans from banks, loans from LIC etc. The finance committee deals with the purchase of major items by following due procedures.

The college could do well to mobilise resources, better organise association of past students, get assistance from society at large and benefit the same society in return.

### **Criterion VII : Healthy Practices**

The Peer Team notes with appreciation the following healthy practices of the college.

R. B. Singh

The college has recently adopted mechanism for internal quality checks through which teaching learning process is assessed through screening of self-assessment reports of teachers.

The college has got approved vocational courses under X<sup>th</sup> plan from the U.G.C. and is already running B.Com. classes under self financing scheme.

The college is running the study centre of UP Rajarshi Tondon Open University in its premises.

Civic responsibilities are inculcated among the students through programme of NSS.

Efforts are also made by the college to bring in community orientation in its activities. The college is aware of the backward state of the muslim women and wishes to bring them at par with the other educated elite and contribute for National Development.

It is appreciable that college has established Minority coaching centre and Centre for Creative Arts.

It is praise worthy that keeping in view the needs of the times, Vocational courses have been introduced by the college.

### Section 3: Overall Analysis

The Peer Team, after going through the SSR and after its visit to various academic and physical facilities, is satisfied by the progress of this college.

The Peer Team would like to commend the college for some of the positive features of it's approach to quality assurance and standards and at the same time points out some of its concerns to the college authorities for their consideration. The Peer Team would like to commend the institution for the following aspects :

*R. Bawa*

- Encouragement and support given by the Management to the organisation
- Dedication and commitment of the highly qualified teaching and non-teaching staff of the institution.
- Starting of Vocational and self financing Courses
- Facilities to the teaching faculty to attend the orientation and refresher courses as per their need.
- Good university level results
- Inculcating discipline and civic responsibilities among the students.
- Faculty devoting extra time and efforts on both the educationally disadvantaged as well as outstanding performers.
- Running of centre of 'Creative Arts'
- Scholarships and financial help to the poor and meritorious students. The college offers financial help through its 'Earn While Learn Scheme'

With the view to its further improvement, the Peer Team would like to suggest the following to the institution for its consideration :

- The College should identify and review specific objectives and make strategic plans to attain the same. The College may explore the possibility of introducing more course options like Bachelor of Design, BCA, BBA, Clinical Nutrition, Home Science, Textile Designing, Dress Designing, Psychology, Music, Political Science, Honors courses, PG courses etc.
- Provide formal support services in the nature of health centre, placement cell, grievance redressal cell, N.C.C. etc.

*R. Sharma*

- Formal mechanism to get feed-back from all the stake holders and collaborators.
- The college needs to provide book bank facility.
- Strengthening and better use of alumni/alumnae association keeping their profile, using their services for the college etc.
- The extension in existing building and infrastructure especially for canteen, Library, students center and sports etc.
- To take steps to encourage the faculty to undertake consultancy services and research projects.
- Computerization of library work as also the office of the college.
- Strengthening of tutorial system for overall growth of the students.
- To provide better opportunity for co-curricular activities to encourage student participation in inter college competition.
- The college may arrange for educational tours and excursions more frequently.
- For more efficient use of the library, additional staff may be created along with LIBSYS software. Similarly additional teaching staff may be arranged so as to keep the size of each section in reasonable limits.

The Peer Team is of the opinion that this exercise will be useful to the institution to initiate the quality enhancement strategies towards further growth and development.

The Peer Team places on record its appreciation of the Management, the Principal and the entire team for this introspection undertaken. We wish them all the best in their pursuit of excellence in higher education.

*R. Datta*



## **Names and Signatures of the Peer Team Members**


  
20.8.04  
**Prof. R.S. Bawa**

  
20.8.04  
**Dr. (Mrs.) Urmila Sharma**

  
20/8/04  
**Prof. D. V. Dagar**

I agree with the observations and recommendations made by the Peer Team in this report.

## **Name & Signature of the Head of the Institution**

  
**Dr. (Mrs.) Rehana Tariq**  
Date : August, 20<sup>th</sup>, 2004  
**Principal**  
**Hamidia Girls Degree College**  
Allahabad