

INTERNAL QUALITY ASSURANCE CELL (IQAC)

About IQAC

The IQAC was set up in 2004. The primary focus of the cell is to upgrade the quality culture. With a team of dedicated teachers it is determined to make regular and conscious efforts towards quality enhancement. The College authorities have always focussed on transformative education as this alone can uplift the target group it is serving. With this vision the IQAC in liaison with the College authorities has striven to add professional degree courses and redefine the conventional modes of imparting education in a rapidly digitalizing world. The IQAC has adopted strategies to make technology a core element in the transmission of knowledge.

Objectives

1. Ensure full cooperation and clarity among different units of the College for effective functioning of the institution.
2. Ensure complete implementation of quality culture.
3. Ensure an integrated approach towards organization of various activities.
4. Ensure and build an organized system of documentation and communication.
5. Ensure proper implementation and utilization of IT resources.

Functions

1. It further constitutes the committee for the smooth functioning of the different units of the College.
2. To upgrade the knowledge-base and potential of the faculty and students it regularly organizes seminars, workshops and webinars.
3. It adopts a student-centric environment to enhance morale of the students and uplift their confidence graph.
4. It adopts measures to up-skill the students so that they may turn out into employable graduates and post graduates.
5. It coordinates with different stake holders for effective dissemination of information and collection of feedback.
6. It facilitates conduct of academic and administrative audits by different bodies.
7. It also encourages and provides support to the teaching and non-teaching staff for the development of quality structure.
8. Develop an organized system of documentation.

**NAAC Core Committee for Cycle III
Composition of IQAC**

1. **Chairperson** : **Prof. Yusuf Nafees**
Principal, HGDC
2. **A few senior administrative officer** : **Dr. Amna Farooqui**
Vice Principal, HGDC
Dr. Naseha Usmani
Nodal Officer, UGC
Dr. Kashish Fatima
Librarian, HGDC
3. **Three to eight teachers** : **Mrs. Neerja Verma**
Asso. Prof., Dept. of English
Dr. Nasreen Begum
Asso. Prof., Dept. of Ancient History
Dr. Shama Rani
Asso. Prof., Dept. of Education
Dr. Erum F. Usmani
Asso. Prof., Dept. of Sociology
Dr. Gulshan Akhtar
Asst. Prof., Dept. of Economics
Mrs. Hena Farheen
Asst. Prof., Dept. of Education
4. **One member from the management** : **Mrs. Tazeen Ahsanulla**
Manager, HGDC
5. **One/two nominee from local society** : **Dr. Anjum Ahmad**
Sr. Consultant, District Women's
Hospital, Prayagraj
Nominee from students : **Ms. Sharmsaar, B.A. III**
Nominee from alumni : **Ms. Tazeen Fatima**
Mrs. Ofiya
6. **One / two nominee from employers** : **Mr. Mohd Farhanulla**
Assistant Manager, HGDC
Nominee from industrialists : **Mr. Ratnesh Dixit**
Centre Manager, UPTEC,
Computer Consultancy Ltd.
Prayagraj
Nominee from stakeholders : **Dr. Zareena Begum**
Asso. Prof., Dept. of Urdu
7. **One of the senior teachers as the Coordinator of the IQAC** : **Dr. Sabiha Azmi**
Asso. Prof., Dept. of English, HGDC

IQAC Action Plan for 2020-21

1. Submitting the AQAR for the year 2019-20 (COVID-19 year) dateline December, 2021.
2. Distribution of the seven criterion among IQAC for collection of inputs.
3. Plan to hold online *Hindi Pakhwada* from 14th-20th September, 2020 in collaboration with Research culture society, Gujrat.
4. Plan to hold online *Nawa-e-Urdu* (One Week Urdu Faestival) from 9th - 16th November, 2020.
5. To prepare and collect inputs for AQAR 2020-21.
6. To prepare for online mode of teaching, learning and administration.
7. To structure online portal for admission.
8. To prepare for Faculty Development to be organized through online mode.

IQAC Action Plan for 2021-22

1. Submitting the AQAR for the year 2020-21.
2. Distribution of seven criterion, data collection and compilation of data.
3. To conduct admissions to UG & PG Courses through blended mode.
4. To prepare for *Hindi Pakhwada* & *Nawa-e-Urdu*.

IQAC Action Plan for 2022-23

1. Submitting AQAR for the year 2021-22.
2. Distributing the seven criterions among IQAC members.
3. To conduct admission in UG & PG courses through blended mode.
4. Submitting IIQA for accreditation in Cycle III.
5. Streaming the different units of the College and their activities.
6. Streaming the audit records.
7. To restructure the Committees and prepare for accreditation.
8. To prepare for the Peer Team visit.

POLICY DOCUMENTS

POLICY DOCUMENT FOR AWARD OF SCHOLARSHIP AND FREESHIP

The Mission of Hamidia Girls' Degree College is to make higher education accessible to socially weaker students. As a part of the Mission, our College supports the students by way of awarding them with scholarships and freeships.

The Scholarships and freeships are awarded to students not only by our educational institution but also by NGOs and private entities as recommended by the College. The policy for awarding scholarships and freeships is as follows:

1. The College has constituted a Scholarship and Freeship Committee that notifies the students, collects their applications and holds interview of needy students after reviewing their applications.
2. The College offers different platforms of awarding scholarship and fee concession to students, which are as follows:
 - Help to Poor
 - Suhail Abidi Scholarship

Help to Poor: Members of the society and faculty members contribute to this account. There is a committee which oversees the functioning as to how, scholarship is provided to the needy students after screening their applications.

Suhail Abidi Scholarship: This scholarship is provided by Mumbai based Philanthropist Mr. Suhail Abidi to the students belonging to the minority community. The needy students submit their applications. The College only forwards the name of the students. The scholarship committee reviews the applications, interviews the students and selects the students. The Philanthropist, Mr. Suhail Abidi forwards the cheques directly to the student's personal account. Thus the College does not receive the amount but the record is maintained.

POLICY DOCUMENT FOR E-GOVERNANCE

Hamidia Girls' Degree College tries to ensure that technology is effectively used for e-governance. In the present day interface with High-end Technology it is necessary for HEI's to use ICT to facilitate speedy transactions at all levels. E-governance works as the key of good governance by offering an effective, efficient, accountable and transparent administrative system. The College has formulated a policy focusing on the following:

Objectives:

1. To make campus Wi-Fi enabled.
2. To make our Classrooms ICT Enabled having Desktops, Laptops, Projectors, etc..

3. To achieve and create a paperless environment in the College.
4. To provide easy and quick access to information.

General Administration

In order to promote the use of ICT for the purpose of e-governance the administrative staff is encouraged to use the products and services of e- governance at the College.

Website: The website will act as an information center which will reflect about the College, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. A Website Committee to be formed for the administration of the College website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.

Library: To upgrade quality in teaching and learning the College maintains a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources.

- The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.

Accounts: The Accounts are greatly benefitted with the use of e-governance while handling the pay rolls, salaries, investments, balance of payments, fee collection etc. particularly aligned with the Govt. policy of digital payments in the institutions for better accountability and transparency. The columns

Student Admission: The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the College. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the College and for this purpose online software to be used by the Admission Coordinator.

Examination: All notices regarding examinations are displayed online. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

POLICY DOCUMENT FOR GREEN CAMPUS

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind. The policy focuses on the following:

- As per the green practices in the campus HGDC is moving in the direction of a Green Institution in planting more trees within and outside the campus.
- Medicinal plants have been planted to clean the atmosphere.
- The College continuously committed to work towards plastic-free campus.
- The College encourages the employees and students to frequently use public transport, bicycles, etc. to limit the emissions.

POLICY DOCUMENT FOR ENVIRONMENT AND ENERGY USAGE

"The Environment and Energy Usage" policy of Hamidia Girls' Degree College focuses to conserve energy in such a systematic way so as to minimize its impact on the environment.

It will help us to enhance efficiency and environmental awareness into our everyday activities. It focuses on the following:

- To install LED bulbs in the campus to save energy.
- To develop systematic waste management mechanism.
- To undertake tree plantation drive.
- To ensure the availability of necessary resources to achieve our objectives.
- To encourage use of advanced technology to minimize energy consumption.
- To monitor and respond to emerging environmental and energy issues. To strengthen our employees' and students' environmental knowledge and skills in order to improve our own environmental performance.
- To offer opportunities for employees and students to engage in initiatives those contribute to environmental protection.

POLICY DOCUMENT FOR DISABLED-FRIENDLY, BARRIER FREE ENVIRONMENT

The Government of India formulated the national policy for persons with disabilities in February 2006 which deals with educational rehabilitation of persons with disabilities. Therefore in view of this Hamidia Girls' Degree recognizes that persons with disabilities are valuable human resource for the institution and seeks to create an environment that provides equal opportunities, protection of their rights and full

participation in the academic environment.

The focus of the policy is on the following:

1. To ensure the accessible, safe, usable and functional washroom environment for disabled persons.
2. Learners with disabilities need to be adequately and appropriately supported in and out of the classroom with the right resources and assistive technology, and with leadership, teaching staff and college communities that are responsive to their needs.
3. Provision for enquiry and information: Human assistance, reader and scribe.

POLICY DOCUMENTS FOR CODE OF CONDUCT & ETHICS

A formal Code of Conduct is a prime necessity at the Campus for both the Faculty and Students. As such Hamidia Girls' Degree College has formulated the policy on Code of Conduct and Ethics. This policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the Students who have enrolled in this Institute to study various Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, responsibilities including the responsibilities including the restrictions flowing from it.

This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is published in the College Brochure which is available in hard copy as well as on college website. Hamidia Girls' Degree College provides a system which promotes their growth through individual and collective responsibility.

For Students:

- 75% attendance is compulsory for each and every student.
- Students must always carry their Identity Card issued by the college.
- The Principal meets the students and their guardians everyday (except Sundays and holidays) between 12:00 noon to 1:00 p.m. to solve their problems. For this they have to write their names in the register kept outside the Principal's office for girls or female guardians. Male guardians should write their names in the register kept in the college office.
- Students are not allowed to bring excess money to the College. The College is not responsible for any loss of money.
- **Ragging is strictly prohibited.**

For Teachers:

The College follows the principles stated in UGC Regulations for Teachers in Regulations 2018 which is as follows –

Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself/

herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and College examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner

towards any of them for any reason;

- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and inconformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

VIII. College Principal should:

- (i) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (ii) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the College;
- (iii) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (iv) Promote the collaborative, shared and consultative work culture in the College, paving way for innovative thinking and ideas;
- (v) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (vi) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (vii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (viii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (ix) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (x) Refrain from allowing considerations of caste, creed, religion, race, gender or sex

in their professional endeavour.

Director Physical Education and Sports (University / College) / Librarian (University / College) should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research.
- Participate in extension, co-curricular and extra-curricular activities.