

## The Annual Quality Assurance Report (AQAR) of the IQAC

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

### Part – A

AQAR for the year (for example 2013-14)

2016-17

#### 1. Details of the Institution

1.1 Name of the Institution

R.C.A.Girls' P.G.College

1.2 Address Line 1

Vrindaban Gate

Address Line 2

Masani

City/Town

Mathura

State

Uttar Pradesh

Pin Code

281003

Institution e-mail address

principal@rcagirlscollege.org

Contact Nos.

0565-2505956

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.)

This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C+	60.68	2006	
2	2 <sup>nd</sup> Cycle	B+	2.59	5.11.2016	5 Years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

10-02-2010

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

**1. AQAR 2015-16 (24-12-2016)**

1.9 Institutional Status

University      State       Central       Deemed       Private

Affiliated College      Yes       No

Constituent College      Yes       No

Autonomous college of UGC      Yes       No

Regulatory Agency approved Institution      Yes       No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution      Co-education       Men       Women

Urban       Rural       Tribal

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

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

### 1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input checked="" type="checkbox"/>	(Phys Edu)	<input checked="" type="checkbox"/>
TEI (Edu)	<input checked="" type="checkbox"/>	Engineering	<input checked="" type="checkbox"/>	Health Science	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	<input type="text" value="N.A."/>								

### 1.11 Name of the Affiliating University (for the Colleges)

Dr. B. R. Ambedkar University,  
Agra.

### 1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc: NA

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

2.1 No. of Teachers	<input type="text" value="04"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1+3"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders No.	<input type="text" value="11"/>
Faculty	<input type="text" value="03"/>
Non-Teaching Staff/ Students	<input type="text" value="1+3"/>
Alumni	<input type="text" value="02"/>
Others/Parents	<input type="text" value="02"/>

2.12 Has IQAC received any funding from UGC during the year? No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  Institution Level

(ii) Themes:

- 1 day Workshop on 'Save Fuel' by Petroleum Conservation Research Institute on 23<sup>rd</sup> August, 2016
- 10 days Workshops on "Phonetics and Spoken English" by Deptt. of English held from 07<sup>th</sup> Dec.2017 to 17<sup>th</sup> Dec.2016.
- 15 Days Workshop for 'Tabla and Dholak Training' by Deptt. of Music Instrumental held from 3<sup>rd</sup> Jan.2017 to 17<sup>th</sup> Jan.2017 and from 20<sup>th</sup> Jan.2017 to 4<sup>th</sup> Feb.2017.
- 5 days Workshop for 'Saree Drapping and Hair Style' by Skill Development Cell held from 28<sup>th</sup> Nov.1016 to 3<sup>rd</sup> Dec. 2016.
- 5 days Workshop for 'Paper Quilling and Jewellery Making' by Skill Development Cell held from 28<sup>th</sup> Nov.1016 to 3<sup>rd</sup> Dec. 2016.
- 5 days Workshop on 'Student employability Skills' by Career Counselling Cell held from 6<sup>th</sup> Dec.2016 to 13<sup>th</sup> Dec.2016.
- 1 day Workshop for Mehendi Carving by Department of Drawing and Painting held on 18<sup>th</sup> Oct. 2016.

#### 2.14 Significant Activities and contributions made by IQAC

The IQAC of the college regularly plays an active role in promoting the culture of all round quality of education within the institution. There were many steps taken by the CELL to enhance & maintain the quality in all the programmes organized throughout the year as well as in all the academic and administrative activities. The IQAC ensured efficient performance of all academic and administrative tasks. Significant activities and contributions made by IQAC are as follows:-

- Monitored the progress of computerisation of library.
- Prepared and submitted AQAR of year 2015-16.
- Arranged NAAC Accreditation cycle II of the college.
- Helped in organising some College level workshops and Guest lectures.
- Arranged annual Inter-college literary competition as per past practice.
- The timely publication of College Newsletter Pravaah was ensured by the efforts of IQAC and the publication of the College magazine AASTHA was initiated.

- A ‘Karaate Training’ camp for girls was organised as a step towards women empowerment through self-defence.
- Initiated more avenues for students to engage them in community service.
- Worked for sensitizing students towards various ecological and environmental issues through Guest lectures.
- Encouraged the faculty members to pursue and continue research.
- Motivated the staff members to help students to participate in ‘Yuva Mahotsav, a youth fest organized by Dr. B. R. Ambedkar University, Agra and different competitions organised by other institution/NGO’s etc.
- Monitored the beautification of the campus and cleanliness of the class rooms and labs etc.
- Motivated faculty members to contribute to the ‘Common Charity Fund’ already in existence in the College for helping economically backward students.
- Ensured regular meetings of Alumni Association and Parent-teacher Association.
- Organised 15 days ‘Independence - 70’ programme, a Communal Harmony Week and a Cultural Heritage Week.
- The IQAC also worked for equipping the girls with the knowledge of growing trends in their respective fields and motivated them to be updated so as to meet out the challenges of today’s competitive world.
- Some guest lecturers to update the students for preparation of various competitive exams were also arranged by IQAC.

## 2. 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year:

<b>Plan of Action</b>	<b>Achievement</b>
To prepare & submit AQAR for 2015-16	The AQAR for 2015-16 was prepared and put before NAAC Peer team Members in Sept. i.e. during their visit and then uploaded on college website.
To make preparation for NAAC Reaccreditation second cycle and the NAAC Peer team visit.	From the beginning of the session, preparations were made for NAAC Reaccreditation second cycle. The process was complete in the month of September when the team comprising of three members came to accredit the college. B+ grade was awarded by NAAC after accreditation.
Starting of a new Computer Lab and language lab.	A new Computer Lab was started to cater the need of students for job-oriented short term computer courses. Language-lab software was also installed in the new computer lab and

	students were regularly benefitted by language lab. Approximately 100 students had undergone training in the Lab.
Encouraged the faculty members to participate in Orientation/Refresher courses and workshops.	A refresher course in physical education was attended by the Phy.Edu. Lect. Mrs Manju Dalal. Three other faculty members attended workshops in their respective subjects.
Expedite the process for affiliation in new subjects and apply for affiliation in new subjects as graduation level	The process for affiliation in M.A. (Sociology), M.A.(Education), M.A. (Drawing and Painting) and (Political Science) as a future prospect for upcoming need of the students was followed up To apply for affiliation in functional English & some other subjects at graduation level, the proposal was prepared and finalised.
To organize workshops/symposia/seminars for students of UG & PG classes.	This year, Petroleum Conservation Research Institute organised a one day workshop on 'Save Fuel'.  Deptt. of English organised a Ten days workshop on "Phonetics and Spoken English"  Deptt. Of, Drawing and Painting organised 'Mehandi' Workshop.  Deptt. of Music (Instrumental) organised 15 days workshop for 'Dholak and Tabla Training'.  The Career Counselling Cell organised a 5 day 'Student Employability' Workshop.  The Skill Development Cell of the College organised a 5 day 'Paper quilling and Jewellery Making' workshop and a 5 day Saree Draping and Hair Style' Workshop.
To organise Intercollegiate Competitions by Literary club	Management sponsored Inter-Collegiate Debate, Speech, Hindi Essay and English Essay were organised on 20 <sup>th</sup> December, 2016.
Enhancing connectivity and networking	The College campus is now wi-fi. Students can avail the facility of internet in Library and at

	various places in the campus.
Increasing Visibility of the institution in the society and publicise all its activities in print/electronic media	To highlight the activities of the institution and increasing its popularity in the surrounding areas, all academic and extracurricular activities were reported in prominent local dailies and electronic media. Almost all activities were also aired on the local TV channel.
Encouraging the use of IT in all subjects	Almost all faculty members used IT related resources e.g. virtual lectures, recorded lectures, you tube videos, in their respective subjects for better explanation of content and interesting presentation of their course material.
Sustenance and enhancement of quality	Continuous efforts were made to maintain and enhance the tradition of imparting quality education to girls leading to improvement in their employability skills and overall personality
Arranged computer literacy programme for the faculty	A computer training programme in MS Office was arranged for the faculty from 6 <sup>th</sup> Jan.2017 to 5 <sup>th</sup> March, 2017.
Applied for NCC Girls unit in the College to 11UP NCC Battalion	A proposal for NCC unit was resubmitted on 7 <sup>th</sup> Feb.2017 and the College was inspected by Concern officials on 2 <sup>nd</sup> June, 2017.

\* Attached Academic Calendar of the year as Annexure- (ii)

2.15 Whether the AQAR was placed in statutory body Yes

Management  Syndicate  Any other body

Provide the details of the action taken

All the proposals of IQAC were approved by the Management and as such adequate funds were sanctioned for proper execution of plans. The AQAR was also placed before Management Committee in its meeting held on 30 Aug.2017 and was highly appreciated.

## Part – B

### Criterion – I

#### 1. Curricular Aspects



### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	3	-	-	-
PG	04	-	02	-
UG	02	-	01	-
PG Diploma	-		-	
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	09		03	

Interdisciplinary				
Innovative				

✓

### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

At UG level Students are required to choose any three optional subjects out of 12 subjects available in the college. However due to the scarcity of staff it is not possible to allow students to choose the optional papers of their choice in some subjects although the option is available as per university curriculum.

### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	06

### 1.3 Feedback from stakeholders\*Alumni Parents Employers Students

(On all aspects)

Mode of feedback: Online  Manual  Co-operating schools (for PEI)

\*An analysis of the feedback is provided in the Annexure (i)

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

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

- The college has started a Language-lab which was installed last year, on optional basis to provide a facility for improving communicative and functional language skill of the students.

• **Criterion – II**

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors/Principal	Others
9	02	06	01	-

2.2 No. of permanent faculty with Ph.D.

6

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	10	-	-	-	-	-	-	-	10

2.4 No. of Guest and Visiting Faculty and Temporary faculty

-

-

15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/		05	
Presented papers		05	
Resource Persons			

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

Special attention was paid on the use of ICT in teaching. Particularly some of the students were encouraged to make Power Point presentation on topics of their choice and their presentation were shown to the whole class. In Depts. of English, Economics and Commerce, some topics were taught through Power Point presentations. In English literature, students were made familiar with the whole text, although only a part of it is prescribed in the syllabus. Map and Charts were used. In some subjects, relevant videos/movies were shown. Introduction of *e-learning* section in library also helped them to enhance their knowledge. Skype lecture helped them to be familiar with new modes of acquiring knowledge. Quizzes, Group Discussions, Project work etc. were introduced in some subjects for the students.

Most of the departments used such innovative techniques like Power Point presentations, Class Quiz, etc.

2.7 Total No. of actual teaching days  
During this academic year 150

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

The institution conducts pre-university exam on the pattern of University exams to prepare the students for final exams. Recently the University has introduced one OMR based paper answer sheets in almost all subjects. Evaluation of these papers is done by computers to minimise human bias. The college followed the instructions as such.

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

Principal, Dr. Preeti Johari is member of the Executive council and Admission Committee, Dr. B.R.A. University, Agra. Two Associate Professors- Dr. Anju Bala Agrawal, Deptt. of English and Dr. Kalapana Vajpayi, Deptt. of Education and one Assistant Professor, Dr. Namrata Mishra, Deptt. Of Music Vocal are the members of the Boards of Studies, Dr. B.R.A. University, in their respective subjects.

2.10 Average percentage of attendance of students

80-85%

2.11 Course/Programme wise

Distribution of pass percentage: All Results have not been declared so far.

Title of the Programme	Total no. of students appeared
B.A.	547
B.Com	142
M.A.	145
M.Com	80

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

1. IQAC regularly organized meetings with the management, the principal, heads of the departments and faculty members.
2. Students' feedback were taken and improvements were done on their suggestions
3. Valuable inputs were taken through peer group discussions.
4. Learning process was evaluated through oral and written exams, presentations, projects and pre-university exams.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04+11*	04	nil	03
Technical Staff	02	01	01	01

\*Support staff

### Criterion – III

#### 3. Research, Consultancy and Extension

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

As the college is mainly contributing to the graduate level education, not so many teachers are engaged in active research. However, IQAC encourages the teachers as well as the students to participate in research activities. The college has PG in three subjects of Arts and all three Groups in Commerce. Some important journals in these subjects are being subscribed. The college provides atmosphere to enhance research activities by encouraging faculty members to present and write research papers and get them published in National and International Journals of repute. Several faculty members have got their papers published in reputed journals. One faculty member has authored a book which has been published this year.

The admission in research is very critically monitored and the students are allocated on the basis of a common entrance test conducted by the University. However some students enrolled in other universities under the guidance of the senior faculties of the college. In M.A. English, students securing above 55% marks in Part I examination are encouraged to opt for dissertation as their V<sup>th</sup> paper in the final year. Students are encouraged to take dissertation to increase their research acumen. This year one student of M.A. (Final) English opted for dissertation as V<sup>th</sup> paper. .

3.2 Details regarding major projects: NA

3.3 Details regarding minor projects: NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	03	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings		01	-

3.5 Details on Impact factor of publications:

Range  Average  index  ps. in SCOPUS

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

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NA

3.9 For colleges: Nil

3.10 Revenue generated through consultancy: Nil

3.11 No. of conferences

Organized by the Institution:

This year no conference/seminar was organised although we have a practice of organising at least one international/national level conference every year.

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

06

3.13 No. of collaborations: NIL

3.14 No. of linkages created during this year: NIL

3.15 Total budget for research for current year in lakhs: Nil

There is no provision in the college for allocating the budget separately for research.

From funding agency: Nil

From Management of University/College

Total Nil

3.16 No. of patents received this year: NA

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year: Nil

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

02

- Dr. Anju Bala Agawal
- Dr. Archana Pal

and students registered under them

01

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

01

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

3.21 No. of students Participated in NSS events:

	University level	<input checked="" type="checkbox"/>	State level	<input checked="" type="checkbox"/>
National level	<input checked="" type="checkbox"/>	International level	<input checked="" type="checkbox"/>	
College Level	<input type="checkbox"/>	200		

3.22 No. of students participated in NCC events:NA

3.23 No. of Awards won in NSS: Nil

3.24 No. of Awards won in NCC: NA

3.25 No. of Extension activities organized

University forum	<input checked="" type="checkbox"/>	College forum	<input type="checkbox"/>	4
NCC	<input checked="" type="checkbox"/>	NSS	<input type="checkbox"/>	10
		Any other	<input checked="" type="checkbox"/>	

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

**(A) NSS**

The college has two units of NSS in which 200 students are registered. There are two faculty members designated as Programme Officers one for each unit. One Seven days Camp and five One day camps are organized every year.

- Help Desk for new registration of voters started from 15<sup>th</sup> August, 2016 and continued till 25<sup>th</sup> Jan.2017. Volunteers got the forms filled and sent them to concerned Office.
- Lecture and PowerPoint Presentation on ‘Importance of NSS for Students’ was organized on NSS Day (24<sup>th</sup> Sep.2016). The speakers were Smt. Indra Agrawal, Dr. Bharati Sagar and Mrs. Manju Dalal
- On 10<sup>th</sup> Sep. 2016, students participated in a Poster and Essay competition on the topic “Voter Awareness” and a District level Exhibition held at K.R.Girls P. G. College, Mathura.
- In the month of October, students participated in cleanliness campaign in nearby villages and in the college.

- Personality Development Programme for all teachers and students under N.S.S. units was conducted on 21<sup>st</sup> Oct. 2016.
- On 25<sup>th</sup> Oct. 2016, NSS volunteers presented Street Play on voter awareness at MANT village of Mathura District.
- On 27<sup>th</sup> Oct, 2016, District level Women Voter Awareness Fair was organised in the College campus which was inaugurated by administrative authorities Sri Anunaya Jha SDM, Ms. Chandani Singh SDM and Shri Praveen Yadav, Tehsildar.
- On 10<sup>th</sup> Nov, 2016, Blood Donation Camp was organised in the college premises in collaboration with Rotary Club, Mathura. Many Teaching and non-teaching staff and students donated blood.
- On 16<sup>th</sup> Dec. 2016, Greeting Card Competition on Voter Awareness was organised and then Greeting cards were distributed in nearby villages.
- On 7<sup>th</sup> Jan, 2017, A programme 'Chunavi Chaupal' (Election Discussion) in collaboration with the newspaper Amar Ujala was organised in which discussion on the topic "Hamara Neta Kaisa ho"? Was held.
- Students participated in Human Chain made at district level for voter awareness.
- On 25<sup>th</sup> Jan. 2017, students participated in National Voter Day programme, held at B.S.A. Degree College, Mathura. In the programme, NSS Program Officers Dr. Bharati Sagar and Mrs. Manju Dalal was honoured for their contribution in Voter Awareness campaign. Dr. Namarata Mishra, deptt. Of Music Vocal was also honoured for composing Voter Song.
- On 1<sup>st</sup> Feb 2017, Voter Awareness Express visited college campus. It was welcomed by NSS students.
- A Voter Awareness Rally, Essay, Poem, Slogan and Poster competitions were organised to make the voters aware of their voting rights under the Voter Awareness Campaign.
- In four One day Camps, literacy campaign, plantation, Girl education, cleanliness, environmental awareness programmes were conducted through street plays, rallies, lectures etc.
- A Seven-day camp was organised at Kalyanam Karoti, Mathura an NGO working for special children. Students performed their activities in a nearby village 'Govindpur'. During the camp, Yoga and meditation practices were also organised with the help of the Art of Living, Mathura, Chapter. Students also trained mentally retarded/physically challenged children of 'Kalyanam Karoti' and children of slum areas in different skills like best use of waste material, Flower making etc.



### **(b) Other Extension Activities**

1. A group of Student Rangers went to attend a rally to create awareness for old people. They also presented street plays to create sympathy for aged persons.
2. Students went to Old Age Home and an Orphanage to meet orphans and widows near Tarash Mandir in Vrindaban, run by an NGO. They distributed eatables and other things of daily needs to the old women living there and shared their grief and extended emotional support to them.
3. Students also went to a Blind School in Vrindavan and observed their talents and encouraged them. Some Talented visually handicapped students were also invited to the college to show their skill before all Students and thus overwhelmed all.
4. Students also sent Rakhis to Army Jawans guarding the border areas of India. One of our students went to Bagha Border, Amritsar in collaboration with Vatsalay Gram Vrindavan, on the occasion of Rakshabandhan to meet and tie Rakhi to Jawans of Army.
5. The college also celebrated Communal Harmony week from 19Nov.2016 to 25 Nov.2016, in which various competitions, spreading the message of communal harmony, were organised for students and winners were given awards.
6. The college celebrated Cultural Heritage Week from 27<sup>th</sup> Feb.2017 to 5<sup>th</sup> March 2017. Students were made acquainted with local as well as India's cultural heritage. The week concluded with a cultural programme in which classical dance performances of various states were performed.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9315sq. meter			9315sq. meter
Class rooms	17			
Laboratories	06			
Canteen	01			
Seminar Halls	02			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		16		
Value of the equipment purchased during the year (Rs. in Lakhs)		4.74	College Funds	
Others				

#### 4.2 Computerization of administration and library

As the computerisation of library has been recently done the new students were further introduced to the changed system of issue/return of books based on bar code and unique identification no of books. A unique membership no in the new system has also been allotted to every student member to facilitate the use of Library to the students.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5218	1428022	22	10285	5240	1438307
Reference Books	15955				15955	
e-Books						
Journals	02	885				
e-Journals			01	8572	01	8572
Digital Database						
CD & Video			116		116	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	69	01	(upgraded) BSNL  Reliance Gio	03	03	03	01	03
Added	6 CPU			-	-		-	
Total	69+6CPU	01	-	-	03	03	01	03

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

Fiber optical cable connection with speed upto 15mbps is available. Delnet connection was also functional.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.69
ii) Campus Infrastructure and facilities	7.59
iii) Equipments	0.38
iv) Others	1.65
Total :	10.31 lakhs

#### Criterion – V

#### 5. Student Support and Progression

##### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- (i) By display of every such information on the college Notice Board fixed at different points.
- (ii) By sending regular circulars in Class rooms

(iii) In the Assembly being held twice a week (Monday and Thursday) each and every information was delivered to students.

(iv) Through letter correspondence, whenever needed.

(v) In case of emergency, faculty informed the students through their personal mobiles.

(vi) Through College Website.

(vii) Through local Newspapers

(viii) By showing videos and movies from time to time

#### 5.2 Efforts made by the institution for tracking the progression

Progression of students was regularly monitored on one to one basis by the faculty.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
703	224	0	0

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Last Year						This Year					
General	SC	S T	OBC	Physically Challenge d/minority	Total	Genera	SC	S T	OBC	Physically Challenged /minority	Total
620	112	0	469	83	1284	511	88	0	297	31	927

Demand ratio 1:1 Dropout 1.18%

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

To guide the students on with ‘how to make preparation for various competitive exams’ a talk was arranged in collaboration with ‘**Udaan Academy**’, Vrindaban. Five days “**Student Employability workshop**” was also organised to train students so that they may prepare themselves to face interview and improve their employable skills. Some lectures for personality development were also arranged. Books and magazines for competitive examinations in the library also helped the students in preparations for competitive examinations. Faculty available

at Career Counselling Cell made continuous efforts throughout the year to provide guidance regarding coaching available for competitive examinations.

No. of students beneficiaries (approx)

400
-----

5.5 No. of students qualified in these examinations: Not known

### 5.6 Details of student counselling and career guidance

Career Counselling and Guidance Cell continuously guided the students to understand the prospects in the present scenario and solved their problems. Some lectures by Career and Vocational training organizations were also arranged. Their details are as follows:

Name of Counsellor	Organization	Topic
Mr.Tarun Sharma	UDAAN ACADEMY, VRINDABAN (27Sep.2016)	About Career in Banking, Staff Selection Commission and Civil Services
Mrs.ShipraRathi	Khazani Women's Polytechnic(23 <sup>rd</sup> Nov. 2016)	A talk on career in Fashion Designing, Beautician, commercial Arts, chef etc.
Smt Renu Day	Khazani Women's Polytechnic, Mathura (28 <sup>th</sup> Nov.2016-3 <sup>rd</sup> Dec.2016)	Five days skill development workshop for "Saree draping and Hair Style"
Smt Renu Day	Khazani Women's Polytechnic, Mathura(28 <sup>th</sup> Nov.2016-3 <sup>rd</sup> Dec.2016)	Five days skill development workshop for "Paper Quilling and Jewellery Making"
Mr.Ashish Sharma	Khazani Women's Polytechnic, Mathura(6 <sup>th</sup> to 13 <sup>th</sup> Dec. 2016)	Five days workshop on Student Employability
Dr.Anju Bala Agrawal	R.C.A. College, Mathura	Wrote an article about "Career in Retail" in the college Newsletter <i>Pravaah</i> (July, 2016 issue)
Dr.Anju Bala Agrawal	R.C.A. College, Mathura	Wrote an article about Career in Yoga in the college

		Newsletter <i>Pravaah</i> (January,2017 issue)
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No. of students benefitted (approx)

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	-	-	40

2.8 Details of gender sensitization programmes

- Karate Camps continued throughout the year to impart self defence training to girls. Many students participated in various Karate Competitions held at local, State & National Levels and showed their talent.
- A guest lecture on Triple Talaq and Poligamy was organised on 18<sup>th</sup> Oct.2016. The lecture was delivered by Dr. A. K. Johari, Deptt. Of Political Science, K.R. College, Mathura.
- ‘Mahila Matdata Jagrookta Fair’ as per instruction of Disrict authorities was organised to make women aware for their voting power on 27<sup>th</sup> Oct, 2017.
- A Panel discussion on Triple Talaq was organised on 6th Feb. 2017, in which Experts from AMU Aligarh, Jamia Millia Islamia, New Delhi and Dr. B.R.A.U., Agra participated and enlightened the students about various aspects of the issue.
- Deptt. Of Sociology also organised group discussion on Gender Equality on 18<sup>th</sup> Oct. 2016.
- During cultural heritage week, a programme was organised to teach girls ‘How to perform Yajna at home’. The teachers were two Ex-Students of the college. They elaborated and taught the whole process of performing yajna and also clarified that anyone can perform Yajna irrespective of cast and gender.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution SAF Fee concession	35	61,500/-
Financial support from the government Scholarships	283	9,00,690/-
Financial support from other sources (Common Charity Fund by Staff)	6	15,000/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives: Nil

5.12 No. of social initiatives undertaken by the students

- Students continued to follow PM Modi's "Clean India" Programme. They cleaned the campus on 2.10.2015 and during NSS One day camps. They also spread the message of cleanliness in various localities and participated in cleanliness drives. Cleanliness & hygiene awareness drives were also arranged by the Students through door to door contact.
- Students raised awareness about environment conservation and encouraged local residents/people for plantation and to restrict the use of polythene.

- Students also trained poor children of slum areas in different vocational skills like making soft toys, flowers, drawings and making best use of waste material.
- Students participated in Girl Education Drive through Rally and Street Plays.
- Students also organised rally to create among local residents.

5.13 Major grievances of students (if any) redressed:

- Students' problem of issuing books in the library was solved.
- A new Water Chiller plant was installed to meet out the grievance for cold water in summers.
- Result related problems of students were forwarded to the university and personal efforts were made to help them.
- Photostat facility to the students from the office was provided on nominal charges.
- Open space in the college campus was cleared and the benches were installed there to facilitate students.
- New Canteen has been constructed to cater the need of students.

## **Criterion – VI**

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **Vision**

The College was established with a vision to provide higher education to girls coming from a section of the conservative society which is against sending their daughters to the co-education institutions. Right from its inception the college is working with this vision aiming to make it a centre of academic excellence and imparting value based quality education to each and every young girl in the campus and carving her into conscious, responsible and competent citizen not only for her own personal growth, but for the society as a whole.

The values of honesty, devotion, justice and sincerity summarise our vision to make these girls the most sought out professionals in the society. We believe that nothing great can be achieved without the contribution of women in world.

##### **Mission**

To educate, liberate and motivate the girls today and empower them to nurture the needs of tomorrow.

#### 6.2 Does the Institution has a management Information System: NO

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

##### 6.3.1 Curriculum Development

The College does not have the Liberty to development its own curriculum. It only implements the University curriculum in strict accordance with the existing rules and norms.



### 6.3.2 Teaching and Learning

- Lectures on some important topics related to the Syllabi by eminent scholars were arranged to give an extra edge on these topics.
- Power Point presentations on some topics were given by teachers for a better understanding of a topic. Some workshops were also organised.
- Educational tour to Mathura Museum was arranged by Drawing and Painting Department.
- Educational tour to ‘Banjara village’ a tribal village near Agra and the Central Goat Research Institute, Farah was arranged by Deptt. Of Sociology and the students interacted with the tribals living there.
- Departmental meetings were held for latest updates.
- Lesson plan for annual course distribution was made mandatory and steps were taken to follow the proposed plan.
- Pre-university examinations were conducted to prepare the students for final exams.
- Several Workshops were organised to develop various skills/abilities among students.

### 6.3.3 Examination and Evaluation

University examinations were conducted as per the norms and regulations of DR. B. R. Ambedkar University Agra. Internal examinations (Pre – University) were conducted in Feb. 2017 as per the plan of the Exam Committee. This aimed to evaluate the preparation of students for final examinations. After evaluation of students’ answer-sheets, their parents were also informed about the performance of their wards and the tips to improve their performance in the Final Exams. Some faculty members also participated in evaluation process of the university.

### 6.3.4 Research and Development

- Teachers were motivated to write in national and international journals and books. Non-doctoral teachers were also encouraged to pursue Ph. D. degree.
- Dr. Richa Sharma, Deptt. Of Sanskrit was awarded Ph.D. Degree from Dr. B. R. Ambedkar University Agra in 2016.
- Dr. Deepshikha Gaur, Deptt. Of Music Instrumental was awarded Ph.D. Degree from Dr. B. R. Ambedkar University Agra in 2016.
- Dr. Manoj Kumar, Deptt. Of commerce was awarded Ph. D. Degree from Dayalbagh Educational Institute, Agra.
- Dr. Anju Bala Agrawal, Head Deptt. of English contributed following research papers to various journals-
  1. Research paper entitled **A Study of Multiculturalism in Amitav Ghosh’s The Shadow Lines** published in Vol X, Issue II July, 2016 of Impressions (ISSN0974-892X).
  2. Research paper entitled **Deconstruction of History in Amitav Ghosh’s The Shadow Lines** published in Vol VI, Issue VI, Nov-Dec

2016 of Online **International Interdisciplinary Research Journal**.(ISSN2249-9598).

3. Research paper entitled **Diasporic Consciousness in Chitra Banarjee Divakaruni's Oleander Girl** published in Research Journal **Quest** Vol. 31, No.1 June 2017 issue.
  4. Research paper entitled **Widows in Vrindaban and Attempts to empower them for their Sustainable Development** published in proceedings of National Symposium on **Women's Rights and Liberties: continuing Gender Gap** organized by **D.S.College, Aligarh** on 6<sup>th</sup> March, 2017. ISSN no 971-2223.
- Dr.Namrata Mishra authored a book entitled **SANGEET TEERTH -MATHURA AUR KASHI** published by Radha Publications, New Delhi. 2016. ISBN No. 81-7487-939-0.
  - She added following research papers to her credit:
    - 1- Research paper entitled '**Music of All' as an Instrument for National Integration: A Gandhian View** published in an anthology **Sangeet Samprati** edited by Dr. Lavanya Keerti Singh 'Kavya' published by Kanisk Publishing House, New Delhi, 2016,. ISBN: 978-81-8457-723-5.
    - 2- Research paper entitled **Kashi ki Sanskriti mein Rache Base Sangeet ka Swaroop** in a journal **ABHINAV MEEMANSA** April, 2016 issue. ISSN no. 2277-2863.
    - 3- Research paper entitled **Indian Music, Spirituality and Hinduism** published in an anthology **Samvadini** edited by Dr. Gyanesh Chandra Pandey published by New Delhi,: Victoria Publishers, Nov. 2016,. ISBN: 978-93-84224-59-2.
  - Dr. Bharati Sagar also contributed two Research papers:
    - 1- Research paper entitled **Women, Violence and Caste** published in **Shikhar Samyik: An International Journal of Interdisciplinary Studies** Volume 3 August 2016.
    - 2- Research paper entitled **Vaishvikaran aur Bharat ke Kamjor Varg ka Vishleshnatmak Addhyan** published in "**Jai Maa Saraswati Gyandayini**" : An International Multidisciplinary e-journal, Vol.2, Issue-1, July-2016. ISSN-245-8367.
  - Dr.Veermati singh contributed three research papers:
    - 1- Research paper entitled **Role of Women in Indian Agriculture** published in **ESRI online national journal** Jan./July 2017 issue. ISSN 0975-7635.
    - 2- Research paper entitled **Financial Inclusion as a Means for Overall Economic Development of India 2020** published in **IMJ Think Different National Journal** Vol. 3, Issue20 Nov. 2016. ISSN 2348-6651.

- 3- Research paper entitled “**Role of Agriculture Diversification in India**” published in International Journal of Latest engineering and Management Research Volume 02, Issue 02, Feb. 2017. ISSN2455-4847.
- 4- Research paper entitled **Need and Effectiveness of Financial Inclusion in India** published in Conference Proceedings of State Level Conference held on 6<sup>th</sup> And 7<sup>th</sup> January, 2017 at Vishwakarma Institute of Management Pune (6<sup>th</sup> And 7<sup>th</sup> 2017) ISBN no. 978-81-028679-3-9.

- Dr. Sunita Awasthi contributed one research paper:
  - 1- Research paper entitled **Stance of Nayantara Sahgal about Secularism** published in The Socio Cultural Dynamics: An International Refereed Research Journal, Jan-June, vol.2, No.1. ISSN 2454-8359.

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

The newly established computer lab and the language lab was functional throughout the year.

#### 6.3.6 Human Resource Management

- Permanent as well as temporary faculties were assigned additional responsibilities for conducting extracurricular and co-curricular activities.
- One office clerk and one lab assistant were appointed on permanent position.
- To fill the vacant posts, part-time teachers were appointed for the whole session. Duties were assigned to all the faculty members according to their aptitude.
- Blessing and Farewell party was organised for final year students.
- Management members sponsored lunch for the guests and the staff on Republic Day, Inter- collegiate Literary Competitions and during visit of NAAC PEER TEAM.

#### 6.3.7 Faculty and Staff recruitment

Recruitment of permanent teachers depends on the recruitment process of U P Higher Education services Commission. Several posts are vacant. Some retired teachers were appointed under fixed honorarium (Maandeya) scheme of the government. In self-finance courses, there are some teachers already approved by the university, while some others also got approval by the university this year. In some subjects some teachers have been appointed by the Management Committee as per university norms according to the requirements. The appointment of one lab. Assistant was also made during the session.

#### 6.3.8 Industry Interaction / Collaboration: N.A.

#### 6.3.9 Admission of Students

After registration of students for 1<sup>st</sup> year UG and PG Courses, a merit list was prepared and pasted on the college notice board. Counselling was held by the Admission Committee to assist the students. They were counselled/assisted in the choice of optional subjects according to their interests and merit. Second and third year students were admitted on the basis of their previous year marks.

#### 6.4 Welfare schemes for

Teaching	Loan facility against salary and refundable or non-refundable loan facility from GPF.  EPF for all the self-finance and part-time employees.
Non teaching	Loan facility against salary and refundable or non-refundable loan facility from GPF.
Students	1-SAF and Common charity fund  2-Various Government scholarships scheme for SC/ST, OBC and Minorities and economically weak general category students.  3- Institutional cash awards for best performers in academic as well as various other activities held during the session.  4- Financial help to send students to other colleges or the university to participate in various activities and competitions.

6.5 Total corpus fund generated - 21.43 Lac (From management & Governing body Members)/ Alumni association.

6.6 Whether annual financial audit has been done: Yes

Audit of the UGC grants and other Accounts was done by a registered CA.

6.7 Whether Academic and Administrative Audit (AAA) has been done?

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

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

For UG Programmes No

For PG Programmes No

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

Examinations are conducted as per the University norms and regulations. As a means of exam reforms, the process of examinations has been partially computerised by the University. In some subjects objective type question paper on OMR answer sheet was also introduced. For the effective and prompt supply of exam material to the colleges situated in diverse/remote areas, Nodal Centres for exams have been established in each and every district coming under the jurisdiction of Dr. B. R. Ambedkar University, Agra. This college was also a Nodal Centre of University Exams for about 36 colleges situated around the City.

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni Association actively participated in cultural programmes of the college. Dance, singing and sports competitions were organised for Alumni on Foundation day and winners were awarded. Some of the old students taught some junior classes in the absence/shortage of faculty. Some students of the Alumni Association donated books to the Departmental libraries.

6.12 Activities and support from the Parent – Teacher Association

Some members of the Parent-Teacher Association provided active support and gave constructive suggestions for the academic and physical development of the college, whereas most of the parents remained indifferent in the curricular/extra-curricular activities or in the progress of their wards.

6.13 Development programmes for support staff

Sports were organised for support staff on foundation day that is, on 4<sup>th</sup> Oct., 2016. Award for 'Best supporting staff' was also introduced and was given to Mrs. Pooja Paliwal, Lab asst. Psychology for performance in the session 2016-17.

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

Various awareness programmes related to environmental conservation were conducted by NSS Units and 'Green Campus Clean Campus' drive continued to make the campus eco-friendly. A large number of plants were purchased and planted in the college campus. Drive to use paper bags instead of plastic bags was launched. Regular motivating talks were delivered by the invited guests and faculty members to maintain greenery and cleanliness in the campus throughout the year.

### **Criterion – VII**

#### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Innovations that were introduced in the beginning of the year 2016-17 were as follows:

- Introduction of learning through Skype.
- Effective implementation of 'Clean Campus-Green Campus' drive.
- Sending students to Other Colleges to participate in workshops and to interact with students of their stream.
- Students were given assignments for PowerPoint Presentation on some topics.
- More focus was maintained on Value Education. Geeta Jayanti was celebrated on 10<sup>th</sup> December 2016.
- Several Workshops were organised.
- "Independence 70", fortnight, 'Communal Harmony' and 'Cultural Heritage' Weeks were celebrated. Various competitions as well as other programmes were organised during these weeks.
- Staff as well as students' tour were organised.

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

- In academics as well as extracurricular activities and sports were facilitated and awarded.
- Independence 70 Fortnight, Communal Harmony Week and cultural Heritage Week were celebrated. Several programmes along with competitions were organised in these fests and students were also awarded.
- Students participated in Youth festival organized by the University and programmes organised by other institutes.
- Students were introduced to Webinar presentation.
- At the end of the session students who have shown extra-ordinary performance in various categories were awarded.
- Several extra-curricular activities were organised for students in the campus.

- Guest lecturers in their respective subjects were arranged by faculty members to develop better understanding among students.

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

Motivation

- 1- Cultural Heritage Week
- 2- Best Teacher and Best Supporting Staff Prizes

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

7.4 Contribution to environmental awareness / protection

During NSS camps, students worked for Environment Awareness. Students planted trees in their adopted village and also created awareness about cleanliness among villages. During seven days NSS camp, they also worked for environment awareness. They also participated in a campaign against the use of polythene in the routine life. More & more plantation & the maintenance of clean & Green campus rives were also launched. Some students were specifically assigned the responsibility to maintain the existing and newly planted trees/plants.

7.5 Whether environmental audit was conducted? No

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

### **Strength**

A good infrastructure  
 A good teacher-taught relationship  
 Frequent curricular and extracurricular programmes.  
 Very good coordination between the Management, Principal and the Staff & the dedication of all of them towards the growth of the institution.

### **Weakness**

Lack of skill based courses  
 Lack of land for outdoor athletic sports facilities.  
 Lack of staff-both teaching and non-teaching  
 Non-availability of staff in the library.  
 Lack of ICT trained staff.

## Opportunities

- To introduce job-oriented courses.
- To introduce new subjects at UG and PG level.
- To introduce science faculty.
- To tie up/collaborate with some institutes offering skill development courses.
- To provide world class knowledge to our students.

## Threats

- Mushrooming growth of private/self financing institutions which prioritise there commercial interest over the real education and use all the corrupt practices in admission and examination.
- Dismissing employment opportunities for graduates in Arts and Humanities.
- Increasing delay and inaccuracy in results declared by the university.
- Growing frustration among students due to their unaddressed grievances regarding results & mark sheets on the part of University.

## 8. Plans of institution for next year

### **ACTION PLAN FOR IQAC 2017-2018**

- To prepare AQAR for 2017-2018.
- To work in the direction of starting skill development & oriented computer courses in the campus.
- To encourage the staff to increase the use of latest teaching tools/IT in all subjects.
- To start Sports Academy for sports loving students.
- To start short term elementary level computer courses for students in the campus.
- To enhance research facilities by applying for the status of authorised research centre and encourage faculty to apply for major and minor projects.
- To expedite the process for affiliation in M.A.(Education), M.A. (Drawing and Painting) as a future prospect for upcoming need of the students.
- To apply for affiliation in some new subjects at graduation level.
- To work for eco-friendly practices and motivate students for the same.
- To guide and encourage students to participate in the College, University, State and National level cultural and sports activities, Youth Festival and Interuniversity Tournaments.



- To conduct classes for preparation of State and National level competitive exams such as Banks, Civil Services, NET, SLET etc.
- To encourage various departments to conduct invited talks by experts/dignitaries of their respective fields.
- To motivate each and every departments to host national/international seminars on the issues of current interest in their subjects.
- To encourage the faculty members to participate in Orientation/Refresher courses and workshops to update themselves with the latest developments in their subjects.



Name: Dr. Anju Bala Agrawal  
Signature of the Coordinator, IQAC



Name: Dr. Preeti Johari  
Signature of the Chairperson, IQAC

IQAC 2016-17

Chairperson	– Dr.Preeti Johari
Coordinator	- Dr.Anju Bala Agrawal
Administrative Officers	– Dr. Kalpana Vajpeyi Smt. Manju Dalal
Teachers Representative	- Dr. Archana Pal -Dr. Neetu Goswami - Dr. Dharmendra - Smt Pooja Paliwal
Management Representative	-Shri GirishAgrawal - Shri Vijay Prakash Agrawal
External Expert	-Dr. Ashok Kumar
Employees/Industrialist	- Smt. Gunjan Sharma
Alumni Representative	- Km. Nimra Lodi
Student Representative	- Km. Garima Gautam

### **Feed Back Analysis**

The feedback on the pre-developed questionnaire was taken from the Alumni, Parents and students as per the annual practice of the institution. As per information collected-

The alumni members were happy to see the institution growing rapidly. They felt satisfied with the addition in infrastructural facilities. Some of them have appreciated the latest teaching techniques used by the faculty.

As per the feedback, most of the parents had expressed satisfaction over the functioning of college. They appreciated the attitude of the teachers and the concern shown by them for improving the performance of their wards. Some parents expressed pleasure over the extra activities being organised in the college throughout the session while some other demanded for starting vehicle service to and from the college.

In their feedback, students had expressed satisfaction on the overall teaching practice in the college. However they demanded improvement in computer service and photocopying facility at reasonable rates.

**ACADEMIC CALENDAR- 2016-2017 (as per events held)**

**July**

Registration of the students for B.A.I and B.Com I starts from 1st July,2016.

Merit List pasted on the notice boards on 20<sup>th</sup> July,2016.

Counselling starts from 21<sup>st</sup> July,2016 and after counselling, submission of fees also starts.

**August**

Classes for B.A.I and B.Com I start from 1<sup>st</sup> August, 2016.

Voter Awareness Programme on 8<sup>th</sup> and 9<sup>th</sup> August, 2016.

‘Independence 70’ Yaad karo Kurbani Programme from 9<sup>th</sup> August, 2016 to 23<sup>rd</sup> august, 2016.

Tulsi Jayanti Celebration on 11<sup>th</sup> august, 2016

Parents Meetings on 12<sup>th</sup> August, 2016

Independence Day Celebration on 15<sup>th</sup> August, 2016.

Plantation Programme on 18<sup>th</sup> August, 2016.

Special Orientation Lecture for motivation of students for NSS on 18<sup>th</sup> August,2015.

Workshop on ‘Save Fuel’ on 23<sup>rd</sup> august, 2016

Poster and Slogan Competition on 23<sup>rd</sup> august, 2016

Special Orientation lecture for motivation of students on 29<sup>nd</sup> August, 2016.

**September**

Karate Camp starts from from 1<sup>st</sup> Sep.2016.

Hindi Week Celebration from 8 to 14<sup>th</sup> Sep.2016.

NAAC PEER TEAM VISIT from 19<sup>th</sup> Sep. 2016 to 21<sup>st</sup> Sep. 2016.

Personality Development Programme by Udaan Akademi on 27<sup>th</sup> Sep. 2016.

N.S.S. Foundation Day celebration on 24<sup>th</sup> Sep. 2016.

Visit to Old Age Home Vrindaban on 30<sup>th</sup> Sep, 2016.

### **October**

Gandhi Jayanti Celebration and Clean India Campaign on 2<sup>nd</sup> Oct. 2015.

Foundation Day Celebration on 4<sup>th</sup> October, 2015.

Sports Competition for Teaching and non-teaching staff 4<sup>th</sup> October, 2016.

College level competition to send them in 'Yuvotsav' on 10<sup>th</sup> October, 2015.

Guest Lecture by Manav Ekta Mission on 21<sup>st</sup> Oct, 2016.

Essay and Poem Recitation competitions by Vigilance Department of Indian Oil on 21<sup>st</sup> Oct, 2016

Ekta Diwas Celebration on 31<sup>st</sup> October, 2016.

### **November**

Lecture on Road Rules Awareness on 7<sup>th</sup> Nov. 2016.

Blood Donation Camp on 10<sup>th</sup> Nov. 2016.

Lecture on Sahaj Yoga and Personality Development on 16<sup>th</sup> Nov. 2016.

Lecture on Vocational Courses on 23<sup>rd</sup> Nov. 2016

Constitution Day Celebration on 26<sup>th</sup> Nov. 2016.

Communal Harmony Week Celebration from 19<sup>th</sup> Nov. to 25<sup>th</sup> Nov. 2016

Competitions and Rally by Rovers and Rangers Units on 28<sup>th</sup> Nov. 2016

### **DECEMBER**

Student Employability Workshop from 7<sup>th</sup> to 12<sup>th</sup> Dec. 2016.

Workshop by Deptt. of English from 7<sup>th</sup> to 17<sup>th</sup> 2016.

Talk on Demonetisation by SEBI officials on 9<sup>th</sup> Dec. 2016

Human Rights Day Celebration on 10<sup>th</sup> Dec. 2016.  
Geeta Jayanti Celebration and Competitions on 10<sup>th</sup> Dec. 2016.  
Presentation and Conclusion of Workshops on 17<sup>th</sup> Dec.2016.  
Stage Performance by Deptt. Of Music Vocal on 19<sup>th</sup> Dec. 2016.  
Inter-Collegiate Literary Competition on 20<sup>th</sup> Dec. 2016.  
Annual Sports Week from 21<sup>st</sup> Dec. 2016 to 24<sup>th</sup> Dec. 2016.  
Guest lecture on Cashless Economy on 22<sup>nd</sup> Dec. 2016.  
Guest lecture on Demonetisation on 24<sup>th</sup> Dec. 2016

### **JANUARY**

Swami Vivekanand Jayanti Celebrations on 12<sup>th</sup> Jan.2016.  
Dholak and Tabla Workshop by Deptt. of Music Instrumental from 3<sup>rd</sup> Jan.2017 to 17<sup>th</sup> Jan.2017 and 20<sup>th</sup> Jan.2017 to 4<sup>th</sup> Feb.2017.  
Lohri Celebration on 13<sup>th</sup> Jan.2017.  
N.S.S. Camp from15<sup>th</sup> to21<sup>st</sup> Jan, 2017.  
Republic Day Celebrations on 26<sup>th</sup> Jan.2017

### **FEBRUARY**

Basant Panchami Programme on 1<sup>st</sup>Feb. 2017  
Pre-University Exams from 11<sup>th</sup> to 20<sup>th</sup> Feb.2017  
Rovers and Rangers Camp from 26<sup>th</sup> to 28<sup>th</sup> Feb. 2017  
Cultural Heritage week starts from 27<sup>th</sup> Feb.2017

### **MARCH**

Parent-Teacher Meeting on 5<sup>th</sup> March, 2017.  
Conclusion of Cultural Week and Prize Distribution Programme on 5<sup>th</sup> March, 2017  
Women's Day Celebration and Poster competition on 8<sup>th</sup> March, 2017.  
Blessing Ceremony and Farewell to Final Year Students on 10<sup>th</sup> March, 2017.  
University exams start from 18<sup>th</sup> March, 2017.

## **April**

Final Examinations continued

Annexure -iv

## **Best Practices-I**

### **Title- Cultural Heritage Week**

**Goal:** To make students aware of their rich & varied cultural heritage especially that of Brij Bhoomi, their own native land.

### **The Context**

From 27<sup>th</sup> feb.2017 to 5<sup>th</sup> March, 2017, Cultural Heritage week was celebrated in the college, in which eminent personalities and scholars on the subject expressed their views to enhance the store of knowledge of teachers as well as students. Live demonstration, power point presentations and Cultural programmes were also organised to ensure active participation and involvement of students.

### **The Practice**

Working on the plan, all seven days of the week were devoted to different activities highlighting our rich cultural heritage. On the first, day, Dr. Vineet Narayan, President of Brij Foundation, an NGO working for the restoration of old monuments in Brij, made the student aware about the renovation work done by the Foundation to revive our mythological places and reconstruct them in a new dignified form. He shared the knowledge regarding important places of 'Brij 84 Kos Yatra'. On the second day, Students went to Mathura Govt. Museum and saw the rich historical heritage of Mathura. The third day was devoted to the training of traditional Birthday Celebrations under the guidance of Gayatri Tapo Bhoomi Teachers. They demonstrated the way to celebrate a birthday according to Indian Culture. The Birthday of some teachers & Students was also celebrated that way by lighting of several diyas and showering blessing through mantras & flowers on them. On the fourth day, a lecture on 'Haveli Sangeet Parampara in folk Culture of Brij' was delivered by Dr. Vandana Tailang, a renowned music teacher and famous Haveli Sangeet artist of Mathura. She made the students familiar with this music tradition of temples through live presentation. On the fifth day, stage performance of Dholak and Bansuri was organised by Deptt. Of Music (Instrumental). The main attraction of this event was a live performance given by a group of blind persons, form a local Blind School. On the sixth day, students were taught 'How to perform Yajna' by Dr. Vandana Priya Arya and Dr. Archana Priya Arya, Arya Samaj volunteers & the Alumni of RCA College. Seventh day was devoted to a cultural fest, in which students performed classical dance of various states and exhibited their talent.

## **Evidence of Success**

Almost all students of the college participated in these seven days programmes. As programmes were celebrated in zero period, so all students used to gather in auditorium and were benefitted by these programmes. These activities made them feel proud on their heritage. The result of the whole process was that the students got a platform to showed their talent and confidence in all activities. They developed courage and confidence to participate in such programmes on other platform outside the campus.

## **Best Practices -2**

**Title: Best Teacher and Best Supporting Staff Awards**

**Goal:** To encourage all the faculty members and the supporting non-teaching staff to give their best and work whole heartedly for the betterment of the institution.

### **The Context**

For the first time the college IQAC seriously worked to provide incentives to teaching and non-teaching staff as a token of appreciation for their devotion commitment and sincerity towards their duties.

### **The Practice**

In this session, it was decided that to recognise the efforts and sincerity of the teachers and the non teaching support staff, some incentive/award must be conferred on the best performer in both of these categories separately. The criteria for selection were then decided by a committee constituted by the management and which included two management members, an IQAC member and The Principal. The selection was based on the attributes such as attendance, students vote, Teachers vote (for Non-teaching), general behaviour, punctuality, Research Publication (for teachers), span of stay in the college, participation/involvement in extracurricular activities etc.

These suitable candidates in both the categories were then selected by the committee and were awarded with cash Prize and a certificate in the Annual Function of the college.

## **Evidence of Success**

Both the awards proved motivational for other faculty members and supporting staff to work whole heartedly. Some members developed a secret desire to win the award and hence they tried to improve their efficiency and contributed in all activities of the college.



