



**R.C.A. GIRL'S (P.G.) COLLEGE
MATHURA**

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ANNUAL QUALITY ASSURANCE REPORT

**SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)
BANGALORE – 560072
2011-2012**

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)

2011-12

1. Details of the Institution

1.1 Name of the Institution:

R.C.A. Gilrs (P.G.) College

1.2 Address Line 1

Vrindavan 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:

Dr. Preeti Johari

Tel. No. with STD Code:

0565-2505956

Mobile:

9412777091

Name of the IQAC Co-ordinator:

Dr. Kalpana Vajpeyi

Mobile:

9411256895

IQAC e-mail address:

iqac@rcagirlscollege.org

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

UPCOGN 12560

1.4 Website address:

www.rcagirlscollege.org

Web-link of the AQAR:

<https://www.rcagirlscollege.org/AQAR2011-2012.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	60.68	2006	5 years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

10-02-2010

1.7 AQAR for the year:

2011-12

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*)

- i. AQAR _____ NA _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

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:
(eg. AICTE, BCI, MCI, PCI, NCI) Yes No

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 Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify):

1.11 Name of the Affiliating University (*for the Colleges*):

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

Autonomy by State/Central Govt. / University:

University with Potential for Excellence: UGC-CPE

DST Star Scheme:	<input type="text" value="NA"/>	UGC-CE	<input type="text" value="NA"/>
UGC-Special Assistance Programme:	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>
UGC-Innovative PG programmes:	<input type="text" value="NA"/>	Any other (<i>Specify</i>)	<input type="text" value="NA"/>
UGC-COP Programmes:	<input type="text" value="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="04"/>
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="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="09"/> Faculty <input type="text" value="02"/>
	Non-Teaching Staff/Students <input type="text" value="01+02"/> Alumni <input type="text" value="01"/> Others (Parents) <input type="text" value="03"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

2.13 Seminars and Conferences (only quality related)

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

2.14 Significant Activities and contributions made by IQAC

The IQAC plays an active role to provide quality education in the institution. This culture was maintained and sustained by several initiatives taken by the cell throughout the year 2011-12. Few important tasks undertaken and completed during this session can be summarized as:-

- A compilation of research articles presented in national seminar of sociology held on 5-6th Oct. 2010 on “The Minorities and other Excluded Groups of Indian Society” was published in the form of proceedings.
- Remedial coaching for about 150 weak students was conducted to enable them to come at par with other students of their class.
- Academic calendar for the session 2011-12 was prepared and attempt was made to adhere to it.
- Three Parent Teacher Association meetings and one Alumni Association meeting were held during the session.
- Coaching classes for entry into services were conducted for about 150 students of SC/ST/OBC and Minorities categories.
- A Day care Centre was established from UGC grants to cater the needs of the female staff having young kids.
- Students and faculty were sensitized to gender issues.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To increase the infrastructural facilities in the campus.	1. The following infrastructural facilities were added in the campus during this year: A. The library Hall of the college was renovated. B. Plan and estimate for construction of a multipurpose hall, a round-table conference hall, and two classrooms were approved by Building Committee constituted as per UGC norms.
2. To improve the IT infrastructure of various departments and internet connectivity in the college to cater the growing needs of the staff and the students as per fast changing requirements of the society.	2. In all 11 computes and 03 printers were purchased.
3. To encourage faculty members to participate in seminars/workshops and conferences through paper presentation and update themselves with the latest	3. Many faculty members participated and presented papers in National/ International Conferences/Workshops/Seminars. (List enclosed).

<p>developments in their respective subjects.</p> <p>4. To encourage the faculty for research publications in research journals of National / International repute.</p> <p>5. To encourage the faculty members to participate in the Refresher/ Orientation courses conducted by UGC Academic Staff Colleges at different times.</p> <p>6. To conduct the coaching classes for different competitive examinations from the grants sanctioned by UGC by arranging faculty from outsourcing.</p> <p>7. To encourage different clubs of the college to conduct co-curricular activities and ensure considerable participation from the students.</p> <p>8. To arrange educational tours for the students for their all round development & exposure.</p>	<p>4. Faculty of different disciplines got their papers published in different journals (list enclosed).</p> <p>5. A Few faculty members participated in refresher courses.</p> <p>6. Coaching classes for different competitive examinations were organized under the coordinatorship of Dr. Dharmendra Verma, Commerce department.</p> <p>7. A. literary Club (i) There is an annual event of sponsored inter collegiate competitions which is organized by the literary club besides other programmes. This year also these competitions were organized by this club on 08-12-2011. (ii) Department of Hindi celebrated Hindi week from 7-14 September 2011. Different competitions/Guest Lecturers/Kavi Sammelan etc. were organized by the department and literary club collectively.</p> <p>B. Club of Fine Arts (i) Department of Drawing and Painting conducted Mehandi competition for students on 20.10.2011 (ii) The students of this department participated in Rangoli making on the parade ground, civil lines, Mathura on 25th January 2012, for the ground decoration for Republic Day Parade. These students were awarded with cash prize and certificates by the UP Police department authorities. (iii) The department of music conducted competition of 'light music &folk dance' for the students on 23-12-2011.</p> <p>C. Commerce Club (i) This club organized an invited talk on 'Jobs in Management' on 18.11.2011 by Dr. Vikas Tripathi from GLA University, Mathura</p> <p>8.To give exposure to the students two educational tours were arranged for the students, viz, (i) A visit to a National exhibition organized by the Ministry of Industry and historical monuments of Agra on 18-12-2011 by students and faculty of commerce.</p>
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<p>9. (i) To involve the faculty and students in community services as well as in other extension activities.</p>	<p>(ii) A visit to Mangalayatan University, Aligarh on 18-03-2012 to attend a National Workshop was organized by the club of fine arts.</p> <p>9. (i) The students and faculty collected money to help a seven year old boy named Ujjwal Sharma, suffering from blood cancer. The collection was sent to the Cancer Patients Aid Association, Mumbai.</p> <p>(ii) Students were engaged in cleaning the campus. They went to adjoining villages to make the people aware about the importance of Sanitation and Health on 22-02-2012.</p> <p>(iii) A voter awareness campaign was organized by the N.S.S. coordinators of the college on 23-02-2012 and about 400 students participated in it.</p> <p>(iv) Under seven days special camp of N.S.S. the students taught mentally retarded children in KALYANAM KAROTI, an NGO which works for children with different abilities.</p> <p>(v) Students showed their interest in the Clean & Green drive and they planted many trees in the campus, their houses and nearby villages on 24-02-2012.</p> <p>(vi) A talk was conducted on Polio and other Vaccinations on 25-02-2012.</p> <p>(vii) Campaign was organized by students and they motivated the people all around the city by taking out rally.</p>
<p>10. To encourage the students and faculty members to contribute generously to charity fund for socially deprived people like poor students, cancer victims, Army personals etc.</p>	<p>10. The students and faculty members contributed to the charity fund and it was used to help poor students for their books uniform and fee. An amount of Rs. 2920/- was sent through electronic transfer after raising fund by distribution by flag for welfare of defence personal.</p>
<p>11. To encourage the students to participate in the College/University State and National level sports and games.</p>	<p>11. Several students participated in sports competitions at different levels:</p> <p>(i) Annual Sports Meet was organized in college from 19th Dec. 2011 to 22th Dec. 2011. Students participated in athletics, Badminton, Chess, Carrom and High jump etc. with full enthusiasm.</p> <p>(ii) Intercollegiate competition in Kabaddi was organized on 22.12.2011 and RCA College team got 1st place among eight teams.</p> <p>(iii) Twelve Students participated in distt. level Kabbadi (Women) competition organized by Nehru Yuva Kendra, Mathura on 12-14th March 2012 and the team was announced as winner.</p>

	<p>(iv) Six students participated in Intercollegiate women Hockey competition 2011-12 organized by Agra College, Agra on 12th Nov. 2011.</p> <p>(v) Six students participated in different track & field events in Intercollegiate Athletics competition on 1-2nd Nov. 2011 organized by M.G.B.V. (P.G.) College Firozabad.</p> <p>(vi) Two students participated in 38th senior women U.P. State Kabaddi championship on 8-10 Oct. 2011.</p> <p>(vii) Three students participated in Shot put event organized by Nehru Yuva Kendra 4-5 Dec. 2011 and all three students won gold, silver and bronze medal.</p> <p>(viii) One student participated in distt. wrestling (women) competition on 4-5 Dec. 2011 and got gold medal.</p> <p>(ix) Three students participated in National Ringball championship 2011-12 on 14-16th April 2012 in Ganaur (Sonipat) Haryana.</p> <p>(x) Ten students participated Intercollegiate competition 2011-12 (Kabaddi, Basketball, March Past and Rassakassi) on 15th Dec. 2011 in Dau Dayal Mahila College Firozabad and won Runner up positions in Kabbadi & Rassakassi.</p> <p>(xi) One student participated in 34th Senior National Throwball championship 2011 on 28-30th Dec. 2011 in Bhilai, Chhattisgarh at National Level.</p>
<p>12. To encourage faculty and students to give their best performance and result in University Examinations.</p>	<p>12. Home assignment Quizzes. Surprise tests during the session and Pre University Exams at the end of the session from 10-02-2012 to 18-02-2012 were conducted to assess the students preparation for the University Examinations.</p>
<p>13. To arrange for computer and internet literacy for teaching and non-teaching staff.</p>	<p>13. A fifteen day training on MS Office and Internet was given to the staff by NIIT, Mathura Centre in the college campus in the month of August, 2011.</p>
<p>14. To request the college management to approve the funds for the renovation of staff room and NAAC preparation office.</p>	<p>14. Management approved the funds for the same.</p>
<p>15. The ensure the publication of college Newsletter and Magazine within the scheduled time schedule.</p>	<p>15. Vth issue of the college Newsletter “Pravaah” was published in January 2012.</p>

** Attach the Academic Calendar of the year as Annexure. (I)*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

It was discussed informally with some members of the managing committee and their suggestions were noted to be included in the next year's plan of action.

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	03	-	-	-
PG	04	-	02	-
UG	02	-	01	-
PG Diploma	01	-	01*	-
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10		04	

(*available but not functional)

✓

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

The students in B.A. Programme have the options to choose any three subjects out of the twelve subjects available in the college.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01*
Trimester	-
Annual	06

(*available but not functional)

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

The College has no authority to modify or change the syllabi. Being an affiliated college, it has to follow syllabi prescribed by Dr. B.R. Ambedkar University, Agra. However, the syllabi for UG programmes in almost every subject in the Arts and Commerce faculties were modified by the university from the session 2011-12.

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	04	08		01 (Principal)

2.2 No. of permanent faculty with Ph.D.

11

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
-	03	-	-	-	-	-	-	-	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

03

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	08	11	-
Resource Persons	-	-	-

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

In the beginning of the session Tentative Academic Calendar was circulated among the teaching faculty to prepare the teaching plan for the session. Faculty submitted their monthly/unit wise teaching plans and schedule for Conducting various internal tests and assignments.

1. Regular meetings were held to monitor the progress. Students were encouraged to study on their own and use library as much as possible.
2. Equal weightage was given to syllabus and personality development programmes in the form of extracurricular activities so that students might learn team spirit and co-operation which could ultimately equip them according to the future needs.
3. To upgrade themselves, some faculty members also attended Seminars/Conference and Refresher Courses.
4. Some of faculty used Information Communication Technology for effective teaching. They used their personal lap-tops for teaching through Power Point presentations.
5. Students were encouraged to participate in various academic competitions organized in the college.
6. Students facing problems in curriculum were given personal guidance by faculty members.
7. Teaching methods adopted were a balanced mix of lecture method and interactive method-
 - (A) Periodic and surprise tests were conducted to review the performance of the students.
 - (B) The students were required to write answers, definitions and conceptual testing questions in theory subjects for enhancing their confidence to perform better.
 - (C) The students were encouraged and guided to prepare projects and power point presentations on their subject topics.
 - (D) Group discussions among the students were encouraged in the classes.
 - (E) Invited talks were arranged.
 - (F) Finally in the end of the session, Pre University Examinations were conducted before the final exams.
8. In most of the subjects curriculum was completed within the time frame work. In the subjects where it could not be completed due to any extra ordinary circumstances the faculty took extra classes and completed their syllabi and attended to students' problems before the commencement of exams. For evaluating teaching learning process, institution has a system of regular feedback from the students, the parents and a cross section of the local society. The concerned faculty is then informed about the conclusions of the feedback on one to one basis and he/she is given opportunity to improve.

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

143

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

In pre-university exams question papers of the university exams pattern (MCQ, short answer type and descriptive type) were given to the students.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

02

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass % (Approx)
B.A. (I,II,III)	687	The actual data for I st IInd and IIIrd division could not be maintained as the complete results are not declared at one time. About 50-60% results of the students are being completed throughout the year.				98%
B.Com (I,II,III)	238					98%
M.A. (Hindi, English, Sanskrit)	151					90%
M.Com (Previous & Final)	43					90%

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

Continuous monitoring through meetings and providing instant solutions to the practical problems faced by the faculty in execution and implementation of the programmes. Gathering feedback from the different stakeholders in particular, and the local society, in general, and recommending to modify the plans accordingly.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
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.	04
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	06+14*	03	NIL	01
Technical Staff	01	02	NIL	01

* Non-teaching supporting staff

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC encouraged the faculty to present papers in international/national and state level seminars and conferences and to organize such events in the college.
2. IQAC also stimulated the staff members for updating themselves through paper publication and book writing and submitting minor/major research projects.

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		26	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		10	

3.5 Details on Impact factor of publications: Not Known

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: NA Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

- 3.10 Revenue generated through consultancy.
- 3.11 No. of conference organized by the Institution:
- 3.12 No. of faculty served as experts, chairpersons or resource persons
- 3.13 No. of collaborations:
- 3.14 No. of linkages created during this year.

3.15 Total budget for research for current year in lakhs: Nil, there is no provision for allocating the budget separately for research.

From funding agency	<input type="text"/>	From Management of University/College	<input type="text"/>
Total	<input type="text"/>		

- 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
and students registered under them

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

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 type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>
College level	<input type="text" value="200"/>		

3.22 No. of students participated in NCC events: NA

3.23 No. of Awards won in NSS: NIL

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC: NA

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

1. Students were sensitized towards ecological and environmental issues.
2. More & more students were motivated to engage themselves in community services through N.S.S.
3. N.S.S. 07 day special and 04 one day camps were organized and students actively participated in various social activities.
4. Economic support to 10 poor students in the form of partial fee concession and uniform/books was provided.
5. As a work towards institutional social responsibility, the college campus was provided for stay to the PAC force coming from other cities for maintaining peace & harmony on festivals like Krishna Janmashtmi. The students also shared the problems faced by the policemen & their families during such tough times.

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	3915 Sq mtr	-		3915
Class rooms	14			14
Laboratories	06			06
Seminar Halls	-			
Offices/Deptt./Others	11	-	-	11
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	10	UGC and College Maintenance A/c	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1.86 Lacs	-	-
Others				
1. Furniture	-	0.93 Lacs		
2. Almirahs	-	1.61 Lacs		
3. Miscellaneous equipments	-	0.05 Lacs		

4.2 Computerization of administration and library

Office/Administrative block is partially computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13850	5,61,797	175	31,393	14025	5,93,190
Reference Books						
e-Books						
Journals			02	2885	02	2885
e-Journals						
Digital Database						
CD & Video						
Others (specify)			13	6,616	13	6,616

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	07	01	Network Resource	02	02	01	01	00
Added	11	NIL	Centre with UGC grants was established and is functional	01	01	01	01	01
Total	18	01			03	02	02	01

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

Training of M.S. word and internet by NIIT faculty was arranged on nominal fees for teachers and students who were interested in.

4.6 Amount spent on maintenance in lakhs:

i) ICT	.127
ii) Campus Infrastructure and facilities	.313
iii) Equipments	.027
iv) Others	-
Total:	.467

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Career Counselling.
2. Exit meeting for Final year students.
3. Grievance Redressal Cell.
4. Circulating the informations through written notices and verbal announcements in assembly organized on each and every Monday and Thursday.
5. Students counselling by faculty in special cases.
6. Keeping suggestion cum complaint box in the institution corridor.

5.2 Efforts made by the institution for tracking the progression

The progression of the students was tracked by maintaining records of students updates through the alumni association meetings and personal contacts of diff. teachers with students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
926	194	02	-

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	00	00		1122	100

Last Year 2010-11						This Year 2011-12					
General	SC	ST	OBC	PH.challenge/ Minority	Total	General	SC	ST	OBC	PH.challen ge/Minorit y	Total
959	63	-	115	04	1141	972	58	-	88	04	1122

Demand ratio

1:1

Dropout %

1.07

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

143 students belonging to SC/ST/OBC/Minority groups were given coaching for entry in to services and competitive examinations.

No. of students beneficiaries

143

5.5 No. of students qualified in these examinations: Record Not maintain

5.6 Details of student counselling and career guidance

1. College organized for interaction of about 100 students with Alumini representatives to enlighten students about career options.
2. Guest speakers were invited to counsel students about higher studies and career options in their respective subjects about 407 students of B.A., B.Com, M.A. and M.Com final year were present.
3. The career counselling cell of the college arranged a motivational talk by Dr. D.C. Khandelwal from J.C.I. Mathura, on the title “On Future” on 10-09-2011.

No. of students benefitted

700 (approx)

5.7 Details of campus placement: Although the exact record is not maintained there are some students who have been placed off campus as follows.

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			10

5.8 Details of gender sensitization programmes

1. Awareness talk was conducted for the girl students and faculty on the topic ‘Breast Cancer and Cervix Cancer’ by Dr. Alpana Agrawal on 16-11-2011.
2. A talk was conducted on ‘Women’s Rights’ by Advocate Ms. Pratibha Sharma on Woman’s Day on 08-03-2012.
3. One day workshop was conducted by the deptt. of Physical Education on ‘Specific Health and Hygiene practices for teenager girls on 28.01.2012

5.9 Students Activities

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

State/ University level

36

National level

04

International level

Distt Level

16

College level

15

No. of students participated in cultural events: 120 (approx)

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	12	15, 000
Financial support from government	211	6,50,836
Financial support from other sources	50	1,00,000
Number of students who received International/National recognitions	-	-
Fee concession by institute	03	3500

5.11 Student organised / initiatives:

Nil

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

1. Arrangement of R.O. Water & Toilets
2. Arrangement of generator.
3. Financial help to very poor students in the form of books, uniform, winter wears etc.

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 of providing higher education to girls coming from that section of the society where they have to leave studies due to financial constraints or the conservative approach of their family which is against sending daughters to the co-educational institutions for higher studies. Right from its inception the college is working with this vision and 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, liberty 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 in the world without the significant contribution of women'.

Mission

Educating empowering and enlightening the girls today and equipping them with high social and moral values to nurture the needs of tomorrow.

6.2 Does the Institution have a management Information System?:

No

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

6.3.1 Curriculum Development

1. Curriculum is planned by the university. The Boards of Studies of different disciplines develop curriculum after taking feedback from teachers, students and consulting syllabi of other Universities. The college implements the syllabus in strict accordance with the existing rules and norms of the university.
2. Practical and theory period are conducted as per UGC guidelines and schedule of Dr. B.R. Ambedkar University, Agra

6.3.2 Teaching and Learning

1. Remedial Classes were conducted in all subjects.
2. IQAC committee is in regular contact with the staff and students. It gives suggestions to improve the overall quality of teaching and making education more relevant to the students by analyzing and understanding the needs of the students and the society.

6.3.3 Examination and Evaluation

1. Slow learners, who were identified after their first test, were given personal counselling.
2. Surprise tests/multiple choice tests were given to the students at frequent intervals to assess their day to day progress.
3. The subject teachers monitored the performance of the students (slow learners /advanced learners) and motivated them to perform better.
4. At the institutional level Pre University Exams were conducted and the answer sheets were evaluated according to the examination pattern of Dr. BRA University, Agra. This enables the students to assess their preparation for the University Examinations and improve according to the advice of their teachers. After Pre University Examinations results of the students were also discussed in the presence of their parents and specific instructions were provided by subject teachers to the parents to help their wards to score high.

6.3.4 Research and Development

1. Published a proceeding of National Seminar conducted by sociology department on “Minorities and Excluded Groups of Indian Society”.
2. Due encouragement to write papers for National and International Journals of repute.
3. Two research scholars (One in English & the other in Sanskrit) are engaged in research with Dr. Anjubala Agrawal & Dr. Archana Pal respectively.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library hall was renovated. Arrangement of separate reading place for students and faculty was made.
2. All laboratories and library were update and equipped with relevant apparatus and practical material.
3. New books were purchased.
4. About a dozen computers were purchased for use in office and different departments like Drawing & Painting, of Home Science etc.

6.3.6 Human Resource Management

Each member of the staff in whatsoever position he/she may be, is entrusted responsibility according to his/her potential and skills. Their work was supervised by the IQAC team at different occasions.

6.3.7 Faculty and Staff recruitment

No permanent faculty was appointed by UP Higher Education Services Commission during this session. Appointment of eight part time teachers was made in five subjects, besides six teachers and two non-teaching employee already working on part time basis.

6.3.8 Industry Interaction / Collaboration: NA

6.3.9 Admission of Students

1. Admissions are taken according to norms of Dr. B.R. Ambedkar University Agra. Admission rules and regulations are printed in college prospectus to guide the students.
2. Admissions are taken strictly on merit.
3. Reservation policy of the state Govt. for admission is followed in the college.

6.4 Welfare schemes for

Teaching	Pension, Group Insurance, Gratuity
Non teaching	-do-
Students	Govt. Scholarship, Counselling Cell

6.5 Total corpus fund generated through alumni association

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Principal & Management nominees monitored the performance of the teachers and used the feedback of student/other stakeholders to warn teachers/Non teaching staff to improve.
Administrative	-	-	Yes	A review of the work of all administrative officers/committee incharges was done by the management in an informal meeting and the shortcomings in their functioning were communicated to them with suggestions to improve their work.

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

For UG Programmes Yes No

For PG Programmes Yes No

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

1. Procedure of online exam form filling was initiated.
2. Introduction of MCQ pattern for some subject in U.G. level courses was introduced.
3. Restriction of addition of supplementary answer sheets was implemented to avoid unfair practices.
4. Evaluation through OMR sheets in some subject was initiated.

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

NA

6.11 Activities and support from the Alumni Association

Alumni Association of our College interacts with present students, share their experiences and knowledge in Alumni Association meetings being held in the College form time to time. They gave constructive suggestions for the development of the college and students as well. They also taught the students at different occasion according to the requirement. Some old students have donated some books to the needy girls of the college.

6.12 Activities and support from the Parent – Teacher Association

Nowadays parents are more involved in the progress reports and the future of their wards. There is a parent teacher association in the college since 2005. Three meetings of the association were held to solve the students' problems and their counselling. The parents participating in the 'parents meetings' also gave feedback for enhancing the institutional academic environment and the all round development of the students and improving the quality of education in general.

6.13 Development programmes for support staff:

-A fifteen days training on MS Office and internet was given to the support staff by NIIT, Mathura centre in the college campus in August, 2011.

-Uniform (summer and winter wear) was distributed to the ministerial staff.

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

- Plantation campaign for green campus started.
- Use of plastic materials was minimized in the college campus.

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.

1. Grievance Redressal Cell is working in the college.
2. There is a practice of session wise teaching plan preparation.
3. Various activity clubs were formed e.g. Literary Club, Club of sports, Club of social sciences, Club of fine arts and Club of commerce.
4. Study and excursion tours were organized.

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

Nearly 90% work was successfully done as per plan.

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

1. Value education through assembly.
2. Remedial Teaching

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

7.4 Contribution to environmental awareness / protection

1. Tree plantation in the campus.
2. Awareness in the neighbouring slum and less literate areas about environment conservation was created.
3. The 'Environmental studies' paper was taught extensively in B.A. IIIrd year class.

7.5 Whether environmental audit was conducted? Yes No

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

Being a well known institution for conducting fair and unbiased exams, the college was entrusted with the responsibility of conducting the exam for about 20 affiliated colleges as the Nodal Centre for University Exams 2011-12, for the first time. Due to the odd working hrs (approx 03:30am to 10:30pm) there is a practice of making only Co-ed colleges (with majority of male staff) as the Nodal Centres but it was the sincerity and dedication of the staff and reputation of the college which prompted the University Authorities to choose this Girls College as a Nodal Centre even with majority of female staff.

Strengths

1. Institutional harmony and fully committed staff who work together in perfect coordination with the principal, management for quality enhancement in the College.
2. Tradition of academic & extracurricular excellence and good results.
3. Well qualified and dedicated staff.
4. Faculty involved in paper publication and presentation in National/International Conferences/Seminars
5. Hosting at least one National Seminar almost every year in the campus on issue of public importance and concern since last 3-4 years.

Weakness

1. Limited available land and constructed area.
2. Lack of a multipurpose hall and place for indoor games.
3. Lack of qualified supporting staff in the Library and office.
4. Academically below average/average students stuff.
5. Non availability of sanctioned posts of gardener, computer operators and electrician even though it is a grant-in-aid institution.
6. Less responsive Alumni and Parent Teacher Associations.
7. Non-availability of college conveyance for girls coming from villages and remote areas.

Opportunities

1. All round development of personality of the students to prepare them against growing challenges of the society.
2. Create efficient administrators, politicians and powerful youth for health, wealth and character of the nation.
3. Socio-economic upliftment of the students who come from socially and educationally backward areas of the city and nearby villages.

Threats

1. Growing inefficiency, incompetence and corruption all around which overshadows the functioning of the education system as a whole.
2. Prevailing system of examinations & result which is going out of control of all authorities and victimising the serious and bright students.
3. Continuously declining student's attendance graph.
4. Decreasing job prospects for the students of routine courses like B.A., M.A. etc.

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

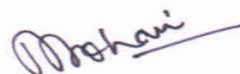
1. To increase in infrastructural facilities in the campus.
2. To start the construction of the proposed Multipurpose Hall, new Computer Laboratory and two Class Rooms above the Multipurpose Hall.
3. To increase health services for the staff and the students and to establish a health care centre in the campus, if possible.
4. To organise at least one International and one National Seminar/Conference in the college.
5. To encourage the students for more & more Community services and to develop social awareness among them.
7. Enrich the Day Care Centre and Career and counselling cell.

Name: Dr. Kalpana Vajpeyi



Signature of the Coordinator, IQAC

Name: Dr. Preeti Johari



Signature of the Chairperson, IQAC

Annexure I

Academic Calendar (as per the events held) in 2011-12

S.No.	Date	Day	Event/Activity
1.	03.08.2011	Wednesday	College restarts after summer vacation
2.	04.08.2011	Thursday	Staff meeting for preparation of various committees
3.	10.08.2011	Wednesday	IQAC Meeting
4.	12.08.2011	Friday	Orientation for first year students
5.	13.08.2011	Saturday	Meeting of discipline committee, time table committee
6.	15.08.2011	Monday	Independence Day Celebrations
7.	01.09.2011	Thursday	IQAC Meeting
8.	05.09.2011	Monday	Teacher's Day Celebrations
9.	07.09.2011 to 14.09.2011	Friday to Wednesday	Hindi Week Celebrations (Organizing of different competitions)
10.	10.09.2011	Saturday	Expert lecture on "On Future" (Career Counselling Cell)
11.	14.09.2011	Wednesday	Antyakshari Competition
12.	21.09.2011	Wednesday	N.S.S. Committee meeting, sports committee meeting
13.	24.09.2011	Saturday	Parents-Teachers Association meeting
14.	26.09.2011	Monday	Careers guidance for final year
15.	02.10.2011	Sunday	Gandhi Jayanti and Lal Bahadur Shastri Jayanti Celebrations
16.	20.10.2011	Thursday	Mehandi Competition by Department of Drawing & Painting
17.	12.11.2011	Saturday	IQAC Meeting
18.	16.11.2011	Wednesday	Expert talk on "Breast Cancer and Cervix Cancer
19.	18.11.2011	Friday	Expert lecture/talk on "Jobs in Management". (Commerce Department)
20.	08.12.2011	Thursday	Inter collegiate competition in Hindi/English essay writing and debate.
21.	17.12.2011	Saturday	Alumni Association Meeting
22.	18.12.2011	Sunday	One day N.S.S. Camp
23.	18.12.2011	Sunday	Educational tour of commerce faculty
24.	22.12.2011	Thursday	Parents-Teachers Association Meeting
25.	23.12.2011	Friday	Inter collegiate Kabbadi competition
26.	09.01.2012	Friday	IQAC Meeting
27.	15.01.2012 to 20.01.2012	Sunday to Friday	Annual Sports meet for Athletics, Chess, Badminton, High Jump, Carom, discuss throw, and Volley ball match between present students and alumni students.
28.	25.01.2012	Wednesday	Rangoli on Parade Ground, Civil Lines Mathura by our students for Republic Day Parade
29.	26.01.2012	Thursday	Republic Day Celebrations

30.	28.01.2012	Saturday	Basant-Panchami Celebrations
31.	28.01.2012	Saturday	Workshop on Heath & Hygiene by Department of Physical Education
32.	29.01.2012	Sunday	One Day N.S.S. Camp
33.	07.02.2012	Tuesday	Student Aid fund meeting
34.	10.02.2012 to 18.02.2012	Friday to Saturday	Pre University Examination
35.	21.02.2012 to 27.02.2012	Tuesday to Monday	N.S.S. Special Day/Night Camp
36.	04.03.2012	Sunday	One Day N.S.S. Camp
37.	08.03.2012	Thursday	Expert talk on Legal Rights of Women
38.	13.03.2012	Tuesday	Parents-Teachers Association Meeting
39.	18.03.2012	Sunday	Educational tour to Manglayatan University, Aligarh (club of fine arts)

Annexure II

A. Student Feedback: At the end of every academic year. Students are asked to furnish feedback on class room environment, syllabus, teacher's knowledge and attitude, supporting staff, extracurricular activities, infrastructural facilities, and general administration in the college on a prescribed format. A random sample of about 25-30 students from each programme (UG, PG) and each faculty (Arts, Commerce) is taken for the purpose. The feedback forms are then studied thoroughly and a report is prepared by a group of teachers. Efforts are made to work on the grievances of students and keep the good practices going on. Important points in the feedback report for the session 2012-13 are:

- (i) **Resources-** Adequate, but some resources need to be added as per growing requirements of the students. Like, a multipurpose hall, sports facilities, introducing NCC & Rovers Rangers schemes, College bus & canteen facilities.
- (ii) **Teacher's attitude-** Very cooperative. It's like a friend, philosopher & guide.
- (iii) **Library Facilities-** Inadequate, most PG students demanded separate department Library. Some demanded introduction of computer too.
- (iv) **Syllabi-** Satisfactory, but some students felt the need of updating the syllabi.
- (v) **a. Health Facilities-** Need to be enhanced.
b. Vocational Programmes- Need to be introduced.
c. Placement Cell- Need to be functional
- (vi) **Internet-** Not sufficient, many students demanded Wi-Fi internet facility.
- (vii) **Discipline-** Good.

B. Parents Feedback: Parent Teacher Association (PTA) meetings are conducted by the college at least three times in a academic year. In any such meetings the IQAC members take feedback of the parents or prescribed format. The format includes questions on institutional discipline and Culture, Academic Standards, Teaching Methodology, Co-curricular & extracurricular activities, communication from college about progress of their wards counselling provided to students in the college regarding career guidance.

The feedback is more or less good and positive in all areas placements that of except.

C. Alumni Feedback: Regular Alumni Association meetings are held in the college the members of IQAC take feedback from Alumni also at difference the evaluation is done on each and every aspect of teaching learning process, college environment and progress of college in compassion with their time (old time and now)

The feedback is by and large positive.

1. The Alumni members usually feel happy with increasing infrastructure facilities day by day.

2. They also feel happy with the growing of Seminars/Conference in the college.

Annexure III

Presentation of Best Practices

1. Value Education through assembly:

Goal:

The objective of conducting assembly twice in a week is to impart values among the students along with their curriculum and to make them aware of the routine information. Students get an opportunity to learn about the high moral values with the regular subjects which they study. Value education is imparted to the students to inculcate such ethics and values that have a reaching effect on their personality and the society as well.

A. The Context:

In present circumstances we are passing through a period of value crisis. Truly speaking, the present life pattern in India is full of discontent & frustration due to prevalent abuses of corruption, exploitation, hypocrisy and what not. It is all due to loss of human values. (Thus it was planned by the institution to impart value education through the teachers). As the teacher cannot be regarded as merely a communicator of knowledge rather he has to be a motivator, a transmitter of culture and values, a social engineer and an architect of the future society. The role of the teacher is most important in providing value education to the students. He/she is supposed to be a role model for the students & therefore he/she can be the best instrument to inculcate values.

The programme to impart value education is organized at the time of assembly. Assembly is conducted twice a week i.e. on every Monday and Thursday at 12:30 pm. This afternoon time was selected observing the maximum strength of students at that time, in the college. This practice was being followed since the beginning of the institution but was interrupted after some years due to some unavoidable reasons. However, it has now been revived since 2009 and is followed regularly.

B. The Practice:

The practice of providing value education at the time of assembly becomes very effective gradually. All the students of U.G. and P.G. classes and faculty assemble at the scheduled time and pray. After the prayer, the talks on various themes based on moral social values are delivered. Sometimes they depend on specific occasions e.g. Birthdays of Great personalities, National & International days and festivals. Value-based short stories for practical life, India's Struggle for

Freedom, deteriorating values and increasing dissatisfaction in the society etc. This is usually done by some of the faculty members/principal. But sometimes guests are also invited for the purpose. They put an effort to bring the awareness about the importance of qualities such as loyalty, courage, discipline, self-sacrifice, spirituality truth mutual sharing, helping the poor and the aged, respecting the teachers/elders and honesty etc. Sometimes some students are also asked to speak on such topics.

C. Evidence of Success:

Success of this practice is evident through the positive verbal feedback and the behaviour of the students. It ensures that students are happy with the value education through assembly and they find it worthy for them. The impact of this practice can also be seen in the behaviour students who seem to become more & more responsible, caring and obedient, gradually after joining the college.

2. Remedial Teaching

Goal:

To improve in the performance of slow and weak students who need individual attention and to enhance their learning capability.

A. Context:

It is a matter concern for the institution that most of the students come from rural areas and low socio-economic status. They are usually slow learners. Therefore, remedial classes in all the subjects were introduced for such slow learners to bring them into the mainstream and to discourage the practice of tuitions outside the college. Evidently, this idea has proved to be a great help to such students who need more attention in their subjects.

B. The Practice:

The practice of the remedial teaching is implemented from the beginning of each session in all the subjects. The weak students who need such coaching are sorted out after the tests given to them in each subject. Two periods in a week are assigned for each subject. These students are directed to attend these remedial classes. Students are given short tests after each chapter to assess their performance after attending the remedial class. The classes are open to other students also if they are willing attend them. In this way those students are also benefitted by these classes who could not attend their regular class due to one reason or the other.

C. Evidence of Success:

The review of results indicates that remedial teaching process has been very effective to the weak students who sometimes hesitate in sharing their difficulties in the class. Most of the students attending remedial classes have completed their pending work in almost all the subjects and were able to perform better.