



**R.C.A. GIRLS (P.G.) COLLEGE
MATHURA**

Website: www.rcagirlscollege.org

Email: principal@rcagirlscollege.org

**ANNUAL QUALITY ASSURANCE
REPORT**

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

2014-2015

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)

2014-15

1. Details of the Institution

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

1.1 Name of the Institution

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:

Dr. Preeti Johari

Tel. No. with STD Code:

0565-2505956

Mobile:

9412777091

Name of the IQAC Co-ordinator:

Dr. Anju Bala Agrawal

Mobile:

09219792416

IQAC e-mail address:

iqac@rcagirlscollege.org

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

UPCOGN12560

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:

www.rcagirlscollege.org

Web-link of the AQAR:

http://www.rcagirlscollege.org/aqar2014_2015.pdf

1.6 Accreditation Details

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

AQAR 2011-12 (16-12-2015)

AQAR 2012-13 (18-12-2015)

AQAR 2013-14 (19-12-2015)

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 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) GC 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*)

Dr. B. R. Ambedkar University,
Agra.

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

Autonomy by State/Central Govt. / University

N.A.

University with Potential for Excellence

NA

UGC-CPE

N.A.

DST Star Scheme

N.A.

UGC-CE

N.A.

UGC-Special Assistance Programme

N.A.

N.A.

UGC-Innovative PG programmes

N.A.

Any other (*Specify*)

N.A.

UGC-COP Programmes

N.A.

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="03"/>
2.11 No. of meetings with various stakeholders No.	<input type="text" value="11"/> Faculty <input type="text" value="05"/>
Non-Teaching Staff/ Students	<input type="text" value="1+2"/> Alumni <input type="text" value="01"/> Others/Parents <input type="text" value="02"/>
2.12 Has IQAC received any funding from UGC during the year? Yes	No <input type="text" value="√"/>
If yes, mention the amount <input type="text"/>	
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="02"/> International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text" value="2"/>
(ii) Themes:	<ul style="list-style-type: none"> • Tax Administration and Reforms in India: Purposes and Empowerment by Deptt. of Commerce • Workshop on "Communication Skills" by Deptt. of

2.14 Significant Activities and contributions made by IQAC

The IQAC of the college plays an active role in enhancing culture of quality within the institution. The culture is maintained and sustained by several initiatives taken by the cell

throughout the year 2014-15. The IQAC ensures efficient performance of academic and administrative tasks. Significant activities and contributions made by IQAC are as follows:-

- Shifted the library to a more spacious hall and attached reading room and initiated the computerisation of the library.
- Initiated the action plan to begin the process of reaccreditation of the college.
- Arranged seminars, conferences and guest lectures.
- Arranged annual inter-university literary and sports competitions.
- Initiated the process of the publication of the magazine AASTHA and newsletter PRAVAAH.
- Empowered the girl students by arranging 'Karate Training' for girls.
- Initiated more avenues for students to engage in community service.
- Sensitized students to ecological and environmental issues.
- Installed a BSN Optical fibre cable connection for fast internet access.
- Encouraged the faculty members to pursue research.
- Initiated the staff members to help students for the cultural fest on 'Diverse Dances of Indian States' on 4th January, 2015.
- Sent a proposal to the Management committee to allocate funds for the beautification of the campus.
- Encouraged the faculty members to contribute to a 'Common Charity Fund' to help economically backward students.
- Initiated regular meetings of Alumni Association and Parent-teacher Association.
- Equipped the students of the college with the knowledge of the latest trends in their respective field and to prepare them to meet the growing requirements of the competitive world.
- Submitted a proposal for **Community College** to UGC.
- Submitted a proposal **Deen Dayal Upadhyay Kaushal Kendra** to UGC.
- Submitted a proposal for International Seminar to ICSSR.

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	Achievement
Furnishing/Beautification of Auditorium	Newly constructed auditorium was beautified. Its roof was decorated. It was painted and electricity fitting was also completed. It was formally inaugurated on 4 th January, 2015.
Renovation of new staff room	A new staff room was renovated for staff
Completion of Computer Lab	A Computer Lab which was being built with the MLA fund of respected MLA Mr. Pradeep Mathur, was completed and inaugurated on 26 th Jan.2015.
Proposal for community College & Kaushal Kendra sent to UGC	To cater the need of Vocational/Skill development and training of students which is the urgent need of the hour, the IQAC initiated the process to impart such education in the campus by applying for a Community College and a Kaushal Kendra in the college premises to UGC. But it could not be granted, Hence the college intends to apply for the same again in the next year.
To send proposal for international seminar	A proposal to organize an International Seminar on the topic “How to Understand and Coexist with Radical Islam.” was submitted to ICSSR for financial assistance. As the approval came late, so it was decided to organize it in November 2015.
Computerisation of Library	To meet the growing needs of students and upgrading the existing library the IQAC proposed for the computerization of the library. The work is being done by outsourcing. By the end of session about 50% work was complete and the rest is expected to be completed soon.
To organize a college level seminar for students of UG & PG classes.	This year, Deptt. of Commerce organized a one day college level seminar on the topic “Tax Reforms”. The key speaker was Dr. Arvind Kumar from Sri Ram College of Commerce, Delhi University, Delhi. Deptt. of English organised one-day workshop on “Communication Skills.”
To organise Intercollegiate Competitions for sports and literature	Inter Collegiate Debate, Speech, Hindi Essay and English Essay were organised on 10 th December, 2014 and Intercollegiate Table Tennis tournament was organised on 1st March, 2015.
Enhancing connectivity and networking	An optical fibre internet connection was installed and Wi-Fi facility was made available in administrative block.

Increasing Visibility of the institution and publicise all its activities in print/electronic media	To bring the institution in limelight and increasing its visibility in the surrounding areas and on internet, each and every activity of the college was reported in local news papers and electronic media. Almost all activities and every report got a place in newspapers and local TV channels.
Sustenance and enhancement of quality	Continuous efforts were made to maintain and enhance the tradition of imparting quality education to girls.
Continuance of all previous best practices	All the practices started in past were continued.

* Academic Calendar of the year attached as Annexure (i)

2.15 Whether the AQAR was placed in statutory body: No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was placed before some management members 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	03	-	-	-
PG	04	-	02	-
UG	02	-	01	-
PG Diploma	01		01*	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10		04	

Interdisciplinary				
Innovative				

*Available but not functional

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 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 while the option is given by the university.

(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)

* Analysis of the feedback attached as Annexure (ii)

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others/Principal
11	04	06		01

2.2 No. of permanent faculty with Ph.D.

05

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
-	05	-	-	-	-	-	-	-	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

4	-	13
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	-	-	-
Presented papers	-	11	-
Resource Persons	-	01	
Trainer			01
Stage Performances		03	

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

In teaching and learning the institution emphasized on the use of ICT. Deptt. of English and Commerce taught some topics through PPT presentation. In literature, students were made familiar with the whole text, where the part of a book is prescribed in the syllabus. Map and Charts were used. In some subjects, relevant videos/movies were shown. Students of political science went to parliament to see the working of the parliament. Students of Drawing and painting visited the **Kanhai Art Gallery, Vrindaban and the Mathura Museum** to have a practical knowledge and exposure of the subject. Quizzes, group discussions, project work etc. were introduced for the students.

Other departments also used such innovative techniques like PPT presentations, class quizzes, group discussions, etc.

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

155

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

University started Bar coding and OMR answer sheets in some papers, so the college followed the instructions as such.

Double Valuation, Photocopy, Online Multiple Choice Questions)

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

01

2.10 Average percentage of attendance of students

80-85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	763	The actual data for Ist, IInd and IIIrd division could not be maintained as the complete results have not been declared as yet. 50-60% results of the students are incomplete.				
B.Com	234					
M.A.	175					
M.Com	98					

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 are 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	
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.	09
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+12*	04	nil	02
Technical Staff	01	02	nil	01

*Supportive staff

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages teachers as well as students to participate in research activities. The college has PG in three subjects in ARTS and in three Groups in Commerce. The college provides atmosphere to enhance research activities by encouraging faculty members to write research papers and get them published in national and international journals of repute.

As no fresh admissions in research programmes are being taken in the university since last 4-5 years, students are trying to get admission 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 can opt for dissertation as their Vth paper in the final year. Students are encouraged

to take dissertation to increase their research acumen. This year, five students opted for dissertation and did excellent work on their respective topics.

3.2 Details regarding major projects: NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects: NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	College level /Others
Peer Review Journals	-	03	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings		-	15

3.5 Details on Impact factor of publications: Not known

Range Average h-index Nos. 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

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

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 conferences organized by the Institution

Level	International	National	State	University	College
Number					01
Sponsoring agencies					

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

3.13 No. of collaborations: NIL International National Any other

3.14 No. of linkages created during this year: NIL

3.15 Total budget for research for current year in lakhs:

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

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year: NA

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

04

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level
College Level 200

3.22 No. of students participated in NCC events: NA

University level State level
National level International level

3.23 No. of Awards won in NSS: Nil

University level State level
National level International level

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 5
NCC NSS 8 Any other

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

- **NSS**
 1. The college has two units of NSS in which 200 students are registered. We have two faculty members designated as programme officers for each unit. Five oneday camps and one seven days camp are organized every year.
 2. Students participated in plantation on NSS day.
 3. For awareness of environment protection, a poster competition entitled 'Save the planet Earth: Panchtatva' was organized in collaboration of Inner Wheel Club Mathura.
 4. A lecture on teenage Girls' health problem was arranged in collaboration with Inner Wheel Club Mathura.
 5. A lecture on Meditation and Yoga was delivered by Mr. Teekaram Sharma, a priest from Gayatri Tapo Bhoomi.
 6. Cleanliness, literacy programmes etc were conducted through plays, posters and rally.
 7. In Seven days camp, students taught mentally retarded/physically challenged children and children from slum areas.
 8. Voter awareness campaign was launched on a large scale. Poster, Rangoli, essay, elocution, poetry recitation competitions were organized on the related issues. Some special lectures were also arranged.
- The college actively promotes extension services responsive to community needs. Among the major extension activities during the year, students of physical education imparted training to physically handicapped and disabled children of a local NGO 'Kalyanam Karoti'.
- A group of students went to an Old Age Home for widows namely MAA DHAM in Vrindaban run by an NGO the Guild for Service and distributed eatables and other things of daily needs to old women. They also shared their grievances and extended emotional support to them.
- The college's infrastructural facility was provided to the Police Department on the occasion of Janmastami. Besides, a group of students from Drawing & Painting Department went to the police line to draw a Rangoli on the site of flag hoisting on the occasion of the Republic Day.
- The College Principal and Staff strongly & publically condemned the Peshawar massacre.

- A number of students participated in Navchetana camp in the college premises held in the month of December by Art of Living instructor Mr. Vishal Pai.

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			
Seminar Halls	02			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		04	College maintenance	
Value of the equipment purchased during the year (Rs. in Lakhs)		0.30		
Others	11			

4.2 Computerization of administration and library

The process of computerisation of library was initiated. All the books were allocated a Unique Identification Number and a bar code. Students have an easy access to the library. Also a separate reading room attached to the library is provided for students as well as faculty members to study in free periods.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14268	65109	nil	nil	14268	65109
Reference Books	16497	1184758	120	21050	16517	1205808
e-Books						
Journals	02	885	nil	nil	02	885
e-Journals						
Digital Database						
CD & Video						
Others (specify) magazines & newspapers	310	21321	273	20949	583	55537

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	18	01	Network Resource Center with UGC Grants was established and is functional	03	03	02	02	01
Added		nil						
Total	18	01		03	03	02	02	01

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

High Speed Optical Fiber cable upto 15mbps was installed
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4.6 Amount spent on maintenance in lakhs :

i) ICT	0.57
ii) Campus Infrastructure and facilities	0.42
iii) Equipments	0.30
iv) Others	0.04
Total :	1.33 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Through Notice Board

Through circulars in class rooms

Through Assembly twice a week (Monday and Thursday). Each and every information was delivered to students.

Through letter correspondence.

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

5.2 Efforts made by the institution for tracking the progression

Progression was regularly monitored in class room and personal contact.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1009	275	nil	nil

(b) No. of students outside the state

nil

(c) No. of international students

nil

Men	No	%	Women	No	%
	00	00		1284	100

No	%
1284	100

Last Year						This Year					
General	SC	S T	OBC	Physically Challenged/ minority	Total	General	SC	S T	OBC	Physically Challenged/ minority	Total
689	112	-	551	32	1384	620	112	-	469	83	1284

Demand ratio 1:1 Dropout % 1.01

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

A lecture “How to prepare yourself for Competitive Examination’ was arranged in collaboration Career Launcher. Books and magazines for competitive examinations in the library also helped the students in preparations for competitive examinations. Faculty available at Career counselling Cell makes continuous efforts to provide guidance regarding coaching available for competitive examinations.

No. of students beneficiaries

300

5.5 No. of students qualified in these examinations: Records not available

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Counselling and Career guidance committee regularly guided the students to understand the prospects in the present scenario and solved their problems. Some lectures from career and Vocational training organizations were also arranged. Their description is as follows:

Name of Counsellor	Organization	Topic
Mrs.ShipraRathi	Khazani Women’s Polytechnic	About career in Fashion Designing, Beautician, commercial Arts, chef and other such types of career
Mr.Mayank and Miss Ankita	Career Launcher	About Career in Banking, Staff Selection Commission and Civil Services
Mr. Sunder Prakash	Strike one computers	About Cyber Crimes
Mrs.Ankita Jain	Rajiv International School	Communication Skills
Dr.Anup Gupta	GLA University, Mathura	Personality Development/fine print of life
Mrs.Pooja Paliwal	R.C.A. College, Mathura	Wrote an article about Career in Sanskrit in News letterPravah

No. of students benefitted

500

5.7 Details of campus placement: Campus placements are not arranged

On campus			Off Campus
Number of	Number of	Number of	Number of Students

Organizations Visited	Students Participated	Students Placed	Placed
-	-	-	10

5.8 Details of gender sensitization programmes

- An awareness programme was conducted for female students on “Health and Hygiene”. Dr, Mukti Maheshwari, Maheshwari Hospital, Mathura lectured about female hygiene and gynaecological diseases and how to fight against them.
- Women’s Day was celebrated to aware the girls about their rights and a poster competition was organised on the topic ‘Women Empowerment’, for the students by the department of Drawing & Painting.
- As per directions of the UP Police 10 girls were enrolled for the Power Angel programme to acquire special power against female molestation and call the police on 1090 in case of emergencies.
- CCTV Cameras were installed in college campus for the safety of girls.

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	17	23,300
Financial support from government	317	19,90,124
Financial support from other sources	08	30,000
Fee Concession by the institute	03	6,000
Number of students who received International/ National recognitions	-	-

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

- Students participated in PM Modi's Clean India Programme on 2nd Oct. 2014. They cleaned the campus and during NSS camps, they spread the message of cleanliness in various localities and themselves participated in cleanliness work themselves. They contacted people personally in door to door awareness drive and made them aware about diseases that might arise due to dirt and garbage.
- Students also raised awareness about environment protection. They encouraged people for plantation and avoid the use of polythene.
- Students trained the mentally retarded and physically challenged children to make soft toys, flowers, drawings and other things out of waste material.

5.13 Major grievances of students (if any) redressed:

- Students' problem of separate reading room in the library was solved.
- Water Cooler 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.
- Monkeys are a great threat in the college campus so the corridor before classrooms was covered by grill.

- Problem of short faculty in English was solved by engaging the students of senior classes to take junior classes and by organizing extra classes by the existing faculty to meet the requirement of the students.
- Photostat facility to the student from the office was provided on nominal charges.
- Open space in the college campus was cleared to provide sitting facility to students during winters.

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 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

Curriculum is planned by the university. The college implemented it in strict accordance with the existing rules and norms.

6.3.2 Teaching and Learning

- Lectures by eminent scholars were arranged to give an extra edge on a given topic.
- PPT presentations were given for a better understanding of a topic. Workshops were arranged.
- Educational tour to the parliament was also arranged.
- Department meetings were held regularly.

- Lesson plans for annual course distribution was made mandatory and steps were taken to conduct classes according to the proposed plan.
- Pre-university examinations were organized to guide the students for final exams.

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 were conducted in Feb. 2015 as per the plan of IQAC. These were the pre-university exams to evaluate the developments and preparation of students for final examinations. Through the evaluation of these exams, their shortcomings were pointed out to them for further improvement and their parents were also informed about that. Guidance was also provided for improving the performance.

6.3.4 Research and Development

Teachers are encouraged to write in national and international journals and books. Teachers were encouraged to pursue PH. D. degree.

- Ms. Meenakshi. Deptt. of commerce got herself registered for Ph. D. degree from Mewar University, Chittorgarh.
- Mrs. Sheela Mishra, Deptt. of Hindi submitted her Ph. D. thesis to JJT University, Jhunjhanu in Hindi.
- Mr. Manoj Kumar, Deptt. of Commerce, submitted her thesis to DEI Agra in Nov. 2014.
- Dr. Anju Bala Agrawal, Head Deptt. of English got published her research paper entitled A Comparative Study of Shelley and Majaaz's Portrayal of Love in Comparative Literature: Critical Responsesed. by Dr. Tribhuwan Kumar and Dr. Vijay Kumar Roy published by New Delhi: Alfa Publications, 2014.
- Dr. Namrata Mishra got her research paper entitled 'AdhyatamavamSangeetkaAntarsambandh' published in a music journal 'Shashwat' published from Varanasi in Oct./Nov/Dec. 2014 issue with ISSN no. 2348-195.
- Mrs Sheela Mishra got her research paper entitled 'AcharyaShuklakiAlochanaPaddhatikaswaroop' in AbhinavSrijan'(ISSN no.2320-5970) April-September2014 issue.
- Mrs Sheela Mishra got her research paper entitled 'Dr. VedPrakash Amitabh keSahitya me NariChintan' in Jan Pratibaddh (ISSN no.2320-7469)April-September2014 issue.

- 15 Faculty members of the college got their papers published in Conference proceedings of the international conference held in the college in 2012-13.
- To encourage the students for pursuing research after P.G., the dissertation paper was offered in M.A.(Final)English. Five students of M.A. final English opted dissertation as an optional paper. They completed their dissertation work under the guidance of Dr. Anju Bala Agrawal, Head, Deptt. of English. The details are as follows:

Name of the Student	Topic
Miss AmishaBhardwaj	Investigating rural India in Kamala Markandaya's <i>Nectar in a Sieve</i>
Miss Anupama	Mother hood in the Novels of Toni Morrison
Miss Ansu	A Study of Social Marginalisation of Transsexuals in Mahesh Dattani's <i>Seven Steps Around the Fire</i>
Miss MeghaKhandelwal	A study of Ideas in Toni Morison's <i>Beloved</i>
Miss Ridhima	A Study of Existential Dilemma in Toni Morrison's <i>The Bluest Eye</i> .

6.3.5 Library, ICT and physical infrastructure / instrumentation

New books were purchased in the library and the process of computerisation of the library started. Administrative block was made Wi-Fi by better internet facility. A new computer lab was also established.

6.3.6 Human Resource Management

Permanent as well as temporary faculties were given additional charges for extracurricular and co-curricular activities.

- To fill the vacant posts, part-time teachers were appointed for the whole session. Duties assigned according to faculty aptitude/help to teams
- Blessing and Farewell party was arranged for final year students.
- Management members sponsored lunch for the guests and staff and at the time of inauguration of hall, Republic Day, Inter-University Literary Competitions and Inter-University Tennis Competition.

6.3.7 Faculty and Staff recruitment

Recruitment of permanent teachers depends on the recruitment process of UP Higher Education Commission. Several posts are vacant. Some retired persons were appointed under adhoc

scheme of the government. In self-finance courses, there are few approved teachers while some others were appointed by the management committee as per requirement and university norms.

6.3.8 Industry Interaction / Collaboration - NA

6.3.9 Admission of Students

All registration of students for 1st 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 got assistance in choice of optional subjects. 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.
Non teaching	Loan facility against salary and refundable or non-refundable loan facility from GPF. Yearly uniform distribution for IV class employees.
Students	<ul style="list-style-type: none"> • SAF and Common charity fund • Encouraged the students to apply for various government scholarships. • Institutional awards for best performers in academic as well as various other activities held during the session. • Financial help to send students to other colleges or the university to participate in various activities and competitions.

6.5
corpus fund generated

81937

Total

6.6 Whether annual financial audit has been done: Yes

Audit of the UGC grant was done by CA

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Principal and Management nominees monitored the performance of the faculty members and used the feedback of students /other stakeholders to improve the performance of teaching and non-teaching staff.
Administrative			Yes	A review of the work of all administrative officers/ committee in-charge was done by the management in an informal meeting and the shortcoming in their functioning were communicated to them with suggestions to improve their work.

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. 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.

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 actively participated in cultural programmes of the college. They also taught to some classes in the absence/shortage of faculty. Some students of the Alumni Association donated books to the departmental library.

6.12 Activities and support from the Parent – Teacher Association

Some members of the Parent-Teacher Association provide active support for the academic and physical development of the college, whereas most of the parents showed no interest in the curricular/extra-curricular activities or in the progress of their wards.

6.13 Development programmes for support staff

Some members of support staff were given computer training by senior members of the staff so that they may help in proper functioning of the college.

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

Various awareness programmes related to environmental protection were conducted. On NSS day, plantation was done in the college campus. 'Green Campus Clean Campus' drive continued to make the campus eco-friendly. A campaign was run in the college to use paper bags instead of plastic bags. Regular motivating talks/instruction to the candidates were given by the faculty to make the campus pollution free.

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 2014-15 were as follows:

- Library up gradation and computerisation of library.
- Furnishing/beautification of the college auditorium.
- The college website was updated regularly.
- Encouraging the students for more and more participation in sports, literary and cultural activities at college, university, state and national levels.
- Effective implementation of 'Clean Campus-Green Campus' drive.

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

- The positive effects of innovations came forward in the form of progression of this college. The library was shifted to a hall and a reading room was attached to it. Besides, the computerisation of library also started.
- The auditorium was furnished and its inauguration took place on 4th January, 2015. Later it was used for various activities, such as 26th January programme, seminar, workshop, farewell and blessing ceremony of students.
- Computer lab was also completed and inaugurated on 26th January, 2015.
- An Inter-university Table Tennis tournament was organized.
- College website was updated at regular interval of about 3 months.
- Students participated in youth festival organized by the University and a youth programme 'Saptrang' organised by SV College, Aligarh.
- Some faculty members were sent to the Book Fair 2015, New Delhi to purchase new books for the library.

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

- 1- Promotion of Sports Activities
- 2- Spirit of Community Development

Annexure (iii) attached

7.4 Contribution to environmental awareness / protection

For environment awareness students participated in a poster competition 'Save the Earth Planet' in association with the Inner Wheel Club. They participated in a campaign against the use of polythene. Plantation was done to make the campus green. Some students were given 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
- Regular curricular and extracurricular programmes.

Weakness

- Lack of skill based courses

- Lack of land for outdoor sports facilities.
- Lack of staff-both teaching and non-teaching
- Non-availability of staff in the library.

Opportunities

- To introduce job-oriented courses.
- To construct an indoor sports complex.
- To tie up /collaborate with some institutes offering skill development courses.
- to beautify and modernise the campus

Threats

- Competition and growth of private institutions
- Decreasing employment opportunities for the students of routine courses in Arts and Humanities
- Increasing delay in result completion, correction and declaration at the part of the university.

8. Plans of institution for next year

ACTION PLAN FOR IQAC 2015-2016

1. Prepare AQAR for 2014-2015.
2. To prepare self-study report for NAAC Reaccreditation second cycle.
3. To start job oriented computer courses for degree classes.
4. To increase the use of IT programs in all subjects.
5. Construction of indoor sports complex, new canteen complex, new toilet wing and renovation of college building.
6. To apply for one or two inter-university tournaments.
7. To encourage students conduct a mega-exhibition by fine-arts department.
8. To enhance research facilities by applying for research center and encourage faculty members to apply for major and minor projects.

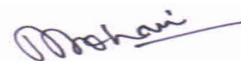
9. To expedite the processing for affiliation in M.A. (Sociology) and M.A.(Education) and apply for M.A. (Drawing and Painting) and (Music Vocal) as a future prospect for upcoming need of the students.
10. To work for eco-friendly practices.
11. To start the publication of a research journal.
12. To encourage the faculty members to participate in Orientation/Refresher courses and workshops to update themselves.
13. To encourage students to participate in the college, university, state and national level cultural and sports activities, youth festival and interuniversity tournaments.
14. To conduct an orientation programme for the college student for appearing in state and national level competitive exams such as Banks, Civil Services, Net, SLET.
15. To encourage various departments to conduct invited talks by experts from respective fields.
16. To encourage all the departments to conduct national/international seminars.

Name Dr. Anju Bala Agrawal



Signature of the Coordinator, IQAC

Name Dr. Preeti Johari



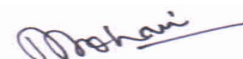
Signature of the Chairperson, IQAC

Annexure-(i)

ACADEMIC CALENDAR- 2014-2015

July

Registration of the students for B.A.I and B.ComI starts from 1st J



Merit List is pasted on the notice boards

Counselling starts from 27th July and after counselling, submission of fees also starts.

Tulsi Jayanti Celebration

August

Classes for B.A.I and B.ComI starts from 11th August

Independence Day Celebration

Special Orientation Lecture for motivation of NSS

Special Orientation lecture for motivation of Sports

Rakhi Collection to send to jawans on the borders of India through Vatsalya Gram

September

Karate Camp starts

Hindi Diwas Celebration

N.S.S. Foundation Day celebration

Plantation Programme

Games for Disabled Children

Lecture on Phonetics and Spoken English

Medical Lecture on Teenage Girls' problem

Poster competition

October

Gandhi Jayanti Celebration and Clean India Campaign

Foundation Day Celebration

Lecture on Vocational Courses

EktaDiwas Celebration

November

College level literary competition

Parents teacher meeting

Voter Awareness Campaign

DECEMBER

Inter-Collegiate Literary Competition

Navchetana Camp

GeetaJayanti Celebration

Preparation for cultural programmes

JANUARY

Cultural Programme on 4th January

Republic Day Celebration

N.S.S. Camp

Lecture on Cyber Crime

FEBRUARY

Seminar in the Deptt. of commerce

Personality Development Lecture

Pre-University Exams

Parent-Teacher Meeting

Mother Tongue Day Celebration

BasantPanchami Programme

MARCH

Inter-collegiate Tennis Tournament

Women's Day Celebration and Poster competition

Lecture on competitive Exams

Blessing Ceremony and Farewell to Final

Annexure (ii)

Feed Back Analysis

Alumni

The college obtained feedback from the alumni. The alumni felt satisfaction on the facilities provided by the college. They also felt immense pleasure at the exposure which as the students of this institution they gained in their college duration as the college hosted various academic and extracurricular activities. They also demanded opening of PG classes in some subjects like Drawing and Painting, sociology, Education, music, etc.

Parents

Parents were satisfied with the working of the college. They found individual attention of every faculty members towards their wards. They were also satisfied with students' participation in various activities.

Students

Students' responses towards curricular aspects as well as various activities organized in the college were satisfactory. They wanted some vocational courses to be started. They also demanded for photocopy facility and canteen facility.

Annexure – (iii)

Best Practices – I

Title: Promotion of Sports Activities

Goal: To provide over all personality development, to develop team spirit, to build up confidence and to enhance the spirit of fighting against challenges.

The Context:

Considering the demand of students and with a view of overall personality development of girls the IQAC suggested the promotion of sports activities in college premises. The college emphasized on the development and promotion of various sports activities in the college. Students were encouraged and provided opportunities to participate in sports activities.

The Practice:

College administration made all the necessary arrangements to send the students to participate in sports activities. A Karate camp of 15 days was organized for the students in the session 2014-15. The college also arranged for the special coaching of Table Tennis for the students by outsourcing. Best students participated in various competitions and became the winners. National players were given track suits as incentives. The faculty of physical education took practice sessions of various sports activities like Athletics, Volleyball, Basketball, Yoga, etc.

Evidence of Success

- Students of the college participated in National Karate Cup Championship-15 organised by World BudoShoto Rye Karate Do Federation at Shilpgram Auditorium, TajGanj Agra on 17th-18th January2015. In this competition, Rama Chaudhary,

MohiniGola, Niti Sharma and KanchanChauhan won Gold Medals and Meenu Thakur won **Silver medal**. KanchanChauhan of our College won the **Trophy of the Best Player** in the championship.

- Students also participated in Ist U.P. State Karate Championship-2015 organised by Karate Do Association of Mathura at Brij Kala Kendra, Masani Mathura. In this competition, Niti Sharma, KanchanChauhan and Meenu Thakur won **Gold Medals** and MohiniGola, Rama Chaudhary, ShivaniYadav and SonamSaini won **Silver Medals**.
- Four students of the college participated in Cricket trials and Cricket Camp held at Eklavya Stadium Agra from 18th Nov.2014to 26th Nov. 2014 for the Women Cricket Team of Dr.B.R.Ambedkar University. Two students, MamtaGautam and SurabhiAsthana were selected for All India Inter University Women Cricket Competition2014-15. They went to M.D.UniversityRohtak to play for the university from 27th Nov. 2014 to 3rd Dec.2014.
- Inter Collegiate Women Yoga Trials 2014-15 were held at K.R.P.G.College, Mathura. Three students, SarikaVerma, MamtaGautam, and Shama Khan participated in the trials. SarikaVerma from this college, was selected for Dr.B.R.Ambedkar University, Agra Team. She participated in All India Yoga (women) Inter University Competition organized by Kurukshetra University.
- The college organized an Inter-University Table Tennis Tournament on 1st March, 2015 with the sponsorship from **Samriddhi Jewellers**, Mathura. Six teams from different colleges from and outside Mathura participated in the tournament. Singles and doubles matches were played. Four students of the college, namely Adesh, Mamta Gautam, Shama Khan and Surabhi Asthana participated in the event. Shama Khan and Surabhi Asthana won **Silver medal** in the doubles competition.
- Mrs.ManjuDalal, Deptt. of Physical Education, was selected as Team Manager of Dr.B.R.Ambedkar University, Agra for ‘All India Women Wrestling Competition’ held at Kurukshetra University Kurukshetra in Nov. 2014.

Problem Faced and Resources Required

The main problem encountered in executing the practice is the conservative attitude of parents who do not allow the girls to indulge in sports and go/stay out of the city for participation or

practice. The college also faces scarcity of financial resources to provide better facilities/coaching for deserving girls.

Best Practices – II

Title- `Spirit of Community Development

Goal: To make them socially responsible citizens and nurture human values in them.

The Context :

The college makes sincere efforts for the development of the spirit of community sharing, linking each individual student with the society and to make the students responsible towards society. In this context some outreach programmes of community development were organized during the session.

The Practice

Students were given one day training to understand and teach physically and mentally disabled children by District sports Officer, Mathura, Miss Seema Sharma. On NSS day(23rd September,2014), the college organized some sports competitions for children with different abilities and the winners were given awards. Students also went to ‘Kalyam Karoti’, an NGO for

the children with different abilities. There they trained the children in making various craft items and also played some games with them.

- Students also went to an Old Age Home, MAA DHAM, in Vrindaban to meet old women and shared their problems and extended moral and emotional support to them to impart family feeling. They also distributed some eatables and things of daily need to these old mothers. Going to an Old Age Home was a very good experience for the students. It nurtured the human values of love, sharing and caring in them.
- For the benefit of society, our students participated in a Voter Awareness Campaign. In order to make the voters aware, students participated in Poster, Poem, Essay, Speech and several other competitions. They also participated in a rally, organised by the Local Authorities.
- For the development of society, they also tried to make them aware about protection of environment. They went to nearby localities and taught them regarding ways for environment conservation.

Evidence of Success

The students of the college developed feeling of sharing and compassion for the under privileged children of the society. They also developed confidence through teaching them. They understood the pain of elderly ladies and felt immense satisfaction among them. During voter awareness campaign, they understood their responsibility towards nation.

Problems Faced and Resources Required

Financial resources and lack of staff were the main problems in engaging the students in more community development practices.