

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)

2015-16

I. Details of the Institution

1.1 Name of the Institution

Sadanlal Sanwaldas Khanna Girls' Degree College

1.2 Address Line 1

179 D,

Address Line 2

Attarsuiya

City/Town

Allahabad

State

Uttar Pradesh

Pin Code

211003

Institution e-mail address

Khanna_girls_dc@yahoo.co.in

Contact Nos.

0532-2659124

0532-2451692

0532-2451791

Name of the Head of the Institution:

Dr. Lalima Singh

Tel. No. with STD Code:

0532-2659124

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGP A	Year of Accreditation	Validity Period
1	1 st Cycle	1 st Cycle	B ⁺⁺	2004	2009
2	2 nd Cycle	2 nd Cycle*	A	3.46	2014
3	3 rd Cycle				
4	4 th Cycle				

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

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 _____ (DD/MM/YYYY)

- 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 Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

University of Allahabad

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

Autonomy by State/Central Govt. / University

CENTRAL

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff & Principal	<input type="text" value="01+01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives (office Suptd.)	<input type="text" value="01+01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="06"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. National Seminar Organized
2. Polythene free campus
3. Non – teaching training
4. Orientation Programmes for Students
5. Publication of newsletter
6. Increase in usage of ICT infrastructure
7. Meticulous execution of the activities as per academics calendar
8. Systematic review and assessment of student progress and corrective measures are in place.
9. Regular meetings of various committees and celebrations on quality enhancement practices.

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
To enhance ICT infrastructure .	'Plug and Play Facility' in various classrooms.
To get community college from UGC.	UGC approved community college
Organization of Damodarshree 2015	Damodarshree 2015 was successfully organized
M.A/M. Sc. classes from 2016-2017	University has approved PG classes from 2016
TO strengthen industry link	Under process
To Promote Research culture	College has allocated research - fund

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- | |
|---|
| <ol style="list-style-type: none"> To lay emphasis on improving consultancy practices and students projects. To focus on students' seminar. |
|---|

Part – B

Criterion – I

I. 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	×	×	×	×
PG	×	×	×	×
UG	04	1 additional unit added in two year B.Ed.	04	04
PG Diploma	×	×	×	×
Advanced Diploma	×	×	×	×
Diploma	03	01	×	03
Certificate	02	×	×	02
Others	×	×	×	×
Total	09	02	04	09
Interdisciplinary	03	01	×	03
Innovative	01	01	×	01

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	×
Annual	07

1.3 Feedback from stakeholders*
(On all aspects)

Alumni Parents Employers Students
 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.

Syllabus are updated time to time by the University of Allahabad and teacher are invited in the board of studies to revise syllabus time to time.

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

Yes Community college (Diploma in Communication & Printing Technology) Approved by UGC

Courses Running in S.S. Khanna Girls' Degree College

Name of the Courses/Level of the Programme	Duration	Regular/Self Finance	Affiliating Body/ Approving Body
B.A. (U.G.)	3 years degree course	Regular	University of Allahabad
B.Sc. (Bio. & Maths) (U.G.)	3 years degree course	Bio-Regular Maths-Self Finance	University of Allahabad
B.Com. (U.G.)	3 years degree course	Self Finance	University of Allahabad
B.Ed. (Teaching Training Programme)	2 years programme (4 semester)	Self Finance	University of Allahabad/NCTE
Bio-Technology (Diploma)	1 year Programme (2 Semester)	Self Finance	University of Allahabad/UGC
Diploma in Communication & Printing technology (Diploma)	One year programme	-	UGC/Govt. Of India
'O' Level (Diploma)	2 years diploma course	-	National Institute of Electronics & Information Technology (NIELIT)
CCC (Certificate Course)	3 Months certificate course	-	NIELIT
TALLY (Accounts)	2 Months Certificate Course	-	NIELIT

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	01	19	0	0

2.2 No. of permanent faculty with Ph.D.

17

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
0	7	0	0	0	0	0	0	0	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

14

0

36

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	21	28	0
Presented papers	21	24	0
Resource Persons	0	0	0

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

Teaching through Multi media enabled Class Room, Power Point Presentation. Animated Live Show. Group Discussion. Assignments etc.

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

198

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

nil

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

0

1

6

2.10 Average percentage of attendance of students

60

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.	522	0.19	11.88	64.37	21.26	97.51
B.Sc.	77	3.90	40.26	44.16	10.39	100
B.Com.	88	0	20.45	70.45	6.82	97.73
B.Ed.	159	0.13	49.06	45.91	0.00	95.60

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	1

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			0	
Technical Staff			05	

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC propagate various research grant available at UGC as well as other agencies.
- IQAC played role to receive CPE grants having research grant also.
- IQAC Provides opportunity to the college teachers to meet and interact with domain experts involves in research activities.
- Teachers are encouraged to publish papers in research journals.
- Teachers are encouraged to apply for minor/major research projects. Procedure of application is explained.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		01
Outlay in Rs. Lakhs			03	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	10	02
Non-Peer Review Journals	03	14	02
e-Journals	0	02	01
Conference proceedings	04	27	04

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects		×		
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

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

3.9 For colleges

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		02			
Sponsoring agencies		UGC NAAC			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

01
01

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

□

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

JRF □ SRF □ Project Fellows PDF 01 Any other □

3.21 No. of students Participated in NSS events:

University level - State level -
National level - International level -

3.22 No. of students participated in NCC events:

University level - State level 04
National level 03 International level -

3.23 No. of Awards won in NSS:

University level - State level 04
National level 03 International level -

3.24 No. of Awards won in NCC:

University level - State level 04
National level 03 International level x

3.25 No. of Extension activities organized

University forum 01 College forum 17
NCC 03 NSS 38 Any other -

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

- Say, No to Polythene
- Swacch Bharat Abhiyan
- Kusht Ashram
- Andh Vidyalaya

- Beti Bachao Beti Badhao
- Swach Bharat
- Say No to Polythene
- Each 'One' Teach 'One'

Apart from the above the college provides faculties to physically challenged students with a wheel chair. The economically weak but meritorious students are given book bank facility. The college also support students by giving them 6 cycles every year. Waiving of fees is also done from time to time in order to keep the educational zeal alive.

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	8509		SKP	8509 Sq.
Class rooms	26	15	-	41
Laboratories	17	05	-	22
Seminar Halls	02		-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	118	63	AU & UGC College	181
Value of the equipment purchased during the year (Rs. in Lakhs)	1185	150	AU +UGC +College	1335
Others				

4.2 Computerization of administration and library

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17042	43.65	900	4.50	17942	48.15
Reference Books	1553	8.30	-	-	1553	8.30
e-Books	-	-	-	-	-	-
Journals	45	11.50	-	-	45	11.50
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	118	2	1	-	-	1	1	2
Added	32	-	-	-	-			
Total	150	2	1	-	-	1	1	2

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

--

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.56
ii) Campus Infrastructure and facilities	145.60
iii) Equipments	18.60
iv) Others	9.60
Total :	177.36

Criterion – V

5. Student Support and Progression

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

The following support services are displayed on the notice board. Students are also inducted as members of each student support services, so that they spread the facilities to other students as well. The awareness of students support services is also done through parent teacher meeting and also by the student council formed every year.

✓ Students from SC/ST, OBC and economically weaker sections

*Enhancing awareness about SSS, IQAC contributes in following-

- a) Printed in the admission bulletin.
 - b) Displayed on the notice board.
 - c) Proctorial boards inform the Students.
 - d) PTM inform about the SSS.
 - e) Displayed on the college website.
 - f) DSW holds meetings and apply the students of SSS.
 - g) The counselling committee (educational & personal) makes the students aware about the SSS faculties are
-
- ✓ Students with physical disabilities
 - ✓ Overseas students
 - ✓ Students to participate in various competitions/National and International
 - ✓ Medical assistance to students: health centre, health insurance etc.
 - ✓ Organizing coaching classes for competitive exams
 - ✓ Skill development (spoken English, computer literacy, etc.,)
 - ✓ Support for “slow learners”
 - ✓ Exposures of students to other institution of higher learning/corporate/ business house etc.
 - ✓ Publication of student magazines.

5.2 Efforts made by the institution for tracking the progression

A feedback is taken from the students as well as parents regarding the nature and the changes they would suggest in the progress of the infrastructure, students support services & quality of education etc. Their suggestions are analysis in management committee meeting implemented in the next session.

5.3 (a) Total Number of students

UG	PG	Ph. D.	B.Ed.	Others	Total
2272	-	-	101	-	2373

(b) No. of students outside the state

Rajasthan, MP.

(c) No. of international students

No	%
-	-

No	%
-	-

Men

Women

Last Year						This Year 2015-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						1029	165	1	1170	08	2373

Demand ratio **98.3%**Dropout % **0.21%** - 2015-16**S. No. Name of Students Class****5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

Coaching of various subjects is done during summer vacations according to the interest of the students. If required experts from different institution are also called to give coaching to the students through special lectures specially Banking, SSC, B.Ed., TGT, PGT & CA etc.

No. of students beneficiaries

187

5.5 No. of students qualified in these examinations

NET	04	SET/SLET	02	GATE	02	CAT	X
IAS/IPS etc	X	State PSC	X	UPSC	X	Others	37

5.6 Details of student counselling and career guidance

- * Workshops was organised on the topic "Creating Awareness about the future prospects and Booming carrier option in Radio Industry" on 9.10.15.
- *Workshops was organised on the topic "Carrier As a Company Secretary" on 12.10.15.
- *Workshops was organised by the regional employment office Allahabad on 10.12.15.
- *Career opportunity in the world of Management on 23.12.2015.
- * Registration of the Final year students was done to provide Placement assistance, counselling for employment and self & social entrepreneurship.

No. of students benefitted

668

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	38	07	29

5.8 Details of gender sensitization programmes

- Essay competition by dept. of Education on “Beti Bachao and Beti Padhao”.
- Department of Sociology a Quiz Competition on govt policies for girls.
- Department of Zoology organized a film show on girls of India and their Aspirations.

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

Nature of Scholarships	Number of students	Amount
Financial support from institution	184	219902
Financial support from government	1171	Student Bank A/c transferred by UP Govt.
Financial support from other sources	4	-
Number of students who received International/ National recognitions	1	-

5.11 Student organised / initiatives

1. Visit to Raj Andh Vidyayalaya
2. Visit to Kusth Ashram

Other Activities:

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1	निबन्ध- यूनाइटेड नेशन्स इन्फॉर्मेशन सेन्टर फॉर इंडिया एन्ड भूटान	अखिल भारतीय निबन्ध प्रतियोगिता		नौशीन नज़र, बी.ए. प्रथम वर्ष की रंजना पाल, बी.कॉम. द्वितीय वर्ष की रश्मि लखमानी, बी.एड. संकाय की तनुषा यादव, आयशा एहसान, दिव्या कुमारी और कंचन शुक्ला
2	निबन्ध – आर्यकन्या डिग्री कालेज	प्रकाश चन्द्र जगमन्दर दास अग्रवाल लोकहित ट्रस्ट		13 छात्र
3	स्वरचित कहानी प्रतियोगिता तथा काव्य पाठ प्रतियोगिता- ईश्वर शरण डिग्री कालेज	अन्तर्महाविद्यालयीय		अबीहा रिजवी
4	एक दिवसीय प्रशिक्षण कार्यक्रम – हमीदिया गर्ल्स डिग्री कालेज नेशनल ह्यूमेन्स राइट्स कमीशन नई दिल्ली	अन्तर्महाविद्यालयीय		अमीशा खान तथा आफरीन शकील
5	Logophilia Education Pvt. Ltd.	प्रदेश स्तर		काशिफा इतरत, प्रिया गुप्ता, नवीना नैवेध
6	निबन्ध प्रतियोगिता	अन्तर्महाविद्यालयीय		
7	National Workshop	अखिल भारतीय (National Academy of Sciences)		42 छात्रायें
8	Madhav Mathematics Competition	राष्ट्रीय स्तर पर		18 छात्रायें
9	National Graduate Physics Examination	राष्ट्रीय स्तर पर		अंजली चावला, पल्लवी केसरवानी, बीना सिंह, शेफाली केसरवानी
10	दर्शन विभाग द्वारा ईकाई प्रपत्र लेखन प्रतियोगिता	अन्तर्महाविद्यालयीय तथा इलाहाबाद विश्वविद्यालय		अभिषेक मिश्रा – बी.ए. तृतीय ऋषभ गुप्ता – बी.एड. नीलू मिश्रा- बी.एड. मोहिनी मिश्रा – बी.ए. द्वितीय अंकिता शुक्ला- बी.ए. द्वितीय किशन कुमार साहनी- बी.कॉम. तृतीय

2015-16

1. Poster Competition “अब्दुल कलाम के अनमोल वचन” Date 10.10.2015.
2. Wall Magazine - ‘सृजन’ का special issued on “सरदार वल्लभ भाई पटेल: इतिहास के आइने में” Date 31.10.2015.
3. Wall Magazine ‘सृजन’ का Special issue:- on ‘स्वामी विवेकानन्द’ Date 12.01.2016
4. Paper presentation competition on सरदार पटेल Date 30.10.2015
5. Quiz competition on ‘सरदार पटेल’ Date 30.10.2015
6. Invited lecture of Dr. A.L. Srivastava (Bhilai, Chhatisgarh) on the Topic - “भारत का प्रथम पितृत्ता राजवंश” तथा प्राचीन भारत में वैवाहिक सन्धियाँ”
7. Invited lecture of Prof. Heramb Chaturvedi (A.U.) on “मध्यकालीन भारत में राजस्व”

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

1. *Fresher's Party*
2. *Pulse Polio Abhiyan*
3. *Swach Bharat Abhiyan*
4. *Celebrations of Vallab Bhai Patel Jayanti*

5.13 Major grievances of students (if any) redressed: _____

1. *Two more water cooler installed.*
2. *Two Room Coolers in B.Ed. Faculty*
3. *Expansion of Cycle Stand*

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The vision of the institution is to help the girl students discover their innate potential and promote them towards their personal and social benefits.

Mission:

The mission of the institution is to raise the level of education of the girls belonging to the lower and middle sections of society as well as minority class. Achievement and realization of their goals, to make the girls student independent and self reliant to undertake future courses and training programme in order to make them economically independent.

6.2 Does the Institution has a management Information System

Yes

The Saraswat Khatri Pathshala Society runs the college, exercises its control over policy making for the college, through Governing Body, with the Principal as one of its ex-officio members.

The Principal functions through Co-ordinators of various streams, PIO, Bursar, DSW and other important officials, which meets weekly. This expands into the IQAC, which does the planning and evaluation for the college and meets quarterly. Various committees of staff and students take responsibility for the different activities of the college. At the department level, HODS are encouraged to hold meetings periodically and bring points for discussion to the Heads meeting with Principal which is held every month.

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

6.3.1 Curriculum Development

University of Allahabad prepares the syllabus in all the subjects, which is updated by its BACCALAUREATRE (Board of Studies) from time to time. Teachers prepare lecture plans, which are provided to students and it includes number of teaching days and teaching methods for each unit. Teachers, who are the members of the BACCALAUREATRE give their suggestions to enrich the curriculum to control the limitation of the University syllabus and to cater to the needs of the dynamic employment efforts are on to start few more add-on courses other than those running like Bio-Technology, Spoken English and Personality Development.

6.3.2 Teaching and Learning

Teaching plans are prepared and provided to the students.

Teaching learning environment of the institution is student centred, believe in multiple learning experiences and therefore planning field trips, naturalistic enquiry, educational tour, seminar, tutorial, discussion, dialogue, inter college meet, co-curricular activities are our regular features.

1. At the beginning of every academic session a schedule of academic and co-curricular activities is drawn up and a calendar of activities for the year is displayed on notice/bulletin boards and printed in the admission prospectus listing dates and programmes during the year.
2. On the first day of each session students are informed with a class time-table where the lectures for whole session are planned and assigned to various teachers. A copy of the same is also displayed on the departmental notice board.
3. The home examination time-table as per schedule fix in the College Academic calendar is displayed one month in advance on the notice boards.
4. After evaluation the students are shown their home examination answer paper in class and the model answers are discussed with the students, indicating where the students could have done better in a particular question.

Creative artists, scientists and eminent persons from different fields are occasionally invited to the College to interact with the students in an effort to enhance students' critical thinking, creativity and scientific temper. Brain storming method is widely used by the teachers.

All the faculty in the College have put up their Wall Magazine whose display is handled totally by the students of different classes in rotational manner. Creative write-ups as well as articles by the students are put up in the Wall Magazine along with the interesting tit-bits and pictures.

The seminar method, in which students themselves are guided to present the topics for the class, is also used. Peer teaching and learning through group academic activities such as projects, exhibitions and presentations help students to take responsibility for what is learnt.

The College adopts 'blended learning', which complements class teaching with on time resources and interaction. Internet facility is available to students. An excellent library and access to online resources help the student to gain competency in reference work.

6.3.3 Examination and Evaluation

The College monitors the progress of the students through class test, question – answer, quiz, home examination and practicals. Beside their problems, their performances are discussed with the parents, guardians by conducting parent – teacher meetings.

Students performing poorly in home examination or class tests are motivated to attend remedial classes and tutorials. At the personal level teachers try to find the causes

for unsatisfactory performance of the students and if they are found suffering from economic problems, they are provided specimen books by the teachers.

Those students who are found to be meritorious but face difficulties due to poverty are given scholarship. The College also awards the topper in each stream and each subject annually in order to boost their morale.

SKP Society helps the needy students in every way possible.

At the U.G. level there is no formal internal assessment.

In B.Ed. course 100 marks are for various practical activities. It is departmental level assessment. For insuring rigor and transparency in the internal assessment these policies are being followed –

- Dates of activities are declared along with the academic calendar, when the session starts.
- The syllabus of the internal assessment is conveyed to all the trainees.
- Pattern of assessment is followed according to the University guidelines.
- All the records of internal assessment are maintained by internal examination committee.

6.3.4 Research and Development

A Research Committee has been constituted to facilitate and monitor funded and non-funded research projects. The Committee invites proposals for minor and major projects funded by the UGC. It facilitates access to research oriented activities like research paper presentation at national and international conferences and publications of research papers. The research committee of our College plans and organises seminars/workshops. It has initiated the establishment of Research Cell under CPE Scheme.

Composition of Research Committee-

- Dr. Rita Chauhan
- Dr. Neerja Sachdeva
- Dr. Meenu Agrawal
- Dr. Lalima Singh
- Dr. Manjari Shukla
- Dr. Soni Srivastava

These are few recommendation made by the Research Committee-

- Research Committee recommended that Extension Work Committee should take survey work in context of various social issues
- Faculty members should submit major and minor research projects
- Setting up of Research Cell
- Faculty should be enlightened on the availability of research grants of different funding agencies
- Research culture should be strengthened in the campus

Impact

- College Magazine Committee invites surveys for publication
- Various Research Journals are subscribed in the library on the recommendations of various departments
- Students are displaying their surveys done under various banners (NCC, NSS, Eco. Club, Extension Activity etc.)

Two Project works are in process :-

1. Factors influencing Teachers use of ICT in Education : Dr. Rita Chauhan
2. A study of some factors underlying students absence from the college :

Ms. Meenakshi Srivastava

Four Minor Research Projects have been sanctioned in the year 2015, they are as follows:

- “संस्कृत वाङ्मय में सौन्दर्य के आस्वाद की अवधारणा (Poetics)” : Dr. Jyoti Kapoor
- “Stone Age in the Middle Ganga Valley” : Dr. Ritu Jaiswal
- “A comparative study of awareness, Attitude and Career Preferences of UG Commerce students for Insurance Industry in relation to Sex and Home Environment” :
Dr. Ruchi Gupta
- “रविन्द्र संगीत में लय-ताल एवं वाद्यों की उपयोगिता” : Dr. Nidhi Srivastava

6.3.5 Library, ICT and physical infrastructure / instrumentation

Amount spent during 2015-16

2015-16	Book Catalogue by Kishly Jain	₹ 671
	Books by Sahitya Sangam	₹ 49,292
	Books by Sahitya Sangam	₹ 44,928
	Books	₹ 19,966
	Books of Community College on Short hand	₹ 1,21,716

Library:

1. 02 sets of Computer and one HP Laser HP JET Printer

Community College:

1. 02 Laptop, 02 Desktop, 02 Printer & 08 cartridge ₹ 2,00,000

ICT & other Tools deployed:

- * OPAC
- * Electronic Resource Management package for e-journals - Through DELNET
- * Federated searching tools to search articles in multiple databases
- * Library Website- Yes
- * In-house/remote access to e-publications - Yes
- * Library automation- In process [PARTIALLY AUTOMATED]
- * Total number of computers for public access..... 06
- * Total numbers of printers for public access..... 01
- * Internet band width/ speed N 2mbps N 10 mbps N 1 gb (GB).....
Reliance Leased line of 3 mbps. All the systems are connected through Wi-Fi
- * Institutional Repository- Yes
- * Content management system for e-learning- Yes
- * Participation in Resource sharing networks/consortia (like Inflibnet)

Give details of the specialized services provided by the library:

- * Manuscripts..... No
- * Reference..... 1500
- * Reprography..... Yes
- * ILL (Inter Library Loan Service)..... Yes
- * Information deployment and notification (Information Deployment and Notification..
Yes
- * Download Yes
- * Printing Yes
- * Reading list/ Bibliography compilation Yes
- * In-house/remote access to e-resources Yes
- * User Orientation and awareness Yes
- * Assistance in searching Databases Yes
- * INFLIBNET/IUC facilities

The College encourages students and staff for teaching-learning such as-

- Fully A.C. Computer Labs

- Library
- Wi-Fi connection
- Reading room
- Seminar hall
- Language Hub
- Value Hub

6.3.6 Human Resource Management

- Teachers for regular courses are selected by University of Allahabad.
 - Few Guest teachers are also there sponsored by the University.
 - In self financing courses teachers are recruited by the college according to UGC norms and standards.
 - The College appoints faculty on the following basis –
 - i. Based upon teacher-student ratio, specialization courses and subject need for the faculty is felt.
 - ii. Agenda of need is put before the governing body.
 - iii. Vacancy is advertised.
 - iv. Interview is organized under the supervision of selection committee, which is consists of a team of expertise.
 - v. Selected list of candidates is sent for approval to the concerned authority.
- 12 appointments were made during last three years.

6.3.7 Faculty and Staff recruitment

Appointment made by the University of Allahabad

6.3.8 Industry Interaction / Collaboration

- Training of Office Management and Secretarial Practices from UPTEC
- Industrial visit of Allahabad High Court on 16th Dec., 2015 of Community College.
- Industrial visit to UPTEC on 26th April 2016 of Community College.
- Industrial visit to IERT on 4th May 2016 of Community College.

These Industrial visit enhances the learning and knowledge of the students and motivates them to aspire for high goals in life.

6.3.9 Admission of Students

Session 2015-16

B.A. (I, II & III)	Total:	1636
B.Com. (I, II & III)	Total:	288
B.Sc. Bio. (I, II & III)	Total:	229
B.Sc. Maths (I, II & III)	Total:	115
B.Ed.	Total:	105

Grand total: 2373

(Admissions are done through entrance test UGAT by University of Allahabad)

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

The College's initiative towards the welfare of its staff and faculty are-

- Fee waiver of the children of non-teaching staff.
- Every year two sets of uniform with Shoes are given to multi task staff members at the college expense.
- The provision to avail 6 months leave without salary for faculty members to pursue research activities.
- Training in the use of computers for Teaching as well as Non-teaching staff to motivate them to undertake self-development.
- Facilitation of faculty participation in programme for professional development organized by the college and University of Allahabad through grant of leave.
- Organization of Health Campus.
- Faculty and staff encouraged to pursued studies or attend advanced administrative/academic training programmes.
- Career Advancement benefits for those with higher qualifications such as M.Phil. and Ph.D. as well as opportunities for those who wish to improve their qualifications.
- There are also government schemes to provide lions against PF for some necessities.
- Medical leaves are given to the employees according to the Ordinance of University of Allahabad.
- There is a provision of maternity leave.
- Duty leave is given, if applicable.
- An insurance policy of LIC is given to the staff members whose premium is automatically deducted from their salary.

6.5 Total corpus fund generated Yes

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	SKP Society	✓ Through Self Appraisal Report	Principal, Management Co-ordinator
Administrative				

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

For UG Programmes Yes No

For PG Programmes Yes N.A. No

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

x

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

x

6.11 Activities and support from the Alumni Association

The College is an undergraduate college. But we keep record of the students through Alumni Association, after completing their graduation. Our students enter the field of their interest and talent and the college maintains the data of those students who visit the college after completion of their graduation. General observations are-

1. More than 50% girls go for Post Graduation.
2. Less than 10% girls get admission in B.Ed. and B.T.C.
3. Less than 3% girls are recruited through campus selection.
4. Approximately 10% girls are employed other than campus recruitment.
5. 2 or 3 students go in civil services.

In the session 2015-16 an input data form of Alumni Association is uploaded on the college website.

Alumni Association
S.S. Khanna Girls' Degree College, Allahabad
Input Data Form

Kindly fill up the form and send on **alumnissk@gmail.com**

Name :

Father's Name:

Date of Birth :

Enrolment No.:

Subject :

x

Present Mailing Address:

Contact No.: Mobile Landline

E-mail ID:

Present Profile: How can you like to associate yourself with the college:

A meeting of the Alumni Association was held on 26.02.2016 in which the members together with the co-ordinator Dr. Meenu Agarwal laid down the rules and regulations as well as the work assigned for the association.

Meeting of the Alumni Association was held on 01.03.2016 in which certain cultural activities took place.

- Antakshari (Teachers V/S Old Girls)
- Self composed poems (Old Girls)
- Memorable Moments Recalled
- Quiz Programme
- Just a minute Competition and prizes for the same
- Vows on Swakchata Abhiyan as Directed by UGC.
- Elections for the post of President, Vice president, Secretary, Joint Secretary and Cultural Secretary took place.

Elected members for the above posts for the session 2016-17 is as follows:

President	Smt. Sashi Bala Chowdhary - Ex Principal of GGIC
Vice President	Pratibha Pandey - Principal, School Dr. Janvi Joshi – Teacher
Secretary	Dr. Jyoti Baijal – Assistant Professor, SSKGDC
Joint Secretary	Dr. Ruchi Malviya - Assistant Professor, SSKGDC Sabhiha Rizvi – Principal, Naveen Shishu Vatika
Cultural Secretary	Abha Srivastava – Poetess Manjulesh Vishwakarma – Subhaya Sarfaraz

Alumni students have presented papers in national seminar and articles in Prama

6.12 Activities and support from the Parent – Teacher Association

The College always solicits the stakeholder's perception on the overall performance and the quality of the education being imparted by the college.

- Parent-teacher Meetings are organised regularly to take feedback from parents.
- Parents can directly put forth suggestions and complaints to the Principal or Manager through e-mails.
- On every Saturday management members visit the campus and give valuable suggestions for taking more add-on vocational courses, organising various co-curricular activities.
- The comments of eminent visitors are taken in the visitor book.
- Every year at the end of the session students of final year are given 'Student Feedback Questionnaire' and data are collected.
- Regular meetings with staff, HODs and Advisory Board are conducted.
- Inter and Intra faculty meetings are regular feature.
- Parent/Guardians have frequent interaction with the Proctor on discipline aspect.
- Old Girls' Association organises meetings.

In the session 2015-16 parents teachers meet of B.Ed. faculty took place on 21.09.2015, Commerce faculty on 15.09.2015 and Science faculty took place in the month of October and Arts faculty in the month of November 2015. The faculty members informed the parents about the college timing, library facilities, computer courses, NCC programmes and paper presentation as well as

Damodarshree National Award for Academic Excellence. Special emphasis was given in maintaining 75% attendance in the classes. Parents were informed that they should ensure that their ward is carrying a license and bearing helmet, which is necessary by entering in the college premises. They were intimidated about the regular classes and were asked to share their problems.

6.13 Development programmes for support staff

The Principal and the supportive management and institutional administration always makes efforts to enhance the professional development of its supportive staff by –

- Planning and executing programmes that address professional development, skill development of the staff members,
- Organizing computer training to develop skills of the supportive staff
- Encouraging staff members to work laboriously in conferences/Seminars/ Workshops organized by the institutions.
- Appreciating innovations and recognizing performances.
- Inviting resource persons to interact with the staff.

The college has implemented various programmes to enable the staff to function more effectively such as:

- Computer training
- Training for music system operation, first aid, generator and other gadget operation, office management, auditorium stage management, book lifting etc.

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

The college has taken up the following initiatives to make the college eco-friendly –

- Conservation of water and electricity resources are carried out regularly.
- Rain-water harvesting project is under process.
- Eco-club, Extension work committee, NSS and NCC throughout year organize awareness programmes for garbage disposal, rain water harvesting energy conservation, plantation, etc, which has developed a green and healthy campus.
- A Bore well which provides non-potable water for use in the toilets and gardens.
- The college follows the government norms in the disposal of any hazardous waste.
- Organized collection and disposal of e-waste from departments and offices.
- Plantation has also been done in the campus.

The college also makes the campus Eco-friendly by -

- * Energy conservation
- * Use of renewable energy
- * Water harvesting
- * Check dam construction
- * Efforts for Carbon neutrality
- * Plantation
- * Hazardous waste management
- * e-waste management

In the session 2015-16 on Teachers Day tree plantation was done in the campus in order to make the environment more eco-friendly.

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. Problem based learning
2. Case study based learning
3. Concept classes
4. ICT enabled lecture method
5. Field visits, MOU's and online materials
6. Experimental learning
7. ICT training to administrative staff
8. Various skill training to helpers
9. Language proficiency training to helpers

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

Most of the activities were carried out according to plan.

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

1. Damodarshree National Award for Academic Excellence , 2015
2. Polythene free campus(Details Provided in the annexure)

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

7.4 Contribution to environmental awareness / protection

1. Evaluation of knowledge based environment science to non- science students.
2. Planting tree, tree guards
3. Say no to polythene
4. Green Campus
5. Field Work - visit to a local area to document environmental assets.
6. "Ganga Swachata" rally
7. Poster/ essay competition/ one act play/ mono acting on these topics:
 - I. Water use and over – exploitation
 - II. Man wildlife conflicts
 - III. Waste water treatment
 - IV. Management of solid waste
 - V. Population growth
8. Observation of following environment calendar

World wetland day	February 2
World Forest Day	March 21
World day for water	March 22
World meteorological day	March 23
Earth day	April 22
International Biodiversity day	May 22
Anti – tobacco day	May 31
World Environment day	June 5
World Ocean Day	June 8
World Population Day	July 11
Ozone Week	September 16-23
Green Consumer Day	September 28
World farm Animal's Day	October 2
World Animal Welfare Day	October 4
Wildlife Week	October 1-7
International Day for Natural Disaster Reduction	October 13
World Conservation Day	October 24
International Day for Biological Diversity	December 29

7.5 Whether environmental audit was conducted? Yes No

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

Institutional SWOT-

Strength:

1. Enlightened Management with good financial support.
2. Competent and dedicated staff.
3. Good Infrastructural facilities.
4. Beautiful green Campus.

Weakness:

1. Research culture needs improvement .
2. Computer assisted teaching – learning needs improvement.
3. Several Teaching and Non- teaching post are vacant due to no recruitment made by the university.

Opportunities :

1. Integrated vocational programs with UG programs.
2. To start PG programs.

Challenges:

1. To improve quality of placement.
2. To provide Qualitative teaching – learning with short number of teacher and non- teaching.

8. Plans of institution for next year

1. Laboratories to be equipped with new equipment by CE funding.
2. Online feedback.
3. New classrooms to be constructed.
4. PG courses are to be introduced.
5. More National workshops/ Seminars are to be conducted on social and educational problems.
6. Strengthening internal quality evaluation system.
7. Augmenting research based activities.
8. Strengthening placement cell.

Dr. Rita Chauhan



Signature of the Coordinator, IQAC

Dr. Lalima Singh



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
