Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**A P SEN MEMORIAL GIRLS COLLEGE**
Name of the head of the Institution	**Ms. Shivani Dube**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**05222635578**
Mobile no.	**9450355908**
Registered Email	**principalapsen@gmail.com**
Alternate Email	**shivani_sdby@yahoo.com**
Address	**Charbagh**
City/Town	**Lucknow**
State/UT	**Uttar pradesh**
Pincode	**226001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Rachana Srivastava**
Phone no/Alternate Phone no.	**05222635578**
Mobile no.	**9450355908**
Registered Email	**iqacapsen@gmail.com**
Alternate Email	**principalapsen@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.apsencollege.org

4. Whether Academic Calendar prepared during the year | **Yes**

if yes,whether it is uploaded in the institutional website: Weblink :	http://www.apsencollege.org/pdf/Academic%20Calendar%202019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.72**	**2013**	**25-Oct-2013**	**24-Oct-2018**

6. Date of Establishment of IQAC | **20-Jul-2015**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Polythene free Campus No Honking Zone Publication of College Magazine Annual Function / Prize Day

View File

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
View File	

14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**13-Feb-2020**
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

College is affiliated to University of Lucknow which designs and plans the curriculum. We have little say in this respect. After the syllabus is designed or revised by the University, all the departments make their teaching plan in accordance with the Academic Calendar of the College. Teachers ensure that the syllabus is completed. In between, class tests are taken so as to make sure that the student has understood the basic concepts vividly. Some students are not able to attend the classes due either medical leave or NCC or NSS Camp. Extra classes are taken by all the departments for such children. Also teachers guide students on whatsapp group.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
		No Data Entered/Not Applicable !!!			

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	**Hindi**	**16/07/2019**
MA	**Sociology**	**16/07/2019**

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year		
Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The feedback obtained from parents, students, teachers and alumni is analysed and placed before the administration. Major suggestions are considered for improvement and overall development of the institution. Teacher evaluates the student on the basis of monthly class tests. Weak students are advised to do better next time on the basis of comments and suggestions. Students Seminars are conducted by all departments this enables the student to shed hesitation and develop their personality.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Sem VI	80	40	29
BA	Sem VI	475	285	251
MA	Sociology Sem III	60	25	23
MA	Hindi Sem III	60	12	8
BCom	Sem III	80	80	55
BA	Sem III	475	300	288
MA	Sociology	60	38	28
MA	Hindi Sem I	60	22	19
BCom	Sem I	80	100	80
BA	Sem I	475	400	324

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1027	78	19	6	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
26	26	2	1	1	4
No file uploaded.					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The relationship that the teacher share with the students extends beyond the classroom. The institution always strives for the Holistic development of the students. We try to be inclusive in all the activities undertaken throughout the year. Civil services are often one of the career options that is sought by a lot of undergraduate students. Due to the weak financial background, some students are not able to go for coaching classes that are required for the same. Dr Rachna Srivastava from the political science department has started a WhatsApp group for such students who are interested in pursuing a career in civil services helping them with whatever guidance they require. For the same, the professors from different departments also help students to pursue competitive exams like net, slat, PCS. The teachers also promote the students to pursue further education such as Masters and PhD and guide them regarding their career options. Realising the value of reading material, the professor try their best to provide whatever sources they can arrange. In times that we live today, online education is in current trend. Keeping that in mind the professors use various platforms such as Telegram, WhatsApp to circulate PDFs of various papers and books. Dr Shweta Tiwari of the sociology department had started a library where students could issue books that they require. It was a complete student-run body that helped developed communication and leadership skills in students. Professor like Dr Anshu Kedia regularly organises webinars and talks with other eminent professors from different universities which provides students which exposure that is necessary for education. Dr Richa Mukta, from the Sanskrit department, provides extra classes to students to help them get a better understanding of the subject. Apart from these regular online classes are organised to help the student understand the various concept and guide them regarding the university examinations. Dr Monika Srivastava who is the professor from the history department also looks after the NCC wing of the college. The professors regularly help students who are from a weak financial background with aids such as data packs and help them out with their fees. The institution also keeps in mind how these times affect the students mentally. Therefore all the teachers make sure to help the students out with whatever problems they are facing and try to help them by reducing their mental stress with various activities. The college also has a functioning student body that is elected by the students which help in establishing leadership skills among the students. The teachers also keep in regular touch with the parents of the students to monitor their performance. The institute also arranges a lot of extracurricular activities which are handled by the students to have them excel not only on an academic level but also in extracurricular activities. The college encourages the students to participate in extracurricular activities of other colleges giving them exposure. The information for the same is often shared by the teachers like professor Madhuri Yadav from the Hindi

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

1105	19	1:58

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	19	4	Nill	17

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Monika Srivastava	Associate Professor	Balika Surakhsha Jagrookta Abhiyan
2019	Dr. Anshu Kedia	Associate Professor	Balika Surakhsha Jagrookta Abhiyan

No file uploaded.

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution take the internal assessment seriously as it is an important part of the academic development of students due to the uncertain pandemic the professor had to put in a lot more effort in the assessment of the students they tried their best to come out with innovative techniques which will reduce the burden of the student as not All students are technological efficient the professor plumber promote self directed learning among the students along with conducting online classes the teachers also conduct tutorial classes in case the students have any doubt in any subject the teachers take presentations on the on the various lectures that A delivered and also give written assignments to help the students understand the writing pattern to facilitate interaction among students and developing communication skills the teachers give group discussion project and class seminars to the students to check the regular progress of the students the teachers conduct unit wise test in form of quizzes and subjective answers. The faculty members also utilize various resources to engage the students in different form of learning the teachers use graphic AIDS such as YouTube videos presentation and whiteboard

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Institution had prepare an academic calendar after the commencement of the new session. All major and minor activities mentioned in the academic calendar include teaching plan comma presentation, guest lecture, class seminar group

discussion, lecture series from prominent resource person, various social economic and political theme based knowledge workshop some literary based program etc. Teaching plan of every subject is provided to the institution by the department. The celebration of Jayanti of some important National heroes and political figure are also part of their academic calendar. In this context various competition and activities like speech competition essay writing, debate, quiz poster making, slogan writing and collage making competition are organised. Social awareness program such as tree plantation, women awareness, cybercrime, traffic rules in safety health and hygiene, legal awareness, women helpline 1090, child trafficking and abuse, domestic violence, survey of slum area, government orientation program and medical health check up and other related issues are an important part of the academic calendar. The mission Shakti program by the government was given a Priority in the academic calendar. Due to the current online mode of education various webinars were organised and guest lecture series were conducted for the better understanding of the students. Institution give support to some creative and entrepreneurship based activities like Anand Mela. Student elected body Sourabh Manch is also an important part of the academic calendar. Other major activities of the academic calendar are- parents teacher meeting, alumni Association, Hindi Divas, Go Green Club, college picnic, educational tools, national service scheme, NCC, Sports Club, Saraswati Puja, self-defense workshop, national festival celebration, welcome party and farewell, several skill development cell, career counselling sessions, the inter college competition, publication of Surabhi the college magazine and various other cultural activities. The college curriculum is designed to achieve the all round development of the students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	Nill	Nill	Nill	Nill

No file uploaded.

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://docs.google.com/spreadsheets/d/1moQQ-KhBQJV6VFOZs2WOTUekE1CkQ5g34o99DypS4SI/edit?usp=sharing

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Sociology	1	Nill
International	Sociology	1	Nill
International	Education	1	7.97
International	Sanskrit	1	Nill
International	Asian Culture	2	4.85
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Ancient Indian History	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation

No Data Entered/Not Applicable !!!				
No file uploaded.				

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	27	Nill	1
Resource persons	1	Nill	Nill	Nill
Attended/Seminars/Workshops	7	Nill	Nill	Nill
Presented papers	Nill	Nill	Nill	Nill
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

No Data Entered/Not Applicable !!!	
No file uploaded.	

 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
No file uploaded.	

4.2 – Library as a Learning Resource

 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	**12254**	**Nill**	**503**	**125805**	**12757**	**125805**
No file uploaded.						

 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	7	0	2	0	0	5	0	50	0
Added	0	0	0	0	0	0	0	0	0
Total	7	0	2	0	0	5	0	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

No Data Entered/Not Applicable !!!

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
YE MERA INDIA, A community movement to save environment save future	02/09/2019	50	I CARE INDIA
VRIKSHO KI VATIKA KA MAHATWA8	08/08/2019	150	LOK BHARTI - Sri Brijendra Singh and Gopal Upadhyay
Student along with Teachers visited Primary School to Celebrate Birthday of Students falling in September	12/09/2019	7	I CARE INDIA
Workshop on Knowledge and Skills Required to Start Up Film and Providing the students a Valuable Pathway In the Direction of Starting their own Venture in Future	09/09/2019	80	IILM
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed

No Data Entered/Not Applicable !!!
No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

ACTIVITY OF STUDENT COUNCIL THE COLLEGE PROCTORIAL BOARD COMPRISES OF CHIEF PROCTOR,ASSISTANT PROCTOR AND ONE MEMBER. THE BOARD IS CHIEFLY RESPONSIBLE FOR ENSURING THE RULES AND REGULATIONS FRAMED BY THE COMMITTEE, AROUND 18 RULES ARE FRAMED WHICH ARE TO BE FOLLOWED BY STUDENTS. THE STUDENTS ARE SELECTED ON THE BASIS OF INTERVIEW CONDUCTED BY THE BOARD. PRIOR INTERVIEW STUDENTS HAVE TO FILL A FORM PROVIDED BY THE COMMITTEE .OVERALL 20 DISCIPLINE INCHARGE WERE SELECTED ON THE BASIS OF ACADEMIC PERFORMANCE, CO-CURRICULAR ACTIVITY, ATTITUDE ATTENDANCE , WORK CAPACITY BEHAVIOUR ETC. DISCIPLINE INCHARGE ARE SELECTED FROM DIFFERENT CLASSES (B.A,B.COM,AND PG CLASSES).THE COLLEGE ORGANIZED INVESTITURE CEREMONY ON 14TH NOVEMBER 2019 TO FACILITATE THE STUDENTS. DR.MANOJ PANDE LUACTA PRESIDENT WAS THE CHIEF GUEST. SAURABH MANCH THE SELECTION OF THE COLLEGE PRESIDENT, SECRETARY, TREASURER AND CLASS REPRESENTATIVE COMES UNDER SAURABH MANCH COMMITTEE COMPRISING OF FOUR TEACHERS. THE ELECTION OF THE STUDENT COUNCIL WAS CONDUCTED ON 9TH AUGUST 2019. TOTAL NO OF REPRESENTATIVE SELECTED WERE 17. FOLLOWING RULES ARE LAID DOWN FOR THE ABOVE MENTIONED POSTS 1. THE CLASS REPRESENTATIVE ARE ELECTED EACH YEAR FROM B.A, B.COM,AND M.A CLASSES . 2. STUDENT CANDIDATE MUST BE ENROLLED IN THE COLLEGE . 3. EACH NOMINEE HAS TO FILL AND SUBMIT NOMINATION FORM . 4. NOMINATION FORM MUST BE SUBMITTED IN DUE MENTIONED TIME/PERIOD. 5. THE STUDENTS WHO ARE REGISTERED ONLY

CAN CAST THEIR VOTE. 6. SELECTION OF THE STUDENTS IS ONLY FOR ONE YEAR. 7. AFTER THE WHOLE PROCESS IS COMPLETED COUNTING OF THE VOTES IS DONE BY THE TEACHERS AND THE RESULT IS DECLARED ON THE SAME DAY. THE STUDENTS ARE FACILITATED BY THE BADGES IN THE INVESTITURE CEREMONY ORGANISED BY THE COMMITTEE WHICH WAS ON 14TH NOVEMBER 2019.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

College has distributed the administrative work among various committees-viz Proctorial Board, Grievance Redressal Cell, Parent-Teacher Association, Alumni Association. Every committee has two-three Teacher members two-three Student members headed by a Teacher Incharge. The motto of our institution is to develop leadership quality among the staff and students. Students elect a Cultural Counsil- Saurabh Manch which looks after the various activity of the College. Teachers Day, Welcome Party for freshers and farewell party for final year students is organised by the Saurabh Manch. Apart from this most of the committee depute students in various managerial task which helps them develop their personality. All students are advised to participate in either in NCC or NSS. These two scheme of the Government enable student to participate in various events and programmes of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	College has 475 seats in BA I, and section of 80 and 60 in B.Com and PG in Hindi and Sociology respectively. The admission is taken on these seat and courses on the basis of merit adhering to the reservation policy of the Government.
Industry Interaction / Collaboration	- College organises various events and programmes in collaboration with Times of India Group, I CARE INDIA,

	IILM Academy, LOK BHARTI, Sevayojan Kendra etc from time to time. Programmes are mostly related to career building employment health and hygiene, cleanliness band plantation.
Human Resource Management	For Human Resource Management and development, several workshop and training courses are conducted in college premises as well as outside the campus. Teachers are allowed to participate. Regular meetings of Class III and Class IV employees are conducted by the Principal to take stalk of their issues and Grievances.
Library, ICT and Physical Infrastructure / Instrumentation	College has one central library housing more than 12000 books. Apart from this, we have a photocopy machine, Zero B water purifier, submersible pump to cater to water requirements of the college, CCTV cameras along with voice recorder installed in all the classrooms, library, main gate and staffroom to monitor students.Sikka Broadband with 25 MGPS, apart from furniture in the classroom.
Research and Development	Teachers of this Institutions are actively involved in writing articles and research papers as also editing books from time to time. They attend seminars and workshop regularly, present papers and get them published in National and Inter National journals. Teachers who conduct PG classes also supervise Ph.D scholars.
Examination and Evaluation	College holds annual examination, semester examination, backpaper or improvement examination, Ph.D entrance examination, B.Ed. term and end examination of Lucknow University on its centre with utmost sincerity and without unfair practises. Teachers of this college are actively involved in UG, PG evaluation , conduct of Viva Voice and practical exam, examiner in IGNOU, paper setters in UPPSC, and UPSC, B.Ed. observer to name a few
Teaching and Learning	College makes use of both traditional and modern methods of teaching. Regular classes are taken by chalk and duster method and lectures are delivered. Apart from this most of the teachers have made whatsapp group to mentor students. Use of technologies viz Wikipedia, You tube, Videos, web links etc. are also practised.

Curriculum Development	Board of studies of every department in Lucknow University is authorised for development and design of curriculum. We have little say still teachers of this college are nominated as a member of the board of studies. After this, teachers make a teaching plan as well as test schedules for teaching and guiding students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	- College has its own website. Proper planning is done in the beginning of the session and academic calendar is uploaded on the college website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course [Sanskrit]	1	14/10/2019	26/10/2019	13
Short Term Course on Women Empowerment	1	24/08/2019	30/08/2019	7
Integrated Government Online Training	1	12/05/2020	12/05/2020	1

Programme for Covid-19 Patient				
Faculty Training Programm on Disaster Management in Covid-19 Times	1	04/06/2020	05/06/2020	2
FDP, Open source tools for research	1	08/06/2020	14/06/2020	7
FDP, Online Teaching through e-learning	1	31/05/2020	04/06/2020	5
Deeksha Arambh	2	22/10/2019	24/10/2019	3

No file uploaded.

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
19	5	18	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Government gives timely salaries, GPF and Pension etc.	Salary, Arrears, GPF,Pension etc.	Scholarship for SC, ST, OBC,and students below poverty lines.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Three steps of audit are followed in the college: 1. C.A. Level- Conducted Annually. 2. Local Level - Conducted Annually by Government. 3. A.G. Office- Whenever Auditor comes to Audit.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

| Academic | No | Nill | Yes | IQAC |
| Administrative | No | Nill | Nill | Nill |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents Teacher Association has been formed in the college. Meetings are held once a year. Parents provide feedback while teachers inform them about the progress of their ward. On the basis of this feedback college tries to make improvement.

6.5.3 – Development programmes for support staff (at least three)

No Data Entered/Not Applicable !!!

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Formation of IQAC according to set norms. Timely submission of AQAR report. Focus on implementation of Academic Calendar.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	NIL	Nill	Nill	Nill	Nill

No file uploaded.

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

No Data Entered/Not Applicable !!!

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill

Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!								
No file uploaded.								

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!			

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!				
No file uploaded.				

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree Plantation Drive. 2.Herbal Garden. 3.Zero waste camping. 4. Go Green Campaigning against single use plastic. 5. No Honking Zone.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

No Data Entered/Not Applicable !!!

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution was established with the Chief aim of providing education to girls students. Our priority has always been to reach out to the important 'half' of society-The Girl Students, In the recent years the cut throat competitions at all levels in the job market demands a support system that enables the students of an institution not only the attainment of academic excellence but to find a comfortable placement in life. The career Guidance of our college plays a important role in guiding the students to various job opportunities. Since the students intake is from different social, economic and academic backgrounds the students require a well planned and organised career counselling at the institutional level. Through this cell we try to give training and guidance to students on career related matters. We invite

companies for campus interviews and organised various types of training programs like mock interviews, group discussions, lecture by eminent persons. In similar way we have skill development cell. The aim of this cell is to encourage proficiency and skill development of girls by conducting approved training programs.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

• To enhance the number of smart classrooms. • Digitization of library. • Construction of new Administrative Block • Construction of Auditorium • To provide better infrastructure • To ensure 100 classes • To introduce online system for different administrative work • Strengthen the liaison among the stake holders like teachers, students, parents etc. • To support students (Both and meritorious and weak) • To keep guardians update about their ward performance. • To conduct great numbers of seminars and workshops • Encourage Inter institutional collaboration • Orientation program for teaching/ non teaching staff and students • To protect the environment • To strengthen alumni participation and get this association registered. • To increase number of lectures by eminent personalities.