

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution                      A.P. Sen Memorial Girls College

- Name of the Head of the institution :    Ms. Shivani Dube
- Designation:    Principal
- Does the institution function from own campus:    YES
- Phone no./Alternate phone no.:        0522-2635578
- Mobile no.: 9450650048 , 8840670094
- Registered e-mail: principalapsen@gmail.com
- Alternate e-mail : shivani\_sdby@yahoo.com
- Address        : Charbagh
- City/Town     : Lucknow
- State/UT      : Uttar Pradesh
- Pin Code      : 226001

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women: Women

- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing- All Three (please specify)

- Name of the Affiliating University: University of Lucknow
- Name of the IQAC Co-ordinator : Dr. Rachana Srivastava
- Phone no. : 0522-2635578

Alternate phone no.

- Mobile: 9450355908
- IQAC e-mail address: iqacapsen@gmail.com
- Alternate Email address: rachanaapsen@gmail.com

3. Website address: www.apsencollege.org

Web-link of the AQAR: (Previous Academic Year): www.apsencollege.org/AQAR-2018-19.pdf

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

4. Whether Academic Calendar prepared during the year? YES

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink: [www.apsencollege.org/AcademicCalendar](http://www.apsencollege.org/AcademicCalendar)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.72	2013	from: 2013 to: 2018
2 <sup>nd</sup>				from: to:
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 04/08/2018

7. Internal Quality Assurance System

7.1 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

1- Regular submission of AQAR 2- Participation in Swachhta Ranking 3- Meeting of Administrative and Support Staff 4- Plantation Drive 5- No use of Polythene 6- Students Seminars	Since 2014 2018-19  Regularly	20   All Students
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**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

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES**

\*upload latest notification of formation of IQAC : Uploaded on the website

**10. No. of IQAC meetings held during the year: 04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No : YES

(Please upload, minutes of meetings and action taken report)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No NO**

If yes, mention the amount:

Year:

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

\* Polythene free Campus

\* No Honking Zone

- \* Publication of College Magazine after 10 years
- \* Annual Function / Prize Day after 10 years
- \* Sanitary Napkin Vending Machine for students

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

Plan of Action	Achievements/Outcomes
1- Polythene free Campus	Achieved
2- To make the College Campus No honking Zone	Achieved
3- To Organise Annual Function/ Prize Day	Achieved 17 <sup>th</sup> Dec. 2018
4- To Publish College Magazine	Published
5- MIS for Staff and Students	Not Achieved

**14.** Whether the AQAR was placed before statutory body? Yes /No: NO

Name of the Statutory body:

Date of meeting(s):

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**Yes/No:** NO

**Date:**

**16.** Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2018

Date of Submission: 06-02-2019

**17.** Does the Institution have Management Information System?

**Yes**      **No** NO

If yes, give a brief description and a list of modules currently operational.  
(Maximum 500 words)

## Part-B

<b>CRITERION I – CURRICULAR ASPECTS</b>						
<b>1.1 Curriculum Planning and Implementation</b>						
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words						
<p>College is affiliated to University of Lucknow which designs and plans the curriculum. We have little say in this respect.</p> <p>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.</p>						
1.1.2 Certificate/ Diploma Courses introduced during the Academic year						
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development		
<b>1.2 Academic Flexibility</b>						
1.2.1 New programmes/courses introduced during the Academic year						
<b>Programme with Code</b>	<b>Date of Introduction</b>		<b>Course with Code</b>	<b>Date of Introduction</b>		
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		<b>UG</b>	<b>PG</b>	Date of implementation of CBCS / Elective Course System	<b>UG</b>	<b>PG</b>
Already adopted (mention the year)						
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year						
No of Students	Certificate		Diploma Courses			
80			Workshop on Vocational Training, Banking and Finance by Times Pro.			
80			Workshop on Designing by PHAL on 29 <sup>th</sup> Sept.2018			
<b>1.3 Curriculum Enrichment</b>						
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		
Workshop on Do's and Dont's by IILM Academy on Higher Learning		29-09-2018		80		
1.3.2 Field Projects / Internships under taken during the year						
Project/Programme Title			No. of students enrolled for Field Projects / Internships			

<b>1.4 Feedback System</b>						
1.4.1 Whether structured feedback received from all the stakeholders.						
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents		
Yes	No	No	No	Yes		
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)						
<p>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.</p>						
<b>CRITERION II -TEACHING-LEARNING AND EVALUATION</b>						
<b>2.1 Student Enrolment and Profile</b>						
<b>2.1.1 Demand Ratio during the year</b>						
Name of the Programme	Number of seats available	Number of applications received		Students Enrolled		
BA I	475	400		363		
BA II	475	270		252		
BA III	475	300		287		
B.Com I	80	70		64		
B.Com II	80	40		29		
B.Com III	80	50		47		
MA Sem I Socio	60	30		26		
MA Sem III Socio	60	30		26		
<b>2.2 Catering to Student Diversity</b>						
<b>2.2.1. Student - Full time teacher ratio (current year data)</b>						
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses	
2018-19	1042	54	19- Permanent 04- Self Finance 03- Management	05	24	
<b>2.3 Teaching - Learning Process</b>						
<b>2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)</b>						
Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used	

19	19	02	01	01	Projector, Smart Phone, Laptop, Youtube
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)					
<p>We had a well organised student mentoring system till around 5 years back. But due to exigencies of semester system we had to do away with that.</p> <p>Now, Dr. Rachana Srivastava of the department of Political Science mentors civil service aspirants through a whatsapp group. All problems of such students related to books, reading material, finance and other queries are solved through this group. Similar groups have been made by Dr. Shweta Tiwari of the department of Sociology ( Society Path) for mentoring the weak students of SC,St and OBC class. Department of Sanskrit ( Sanskrit Our Attitude), Physical Education, Ancient Indian History, History and Culture of Asian People and others also have such whatsapp groups.</p>					
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio	
1094		19- Permanent 04- Self Finance 03- Management		1:36	

<b>2.4 Teacher Profile and Quality</b>				
<b>2.4.1 Number of full time teachers appointed during the year</b>				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	19	05	02	17
<b>2.4.2 Honours and recognitions received by teachers</b> <i>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )</i>				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	

<b>2.5 Evaluation Process and Reforms</b>				
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
UG(Arts)	BA	II	24 <sup>th</sup> May 2019	29 <sup>th</sup> July 2019
UG(Arts)	BA II	--	30 <sup>th</sup> March 2019	6 <sup>th</sup> July 2019
UG(Arts)	BA III	--	10 <sup>th</sup> Apr.2019	
UG(Com)	B.Com	I	22 <sup>nd</sup> May 2019	
UG(Com)	B.Com	II	26 <sup>th</sup> Apr. 2019	
UG(Com)	B.Com	III		
PG (Arts)	MA (S)	II	17 <sup>th</sup> May 2019	
PG (Arts)	MA (S)	IV	16 <sup>th</sup> May 2019	
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
<p>The institution is devoted to the academic and overall personality development of each and every student. A notable point is that, due to close proximity of the college to Charbagh Railway Station, students from rural areas and remote urban areas take admission with us. Their academic background is extremely poor. Teachers have to put in extra effort. A definite Continuous Internal Evaluation (CIE) system is adopted by all the Departments in the form of monthly tests, regular feedback, personal mentoring, creation of whatsapp groups, group discussions and so on. We make our teaching plan in such a manner that a class test is given to the students after every unit, this test is evaluated in front of the student and mistakes are rectified so that the student does not repeat it.</p>				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
<p>A well planned detail academic calendar is prepared by the institution just before the commencement of the new session. So far as the conduct of semester and term end examination is concerned, it is the sole prerogative of the University.</p> <p>But for other related matters, student seminar , guest lecturers, cultural events , workshops, celebrations of jayantis, literary competitions etc- we strictly adhere to our academic calendar and try to work accordingly.</p>				
<b>2.6 Student Performance and Learning Outcomes</b>				
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)				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
UG(A)	BA Sem II	347	-	-
UG(A)	BA II	252	235	93.25%



UG(A)	B.AIII	286	284	99.30%
UG(Com)	B.Com I	64	62	96.87%
UG(Com)	B.Com II	29	awaited	--
UG(Com)	B.Com III	47	46	97.87%
PG(S)	MA Sem II	24	24	100%
PG(S)	MA SemIV	20	19	95%

### 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)

## 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 Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects <i>(other than compulsory by the College)</i>				
International Projects				
Any other(Specify)				
Total				

### 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(s)

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

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

Incubation Centre	Name	Sponsored by

Name of the Start-up			Nature of Start-up			Date of commencement		
<b>3.3 Research Publications and Awards</b>								
3.3.1 Incentive to the teachers who receive recognition/awards								
State			National			International		
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )								
Name of the Department				No. of Ph. Ds Awarded				
3.3.3 Research Publications in the Journals notified on UGC website during the year								
	Department		No. of Publication		Average Impact Factor, if any			
National	Economics		05					
	Asian Culture		01					
	Sociology		04					
	Physical		01					
	Education							
International	Sanskrit		01					
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year								
Department				No. of publication				
Ancient Indian History (Book Edited)				01				
Sanskrit (Chapter in Books)				01				
Economics (Chapter in Books)				01				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index								
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations		
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)								
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication		
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :								

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	12 Seminar 01 workshop	35 Seminar 10 Workshop	--	01
Presented papers	12 Srminar	35 Seminars	--	--
Resource Persons	01	01	--	--

### 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 co-ordinated such activities	Number of students participated in such activities
1. Interactive Speech	Girls Effect (NGO)	03	250
2. Interaction, Dialogue, Competition	Vigyan Foundation	03	200
3. Mission SAHASI	ABVP / NSS	02	50
4. Workshop on Primary Education System	NSS	05	200
5. Life Positivity, Know your HIV status	U P State Aids Control Society	03	100
6. Personality Development	I Care India	03	150
7. Marshall Art	(NSS) Pramod Tiwari	03	150
8. Herbal Garden	(NSS) Santosh Srivastava	03	150
9. Mensurational Hygiene, Prenatal and Postnatal care of child	FPAOI	03	150
10. Alternatives in Education	IGNOU Dr. Anamika Sinha	03	150
11. Best Out of Waste	Mr. Kapil	03	150
12. Lajawab Lucknow	Commissioner Nagar Nigam	01	100
13. Career Counselling Workshop	Cavalier India	01	100
14. Surgical Strike Day	NCC	01	100
15. Voter Awareness	NSS Vidhansabha Nirvachan Kshetra Nirvachak Namavaliyon ka Vishesh sanchhipt punarnirakshan 2019	03	250

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	No. of Students benefited
Swami Vivekanand Speech Competition	Felicitated for Participating and winning on college level	Vivekanad Kendra Lucknow Branch	04

### 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 <b>coordinated</b> such activities	Number of students participated in such activities
1 Soft Skills Sessions	Lucknow Management Associations and Brahmakumaries	Stress free living and values	02	100
2 Swachcha Bharat	NCC, NSS, Vigyan Foundation YP Foundation	Intercollegiate Competitions, Dialogues on Health, Sanitation and Environment	04	200
3 Lajawab Lucknow Target ODF Target Swachch Bharat	NCC on order of Commissioner Nagar Nigam	Oath, Logo, Poster , Essay Competition, Nukkad Natak, Debate, Swachhta awareness rally	01	100
4 Gender Issue	FPAOI & NSS	Mensurational Hygiene, Prenatal and Postnatal care of child	03	150
5 Gender Issue	NSS & Mr. Pramod Tiwari	Marshall Art	03	150
6 Aids Awareness	UP State Aids Control Society	Life Positivity, Know your HIV status	03	100
7 Soft Skill Session	Lucknow Management Association CA Devesh Agarwal	Memory Enhancement Techniques	02	100
8 Swachhta Hi Sewa	NSS	Cleaning of Slum and Staff Room	03	250

### 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

#### 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-To)	participant

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 and Activities	Number of students/teachers participated under MoUs			
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>						
<b>4.1 Physical Facilities</b>						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development				
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities	Existing	Newly added				
Campus area	2.45 acres					
Class rooms	16					
Laboratories	02					
Seminar Halls	01					
Classrooms with LCD facilities	-					
Classrooms with Wi-Fi/ LAN	-					
Seminar halls with ICT facilities	-					
Video Centre	-					
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	1 2 3 4 5	Photocopy Machine Submersible Pump Zero B Water Purifier CCTV Camera Broadbrand				
Value of the equipment purchased during the year (Rs. in Lakhs)	1 2 3 4 5	Photocopy Machine- 46900.00 Submersible Pump- 91474.00 Zero B Water Purifier- 17525.00 CCTV Camera- 78410.00 Broadbrand Inst- 4089.00				
<b>4.2 Library as a Learning Resource</b>						
4.2.1 Library is automated {Integrated Library Management System -ILMS}						
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation			
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12254	-	503	125805-	12757	125805/-
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	03	-	-	-	-	-

e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

### 4.3 IT Infrastructure

#### 4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	05	-	YES	-	-	02	Arts- 11 Commerce- 01	25 MGBPS	-
Added									
Total									

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

25 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

#### 4.3.4 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
Dr. Rachana Srivastava	1.Local Self-Government	You Tube	10 Nov 17
	2.Plato's Theory of Education		12 Sept 2017
	3.Election of the President of America		3 Sept 2017
	4.Problem of the Third World Countries		12 Aug 2017
	5. Plato's Theory of Justice		7 Aug 2017
	6.Non-Aligned Movement		6 Aug 2017
	7.Preamble to the Constitution of India		2 Aug 2017
	8.Status of Indian Women (Through the Course History)		14 July 2017
	9.Relevance of Mahatma Gandhi in the Present Context		5 July 2017

### 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	Expenditure incurred	Assigned budget on	Expenditure incurred on
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academic facilities	on maintenance of academic facilities	physical facilities	maintenance of physical facilities		
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)					
<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>					
<b>5.1 Student Support</b>					
5.1.1 Scholarships and Financial Support					
	Name /Title of the scheme	Number of students	Amount in Rupees		
Financial support from institution					
Financial support from other sources					
a) National	Scholarship provided by Government	567	Since the Scholarship goes directly in students account it is difficult to provide exact amount		
b) International					
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 implementation	Number of students enrolled	Agencies involved	
1.Soft Skill Development		12-09-2018	70-80	I Care India	
2.Soft Skill Development		26-09-2018	100	Brahmakumaris	
3.Meditation		26-09-2018	100	Brahmakumaris	
4.Personal Counselling and Mentoring		29-09-2018	90-110	PAHAL	
5.Yoga		23-01-2019	80	Vivekanand Kendra, Kanyakumari	
6.Soft Skill and Others		29-09-2018	90	IILM Academy of Higher Learning	
7.Yoga Camp		01-06-19 to 21-06-19	100	NCC	
8.Swastha Lucknow Yatra towards Health and Nutrition Awareness		12-01-2019	115	I Care India	
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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed



2018	Various Opportunities in defence by Cavalier India				No Record
2018	Vocational Training In Banking and Finance by Times Pro				
2019	Workshop on employment Information Bureau University of Lucknow				

**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	No. Of grievances redressed	Average number of days for grievance redressal
10	06	One Month

**5.2 Student Progression**

**5.2.1 Details of campus placement during the year**

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018	10%	Commerce	B.Com.	Kanpur University, City Law College, BBD University, JNPG College, Lko	M.Com, LLB B.Ed
		Arts	B.A.	Lucknow University Banaras Hindu University	Ph.D MA Sanskrit

			B.A.	JNPG, Lucknow	MA Economics
			B.A.	JNPG, Lucknow	MA Pol.Sc.
			B.A.	Lucknow University	MA AIH
			B.A.	A.P.Sen College	MA Hindi
			B.A.	Vivekanand College	B.Ed
			B.A.	JNPG College	B.P.Ed
			B.A.	Modern College of Education	DLD
			B.A.	Govt. Industrial Training Institute, Aliganj	ITI
			B.A.	A.P.Sen College	MA Hindi
			B.A.	A.P.Sen College	MA Sociology

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	No. of Students selected/qualifying	Registration number/roll number for the exam
NET & JRF	01	LIPI2523215
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
SPORTS	Inter Collegiate and All India Inter University Level	05
Cultural Activities	Institutional Level and Inter Collegiate Level	100

### 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/International	Sports	Cultural	Student ID number	Name of the student

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

**Proctorial Board-** The College has a Proctorial Board where administration of the students related matters pertaining to all acts of indiscipline are delegated to the board, the board is chiefly responsible for ensuring that rules and regulations framed by the college or board are being followed by the students.

**Saurabh Manch-** The election of the students as a college President, Secretary, Treasurer and Class

Representative comes under Saurabh Manch. The selected students assist the teachers in various college function and activities.

**Grievance Redressal Cell-** The College has a Grievance Redressal Cell to redress the grievances of the students, the students approach the cell to voice their grievances regarding academic matters, health, library etc. The Grievance Cell comprises of Principal , one Head of the Cell Two Teachers, Clerk , Class IV employee and Students

**Cultural Committee-** The Committee is one of the best link between the college and students in the field of Cultural Activities.

**Alumni Association-** The Alumni Association is not registered but running at the College level where the college students are connected to the Teachers through Social Media, Telephonic conversation and personally too.

### **5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

**Not Registered**

5.3.2 No. of ~~registered~~ enrolled Alumni: **Without Registration i.e at College Level 49**

5.3.3 Alumni contribution during the year (in Rupees) : **4400.00**

5.3.4 Meetings/activities organized by Alumni Association :

**No meeting was held in 2018-19**

## **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 Council- 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)?

Yes/No/Partial:

**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):

❖ **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.

❖ **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.

❖ **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.

❖ **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.

❖ **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.

❖ **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.

❖ **Industry Interaction / Collaboration-** College organises various events and programmes in collaboration with Times of India group, PAHAL, IILM academy, SR Group, Oxfam India IGNOU, Sevayojan Kendra etc from time to time. Programmes are mostly related to career building employment health and hygiene, cleanliness band plantation.

❖ **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.

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

❖ **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.

❖ **Administration-** Regular information to and from UGC, Higher Education Directorate, Regional Office, University and other government departments are sent through e-mails. All such information is uploaded on the website.

❖ **Finance and Accounts-** Salary to teaching and nonteaching staff is provided through e-technology.

On a personal level, teachers use paytm and online mode of payment. Accounts are maintained by the office supdt.					
❖ <b>Student Admission and Support-</b> College adopts both online and offline mode of student admission. When information has to be sent to the students, bulk SMS is used.					
❖ <b>Examination</b> – Students have to apply and fill up online examination forms compulsory. Admit cards and marksheets are provided on the website of Lucknow University.					
<b>6.3 Faculty Empowerment Strategies</b>					
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	
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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
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		Date and Duration (from – to)	
Gender Sensitization		01		14-20 Nov2018	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent	Fulltime/temporary	
19		05	18	--	
6.3.5 Welfare schemes for					
Teaching			Govt. Gives timely salaries, GPF and Pension etc		
Non teaching			Salary, Arrears, GPF, Pension etc		
Students			Scholarship for SC,ST,OBC and students below poverty line		
<b>6.4 Financial Management and Resource Mobilization</b>					
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/ Grants received in Rs.		Purpose
6.4.2 Total corpus fund generated				
<b>6.5 Internal Quality Assurance System</b>				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
Parent Teachers 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 improvements.				
6.5.3 Development programmes for support staff (at least three)				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ul style="list-style-type: none"> <li>• Formation of IQAC according to set norms</li> <li>• Timely submission of AQAR report</li> <li>• Focus on implementation of Academic Calendar</li> </ul>				
<b>6.5.5</b>				
a. Submission of Data for AISHE portal : (Yes /No) YES				
b. Participation in NIRF : (Yes /No) NO				
c. ISO Certification : (Yes /No) NO				
d. NBA or any other quality audit : (Yes /No) NO				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2018	Making the campus a Polythene Free Zone	August 2018	August 2018 to June 2019	1000
2018-19	Sanitary Napkin Vending Machine for Students	Sept. 2018	Sept. 2018 to June 2019	1000

<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>
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<b>7.1 - Institutional Values and Social Responsibilities</b>						
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)						
Title of the programme		Period (from-to)		Participants		
N.A.				Female	Male	
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No	No. of Beneficiaries		
Physical facilities			NO			
Provision for lift			NO			
Ramp/ Rails			YES			
Braille Software/facilities			NO			
Rest Rooms			YES			
Scribes for examination			NO			
Special skill development for differently abled students			NO			
Any other similar facility			NO			
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity		Duration (from-----to-----)		Number of participants		
1. Inter Collegiate Competition, Dialogues on Health Sanitation and environment by NCC, NSS and YP Foundation		25-08-2018		200		
2. Voter Awareness Campaign		10-09-2018		250		
3. Lajawab Lucknow Swachcha Bharat Mission		11-09-2018 to 18-09-2018		100		

4.Swachhta Hi Seva	15-09-2018 to 02-10-2018	330
5.Workshop by I Care India for motivating volunteers for helping in improving environment and assisting for betterment for govt. Run Primary Schools	12-09-2018 26-09-2018 29-09-2018	150 100 100
6.Workshop on Stress Management and Value Systems by Brahmakumaris	02-10-2018	150
7.Surgical Strike Day	12-01-2019	115
8.Gandhi and Shastri Jayanti Celebration		
9.Swasth Lucknow Yatra by I Care		
<b>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</b>		
Polythene Free Campus No Horn Zone Tree Plantation and upkeep of Plants/ Trees Herbal Gard		
<b>7.2 Best Practices</b>		
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link		
<b>7.3 Institutional Distinctiveness</b>		
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words		
<p>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.</p> <p>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.</p> <p>We invite companies for campus interviews and organised various types of training programs like mock interviews, group discussions, lecture by eminent persons.</p> <p>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.</p>		

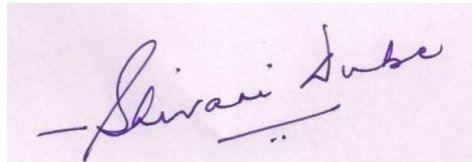
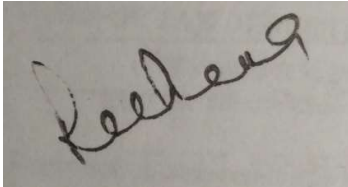


**8. Future Plans of action for next academic year (500 words)**

- 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.

Name Dr. Rachana Srivastava

Name Ms. Shivani Dube



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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