

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

1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

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	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	60-65%	2004	2009
2	2 nd Cycle	C	1.82	2013	2018
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 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) - NA

1.10 Institutional Status

University	State	Central	Deemed	Private
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Affiliated College	Yes	No		
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Constituent College	Yes	No		
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Autonomous college of UGC	Yes	No		
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Regulatory Agency approved Institution		Yes	No	
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(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education	Men	Women
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	Urban	Rural	Tribal
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Financial Status	Grant-in-aid	UGC 2(f)	UGC 12B
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	Grant-in-aid + Self Financing	Totally Self-financing
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1.11 Type of Faculty/Programme

Arts	Science	Commerce	Law	PEI (Phys Edu)
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TEI (Edu)	Engineering	Health Science	Management
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Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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- NIL

 Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- i. Proposal sent to UGC for Lab equipment and other scientific related infrastructure.
- ii. A separate Room was taken in possession for UGC/NAAC/IQAC team.
- iii. IQAC proposed to sanction Laptop and Distribute Laptops and LCD to all departments.
- iv. To enhance the computer skills of students “Aptech Sikhar Project” was established in College.
- v. IQAC invited proposal to regulate teacher Student ratio at optimum level as suggested by the Peer team of 2013 and as per UGC norms.
- vi. Quality Monitoring and regulation of academic as well as research activities of the college were being carried out by the IQAC cell on regularly.
- vii. IQAC initiated for the promotion of research work in various subjects.

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
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(i) Proctorial Board to check Identity card at the main gate to filter out antisocial elements.	Implemented
(ii) To take extra classes for academically weaker Students.	Partially Implemented
(iv) To conduct at least Two career counselling session.	Implemented
(v) Catering and redressing the needs & issues of Students respectively.	Various Committees were established
(vi) Create research environment.	Grievance cell, Legal awareness Cell was established. Complain
(vii) Fulfilling social responsibilities.	Plantation of trees and availability of dustbin.
i. IQAC decided to organise Alumni Meet	As per the plan of IQAC we organised Alumni meet
ii. Decided to conduct various sports activities for college staff and Students	We successfully conducted various sports activities

** 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

Relevant issues are discussed in IQAC and suggestion of members are incorporated for future action plans.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2			
PG	2			
UG	3			
PG Diploma	1		1	
Advanced Diploma	1			
Diploma				
Certificate				
Others				
Total				
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes			
Semester	2			
Trimester				
Annual	1			

11.3 Feedback from stakeholders* Alumni Y Parents Y Employers Students Y
(On all aspects)

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

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

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

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

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others
16	13	3		

2.1 Total No. of permanent faculty

2.2 No. of permanent faculty with Ph.D.

Asst. Professors	Associate Professors	Professors	Others	Total					
R	V	R	V	R	V	R	V	R	V
8	2								

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	2		
Presented papers		3	2
Resource Persons			

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

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				Pass %
		Distinction %	I %	II %	III %	
ARTS	5056				84%	
SCIENCE	1931				90%	
COMMERCE	239				92%	

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

- i. To boost teaching & learning, individual contact & discussion with faculty members, two meetings in a month held for suggestions and sharing experiences.
- ii. Teachers are motivated to make maximum use of ICT infrastructure.
- iii. Monitoring actual teaching practices.
- iv. Monitoring Students performance by conducting regular text, tutorials etc.
- v. Setting up different committees to monitor and to adopt timely measures for performance improvement. The attendance committee constantly monitors the attendance of students.

vi. The Teacher-Parent Meeting plays the crucial role for enhancing academic reforms and environment.

Almost every activity is monitored to enhance the quality of teaching & learning process & now students are also realising this difference.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	6
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3		-	
Technical Staff	4	4	-	4

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects- NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects- NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications-

	International	National	Others
Peer Review Journals	4	7	2
Non-Peer Review Journals	-	-	-
e-Journals			
Conference proceedings			

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- NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				

Minor Projects	2017	UGC	01 lakh	75000
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

Level	International	National	State	University	College
Number					2
Sponsoring agencies					COLLEGE

3.11 No. of conferences

organized by the Institution

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

Type of Patent		Number
National		Nil
International		Nil
Commercialised		Nil

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

Total	International	National	State	University	Dist	College

Of the institute in the year: NIL

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

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

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

JRF	SRF	Project Fellows	Any other
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3.21 No. of students Participated in NSS events: NIL

University level	State level
National level	International level

3.22 No. of students participated in NCC events:

University level	State level
National level	International level

3.23 No. of Awards won in NSS: NIL

University level	State level
National level	International level

3.24 No. of Awards won in NCC: NIL

University level	State level
National level	International level

3.25 No. of Extension activities organized

University forum	College forum	
NCC	NSS	Any other

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

Special lecture on Women Empowerment was organised. This programme was organised on National Youth Day.

Swaccha Bharat and Van-Mhotsava programme were conducted by NSS units.

Our college NSS and NCC volunteers active participated in puls polio Programmes

NSS camp, blood donation camps, NCC camps, career counselling, Rover ranger camps

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	31 BIGHA			
Class rooms	10	6		
Laboratories	5	4		
Seminar Halls	1			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				70,000
Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing	Newly added	Total			
	No.	Value	No.			
Text Books	23,000		275			
R e f e r e n c e Books	7200					
e-Books						
Journals						
e-Journals						
D i g i t a l Database						
CD & Video						
O t h e r s (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	10	1	3	3	1			
Added								
Total								

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
- ii) Campus Infrastructure and facilities
- iii) Equipments
- iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i. Counselling of students before taking admission
- ii. The IQAC Cell has proposed various initiatives to enhance awareness of the students
- iii. IQAC unit of our college encouraged to conduct Inter-faculty competitions.

General	SC	S T	O B C	Physic ally Challe nged	Tot al	Ge ner al	S C	S T	O B C	Physi cally Chall enge d	To tal
2442	891	15	115	11	646	2285	86	16	115	6	734

Demand ratio

Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement- NIL

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level

National level

International level

No. of students participated in cultural events

State/ University level

National level

International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level

National level

International level

Cultural: State/ University level

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	3200	9.60 crore
Financial support from other sources	Gaura Devi	3.4 lakhs
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 02 water cooler installed, Cycle stand, Girls Common room constructed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

The evaluation pattern is decided by the university and implemented by the college. For the purpose of evaluation, College conducts internal exams through Internal Exam Department. In every semester internal exams are conducted. Seminar, Group Discussion, Project Reports, Tutorial and assignments are also used for the purpose of continuous assessment/ student evaluation. University exams are conducted end semester as per the university schedule.

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

- Optimal utilization of available human resources especially in office.
- Sharing of work
- Deputation of Lab staff in Library/Office after lab hours and cleaning of campus
- Faculty given extra responsibilities viz. NCC, NSS, NAAC, UGC, RUSA, games, examination charges etc.
- Students encouraged apart from teaching, social cause, a forestation etc
- Use of Human Resource as per their competency to complete a particular task (Academic and Administrative).
- Training to the Human Resource at centers of higher learning and Excellence.
- Teachers training for skill enhancement are undertaken.

- Faculty development programmes are conducted for teachers.
- Teachers are promoted from college to attain FDPs organized by UGC, DST & SPPU.

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

- Corporation of Uttarakhand Ltd.
- Local industries and factories
- Industry Interaction through career guidance and placement cell.
- This cell conducts “Academic summits with industries and sartorial career summits, which have helped in mobilizing student placements and knowledge/skills in an industry”.

6.3.9 Admission of Students

a. Continuous publication of events/ activities of college in local news papers and notice board

b. Off line Student Admission Process.

c. Counselling to students to choose appropriate choice/combination of subjects in Arts and Science at the time of admission.

d.Support for computation Access during admission to rural/outside students for filling etc.

e.For economically weaker students college provides the provision of fees payment.

Teaching	Staff club
Non teaching	Inverter installed
Students	Canteen Cycle stand

6.4 Welfare schemes for

6.5 Total corpus fund generated

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	Authority
	Yes/No	Agency		
Academic	Yes	DHE	Yes	IQAC
Administrative	Yes	DHE	Yes	Principal

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

- a. Students and staff participate in plantation programs.
- b. Making office paperless through computerization
- c. Eco friendly disposal of paper waste (without burning)
- d. Reusing of the paper (other side).
- e. Smoking prohibited in College campus.

f. Plastic ban in College campus.

g. All bulbs and tube lights in the college campus has been replaced by CFL/LEDS.

h. We have converted our college campus in to greenery by planting trees at different places.

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.

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

Plan of Action	Achievements
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a. Prospectus of College	Prepared and distributed
b. Encouraging the students to participate in Sports and Cultural activities.	Many students actively participated and received acclaim in sports and cultural activities
a. Counselling of students before taking admission	Mostly done
b. Affidavit filling by students about minimum 75% attendance and anti-ragging	100%
c. Departmental seminars	Organised at class level.
d. Introduced Biometric attendance for the staff members.	Successfully introduced and followed.

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes No

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

Strength – (i) Highly qualified and experienced faculty members.

(ii) Innovations in Teaching – Learning

(iii) Payment and leave facilities as per UGC norms

(iv) Reasonable fee structure.

(v) Good examination results as compared to other colleges.

(vi) Disbursed scholarships to students of SC/ST/ and OBC category.

Weakness- (i) High student and teacher ratio.

(ii) Numbers of faculty members are less as required.

(iii) Less number of Internet connection.

(iv) Less ICT based learning resources.

(v) Majority of the students are from rural area and therefore lacking of language proficiency.

Opportunities– (i) Developing research culture amongst students and teaching staff.

(ii) Applying for more funded projects.

(iii) Promoting environmental sustainability and environmental awareness.

(iv) Inculcating human ethics, values and discipline in students.

(v) Improvement in involvement of Alumni in the development of Institute.

Threats- (i) No industry or employable assets nearby

(ii) Increased in disciplined behaviour amongst students.

(iii) Reduction in attention span of students.

(iv) Increasing communication skills, employability of students.

8. Plans of institution for next year

Name Dr. Siddheshwar Singh

Name Dr. Hariom Prakash Singh

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

