The Annual Quality Assurance Report (AQAR) of the IQAC

St. Joseph's Girls Degree College

Sardhana, Meerut

Part – A

1. Details of the Institution

1.1 Name of the Institution

St. Joseph's Girls Degree College

1.2 Address Line 1

Tehsil Road

Address Line 2

Near Thana

City/Town

Sardhana / Meerut

State

Uttar Pradesh

Pin Code

250342

Institution e-mail address

Stjosephs1981@gmail.com

Contact Nos.

07830087187

Name of the Head of the Institution:

Dr. Sr. Christina Louis

Tel. No. with STD Code:

01237-237490

Mobile:

07830087187

Name of the IQAC Co-ordinator:

Dr. Meenakshi Agaaarwal

Mobile: | 09412578094

IQAC e-mail address: | Minaxi_agarwal2000@yahoo.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) | UPCOGN25985

1.4 NAAC Executive Committee No. & Date: | EC(SC)/19/A&A/18.1dated02.12.2016

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom

of your institution's Accreditation Certificate)

1.5 Website address: | www.stjosephscollegesardhana.com

Web-link of the AQAR: | http://www.stjosephscollege.edu.in/AQAR2016-17.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**B**	2.04	2016	December 01, 2021
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 19/09/2014

1.8 AQAR for the year *(for example 2010-11)* | 2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

AQAR _____Not Applicable_____ _____(DD/MM/YYYY)4
AQAR_____ _____(DD/MM/YYYY)
AQAR_____ _____ (DD/MM/YYYY)
AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   ☐

Autonomous college of UGC   Yes ☐   ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

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

 Type of Institution :   Co-education ☐   Men ☐   Women ✓

          Urban ☐   Rural ✓   Tribal ☐

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

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

1.11 Type of Faculty / Programme

     Arts ✓   Science ☐   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   B.Ed.

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

Chaudhary Charan Singh University, Meerut

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

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   07

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

   community representatives   01

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   01

2.9 Total No. of members | 14 |

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

Total Nos. | | International | | National | | State | | Institution Level | 04 |

(ii) Themes | 1. A tribute to Mulk Raj Anand 2. |

2.14 Significant Activities and contributions made by IQAC

- Open stage covered with curtain system
- Stage front was covered
- Up gradation of college website was done
- Computerization in admission process , Exams, accounts and library
- Encouraged students to get involve in NSS , SJSEP(St. Joseph's Societal Extension Programme), women cell and other social activities
- Reviewed the Academic performance of all the departments and suggested steps to improve over all teaching and learaning
- The feed back from the stuents and parents was reviewed and the recommendations were made.
- Recommended for introduction of B.Com. course as early as possible
- Recommendations for further purchase of books, equipments as required by the students
- Recommendations for a permanent canteen in the college
- Necessary repair works were accomplished in the campus
- Construction process of boundary wall was done
- One doctor was assigned to visit the campus at intervals and carry on the check up of the students
- Automation of Library through Bar –Code system

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 *

- The IQAC members meet periodically and discuss various issues related to curriculum and progress of the institution to keep at par with the current needs
- The plans of the IQAC are placed in the meeting

Plan of Action	Achievements
- Covering of stage - Up gradation of computer Lab - Proposal for covering the front of the open stage - Guest lectures - To take feed back from the students - Proposed website up gradation - Recommendations for the canteen - Recommendations for the raising of boundary wall - Repair works in the campus - Invite eminent academicians from different departments of different colleges - To equip Library with more computers - Recommendations for the computerization and automation of the library - To enhance the Sports facilities - To construct one more badminton court	- Stage was covered - Lab was up graded - Front area of the stage was covered 22 lectures were delivered - Students feed back was taken and actions were taken - Website was up graded - Work in progress - Boundary wall was raised high - Repair was done. - Eminent academicians were invited and lectures were delivered. - Three computers were added - Library was computerized and automated using the soft ware SOUL 2.0 - Sports kit and sports equipments were purchased for volley ball, basket ball and badminton - Badminton court was constructed

The Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes ☐   No ☑

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> The Report will be presented in the forthcoming Managing Committee meeting for the necessary action.

Part – B

Criterion- 1

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	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	02	NA	01	NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	NA	NA	NA	01
Others	NA	NA	NA	NA
Total	02		01	01

Interdisciplinary				
Innovative	03			

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

(ii)Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	02

1.3 Feedback from stakeholders*

Alumni   ✓   Parents   ✓

Employers   Students   ✓

 (On all aspects)

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

*our manual feedback system, involving all major stake holders, provides an understanding of ground realities, which helps us in framing our guide lines for programme planning, curriculum design and syllabus revision. The recommendation of the NAAC , the UGC and the CCS University, Meerut are paid attention during the revision process. To prepare students for life outside campus is an important consideration of ours.

Our management evaluates teacher effectiveness in every course through the formal and the informal feed back system. Faculty members also obtain informal feedback from students, review them and use them for improving their performance.

(Annexure enclosed)

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

The Curriculum was revised in 2011-2012 by CCS University, Meerut.

The Institution, being an affiliated college has no role in the construction or revision of the syllabus.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	07	05	01	02

2.2 No. of permanent faculty with Ph.D.

11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
---	03	--	--	--	--	--	--	--	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

12   ---   04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	06	01
Presented papers	-		
Resource Persons			

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

- Use of LCD projector
- Teaching through PPTs through LCD Projector
- Meetings with students, parents and teachers and finding out the problems through interaction and solving them.
- Automated and computerized Library
- Computer workshop for teachers and students
- Use of white boards in all the class rooms
- Group discussions and assignments
- Continuous evaluation of students through monthly tests, assignments, projects , internal exams and final exams.
- Social activities out side the class room through SJSEP (St. Joseph's Societal Extension Programme
- Learning about the environment through Eco Club

- Institutional seminars
- Learning through Various competition eg. Quiz, extempore, speech, debate, essay, elocution etc.
- Value Education classes for the students every day   through online videos and video CDS
- Reading news papers and watching news in order to keep the students up to date.

2.7 Total No. of actual teaching days

| 180 |

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)

- Evaluation is based on continuous assessment(Internal and External exams)
- Different methods- tests, quiz, seminars, assignments, projects, etc.
- Orientation in computer
- Regular tutorials are conducted.
- Class seminars
- Evaluation through feedback from the students , parents and Alumni

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

	Member of Board of Study	Faculty	Curriculum development Workshop
No. of Faculty	---	-----	-------

2.10 Average percentage of attendance of students

| 85% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.IIIyr	198	--	13%	60%	27%	100%
B.Ed. final yr	32					100%

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

- The IQAC carries on due discussions with the Principal and the Management and communicates to the staff. The whole teaching and non-teaching staff co-operates the IQAC.
- The examination committee monitors the Teaching-Learning and evaluation of internal examinations
- Manual feedback related to Teaching-Learning process
- Conduct of remedial classes
- Regular discussions on the teaching – learning process and examination results
- Academic calendar of curricular and extra-curricular activities
- Evaluation through seminars ,quiz, debates, speech competitions

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	16
Faculty exchange programme	--
Staff training conducted by the university	02
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	02
Others	16

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	01	02	--	--
Technical Staff	01	01	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC meets all the department heads to discuss various plans to motivate and promote the research climate in faculty for research and academic advancement.
- Encourages the staff to undertake minor and major projects.
- Motivates faculty to conduct institutional seminars
- Invites the guest faculties for visits and lectures from various walks of life like industries, colleges, banks, hospitals, socialists etc.
- Motivates the students to carry out projects on institutional basis.
- Encourages the staff to publish research articles in research journals with impact factor.
- Encourages the teachers to attend seminars/conferences or workshops and apply for minor and major projects.
- Teachers are given duty leave to attend seminar to present their research papers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	nil			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	nil			
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
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

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

3.7 No. of books published   i) With ISBN No.   nil   Chapters in Edited Books   nil

ii) Without ISBN No.   nil

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   None

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number	nil				02
Sponsoring agencies	nil				management

3.12 No. of faculty served as experts, chairpersons or resource persons ⬚ 05

3.13 No. of collaborations   International ⬚   National ⬚   Any other ⬚ 02

3.14 No. of linkages created during this year ⬚ 02

3.15 Total budget for research for current year in lakhs :

From Funding agency ⬚   From Management of University/College ⬚

Total ⬚ nil

3.16 No. of patents received this year

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

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

Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution   04

   who are Ph. D. Guides

   and students registered under them   09

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

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

   JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events:

   University level   100   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:

   University level   State level [ ]   [ ]

                   National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

                   University level [ ]   State level [ ]

                   National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [05]

NCC [ ]   NSS [20]   Any other [ ]

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

- The institution formed SJSEP (St. Joseph Societal Extension program) society in order to sensitize the students to the societal problems and issues.
- Eco club sensitizes the students about the safe disposal of waste and the value and importance of medicinal plants
- The women cell organizes talk and street plays on women's problems.
- Legal awareness programs on rights and duties of women.
- NSS special day-night camp for a week.
- Scout/guide camp
- Talks and skits on human rights and affairs
- Distribution of old clothes to the needy ones
- Visit to orphanage and old age homes
- Blood Group camp and eye test camp
- Collaboration with NGO Kanya Chhaya and Nayee Asha.
- Organized a legal awareness Program on Rights and Duties of women by SPO Mrs. Ruby Yadav.
- Free blood check up camp.
- Distributed school bags shoes, books, note books and pencils to the deserving school students.
- Waste management
- Plastic- ban drive
- Survey of neighboring villages done by NSS students
- Talks on social issues and health and hygiene .

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	4 Acre	nil		4 Acre
Class rooms	33	nil		33
Laboratories	05	nil		05
Seminar Halls	01	nil		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		60	Management & fees	60
Value of the equipment purchased during the year (Rs. in Lakhs)		5 lakhs		5 lakhs
Others		02	management	02

4.2 Computerization of administration and library
- Annual Accounts, financial statements, salaries received from the government, provident funds, arrear bills, income tax have been computerized through administration office.
- On line payment of exam fees
- Declaration of result, Exam panel, admit card, mark sheets, course registration, list of students appearing for the exams are computerized.
- Online registration and admission
- Online government scholarship through Samaj Kalyan.
- Automated Library on SOUL 2.0 soft ware.
- Library organizes and manages the information of Books , Articles, Journals and their circulation in a most economical and effective manner.
- The institution repository - course schedule, question papers and syllabi.
- The library has been provided with Email facility , Printer cum Photocopier , Barcode system,
- LCD projector, CDS, DVDs.
- Library ID cards through computer.
- College information regarding admission and activities is uploaded on college website.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6408	3,10000	206	35,905	6614	3,45,905
Reference Books	6989	34,94500	10	5000	6999	3499500
e-Books						
Journals			08	19400	08	19400
e-Journals						
Digital Database						
CD & Video			19	2000	19	2000
Others (specify)			4+4	2900	4+4	2900

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	21	10	08	--	--	03	-	05
Added	05	03	-	-	-	-	01	05
Total	26	13	08	-	-	03	01	10

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

- Library orientation of students
- Staff Orientation
- Computer workshop for teachers and students
- ICT classes for students
- On line registration for admission
- Internet facility in Computer lab
- Internet facility in library for the staff and students
- Internet facility in staff- room
- Wi-fi facility in administrative office, principal office and the staff room.
- Issue and return of books through computer and bar coding system.
- CDs/DVDs/ Video collection and book bank facility in library

4.6 Amount spent on maintenance in lakhs :

   i)   ICT   57,060

   ii) Campus Infrastructure and facilities   17,77,519

   iii) Equipments   2,85,758

   iv) Others   49,78,576

       Total :   70,98,913

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC organized an orientation program for the staff and the students in the beginning of the Academic year.
- Inculcates values among students through value education classes.
- First Aid Committee organized a medical check- up camp for the faculty and the students.
- Three complaint /suggestion boxes are placed in front of the Principal Office, lecture room and Library. Students are made aware by the IQAC/ Grievance Cell to put their grievances and suggestions in to these boxes.
- Manual feed back in questionnaire form is collected from the students, Parents, Alumni and other stake holders to analyze the standard of the institution.
- Emphasis on the use of Internet in teaching, PPT presentations, Projects and Assignments and peer teaching.
- Surprised quizzes and group discussions.
- Chart competitions by different departments.
- Societal Extension program through SJSEP cell.
- Motivated the students to collect relevant information from daily News papers and Magazines.
- Education Tours were organized for the students
- Career Counseling Cell provides guidance to the students for future studies and career

5.2 Efforts made by the institution for tracking the progression

- The institution encourages the faculty to adopt innovative teaching techniques such as project method, assignment method, group discussion, peer teaching, PPT Presentations, computer assisted learning, team work etc.
- The institution monitors and ensures the achievements of the learning outcome through the analysis of the monthly tests, internal exams and the final exams and the pass percentage of the students.
- The college encourages all the departments to track the progression of the students through the manual feedback collected from the students, parents and the alumni
- Invited eminent people ,specialized in their subjects for guest lectures in various fields as medical, education, banking ,block offices, yoga, NGO, and Law.
- Awards and prizes are distributed to motivate the students in various fields.
- Demonstration for skill development in practical subjects and others as and when needed.
- Organized competitions to improve the personality of the students.
- Computer classes for the students.
- Various cells and committees of the college monitors the progress and activities of the students.

5.3 (a) Total Number of students

UG	UG	PG	Ph. D.	Others
B.A	562	nil	nil	nil
B.Ed.	70			

(b) No. of students outside the state

None

(c) No. of international students

None

Men

No	%
nil	

Women

No	%
632	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
205	153	14	278	03	653	330	110	10	113	02	565

Demand ratio   1: 60   Dropout % :   1%

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

> - Coaching and guidance for IAS and PCS competitions.
> - Guidance for banking competition
> - Computer Coaching for office jobs

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET   4   SET/SLET   GATE   CAT

IAS/IPS etc   State PSC   UPSC   Others

5.6 Details of student counselling and career guidance

> - The career counseling cell organizes frequently different programmes such as conducting talks of people related to banks , industries and medical, various subject experts
> - Computer workshop
> - Speaking courses in English and Sanskrit
> - Career awareness programmes

No. of students benefitted

150

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	200		80

5.8 Details of gender sensitization programmes

The institution is actively engaged in organizing gender sensitization programmes through NSS, Scout and Guide, Women Cell and SJSEP [St. Joseph's Societal Extension Programme]

- SJSEP has worked with the society 'Nai Asha' working for the upliftment of the orphans
- Talks, workshops and seminars on Human Rights and Affairs
- Health and Hygiene Awareness programmes
- Blood check up camps
- Special seven day camp of NSS
- Gender awareness programmes through showing movies to the students
- Informal discussions with the students and for the students about contemporary social issues

5.9 Students Activities

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

State/ University level   35   National level   --   International level   --

No. of students participated in cultural events

State/ University level   15   National level   --   International level   --

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

Sports : State/ University level | 02 | 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	30	1,15000
Financial support from government	243	26,13,303
Financial support from other sources	09	45000
Number of students who received International/ National recognitions	none	

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 | 10 |

5.13 Major grievances of students (if any) redressed: ____transport problem since students are coming from rural area

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

St. Joseph's Girls Degree College, Sardhana, established and administered by the Congregation of Jesus and Mary in 1981, focuses on the integrated, all round education, one that is intellectual, cultural, social, emotional, physical, aesthetic, moral and spiritual. The institution is committed to the promotion of a more just and humane society in the country.

Vision :

The vision of the institution is to make God known and loved by means of human values in all social milieus, to facilitate and empower the women of rural and socially backward areas with opportunities to recognise and develop their hidden talents through education and co-curricular activities and thus enable the students to meet and face the demands of the global world educationally, socially, culturally and economically through the motto, "**deZ.kSo fg lafIf)ß**

Mission :

The mission statements of the college are as follows –

- To make students aware of God, sacredness of life and the need for prayer.
- To continue the tradition of working for justice, peace and empowerment of women and the poor through.
- To sensitize the students to the needs of society in the changing global world with a holistic approach to the education, both inside and outside the class-room.
- To promote a true knowledge of life among the girls and motivate them to change their mindset for a better quality of life.
- To provide staff and students the best possible opportunity for academic proficiency and growth.
- To inculcate in the students the dignity of human life in all its aspects without any distinction of caste, creed and culture.
- To help the girls to be independent, responsible, well-balanced and efficient women and to be a source of blessings in the family and society as daughters, life-partners, mothers and creators of happy homes through quality higher education.
- To encourage them to cherish and nurture the national and social heritage and culture of the country.
- To prepare them to grow into women having a purpose of life and determination to overcome hardships and trails following the path of goodness.

6.2 Does the Institution has a management Information System

Yes, the Institution has a system where there is managing committee meeting twice a year. During these meetings the information is conveyed to the management and the staff. Staff meetings are also the source of communication.

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

6.3.1   Curriculum Development

- The Institution being an affiliated college to CCS University Meerut is bound to follow the university Syllabi.
- Distributes the workload among the teachers according to their specialization
- The IQAC monitors the overall progress of the college by having meetings with the department heads
- Examination committee takes care of the smooth conduct of internal and external exams
- Faculty members are also involved in setting question papers and evaluation of examination answer books
- Various Cells and Committees contribute to the growth of the institution
- Projects , Assignments , monthly tests, quizzes , computer course, Exhibitions and debates ensure the progress and growth in curriculum development.

6.3.2   Teaching and Learning

- Planning of the whole year activities to achieve our aims
- Manual feed back related to teaching learning process
- Teaching is made effective with the use of ICT techniques, PPTs, LCD Projectors, use of CDs and DVDs and white boards
- Discussion on various topics related to day to day burning issues
- Computerized and automated library
- Besides the class room learning, field work also is carried out.
- Peer Teaching is encouraged
- Tutorial classes for weak students are conducted
- Teaching plans unite wise are maintained.
- Feed back is taken and analysed
- Political Science departments conducts and organizes Mock Parliament Sessions
- Examination (Internal and External) results are analysed and steps are taken for further improvement.

6.3.3   Examination and Evaluation

- The Institution follows the entire process of Examination and Evaluation of UG Course set by the affiliating University.
- Regular Internal tests and mid- term exams conducted by the Institution monitor the progress of the college.
- Assignments, Projects , speech competitions, debates, class seminars etc activities help the Institution to evaluate the performance of the students

6.3.4   Research and Development

- The institution encourages the faculty to attend the seminars/conferences/workshops and publish their research papers in the Journals with impact factor
- The faculty creates an environment which fosters students' interest in research culture
- The class seminars are conducted
- Guest lectures inculcate the research motivation and culture among the students
- Assignments and projects based on research methodology are given to the students

6.3.5   Library, ICT and physical infrastructure / instrumentation

Library :

- Library was computerized and automated with 14,000 books
- Barcode system is followed to ensure the availability of any book through computer
- In addition to this 250 new books were purchased as per requisitions given by the different departments.
- Book Bank facility is available for the financially weak students
- Library is equipped with Internet , photocopier machine and , barcode printer, coloured printer and spacious reading room facilities .
  ICT
- Administrative office, principal office, Library, staff room, IQAC room and computer lab has computer and Internet facility
- Orientation for PPT presentation for the staff was conducted
- Wifi facility in the office and staff room.
- Use of ICT through PPTs, CDs, DVDs, in teaching
- B. Ed Technology room and seminar are equipped with ICT facility
- Use of ICT in Admission work, Examination, fees, salary, Accounts scholarship work .

Infrastructure :

- Seminar room equipped with LCD projector and screen was set up
- Overall 16 CCTV Cameras.(Class rooms, corridors and out side and near the gate) were installed to increase the sec
- 6 Labs were updated
- Hostel facilities were increased
- IQAC Room was set up and equipped
- Outer boundary wall was raised high for the safety and security of the students
- Open stage with front covered area

Sports facilities

- Out door Game facilities: Hand ball, kho-kho, volley Ball, Basket ball and Badminton
- Indoor Game Facilities : Table tennis, carom board
- New courts for Badminton and Volley ball were made

6.3.6   Human Resource Management

- Dedicated and committed teaching and Non-teaching staff
- The faculty and the students are encouraged to participate in self-development activities
- Various leaves are taken care of by the Institution
- To manage the students' affair the Institution has a student council who is elected annually as per university guidelines
- Orientation programs for the staff and the students are conducted by the Institution
- Various cells and committees in the college help the management for college affairs
- IQAC members help in the progress and development of the Institution
- The managing Committee members also help in every major development of the institution

6.3.7   Faculty and Staff recruitment

- As per guidelines of UGC and university
- Appointments of the permanent teaching staff in B.Ed department was done according to the rules of NCTE
- Staff appointment by management

6.3.8   Industry Interaction / Collaboration

- People are invited from different sects of industries to cater to the needs of the students by giving them talks on various topics
- Industrial visits and Educational tours are also organized by the institution
- Visit to Orphanage and NGO

6.3.9   Admission of Students

- The Institution being a minority college, has a right to fill up 50% seats by the management
- Admissions are done by online registration to the University and based on merit and transparency is maintained.
- The college has its own Website for the convenience of the students seeking admission to our college
- B.Ed. admission is done 50% through counseling and 50% through management

6.4 Welfare schemes for

Teaching	PF facilities, Maternity Leave, Group Insurance, Study Leave, Duty leave, Staff picnics and tours, Orientation, seminar, workshop, festival get-together
Non teaching	PF Facilities, Maternity leave, Group Insurance scheme, Duty leave for training, loan facility, gifts on the workers day and staff picnic.
Students	Management Scholarship, Government Scholarship, fee concession, fee payment in installment, helping from poor fund, remedial classes for weak students, tour and picnic, counseling cell, Medical camps, value-based talks

6.5 Total corpus fund generated

10,00000/-

6.6 Whether annual financial audit has been done   Yes   ✓   N o   ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	management	yes	IQAC cell
Administrative	yes	V.Shankar Aiyar &co.	yes	A.G. Allahabad

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?

> The university has introduced Multiple choice questions for final year students in UG and PG Courses. So the results are on time.

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

> N.A.

6.11 Activities and support from the Alumni Association

> - Various competitions: Quiz, poster making, reasoning power,
> - Guest lectures by them
> - Tutorial classes
> - During Exam invigilation duty
> - Helping in practical subjects
> - Teaching craft work
> - Donation of old books and uniform
> - Financial support

6.12 Activities and support from the Parent – Teacher Association

- The parent-Teacher Association conducts two meetings of the parents with the teachers.
- The parents are informed the wards having attendance less than 90%
- The parents are told to encourage their wards to come regularly to the college.
- The Feed back is taken from parents.
- The suggestions from parents are encouraged
- Parents help the college by rendering voluntary service to college

6.13 Development programmes for support staff

- Orientation programme
- Training programme
- Staff picnic and tours

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

- Plantation programme
- NSS volunteers are encouraged to keep the campus clean
- Proper measure of the garbage dumping
- Online fee payment to save paper wastage
- Solar panels on the roof of the hostel
- Lush-green and well maintained campus make the institution eco-friendly
- Rallies on Environmental issues
- Use of solar and LED lights
- Posters and street plays on environmental issues

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.

- Fully automated and computerized Library
- Preparation of Acedemic calendar in the beginning of every year and conduct activities accordingly
- Access to Internet was a great help to the faculty
- Use of Projector in teaching –learning process
- Yearly staff –Orientation Programme
- Awareness programmes on environment, energy saving, cleanliness and health& hygiene
- Staff fellowship to maintain harmonious relationship
- Teaching through discussions, quiz, essay writing, projects and assignments, role playing and demonstration.
- Various Extension talks on current issues
- E-file system
- College magazine and Prospectus
- Eco-Friendly campus
- Conducting Home Examination
- ICT oriented teaching through PPTs and slides
- Alumni meet to have a link between old and new students
- Raised boundary wall for the safety of girls
- Open stage was covered with light and curtain system
- Covering the front area of the stage
- Use of white boards in each class room
- Better facilities to the Sports students

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

- Power Angel scheme worked successfully
- SJSEP helped 30 students
- All the class rooms were equipped with white boards.
- Open stage with curtain system and front area was covered
- Seminar room was equipped with LCD projector and screen
- Various talks were conducted
- Staff Orientation was done
- Boundary wall was raised for the security purpose
- Medical free check- ups, Blood camps and Eye camps were organised
- E-file system was introduced
- Computer lab and home science lab were upgraded
- In Winter dress blazer was introduced
- Alumni meets were organized
- NAAC Peer team visit on Nov. 7th, 8th and 9th

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

Best Practice - 1

- Access of Education to the deprived section of the society through the SJSEP Cell (St. Joseph's Societal Extension program)

Best Practice – 2

- All round development of girls along with academic excellence

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

7.4 Contribution to environmental awareness / protection

- Awareness programmes through extension services like SJSEP , NSS, Eco Club and Scout & Guide
- Stress on use of paper and cloth bags
- Use of glass
- Ceramic and steel crockery to avoid the use of plastic
- 100 plants were Planted to keep the campus green
- Cleanliness week was observed by NSS volunteers, SJSEP and scout/Guide
- Herbal garden is maintained by Eco Club
- Solar panels on the roof of the hostel building
- **Swachh Bharat** cleaning programs were conducted

7.5 Whether environmental audit was conducted?   Yes ☐   No ✔

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

STRENGTHS

- Highly qualified , committed and experienced faculty
- Well –equipped library with computers, photocopier machine, internet facility , printer and Photostat machine - library was automated and computerized with 15,000 latest books and journals
- Transparency in admission process
- The institution maintains high success rate in University Examinations with good number of First Classes

- Healthy interaction between the faculty and the students in and out of the classrooms
- Students are motivated and encouraged to participate in the curricular and extra-curricular activities of the institution
- The institution gives the students the facility of submitting their fees in installments
- Informal Counseling for students.
- The institution provides duty leave to the teachers to participate and present their research papers in conferences/ workshops/ seminars to imbibe the research culture among the teachers
- The faculty is encouraged to publish their research papers in research journals with impact factor
- The institution takes informal feedback from Students, Parents, and Alumni and analyses it in staff- meetings and takes the necessary steps to improve the teaching- learning quality
- Eco-friendly campus
- The college has facility of medical room and near by hospital facility and a visiting doctor facility
- Sports facility : Sport's Room, badminton court, basket ball court, volley ball court
- The students have won trophy for the Inter-collegiate Debate and second prize in Hand Ball at University level
- A number of cells and committees organize the extra-curricular activities of the institution
- SJSEP society established by the institution, fulfils our social responsibility
- Daily assembly, conducted by the institution, is compulsory for the students. It is unique to St. Joseph's and it has imbibed the spirituality, simplicity, awareness of the right and wrong in our students . It has been a guiding light in the journey of the life of our students
- College website is well maintained and up-dated. The academic calendar , curricular activities and extra-curricular activities are uploaded on the website
- The institution provides residential facility to about 50 students
- Solar panels on the hostel building roof save the electricity
- The Management society of the institution offers several scholarships and financial aid to the needy students. There are govt. scholarships also disbursed to the students from the weaker sections of the society

WEAKNESSES
- Limited funds to run more courses in self-financed scheme
- Limited number of courses in the college
- Lack of Auditorium
- Research activities are less
- Lack of collaboration with other industries and institutions

OPPORTUNITIES

- A better placement for B.Ed. student for teaching job
- Career counseling for the students
- Add on and short-termed courses
- B.Com and P.G courses for the students
- More career facility for the Sports students
- Diploma in computer

- Research work and Innovation
- Alumni to be more active
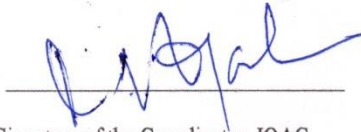- Collaboration with Industries and NGOs

THREATS

- Research facilities are less
- Few courses
- Lack of ccollaboration

8. Plans of institution for next year

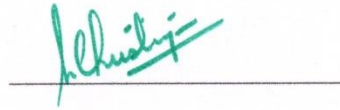Plan of the Institution by the IQAC and the Management at the beginning of the year

- **Academics :**
  - ➢ Seminars, workshops and conferences at interdisciplinary level and national level
  - ➢ Add-on courses and short term courses
  - ➢ B.com and PG courses
- **Welfare Programmes**
  - ➢ A welfare scheme for non-teaching staff
  - ➢ Self-financed staff to be supported financially
  - ➢ Poor fund and govt. scholarship for the students
  - ➢ Management providing scholarship and fee concession for students
  - ➢ Student Internships
- **Research and Innovations**
  - ➢ Enhance Research facility and Research center
  - ➢ Collaboration with the Industries and NGOs
  - ➢ Apply for minor and major Research projects
- **Development Programmes and Infrastructure**
  - ➢ To start new courses in the college
  - ➢ Canteen
  - ➢ Front area of open stage to be covered
  - ➢ Collaboration with Nayee Asha (NGO)
  - ➢ Sports Facilities to be increased
  - ➢ Developing Extension activities
- **Institutional Social Initiatives**
  - ➢ Collaboration with Nayee Asha (NGO) through SJSEP
  - ➢ Creating awareness among marginalized and women
  - ➢ Organizing talks on social issues
  - ➢ Create awareness on Environmental issues among the students
- **Administrative**
  - ➢ Infrastructure development
  - ➢ Redressal of Grievances and Interactive feedback, analysis and monitoring

Name : Dr. Meenakshi Agaarwal   Name : Dr. Sr. Christina Louis

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

_____ *** _____

Annexure I

Abbreviations:

CAS   -   Career Advanced Scheme

CAT   -   Common Admission Test

CBCS   -   Choice Based Credit System

CE   -   Centre for Excellence

COP   -   Career Oriented Programme

CPE   -   College with Potential for Excellence

DPE   -   Department with Potential for Excellence

GATE   -   Graduate Aptitude Test

NET   -   National Eligibility Test

PEI   -   Physical Education Institution

SAP   -   Special Assistance Programme

SF   -   Self Financing

SLET   -   State Level Eligibility Test

TEI   -   Teacher Education Institution

UPE   -   University with Potential Excellence

UPSC   -   Union Public Service Commission

Annexure I

Academic Calendar 2016-2017

Month	Events
July	Registrations and Admissions, staff orientation and staff meeting to plan the whole year activities , student counseling by the staff
August	Admission process completed and commencement of the class room teaching, welcome of freshers, election of Student Council, Oath Taking Ceremony, student council meeting
September	Open Quiz competition, Hindi week , medical camp, Class seminars, Debate, Special lectures by doctors, guest lectures, parent teacher meet, Alumni meet , Environment awareness Programmes
October	Gandhi Jayanti Celebration, Inter-collegiate debate, guest lectures, special lectures, Blood camp, Eye testing camp, special talks on women issues, different festivals celebrations, workshop by the departments, demonstration of Parliament session
November	Preparations for the NAAC PEER TEAM visit, Inspection by NAAC Peer Team, Self evaluation after the visit, student day celebration, student and staff picnic
December	World Aids day , Christmas celebration , Ch. Charan Singh Jayanti celebration, guest lectures and special lectures, speech competition and essay competition, winter Break
January	Home Examination, Evaluation, declaration of results, various competition on republic day celebration
February	celebration of Foundation day , filling the form for final examination, NSS special day and night camp, farewell ceremony
July - Feb	Extra Curricular activities conducted through various cells and committees
March	Final Examination commenced from 1st March to 5th June
June-July	Summer Break from 1st June to 21st July

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I Best Practice : Annexure II

1. **Title: Access of Education to the deprived section of the society through the SJSEP Cell (St. Joseph's Societal Extension program)**

2. **Goal:** To set up an extension programme for the benefit of the society to educate children of the weaker or deprived section

3. **Context:** it is the need and wish of every parent to educate their children . still there are many sections of the society who could not provide education to their wards. To cater to the need of the society, the students are taught to render selfless service for the benefit and welfare of the marginalized sections of the society

4. **The Practice**: the Institute has formed SJSEP (St. Joseph's Societal ExtensionProgramme] for the benefit of the children of the deprived and weaker sections who could not afford or access to education . the students visit to the nearby locality and aware the people about the value and importance of education in life. The students convince them and pursue them to come to the college where in the free periods they teach them the basics of education. The girls follow the motto of –' Each one, teach one'. The institution puts in its best efforts to provide books and stationary to the children. Besides this to have a close linkage with the society, the institution also arranged an out reach programme at Nayee Asha, Daurala to serve the orphan children.

5. **Success** : the effort put in by the students in the form of SJSEP proved to be fruitful . they began with four children but in a short span of time the number reached to forty two. Many of the parents ,understanding the value of education got their children admitted to different schools.

6. **Problems encountered:**
   - Difficult to convince parents to send their children for study
   - Set-mentality of the parents that earning hands are better than education
   - Make the parents aware that education is important for both the genders

II Best Practice Annexure III

1. **Title : All round development of girls along with academic excellence**

2. **Goal:** All round development of girls in all spheres so that they can face the challenges of life and today's world.

3. **Context :** providing education to girls is one of the Government Policies, but it is not only education, certain other factors contribute to the over all development of a individual. Imparting education through text books and cramming   can educate an individual to an an extent but it can not provide enlightenment and satisfaction to the whole until and unless all aspects of an individual's personality are not touched.

4. **The practice :**
   - Beside textual education, the college focuses on all over personality development of the girls. Prayer service and moral classes are conducted to develop ethical and moral values which strengthens them to become spiritually and morally strong.
   - Different Curricular and co-curricular activities like dance, drama, debate, symposium, quizzes, seminar etc. are organized to nurture their talents
   - Social rallies, events, awareness programmes are organized which provide them exposure in the society.
   - Keeping in mind the need of the hour the use of ICT is stressed so that they can excel in today's world.

5. **Success** : many of our girls are rendering their services in the country as well as abroad. In education development approximate 75% of the girls are engaged with schools of good repute. Girls also opt for higher studies and other services .

6. **Problems Encountered :**
   - Limited Resources
   - Difficult to convince the parents that academics and curricular activities are equally important.
   - Rural background of the girls

STUDENT   FEED BACK

1. **CLASS ROOM TEACHING**
    - Excellent
    - Effective
    - Average
    - Non-Effective

2. **SYLLABUS**
    - Easy
    - Average
    - Difficult
    - Very difficult

3. **LIBRARY FACILITY**
    - Excellent
    - Good
    - Average
    - Not good

4. **FACILITY IN THE CAMPUS**
    - Excellent
    - Good
    - Average
    - Not good

5. **DISCIPLINE**
    - Excellent
    - Good
    - Average
    - Not good

6. **SPORTS FACILITY**
    - Excellent
    - Good
    - Average
    - Not good

7. **CLEANLINESS IN THE INSTITUTION**
   - Excellent
   - Good

8. **SECURITY OF GIRLS**
   - Excellent
   - Good
   - Average
   - Not good

9. **STUDEN-TEACHER RELATIONSHIP**
   - Excellent
   - Good
   - Average
   - Not good

10. **COMPUTER FACILITY**
    - Excellent
    - Good
    - Average
    - Not good

(The feedback is taken from all the students quarterly)