

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

I. 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:

DR. RENUKA KASHYAP

Mobile:

09810517374

IQAC e-mail address:

iqac.maitreyi@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) DLCOGN 22076

1.4 Website address:

www.maitreyi.ac.in

Web-link of the AQAR:

<http://www.maitreyi.ac.in/topics.aspx?mid=2016-2017>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.11	2016	Nov. 2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

14/April/ 2015

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

2016 - 17

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

NA

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI) ----> NA

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

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

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

1.12 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	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="NIL"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="NIL"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="NIL"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="03"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="06"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text"/>
Non-Teaching Staff Students <input type="text"/>	Alumni <input type="text"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text" value="Y"/> No <input type="text"/>
If yes, mention the amount	<input type="text" value="1.5 lakh"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. <input type="text" value="1"/>	International <input type="text"/> National <input type="text"/> State <input type="text" value="Y"/> Institution Level <input type="text"/>
(ii) Themes	<input type="text" value="Bridging the Gap (focusing on 'Special Education Need (SEN)')"/>

2.14 Significant Activities and contributions made by IQAC

Refer 3.1 (Criterion III) and 5.1 (Criterion V) in Part B

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	Achievement
1. To prepare and submit the Self Study Report to NAAC	The Self Study Report was submitted on time
2. To coordinate the Peer Team Visit	3-day Peer Team Visit conducted successfully and college has been accredited with A grade by NAAC
3. To initiate and formulate Feedback Mechanism	The Feedback Mechanism was successfully implemented and analysis was usefully utilized for future implementation
4. To address the issue(s) of students with 'Special Education Needs'	One-day seminar on 'Bridging the Gap' was organized with the aim of bringing together all stakeholders of 'Special Education Need (SEN)' children at a common forum. The sensitization brought through the seminar had a cascading effect <ul style="list-style-type: none"> • Students opted to be the 'Writers for Board Exams' for special needs children from Sanskriti School. • National science day was celebrated with the theme "Science and Technology for Specially Abled Persons". • Reader Writer Bank established under the Enabling Unit this year had the enrollment of twenty five enthusiastic students who aided the visually impaired faculty members throughout the year.
5. To organize employability workshop for students in collaboration with CII	Students undertook various projects involving collecting data of top 100 Indian MNCs and their overseas operations

* *Attach the Academic Calendar of the year as Annexure I*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body Governing Body

Provide the details of the action taken

The Annual Quality Assurance Report of the College was presented before the Governing Body in its meeting held on 8th January 2018. After going through the same, the Governing Body appreciated the hard work done by the members of the Internal Quality Assurance Cell of the College. The Governing Body approved the same and permitted the College to upload the same on the College Website.

Part B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	02	-	-	-
UG	17	-	-	-
PG Diploma		-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	02 Spanish, French	-
Others			-	-
Total	19		02	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17

Trimester	-
Annual	-

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

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

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

Feedback Form - Annexure II-A

Analysis of Feedback - Annexure II-B

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

Regular revision in the syllabi are introduced during the meetings conducted by the respective University Department with involvement of teachers from all the colleges and while implementation, the suggested revisions are fully adhered to at the college level.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors/ Principal	Others
	109	55	53	01	-

2.2 No. of permanent faculty with Ph.D.

71

Asst.	Associate	Professors	Others	Total
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Professors		Professors							
R	V	R	V	R	V	R	V	R	V
-	67	-	-	-	-	-	-		

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest- 110	Adhoc- 80	
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and Temporary faculty

2.5 Faculty participation in workshops, conferences and symposia:

	International level	National level	State / University level	College level
Attended	22	52	75	25
Presented papers	28	38	NIL	NIL
Resource Persons	NIL	02	01	29

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

- Adopting and practising the multidisciplinary approach to enhance knowledge and skill among students. This has been accomplished during the various activities undertaken for the students under the ‘Star College Scheme’.
- Innovative teaching methodologies involving use of ICT are practiced regularly. Further, research findings are shared in the classrooms and students express their views under the able guidance of faculty members for sustained learning experience.
- Video lectures, Documentaries, Educational Movies, Group Discussion, Role Play, Debates, Quizzes, Project work help to have “Interactive Teaching Learning” sessions. They also help in creating open communication climate.
- Educational Tours/Excursions/Field Trips/Field works/Industrial Visits are undertaken by different departments to provide first-hand knowledge to students, thus creating a platform for free exchange of views.
- Elocutions, Poetry Recitation, Reading sessions help students to develop language skills.
- Bringing out Newsletters emphasizing issues beyond the syllabus for generating and inculcating original thinking and finding appropriate solutions

- Setting up of a structured Student Feedback System (both online and manual) to seek student feedback on course and teaching evaluation.
- Addition of useful software and designing useful Android based Apps
- Live projects, involving students
- Involvement of students in the maintenance and care of herbal and botanical gardens through newer activities, interactions and awareness forums.
- Extended practicals are being carried out in order to have in depth knowledge of a particular topic.
- Developing learning abilities of faculty by encouraging participation in various Faculty Development Programmes
- The “Short Term Courses / Skills & Employability Committee”, has initiated activities for creating, enhancing and promoting students’ involvement in student centric learning environment.

2.7 Total No. of actual teaching days

during this academic year

180

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

- Photocopy
- Crossword puzzles
- Multiple Choice Questions
- Oral test, Class test papers
- Assignments
- Previous knowledge testing
- Regular tests
- Questions given in advance to assess the answering technique as per the marks allotted
- Double valuation
- Open book

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

16

- Curriculum Development – 14
- Member, Committee of Courses- 2

2.10 Average percentage of attendance of students-

70 – 80 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Part III						
B.SC.(HONS.)- III						
BOTANY	83	24	70	6	2	93.97
CHEMISTRY	57	26	51	4	Nil	96.4
MATHS	42	28	41	Nil	Nil	97.6
PHYSICS	44	30	43	1	Nil	100
ZOOLOGY	42	22	35	6	1	100
B.A.(HONS.) III						
ECONOMICS	67	9	52	9	3	95.5
ENGLISH	41	0	18	19	4	100
HINDI	52	3	46	5	1	100
HISTORY	43	0	10	22	7	90.69

POLITICAL SCIENCE	116	0	89	24	3	100
SANSKRIT	22	1	8	8	5	95.45
SOCIOLOGY	49	0	19	23	3	91.8
B.COM (HONS.)	143	62	130	12	1	100

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

Every semester IQAC takes regular feedback from students and analyses it thoroughly to come up with concrete action items for the improvement of pedagogy. These action items are then incorporated by the faculty in their teaching methodology.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programs</i>	<i>Number</i>
Refresher courses	06
UGC – Faculty Improvement Programs	NIL
HRD programs	NIL
Orientation programs	04
Faculty exchange program	NIL
Staff training conducted by the university	05
Staff training conducted by other institutions	26
Summer / Winter schools, Workshops, etc.	22
Others	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled	Number of positions filled temporarily
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			during the Year	
Administrative Staff	41	08 1 A.O 1 Senior Asstt. 1 U.D.C 2 Jr. Asstt. 1 P.A Lib. 2 Lib. Asstt.	06 (Admin. Office + Library)	18 (Contract Staff)
Technical Staff	53	22	00	00

Criterion – III

3. Research, Consultancy and Extension

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

IQAC has been involved in creating and promoting research climate in the institution.

- Motivates the faculty to pursue research and also to avail the benefits of FDP.
In-house FDP programme on New topics
- Encourages teachers to participate in National and State level seminars, conferences and workshops. They also publish their research papers in various journals regularly.
- Encourages faculty members with Doctorate to become research guides and to do Collaborative research.
- Plays a key role in organizing guest lectures by eminent scientists, prominent Academicians and entrepreneurs in different fields.
- Establishing linkages with organizations for training and R & D.
- Faculty members are encouraged to undertake Minor and Major Research Projects. Six faculty members have been sanctioned grants.
- Provides research facilities, viz. INFLIBNET, Wi-fi, Funds for Inter-departmental research, etc.
- Coordinates visits by students to institutes and industries
- Gives students opportunities to do their project work with various teachers
- Assists in procuring funds from UGC, DBT and DST as well as approval from the Governing Body

- Sanction of leave for the Faculty for promoting the research culture.
- Out of 104 permanent faculty members, 68 are Ph.D. holders. Three faculty members have submitted doctoral degree to the university.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			01	
Outlay in Rs. Lakhs			35,84,488	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01		05	
Outlay in Rs. Lakhs	7,00,000		27,00,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	38	11	NIL
Non-Peer Review Journals	NIL	02	NIL
e-Journals	05	NIL	NIL
Conference proceedings	11	04	01

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	2016-19	DBT	35,84,488/-	None
Minor Projects	2016-17	UGC	27,00,000/-	None
Interdisciplinary Projects	2016-17	#DBT (Star College Scheme)	@ 13,00,000/-	*13,00,000/-
Industry sponsored				
Projects sponsored by the University/ College	2015-16	DU Innovation	7,00,000/-	7,00,000/-
Students research projects <i>(other than compulsory by the University)</i>	2016-17	#	@	*
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from
 UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE
 Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	--	--	--	--	--

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: NIL
 From Funding agency From Management of University/College
 Total

Type of Patent		Number
National	Applied	NONE
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	

3.16 No. of patents received this year

	Granted	
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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
03	NIL	02	NIL	01	NIL	NIL

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

01

01

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

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

JRF -- SRF -- Project Fellows -- Any other --

3.21 No. of students Participated in NSS events:

University level 18 State level 23

National level NIL International level NIL

3.22 No. of students participated in NCC events:

University level 25 State level 58

National level 12 International level NIL

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="37"/>	State level	<input type="text" value="4"/>
National level	<input type="text" value="2"/>	College level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="01"/>	College forum	<input type="text" value="14"/>		
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="15"/>	Any other	<input type="text" value="04"/>

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

The college conducted following extension activities and some of which reflect institutional social responsibility as well

- Career Guidance
- Celebrating Swachhta Pakhwada under Swachch Bharat Abhiyan
- Blood sugar & pulmonary function test
- Celebrating International Day of Yoga on June 21, 2016
- Personal Counselling under Mentor-Student
- NSS volunteers worked as readers and writers for visually-challenged students
- Anti-Narcotics campaign
- Run for Unity (Tiranga March)
- Celebration of National Science Day on February 28, 2017 for generating awareness about “Science and Technology for Specially Abled Persons” and advocating the theme of inclusion for persons with disability
- Awareness campaigns for environment protection and conservation of natural resources
- Organization of a Seminar “Bridging the Gap” under the IQAC
- Organized various workshops under Science Setu Programme in association with THSTI
- Radio talks, Magazine and News paper articles by highly expert faculty on social issues having extensive societal impact
- For fulfilling the Institutional Social Responsibility Science Setu programme was organised where students interacted with experts from THSTI in the field of Drug Delivery, Pediatric Biology, Viral & Infectious Diseases Research.

- “Enactus Maitreyi” is currently running three projects namely Project Swadhin, Project Samya and Project Unnayan with the aim to make socially alienated sections of society self reliant and independent. Swadhin aims at empowering the physically challenged community by training them to make diaries using eco friendly paper, and youth centric themed registers. The number of beneficiaries is three. Samya means equality. The project works with HIV affected people. The beneficiaries are taught to stitch sling bags and pouches using scrap cloth. The number of beneficiaries is three. Unnayan aims to improve the living standards of the unemployed women associated with the NGO Love Care Foundation. They were trained to make dishwasher liquid “Clean Ninja”. The number of beneficiaries is four.

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	10 Acre	-	UGC/ OBC Expansion	-
Class rooms	44	Under construction	UGC/ OBC Expansion	-
Laboratories	16	Under construction	UGC/ OBC Expansion	-
Seminar Halls	01	Under construction	UGC/ OBC Expansion	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	01	-	SC. Facility	1,04,500/-
Value of the equipment purchased during the year (Rs. in Lakhs)	3,26,778/-		SC. Recurring Fee, SC. Facility	3,26,778/-

Others		<p>Within the Existing Area, the newly created area is:</p> <p>New Sc. Block- 700 Sq. m. Girl's Hostel- 675 Sq. m.</p>	UGC/ OBC Expansion	
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4.2 Computerization of administration and library

All day to day Admn. work viz. preparation of various certificates, Compilation of Attendance, Internal Assessment is being done through fully computerized environment. All computers are wi-fi enabled.

Monthly pay bills and total management of account is also done through fully computerised environment.

4.2 Computerization of Library
Library services are automated through software e.g. 'SOUL' developed by INFLIBNET,- A centre of University Grants Commission.

4.3 Library Service						
Head	Existing (Till 31.03.2016)		Newly added (2016-17)		Total	
	No.	Value	No.	Value	No	Value
Text books + Reference Books + Binding	95764	15495047	1568	912912	97332	15320411
e-books	Trough N-LIST (6,000+ e-journals and 31,35,000+ e-books)					
Journals	52		10	193110	62	
E-journals + Digital Database	N-list		N-List	5000		
CD & VIDEOS	641		16		657	

Note: Total Value as on 2014-2015 Audit Report **Schedule-B page No.11** Total Value=1,46,32,635.10.

(addition 2015-2016 books cost+ binding (Rs.802340+60072=1549550470)

(addition 2016-2017 books cost+ binding (Rs872416+40496=16407959.

Deduction of weed out books cost Rs. 930550.69+156997.15=1087547.84.

so total amount(16407959.10-1087547.84)=**15320411**

4.4 Technology up gradation (overall)

	Total Computers	In Computer Labs	With Internet in E-Lib.	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	171	103 (23 old systems have been shifted to departments viz. Maths, Physics, Office and few lying with us for write off)	20	NIL	01 (With four computer labs having total 103 computers)	19	11	(15Lib + 3E.U)
Added	25	25						
Total	196	128	20	00	01	19	11	18

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

NIL

Criterion V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC contributes towards creating and enhancing awareness of the Support Services made available to the students by the college through the following ways which are used for dissemination of information regarding different academic and extra-curricular activities.

- Prospectus and College website with detailed information
- Adequate Counselling at the time of admission
- Orientation programme before the onset of academic session for timely acquaintance to the support services (library, laboratories, sports and canteen facilities, etc.)
- Notices are displayed on display boards and notice boards
- Circulation of notices among the classrooms
- A Whatsapp group with its members as the Class representatives (elected) under the administration of IQAC member. These Class representatives create a communication channel. Students are encouraged to contribute to IQAC policy issues by their consistent involvement through the Whatsapp group.
- This forum is also used to promote the participation of the student in activities in NCC, NSS, Eco Club and other outreach activities.
- Different Committees are formed for efficient delivery of the support services. The functioning of these committees is supervised by the authorities of the college
- Feedback on course content and teaching learning has been designed and the analysis of these forms has been taken to improve the overall involvement of students.
- Interested students are encouraged and groomed for taking part in competitions/workshop/training programmes organised in other Colleges/Institutions.
- Special efforts are taken to ensure timely and accurate communication to students of numerous and significant changes in the examination pattern and structure being made by the University of Delhi
- Conducted seminar entitled, “Bridging the Gap” to sensitize students and faculty about the special needs of physically challenged students.

5.2 Efforts made by the institution for tracking the progression

The progress of the student is tracked both at academic and personal levels. Besides the course teachers, each student has a mentor, whom the students can approach for academic and personal counselling.

The following formal and informal efforts are made to track student progression on regular basis:

- Committees are formed to track the progression in cultural, sports and other extracurricular activities. These committees conduct a variety of activities throughout the year.
- The Convenors of different Committee apprise the authorities about their goals and objectives. Reporting about the activities in the Staff Council is adopted for tracking the progression
- Mentors are appointed for monitoring the overall progression of every student.
- Conduct of class tests (Open book, Quizzes, MCQs), Presentations, Regular assignments
- Extra lectures and Tutorials are planned to monitor understanding of concepts and also to effectively clear the doubts
- Regular tracking of internal assessments and attendance associated with oral interactions with students is used as a bidirectional tool for tracking the progress both by teacher as well as students. This gives ample opportunity to both for planning a strategy needed for better results
- Informal remedial classes for weak students.
- Feedback form at the end of semester from students helps the authorities to improve the performance and to march towards progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3925	73	---	33

(b) No. of students outside the state

1860

(c) No. of international students :-

08

Men

No	%
--	0

Women

No	%
--	100

2015-16						2016-17					
Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2271	465	140	833	05	3714	2528	497	152	816	05	3998

Demand ratio

Dropout: 0.2%

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

Informal help is provided to students by concerned faculty whenever required.

No. of students beneficiaries

No official record

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

The Maitreyi Placement Cell has successfully conducted placement and internship drives for the students independently as well as in collaboration with the Central Placement Cell, University of Delhi. Some of the initiatives are highlighted below:

1. C.V. Building Session and case study contest by EPTITUDE.
2. An Educational Session on Goods and Services tax by TIME.
3. A Soft Skills Session by Ernst and Young guiding the students on how to make themselves job ready.
4. An interactive session by "Teach for India" about the fellowship program.
5. An educational session on "CAT Unplugged" by Career Launcher
6. Dissemination of information through a Facebook page and WhatsApp group
7. Facilitation of enrolment of students with the 'Central Placement Cell, University of Delhi

No. of students benefitted

155

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	140	53	

5.8 Details of gender sensitization programmes

- Students are sensitized and encouraged to be assertive in combating the evils of society (girl child abuse, women education, gender inequality, sexual harassment, etc.)
- The college has anti-sexual harassment cell.
- Guest lectures are organized on Women's Health, Safety, Domestic Violence and many more.
- Counselling is done on personal basis
- Different competitions like Essay Writing, Poster Making, Street Plays and Slogan writing are organized for the students.

5.9 Students Activities

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

State/ University level

16

National level

12

International level

01

No. of students participated in cultural events

State/ University level

125

National level

01

International level

0

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

05

0

0

Sports : State/ University level

National level

International level

Cultural: State/ University level

37

National level

01

International level

0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	22	8360
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

0

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

12

5.13 Major grievances of students (if any) redressed:

0

Short of attendance cases were addressed after framing an undertaking and meeting parents to curb the recurrence in the next semester

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

We aspire to be a knowledge centre for excellent and accessible undergraduate education so that the young women are empowered to realize their full potential for achieving standards of excellence dedicated to serve the community through intellectual, cultural and professional contributions.

Mission:

To impart holistic education while achieving academic excellence for a better society.

6.2 Does the Institution has a management Information System

Yes. The college has a management information system.

- e-documentation and digitisation
- Successful execution of Online admission procedure
- Internal Assessment Management system is in place
- Accounts and Salary management is in place
- Informative website

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

6.3.1 Curriculum Development

The departments follow the syllabi designed by the University of Delhi, although many teachers are involved in the process of curriculum development at the University level.

- Many faculty members are part of the Board of Studies/Committee of Courses and Studies of Delhi University. The college sends regular feedback on Curriculum to the University departments.
- Staff attend program sponsored by University for Curriculum Development and implement as per guidelines
- Subjects are allocated as per the specialization of teachers
- Teaching plans are prepared

6.3.2 Teaching and Learning

Teaching and Learning experience has been enhanced by adopting the following:

- Faculty members participate in national and state level seminars, workshops and conferences organized by various institutions
- Organizing in-house conferences, seminars, workshops
- Guest speakers from other educational institutes and industry are invited to share their expertise on recent trends and developments in respective subjects.
- Innovative teaching methodologies involving use of ICT are practiced regularly. Further, research findings are shared in the classrooms and students express their views under the able guidance of faculty members for sustained learning experience.
- Video lectures, Documentaries, Educational Movies, Group Discussion, Debates, Quizzes, Project work help to have “Interactive Teaching Learning” sessions. They also help in creating open communication climate.
- Educational Tours/Excursions/Field Trips/Field works/Industrial Visits are undertaken by different departments to provide firsthand knowledge to students, thus creating a platform for free exchange of views.
- Elocutions, Poetry Recitation, Reading sessions help students to develop language skills.
- The Digital Library enables the students with greater learning experience. The use of such multi-pronged strategy promotes creativity, originality and analytical thinking substantially.
- Conduct of internal tests on a routine basis for students associated with counselling
- The college has an effective system of obtaining feedback on course content and teaching which assures meaningful teaching and learning.

6.3.3 Examination and Evaluation

Examination and Evaluation is done as per the rules and regulations of University of Delhi. However, following measures are adopted for better implementation

- College Authority arranges meeting with the Parents and students after internal exam
- Answer Scripts for the internal tests are shown to the students. Subsequently, discussions on strengths, weaknesses and improvement strategy are held for final University examinations.
- The University entrusts the teachers to participate in various steps of Examination system viz., paper setting and conduct of examination followed by evaluation of scripts for timely declaration of results.
- Special test are held for sports and medically unfit students for internal assessment.

6.3.4 Research and Development

- Teachers are involved in continuous research. Most of the teachers present Research Papers in National / International Seminars & Conferences. They also publish their research findings in Research Journals.
- In-house seminars/workshops/conferences are organized
- Majority of faculty members are Ph.D. holders and can guide students for Ph.D.
- Research findings are shared through the Star Bulletin every semester
- Newsletter brought out by various departments help in creating a research environment
- Faculty has been able to get funding for start-up, minor & major research projects

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has good number of books and every year new books are added with an objective to promote interdisciplinary approach. Such books are beyond syllabi and enlighten on the latest developments in modern fields. The library subscribes to e-resources (6,000+ ejournals and 31,35,000+ ebooks) through N-LIST and INFLIBNET
- Library and Office are partially computerized.
- Separate computers are allotted in the library for students.
- LCDs are installed in classrooms. Smart board is also installed in one of the classrooms and in computer lab. ICT is regularly and effectively used by the faculty members in teaching-learning process. Students also give presentation with the help of ICT tools.
- Medical room is enabled to provide first aid kit
- Canteen facility with healthy eatables is available
- Utilisation of Infrastructure is optimised by conduct of SOL and NCWEB

- Short term courses are starting to add to the utilisation of the infrastructure
- Noteworthy improvement of infrastructure and instrumentation facilities through support from UGC and DBT

6.3.6 Human Resource Management

Administrative, Technical and non technical staff is enthused to upgrade their educational qualifications and technical skills. Following measures are taken for achieving the same:

- Staff members attend training courses like orientation, refresher.
- Procurement and subsequent training for use of new software of administrative staff
- Faculty is encouraged to undertake various Faculty development programs, Workshops/Seminars/Conferences regularly. Various leaves are granted for the purpose
- Study leave is granted to the faculty members for pursuing doctoral research.
- Performance appraisal of staff members is done regularly.
- Incentives to the staff through various welfare schemes

6.3.7 Faculty and Staff recruitment

Well qualified faculty and staff recruited as per requirement in line with the norms and procedures laid down by University of Delhi.

6.3.8 Industry Interaction / Collaboration

- Industrial Visits are organized for students to get practical exposure.
- Industry Experts are invited to share their views and expertise with the students.
- Placement cell ensures effective collaboration with corporate units and industry
- Collaboration with industries and other noted institutions to organize seminars, workshops

6.3.9 Admission of Students

- Admission Committee is constituted with members from every department. The Committee strictly abides to the admission process formalized by University of Delhi.
- Student are aptly counselled for choice of subjects at the time of admission

6.4 Welfare schemes for

Teaching	Staff members contribute to Provident Fund Medical reimbursement as per Govt. rules Staff quota during admission Annual Medical check up
Non teaching	Uniform Medical reimbursement as per Govt. rules Staff quota during admission Felicitation of achievers Annual Medical check up
Students	Annual Medical check up Freeship & scholarship schemes Students can avail bus fee concessions Felicitation of achievers/performers

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done **Yes**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		NO	
Administrative	NO		NO	

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

For UG Programmes

Yes

Yes*

No

For PG Programmes

Yes

Yes*

No

*The results are declared by the University of Delhi

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

Not Applicable

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

The registration of the Alumni Association is awaited. However, the following initiatives are undertaken for their involvement.

- Alumni Meet is held annually
- Alumni are felicitated for their achievements
- Alumni interacted with the Peer Team for their feedback

6.12 Activities and support from the Parent – Teacher Association

Parent –Teacher Association is not a formal body as yet. However, their involvement and coordination is sought while organizing field visits, NCC& NSS camps

Parents interacted with the Peer Team for their feedback

6.13 Development programmes for support staff

On Sports Day events are organized involving the Teaching and Non-teaching Staff to foster a healthy working atmosphere

Generating awareness towards issues ranging from disaster management, fire safety, safe lab practices

Workshop on “Cash less Transaction” during demonetisation

Annual Medical Health checkup camp is organized

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

The college campus has been identified as ‘No Smoking & No Tobacco’ Zone

Ensuring proper maintenance of Rain Water Harvesting system

Enrichment of Herbal & Medicinal Garden

Recycling of waste & sensitization campaigns as carbon/ water footprint

Practicing Vermicomposting

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Setting up of a structured Student Feedback System (both online and manual) to seek student feedback on course and teaching evaluation.
2. Expansion of library catalogue to include a more diverse range of books.
3. Addition of useful software to enhance the effectiveness of the Enabling Unit.
4. Creation of a comprehensive and well-organized Alumni database.
5. Live projects, involving students, in collaboration with CII.
6. Involvement of students in the maintenance and care of herbal and botanical gardens through newer activities, interactions and awareness forums.
7. Faculty Development Programme organized by IQAC.
8. The “Short Term Courses / Skills & Employability Committee”, has initiated activities for creating, enhancing and promoting students’ involvement in student centric learning environment.

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

1. Setting up of the committee for IQAC with defined goals and agendas for regular assessment of quality assurance measures where effective handling of the rigorous and meticulous work by way of action plans.
2. Organization of workshops, seminars and lectures for teachers and students to enhance their understanding, credibility and exposure to relevant issues and profiles (viz., Developing Laboratory Skills, Seminar on 'Bridging the Gap', National Science Day, Science Academics Lecture Workshop on Groups in Geometry & Applications)
3. Student Feedback mechanism developed for evaluation of parameters (Course Content and Teaching Evaluation). The On-line and manual results have been accomplished and analysed.
4. Live Projects with CII initiated.
5. Departmental Newsletter , College Magazine and Star Bulletin
6. Construction of New Science Block is nearing completion
7. Initiation of construction of Girls' Hostel

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

Best Practice 1

Title: Bridging the Gap

Goal: To undertake a noble and unique step in bringing together all stakeholders of 'Special Education Need (SEN)' children – parents, teachers, peer students, doctors, policy makers and children – at a common forum under one roof.

Best Practice 2:

Title: Reinforcing Institutional Social Responsibility through NSS Unit

Goal: To confront challenging social issues facing the community at large for developing feasible solutions towards communities' upliftment

**Details in Annexure III*

7.4 Contribution to environmental awareness / protection

1. Adopting eco-friendly practices centred on the principles of *Reduce, Reuse and Recycle* to keep campus waste at a minimum.
2. Setting up of waste disposal mechanisms, including a vermicomposting unit.
3. Generating awareness about environmental conservation, preservation of resources and safe e-waste disposal through rallies and campaigns.
4. Sensitising the public on environmental issues and reaching out to the community on working towards environmental protection through initiatives like anti-cracker march, road cleanliness drives etc.
5. Participation in the “Swachhata Abhiyan” both within and outside the college.
6. Practicing Safe disposal of laboratory wastes.
7. Promoting awareness and addressing the global problem of sustainable development through Seminars and activities conducted by the Eco Club of the college
8. Establishment of herbal medicinal garden as a key asset of the college.

7.5 Whether environmental audit was conducted?

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

Strengths:

- NAAC accredited 'A' grade college with well-developed infrastructure and WiFi enabled, disabled friendly campus.
- Recognition as a college with green campus by the University of Delhi.
- 'Star College' status awarded by Department of Biotechnology, Government of India (since 2013).
- Diverse subjects are offered amongst collaborative culture between student and teacher creating emotionally safe learning space by allocating five students to be mentored by one teacher.
- Well qualified faculty with a keen focus on innovative pedagogy and comprehensive, collaborative and research-oriented teaching inputs.
- Development of e-learning modules to enable students to learn beyond the classroom.
- Enhanced focus on research orientation among faculty and students. Increase in the number of students involved in research projects, programmes and activities.
- Increase in the number of outreach programmes.
- Dedicated non-teaching and administrative staff.
- Well established reputation of the college as a preferred destination for students to obtain quality education.

Weaknesses:

- Inadequate system of tracking Alumni progression due to lack of formally registered Alumni Association.
- Constraints on adding to infrastructure space in the college due to diplomatic area restrictions.
- Even though under the CBCS mode, the skilled enhancement course is an integral part of every course structure, limited number of skill oriented programmes are offered by the college, in terms of market and employability.

Opportunities:

- To enter into more MoUs which provide value-added course benefits to the students.
- To introduce newer and diverse short-term, add-on and skill-based courses that offer larger benefits to students.
- To increase the Institutional Social Responsibility activities.

Threats:

- Tendency of students to pursue multiple careers/courses simultaneously, leading to unplanned overloads and low performance.
- Due to increasing range and volume of various curricular and co-curricular activities, shortage of adequate time and space is often experienced, leading to curtailment of proposed programmes and activities.

8. Plans of institution for next year

- Getting Alumni Association registered.
- To complete the construction of the Hostel Building of the college.
- To enter more MoUs with relevant institutions to promote curricular, co-curricular and ISR activities.
- To introduce NSDC Skill Courses (Department/Sector wise).
- To introduce courses in Journalism and Medical Coding from the upcoming academic session.
- To promote the use of solar energy in the college through the installation of solar panels.
- Orientation programmes for newly recruited faculty and non-teaching staff.
- To involve people from the neighbouring areas in the activities of the NSS and raise awareness.
- To assess the students' need for a trained counsellor who would be available during college hours to address the various psychological and social problems faced by them, and provide the same if required.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme

CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
