Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions

(For Affiliated/Constituent Colleges)

(Revised as per Revised Accreditation Framework in November, 2017)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value Sysstem among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.
Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – *Vision*

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks

b) Parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

a) Ensure clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

⬧ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

⬧ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

Revised Accreditation Framework

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.

The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016**:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.

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

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

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   KANORIA PG MAHILA MAHAVIDYALAYA, JAIPUR

- Name of the Head of the institution :   DR. SEEMA AGRAWAL

- Designation: PRINCIPAL

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.:   0141-2707539/ 2706672

- Mobile no.: 9829130667

- Registered e-mail: adminkmm@kanoriacollege.in

- Alternate e-mail : admin@kanoriacollege.in

- Address   :GANDHI CIRCLE, JLN MARG

- City/Town   : JAIPUR

- State/UT   : RAJASTHAN

- Pin Code   : 302015

2. Institutional status:
- Affiliated / Constituent: AFFILIATED
- Type of Institution: Co-education/Men/Women: Women College
- Location : Rural/Semi-urban/Urban: URBAN

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing:
  UGC 2f and 12 (B)/ Self financing

- Name of the Affiliating University: UNIVERSITY OF RAJASTHAN, JAIPUR
- Name of the IQAC Co-ordinator : DR. DEEPTIMA SHUKLA
- Phone no. : 0141-2706672

  Alternate phone no.- 0141-2707539

- Mobile: 9530269611

- IQAC e-mail address: iqar@kanoriacollege.in

- Alternate Email address: admin@kanoriacollege.in

3. Website address: www.kanoriacollege.in

  Web-link of the AQAR: (Previous Academic Year):
http://www.kanoriacollege.in/images/naac-report/1547723022-AQAR_Report_-RJCOGN23111_Kanoria_College_Jaipur_2017-18.pdf

4. Whether Academic Calendar prepared during the year?

Yes, if yes, whether it is uploaded in the Institutional website: Yes (in college prospectus)

Weblink: www.kanoriacollege.in

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.56	2016	from: 2016 to: 2021
2nd				from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: 15-09-2013

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular Meetings of IQAC (Internal & External)	4 Internal, 1 External in the Session	10
Timely Submission of AQAR	Annual	-
Feedback from:	Annual	-

• Students • Parents • Alumnae • Resource Persons and Experts Visiting College		
Quality Audit- AISHE (MHRD)	Annual	-

Note: Some Quality Assurance initiatives of the institution are:
  (Indicative list)
- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*
- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Department of Chemistry	CSR	Association of Chemistry Teachers, Mumbai	2018-19	10,000/-
Kanoria PG Mahila Mahavidyalaya, Jaipur	-	Punjab National Bank	2018-19	50,000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

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

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
No (Such record is maintained in the IQAC Register and other information is communicated through the notices and letters)

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

        If yes, mention the amount: -   Year: -

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

* Extension of ICT Facilities for teaching and learning

* Infrastructural Development (Extension of College & Hostel Building)

* Guest & Extension Lectures for almost all departments

* Introduction of more skill development courses

* Seminars, Workshops and Faculty Development Programmes in collaboration with recognized government and non-government agencies

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

Plan of Action	Achievements/Outcomes
1. To improve teaching-learning and infrastructural facilities	1. Expansion of ICT Facilities and Building
2. Human Resource Development within college	2. Revision of Salary
3. CSR Activities	3. Apart from regular NSS activities, various departments have been sensitized to conduct outreach programmes

14. Whether the AQAR was placed before statutory body?   Yes

Name of the Statutory body: Kanoria Girls College Trust, Jaipur
Date of meeting(s): 14-03-2019 and 24-05-2019

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

16. Whether institutional data submitted to AISHE: Yes

Year: 2018-19   Date of Submission: 23-01-2019

17. Does the Institution have Management Information System?
Yes

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

Admission Management
- Manage registration and entire admission process of the students for each academic year
- Storing students previous school history and certificates
- Admission of students to a specific academic year in a specific stream, medium , standard and division with ease
- On acceptance of admission process, automatic transfer of details of the student/staff to school register and school records without any paper work
- Generate customized reports to get statistics of student admission

Application Management
- Each Applicant can register/ login/Forget password
- Admission guideline
- Student details - Name , Username, Password, Father Name, Mother Name, Cat., Gender,Blood Group, DOB,Mobile, Email,Current & Perment Address, Hostel Requirement and any other field
- Educational Details : Last Exam Passed , Stream, Board, Max. Marks , Mark obtained, Percentage

Fee Management
- Maintaining finance sector in an institution is a challenging task for an official to perform, since it involves an accountability to parents as well as school authorities about the money invested and earned by them.
- This module takes care of the entire finance of the institution and manages it effectively, allowing the staff to concentrate on the other important tasks.
- There is barely any chance of misrepresentation/ fraud because everything is recorded online and is under constant observation of the school/ college authorities.

Hostel Management
- Hostel Fee Management

Library Management
- This module shall support in managing the various resources in the library, and maintaining the catalogue of items, processing issues and returns, booking and prioritization, binding, and other vendor nteractions and management & collection of late fee and damages from students or faculty.
- In addition, this may also include Integration of the existing system and any other related activity.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

Kanoria PG Mahila Mahavidyalaya, is currently having following mechanisms for effective delivery of curriculum:

- At the beginning of an academic session, departmental meetings are held in every department in which the topics in the syllabus are distributed to the teachers after discussion with them. All teachers submit their teaching plan to the Administration.
- Number of months for each unit is decided according to the syllabus
- College provides a well-constructed annual/ semester wise time table for each year / semester for both UG and PG classes.
- We have rich and computerized library with open access system. A good number of journals are subscribed by the college. Inflibnet (e-books and e-journals) facility is available for students and teachers.
- Various class-room teaching methods based on the needs of different subjects are regularly used for effective delivery of curriculum such as-
    - Chalk & Black-Board Method
    - ICT enabled Teaching-Learning Method
    - Use of different software
    - Use of Scientific Models, Charts
    - Distribution of Class Notes
    - Group Discussion amongst the students during the class
    - Micro Teaching and Seminars by students related to curriculum
    - Field Works and Educational Excursions are carried by the departments
    - Project Work, Dissertations, Internships are conducted for fulfilment of their degrees
    - Seminars and special talks by experts are also arranged regularly for advance studies

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
-	-	-	-	-

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
BA Economics Hons	**15-07-2018**	**-**	**-**
MJMC	**15-07-2018**	**-**	**-**

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year)					**2012-13**

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

	Certificate	Diploma Courses
No of Students	131	106

1.3 Curriculum Enrichment		
1.3.1 Value-added courses imparting transferable and life skills offered during the year		
Value added courses	Date of introduction	Number of students enrolled
12	Aug-Sep 2019	237
1.3.2 Field Projects / Internships under taken during the year		
Project/Programme Title	No. of students enrolled for Field Projects / Internships	
Internships-06 **Field Projects-10**	**150** **225**	
1.4 Feedback System		
1.4.1 Whether structured feedback received from all the stakeholders.		

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	Yes	Yes

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

Feedback on the teaching learning process is received from students based on a structured questionnaire framed and approved by IQAC of the college. The questionnaires are filled by the students and the received feedback is then analysed by the IQAC and Head of the Departments are reported to make necessary changes and take actions for betterment of teaching and learning. Members of Grievance Redressal Cell also received feedback from students in the drop-box kept in college premises. Grievances, if any, are redressed by a committee headed by the Principal and necessary suggestions are then given to the concerned persons. College receives feedback from parents through parent-teacher meetings and discuss different issues related to overall development of their ward. The college has introduced online feedback system for alumnae and students.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A. Economics- Hons	60	-	44
B.A. English - Hons	60	-	60
B.A. Pass Course	600	-	600
B.Com	1020	-	878
B.Sc. Biotech	30	-	30
B.Sc. Bio	480	-	479
B.Sc. Maths		-	
BBA	120	-	120
BCA	60	-	60
M.A. Drawing and Painting	12	-	12
M.A. English Literature	60	-	38
M.A. History	60	-	15
M.A. Political Science	60	-	30
M.A./ M.Sc. Geography	40	-	20
M.Com. ABST	40	-	21

M.Com. BADM	40	-	19
M.Com. EAFM	40	-	33
M.Sc. Botany	40	-	36
M.Sc. Chemistry	40	-	34
M.Sc. Mathematics	40	-	40
M.Sc. Physics	40	-	40
M.Sc. Zoology	40	-	25
MJMC	40	-	2
PGDCA	30	-	6

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	5833	582	38	01	110

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
149	100	K-Yan, Overhead Projectors, Smart Boards, Computer Lab, Tablet Note Books, Printers, OHPs, Scanners, Laptops	14	02	301

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

Students mentoring system was implemented in the institution with a view to council, guide and make efforts to improve students' academic as well as non-academic performance and to monitor their progress. The process of mentoring has been made in the form of individual counselling by college counsellor and group counselling by teachers as mentors of at least 20 students in a group.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
6415 (total number of students including UG and PG classes of all the faculties and years)	149	1:16 (First year students of all the faculties are mentee)

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
149	149	-	59	**80**

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Aparna B. Rathore	Assistant Professor	Global Economic Progress and Research Association
2018	Dr. Sunita Shekhawat	Associate Professor	Safety Professionals Association of India
2018	Dr. Jayanti Goyal	Associate Professor	Disaster Management
2018	Dr. Jayanti Goyal	Associate Professor	REDINOO, Jaipur
2018	Dr. Jayanti Goyal	Associate Professor	Thirty One Ventures, Mumbai
2018	Dr. Rekha Gupta	Associate Professor	Spandan Mahila Sahityik Evam Shaikshanik Sansthan
2018	Dr. Rekha Gupta	Associate Professor	Compucom Institute of Information Technology and Management, Jaipur
2018	Dr. Rekha Gupta	Associate Professor	Shikhavid Prithvinath Bhan Pratham
2018	Dr. Sheetabh Sharma	Assistant Professor	Sahitya Mandal, Nathdwara, Udaipur
2018	Dr. Ratna Saxena	Associate Professor	Simply, Jaipur
2018	Dr. Sarla Sharma	Associate Professor	Simply, Jaipur
2018	Dr. Neelam Bageshwari	Associate Professor	Safety Professional Association of India
2018	Dr. Neelam Bageshwari	Associate Professor	Kurja Rajasthan
2018	Dr. Deeptima Shukla	Associate Professor	Kurja Rajasthan

2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Progra mme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
UG	-	Annual	**May 2019**	July 2019
PG	-	Semester	**June 2019**	July 2019

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

Regular seminars at the level of the departments and otherwise are organized by all the departments of the college wherein the students are given the opportunity to present research or syllabus oriented papers on the topics of their choice. Projects and assignments on different topics prescribed in the syllabus are submitted by the students. Oral presentations are made by the students of different PG departments which not only inculcates applied skills in them but also makes them competition ready. With this vision, regular extempore are also conducted in the class rooms where applicable. To keep a vigilant check on the overall development of the students both academic and co-curricular, regular assessments and other methods like quiz and periodic tests are conducted. Remedial classes are organized for the students to improve their performance level in the examinations and overall academics.

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

The college is affiliated to the University of Rajasthan, Jaipur. Hence, examination scheme is followed as prescribed by the affiliating University. Undergraduate courses follow the annual scheme so the examinations are conducted at the end of each academic session on the dates declared by the university. Post-graduate courses in the college are run under semester scheme and examination for the same are conducted at the end of each semester on the dates duly announced by the affiliating university. College regularly updates and informs the students about the University notices and circulars related to the examination.

2.6 Student Performance and Learning Outcomes

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

https://www.uniraj.ac.in/index.php?mid=3102

2.6.2 Pass percentage of students *(Annexure enclosed)*

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage

2.7 Student Satisfaction Survey

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

Not done

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects *(other than compulsory by the College)*	1 Year	DST Rajasthan	20,000/-	20,000/-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
International Conference on Frontiers at the Chemistry-Allied Sciences Interface (FCASI-2018)	Department of Chemistry, Kanoria PG Mahila Mahavidyalaya, Jaipur	21-22 December 2018
International Symposium and Conference on Growth of Start-up Ecosystem and Innovative Business Incubation: Role of Higher Education Institutions in India	Kanoria PG Mahila Mahavidyalaya, Jaipur	09-02-2019
National Workshop on 'Spirulina- The Edible Algae: Nutritive and Therapeutic Approach Towards Entrepreneurship'	Department of Zoology, Kanoria PG Mahila Mahavidyalaya, Jaipur	29-10-2018
Workshop on Genetic Modification of Desired Genes using CRISPR Technology	Department of Botany, Kanoria PG Mahila Mahavidyalaya, Jaipur	22-23 January 2019
National Workshop on Stereochemistry and Spectroscopy Applications	Department of Chemistry, Kanoria PG Mahila Mahavidyalaya, Jaipur	22-24 April 2019

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

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

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

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-	-

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

Name of the Department	No. of Ph.Ds Awarded
Department of Political Science	02

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

	Department	No. of Publication	Average Impact Factor, if any
National	Bus. Admin.	03	-
International	Pub. Admin.	01	-

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

Department	No. of publication
ABST	05
Botany	03
Business Administration	07
Chemistry	08
Computer Science	06
EAFM	03
Hindi	03
Music	06
Philosophy	02
Physics	04
Political Science	02
Psychology	01
Public Administration	11
Sociology	02
Zoology	05

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
-	-	-	-	-	-	-

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	07	120	-	-
Presented papers	06	80	-	-
Resource Persons	-	-	-	-

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
Literacy Day	NSS	03	200
International Yoga Day	NSS	03	200
Human Rights Day	NSS	03	200
NSS Day	NSS	03	200
International Women's Day	NSS	03	200
World AIDS Day	NSS	03	200
Unity Week	NSS	03	200
Swachha Bharat Campaign	NSS	03	200
Eye/ Dental Check-up Camp	NSS	03	200
Blood Donation Camp	NSS	03	200

Adoption of Slums / Basti and Village	NSS	03	200
Daughters are Precious and Organ Donation Awareness Campaigns/ Rallies/ Film Shows/ Talks and Nukkad Natak	NSS	03	200

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

Name of the Activity	Award/ recognition	Awarding bodies	No. of Students benefited
-	-	-	-

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
NSS	Directorate of College Education, Government of Rajasthan	Swachhata Abhiyan	03	200
NSS		Daughters are Precious	03	200

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
-	-	-	-

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
Training	Certificate in Organic Farming	Morarka Foundation, Jaipur	6 Months	36
Training	Certified Accounting Technician	Institute of Cost Accountants of India	1 Year	15
Training	Soil Testing	Soil Health Card Scheme, Government of India	1 Year	28
Training	Journalism & Mass Communication	Patrika TV, Jaipur	2 Months	02

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Fulbright Program-United States-India Educational Foundation	16-03-2019	Academic & Educational Exchange	**01**

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs. 1,50,00,000/-	Rs. 1,41,17,048/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added	Total
Campus area	8.67 acres	-	8.67 Acres
Class rooms	53	02	55
Laboratories	14	03	17
Seminar Halls	01	01	02
Classrooms with LCD facilities	10	04	14
Classrooms with Wi-Fi/ LAN	02	-	02
Seminar halls with ICT facilities	01	01	02
Video Centre	-	-	-
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		48	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	17.50	-
Others	-	Rs. 12,59,668/-	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
True Value Campus ERP	Fully Automated	1.0	2011-12

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	56,625	76,78,586.99	1052	5,31,171/-	57677	82,09,757.99
Reference Books	2360		166		2526	
e-Books e-Journals: • N-List (INFLIBNET)	31,35,000 + 6000 appx.	21625/-	- - -	5900/-	31,35,000 + 6000 appx.	27,525/-
Journals, Magazines (including 16 e-journals of Sage Publication)	114	3,19,830/-	-	351108/-	114	670938/-
Digital Database	-	-	-	-		-
CD & Video	203	Complimentary	19	Complimentary	222	-
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	11380	-	09	298.14	11389	-
Others (specify) Maps+Charts Book Bank Gifted Books Rare Books	26 9176 2808 -	2945/- - - -	- 121 67 131	- - - -	26 9297 2875 131	2945/- - - -

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others (Computers & Laptops)
Existing	248 PC	02 (121 PC)	Broad-band	01 (10 PC)	-	10 PC	14 PC	10 MBPS	61
Added	-	01 (31 PC)	-	-	-	01 PC	-	-	-
Total	248 PC	03 (152 PC)	-	01 (10 PC)	-	11 PC	14 PC	10 MBPS	61

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

Not Available

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Dr. Manisha Mathur	- तुलनात्मक लोक प्रशासन: अध्ययन के दृष्टिकोण: परम्परागत दृष्टिकोण , अर्वाचीन दृष्टिकोण, व्यवहारवादी दृष्टिकोण , व्यवहारवादी दृष्टिकोण - तुलनात्मक लोक प्रशासन: अवधारणा, अर्थ, क्षेत्र , एवं महत्व - प्रशासन का सांस्कृतिक परिवेश , प्रशासन का समाजिक परिवेश , राजनीतिक परिवेश, आर्थिक परिवेश - विकसित देशों की प्रशासनिक विशेषताएँ - विकासशील देशों की प्रशासनिक विशेषताएँ - भारतीय प्रशासन की विशेषताएँ - प्रशासन पर कार्यपालिका का नियंत्रण - प्रशासन पर विधायी नियंत्रण - प्रशासन पर न्यायिक नियंत्रण	Uttrakhand Open University weblink- http://www.uou.ac.in/progdetail?pid=MAPA-19	2018

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities (Rs.)	Expenditure incurred on maintenance of academic facilities (Rs.)	Assigned budget on physical facilities (Rs.)	Expenditure incurred on maintenance of physical facilities (Rs.)
2,00,000/-	50,050/-	46,60,000/-	48,23,156/-

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

1. Requirement for various infrastructural and other items are intimated to the administration by the concerned departments, library etc. for approval.

2. Construction, Maintenance and Repairing of Library, Class-Rooms, Laboratories, Sports Complex, Electric Items, Computers etc. are done through the tenders invited by various vendors for the same. Then, the tenders are opened by the administration and the work is allotted the chosen bidder.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rs.
Financial support from institution	Need Based Student Aid Fund	142	8,81,500/-
	One Time Scholarship to Meritorious Students	10	20,000/-
Financial support from other sources			
a) National	-	-	-
b) International	-	-	-

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	2018-19	68	-
English Language Lab (Orell i Tell Software)	11-10-2018	150	-

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Bank and SSC Coaching Classes	228	-	-	-
2018-19	Placements	-	133	-	54

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
27	27	1 Week

5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			**Off Campus**		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Hyrefox Consultants Pvt Ltd	34	05	Pune Institute of Business Management	05	01
Thrillophilia	08	03			
Concentrix Daksh Services India Pvt Ltd	32	16			
Genpact	27	09			
Nerdy Turtlez	27	20			

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
-	-	-	-	-	-

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	19	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other (M.Tech.)	01	-

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

Inter Collegiate		Intra-Collegiate	
Activity	No. of Participants	Activity	No. of Participants
Hindi Debate Competition	22	Rangoli Competition	19
Computer Code-War	30	Face Painting	17
Ad-Mad Competition	56	Mehandi Competition	36
Group Singing Competition	10 Teams	Duet Dance Competition	28 (14 Teams)
Folk Dance Competition	7 Teams	Mandana Competition	14
Quiz Competition	30	Hair-Do Competition	22
Best Out of Waste Competition	12 Teams	Jewellery Making Competition	11

Play with Words (Literary Slam- Hindi, English)	24	Cooking Competition	22 (11 Teams)
		Solo Dance Competition	15
Extempore (Hindi and English) Competition	21	Three Leg Race	30
Nukkad Natak Competition	6 Teams	Crocodile Race	24
English Debate Competition	12	100 Meters Race	20
Elocution (Hindi) Competition	19	Duck Race	18
Elocution (English) Competition	6	Sack Race	14
Design Mania Competition	18	Relay Race	50
Mimicry Competition	8	Tug of War	30
Western Dance Competition	60	Faculty Members	
National level competition at I IT Kharagpur.	5	Lemon Spoon Race	30
Synergy Fest organized by St. Xavier's College-like Pitfall, Quiz, Debate, Policy Making etc. Samridhi Golecha from B.A. Part-I won the first prize in Pitfall event.	22	Three Leg Race	16
		Reverse Race	12
		Sack Race	10
		Non-Teaching Staff (Female)	
		Jalebi Race	15
		Lemon Spoon Race	16
		Reverse Race	12
		100 Meters Race	10
		Non-Teaching Staff (Male)	
		Volleyball Match	12
		100 Meters Race	13
		Sack Race	8
		Tug of War	32
		Science Chart and Model Exhibition by All Science Departments	150
		Quiz- Chemistry Department	50
		Poster Making Competition – Vigilance week by Department of Drawing & Painting	45
		Chart making competition- on topic 'Rich Art and Architecture of India through Ages' by the Department of History	40
		An 'Iron-rich' recipe contest by the Department of Home Science	15
		Poster, Slogan, Model& Chart Making Competition by the Department of mathematics and statistics	30
		Quiz Competition by Hindi Department on the occasion of Gandhi Shastri Jayanti	36
		Essay competition on the topic, "Role of Youth in the Nation Building" by Department of Political Science	30
		poster and collage making competition on the topic Beti Bachao, Beti Padhao by Sociology Department	25
		A quiz competition by Material Science Association	50
		Debate by Abhiyukti Club Hindi	15
		Map Location Competition and International Time Calculation Competition by Geography Department	60
		Quiz competition by Geography Department	60
		Poster making and Slogan writing on ' Go Green and Save Environment by NSS	75

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
-	-	-	-	-	-	-

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

Student Union Elections are conducted as per the recommendations of 'Lyngdoh Committee'. The elected body is a voice of student related issues in front of management. The President of the Student Union is Ex-Officio Member of the IQAC of the college. One student representative is nominated in governing body. The office bearers delegate responsibilities to their team members for maintaining discipline of the college organising various cultural and academic events and coordinating with authorities of different institutions to ensure participation of college teams in various events. With the commencement of each academic session, the union members organise an orientation program in the guidance of faculty members which helps the newcomers to understand the rules and regulations of the college. It also makes them realized that college campus is 'Ragging Free' and 'Tobacco Free'. Volunteer desks are set to help new students understand the college campus, class schedule and any other formalities required.

This is followed by celebration of Freshers' Day, which is conducted by the newly elected student union members. Teachers' Day celebration is completely a student union affair. The other major events to be organized by the union are Dandiya, Kasturi- The College Youth Fest, Annual Day of the College and lastly the farewell marking the end of academic session.

The union members help in raising genuine student related issues in a disciplined manner. They understand the importance of maintaining discipline, regularity of classes, respect towards the faculty members and cleanliness and hygiene of the campus.

5.3 Alumni Engagement

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

No

5.3.2 No. of ~~registered~~ enrolled Alumni:

-

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

-

5.3.4 Meetings/activities organized by Alumni Association **:**

-

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Decentralization
The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.
1. Principal Level
Principal is the member of the governing body. The Principal in consultation with the Deans of the college nominates different committees for planning and implementation of different academic, student affairs and college development related policies. All academic and operational policies are based on the decision of the governing body, the IQAC and the Deans.

2. Faculty level

Faculty members are given representation in various committees/ associations/ clubs nominated by the college administration. Teachers are represented in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members.

3. Student level

President of the students' union is the member of governing body. Students are empowered to play important role in different activities. Functioning of different executive members and class representatives of students' union further reinforces decentralization.

4. Non-teaching staff level

Non-teaching staff are represented in the governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions.

Participative management

The institution promotes the culture of participative management at the strategic level, functional level and operational level.

Strategic level: The Principal, governing body, Deans, Staff Council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievance, support services, finance etc.

Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee.

Operational level: The Principal interacts with government and external agencies & faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.

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

 Yes

6.2 Strategy Development and Deployment

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

- ❖ Curriculum Development- Curriculum designing and development is the dominion of the affiliating university. Being one of the oldest women education institution in the state, the senior faculty members have been respected members of Board of Studies of affiliating university. Therefore, their suggestions and recommendations are a part of syllabus formulation. Faculty members are also invited as members of advisory committee for syllabus updation by private universities.

- ❖ Teaching and Learning- The institution strives for imparting quality education to its students. For achieving this goal, various measures are being taken, such as:
  1. Facilitating usage of ICTs for improving learning outcome of students by upgrading the number of smart classrooms and usage of K-Yan projectors.
  2. Inviting eminent speakers and subject experts for better subject matter understanding, in all departments.
  3. Field trips, educational tours and industrial trainings are organized by various departments as per their subject requirements.
  4. Some departments maintain departmental libraries
  5. Central Library is updated each year by purchase of latest text-books/ e-books, journals/ e-journals, news-letters and magazines as per the recommendations of faculty members.

6. Laboratories are regularly updated as per the requirement of syllabus. Student strength and advancement of technologies.

❖   Examination and Evaluation-
      Students are evaluated on basis of their regularity, behaviour, sincerity and overall development at the college level. Various class-tests, surprise tests, oral tests, student seminars, quiz etc. are conducted to evaluated the learning outcomes of students. The test results are discussed with the students to improve their understanding of subject and writing skills.
      For formal evaluation, examination schemes as per the affiliating university has to be followed. (Annual Scheme for undergraduate courses and Semester Scheme for postgraduate courses)

❖   Research and Development-   Developing an eco-system for research and development by: -Encouraging research orientation among faculty members, expressed in form of national and international publications.   - Academic leave is granted for attending conferences, seminars and workshops   -Encouraging faculty members to undertake major and minor research projects in collaboration with recognized government and non-government organizations.   - Motivating student projects at undergraduate level also.   - Motivating faculty members for e-content development and writing text-books and reference books.   -Organizing departmental and interdisciplinary conferences / seminars and workshops.   -Initiatives to increase journal subscriptions in the college library.

❖   Library, ICT and Physical Infrastructure / Instrumentation-
      -As a post-NAAC initiative, the college has encouraged the use of ICT based techniques of teaching-learning by all departments.
      -Computers and projectors have been allotted to various departments.
      - Number of smart classrooms has been increased
      -The physical infrastructure has also received sincere attention from the college authority. - Expansion of college academic and hostel building, installation of solar power generation system, renovation and upgradation of laboratories, subscribing journals for the college library, purchase of new computers, printers etc. have been done in the current academic session.

❖   Human Resource Management-   -   Crèche facility has been provided to staff members   -   Stay time relaxation to the pregnant mothers and lactating mothers, medically unfit staff members and staff pursuing Doctoral Research   -   During the working hours, staff can leave the campus in case of any emergency or important personal work by entering the reason in movement register   -   PL Encashment, Provident Fund, Family Medical Insurance/ ESI   -   Annual Diwali Gift   -   Annual Get-together and Lunch   -   Mobile with sim   -   Free-ship to the wards of the employees taking admission in the college   -   Coaching for Entry in Services organized in the college is free for employees and their wards   -   Medical Leave on Hospitalization   -   Some other benefits:

•	Teaching staff: Academic/ Duty Leave,
•	Non-Teaching staff: Winter and Summer uniform to the staff, Annual Statutory Bonus Establishment and functioning of Union of Support Staff, Skill enhancement as Computer Training

Industry Interaction / Collaboration-
- Skill Enhancement Courses by TISS-SVE, Mumbai
- Fashion Designing Course by iECEN, Milano, Italy
- Certificate Course by Institute of Cost Accountants of India, New Delhi
- Certificate in Organic Farming by Morarka Foundation, Jaipur

Admission of Students-
 - The admission process of 2018-2019 was online through the college website and it ensured a transparent process and students have been admitted on the basis of merit.
 - Students were given preference on the basis of merit, sports background and government reservation policy.

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

❖   Planning and Development-
 College has proposed complete office automation. Office automation includes students' database, faculty and staff database etc.
Library automation has been initiated by the use of ERP

❖   Administration-
Notices and circulars are uploaded in the college website.
Each and every IQAC notice is circulated through e-mail

❖   Finance and Accounts-
1. Receipt of admission fees is completely online
2. Salary of faculty members and staff is transferred directly to the bank account.
3. Maximum payments for the work and supply orders is done through the Cheques or NEFT

❖   Student Admission and Support-
- Applications are submitted for admission to different courses through the online admission portal.
- Merit list is prepared and uploaded by fully computerized system followed by the online fee payment by the eligible candidates.
- Name of contact person of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members.

❖   Examination-
Evaluation of answer scripts is conducted online by the affiliating university from academic year 2018-2019. Faculty members of this college follow fully online system and perform their evaluation duties as examiner as and when appointed by the university

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
-	-	-	-	-

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-19 FDPs and Research Development Programs	**Skill Enhancement by Computer Training**	**2018-19**	**All Teaching Staff**	**All Non-Teaching Staff**	

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Programme	08	2018-19
Refresher Course	07	2018-19
Faculty Development Programmes	08	2018-19

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Full Time	Permanent	fulltime
81	68	71	29

6.3.5 Welfare schemes for

Teaching	1. Gratuity, PL Encashment, Provident Fund 2. Family Medical Insurance 3. Academic Leave to attend Orientation/ Refresher Courses, Workshops, FDPs and Paper Presentation in Seminars 4. Duty Leave to represent college at various forums 5. Medical Leave on Hospitalization 6. Annual Diwali Gift 7. Annual Get-together and Lunch 8. Mobile with sim
Non-teaching	1. ESI/ Family Medical Insurance 2. Winter and Summer uniform to the staff 3. Annual Statutory Bonus 4. Establishment and functioning of Union of Support Staff 5. Skill Enhancement as Computer Training 6. Free-ship to the wards of the employees taking admission in the college 7. Coaching for Entry in Services organized in the college is free for employees and their wards 8. Annual Diwali Gift 9. Annual Get-together and Lunch
Students	1. One-time scholarship to meritorious student 2. Need Based Financial assistance through Students' Aid Fund

| | 3. | Book Bank Facility |
| | 4. | Subsidized Coaching for Entry in Services |

6.4 Financial Management and Resource Mobilization

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

Institution conducts annual internal financial audit through ASM Associates, Chartered Accountants of the financial statements of the college and the trust.

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

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
-	-	-

6.4.2 Total corpus fund generated-   Rs. 2,54,61,352.12

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	No	Agency		Authority
Academic	No	-	Yes	Specific Committee
Administrative	No	-	Yes	Specific Committee

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

- College believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. Although the college does not maintain formally registered parent-teacher association, yet interactions of teachers with parents during annual parent-teacher meeting come up with new suggestions related to the overall development of the students.
- In parent-teacher meet, teachers focus on convening parents to send their ward regularly to college and not allowing them coaching for the college course
- Teachers have been able to communicate with parents to prevent early marriages and other prejudices related to the drop-out of girl students.
- Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward.

6.5.3 Development programmes for support staff (at least three)

- Establishment and functioning of Union of Support Staff
- Skill Enhancement as Computer Training
- Coaching for Entry in Services organized in the college is free for employees and their wards
- Interested teachers and students mentored the staff to complete their school education through open school exam
- Awareness sessions on Harassment at workplace
- Motivational sessions for Tobacco Free Campus

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

Post-accreditation initiatives based on the recommendations mentioned in the Peer team report:

	1. Expansion of college library
2. Better functioning of IQAC
3. Increase in the number of Research Projects undertaken

6.5.5

a. Submission of Data for AISHE portal   : (Yes)

b. Participation in NIRF   : (No)

c. ISO Certification   : (No)

d. NBA or any other quality audit   : (No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018-19	6 Faculty Development Programs	2018-19	18-08-2018, 22-09-2018, 15-10-2018, 16-10-2018, 24-11-2018, 22-12-2018	125 in each session
2018-19	Organization of Guest / Expert Lectures in all the departments	2018-19	2 to 3 Guest Lectures conducted by almost all the departments	Students of the concerned department
2018-19	Training programs conducted by Centre for Career Guidance, Training and Placement of the college	2018-19	August to December 2018	Students registered in Centre for Career Guidance, Training and Placement of the college
2018-19	Motivated teachers to take up research projects	2018-19	-	-

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period **(from-to)**	Participants	
		Female	Male
Lecture on Prevention of Sexual Harassment of Women at Workplace for Staff Members	2018-19	46	58
Workshop on Prevention of Sexual Harassment of Women to sensitize the students	2018-19	150	-

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

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

1. 300 Units per day of electricity is generated by Solar Power Generating Plant installed in the college.
2. 'Save energy' initiative is taken by the students' union to make students aware by making them switch off lights and fans before leaving the classroom
3. Department of Botany and Zoology conduct field work and study tours to create awareness and conservation of biodiversity among the students

7.1.3 Differently abled (Divyangjan) friendliness		
Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	-
Provision for lift	No	-
Ramp/ Rails	Yes	-
Braille Software/facilities	No	-
Rest Rooms	No	-
Scribes for examination	Yes	-
Special skill development for differently abled students	No	-
Any other similar facility	No	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19	0	02	1-15 Aug 18	Swachhta Abhiyan	Social Awareness Against Waste Generation Promotion of Environmental Awareness	200
			30 Nov 18	Blood Donation Camp	75 units blood donated by the college students and teachers	100

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
College Prospectus	01-06-2018	1. Admission procedure is mentioned in the prospectus 2. Role of the students in the college is stated in the prospectus 3. Reservation policy during admission is mentioned in the prospectus. 4. Weightage and exemptions in fees and policy of financial aid is clarified in the prospectus. 5. All other code of conducts is displayed on college notice boards from time to time.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Celebration of International Yoga Day	21-06-2018	70
Lecture on ' Gandhi's 18 Point Constructive Programme' to commemorate the 150 years of Mahatma Gandhi	11-a08-2018	200
Celebration Independence Day : a pledged was taken to contribute in the development of New India	15-08-2018	500
Programme on ' Culture , Service and Ethical Values '	28-08-2018	200
Celebration of ' Bird Freedom Day' to sensitise the students to animal welfare	09-09-2018	80

Programme on 'Go Green ,Save Environment'	28-09-2018	75
Lecture on ' Tracing the roots of Constitutional Development in India'	29-09-2018	120
Lecture on 'Ayurveda in day to day Life'. 'Swastsya Swast Rakshanam" was the theme where he emphasised that both 'aadhi' (physical) and 'vyadhi' (mental) well-being	October 2018	90
Discussion on the movie 'India's Daughter' : to enlighten the students towards the position of women and the hardships that she has to go through in her life	October 2018	70
Celebration of Gandhi Shastri Jayanti	02-10-2018	200
Shram Daan -to inculcate the value of Cleanliness , respect for Labour	02-10-2018	200
Lecture on Gandhism: on Gandhian Philosophy - a way of life	08-10-2018	120
Celebration of International Girl Child day	11-10-2018	110
Under the " Nationwide march by women for Non Violent India' a discussion was organised	12-10-2018	200
An interactive session on 'Indian Traditions and the Institution of Marriage in the Contemporary Scenario': pros and cons of traditional and modern marriages, social structure, the emerging social patterns in the society and changes in the institution of marriage.	24-10-2018	70
Celebrated 150years of Mahatma Gandhi : a 'Samvaad Yatra : Sabarmati to Kashmir'	24-10-2018	250
'Vigilance Awareness Week'	31-10-2018	45
To celebrate Children's' Day a programme titled 'Joy of Giving' was organised for Deaf & Dumb students	14-11-2018	150
Celebrated "Constitution Day	26-11-2018	200
Poetry writing activity organised on purity of life etc	26 to 28-11-2018	30
Celebration of International Day for Human Rights	10-12-2018	150
A talk on compassion towards birds & animals, bird and snake rescue, nature trails, educational awareness, ethical food choices and cruelty on animals in slaughter houses etc.	12-12-2018	180
Presentation on 'Management Guru & Thinker C.K. Prahalad		120

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

1. Students are encouraged to make handmade posters for campaigning and thus college tries to motivate them for environment friendly and less expensive way of promotion during the Students' Union Elections.
2. Existing Water harvesting structures have been cleaned for recharging.
3. Solar Power Generating System of 75 kW has been installed.
4. Disposal of biodegradable waste and making organic compost which is used in the nursery and botanical garden of the college.
5. Reuse of banners/flex of seminars/conference/workshops : Art works have been made on the opposite side which are then used for decoration.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

1. NSS is a broad unit working actively in and outside college. It not only sensitizes the stake holders towards their social responsibilities but also promote youth participation by involving wide number of students. The NSS participates in a large range of activities at college and regional level. The activities range from cleanliness programs, blood donation camps, special camps, rallies, observance of important days, awareness campaigns and many such activities mentioned in detail in the prescribed chapter.
2. Apart from well-functioning management and faculty members, students also have an equal say in college

through Student Union which is framed every year through Student Union Elections. Indirect Students' Union Elections practice has been adopted by the college wherein first tier representatives are elected who further elect students' union executive among themselves. The elections are conducted very peacefully and without wasting the resources. Hence, Students are encouraged to make handmade posters for campaigning which serves as a motivation for them for environment friendly and less expensive way of promotion.

7.3 Institutional Distinctiveness

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

College has been thriving in providing quality education to women with a minimal fee structure. This promotes education and motivates women to pursue education and become literate without being dependent.

College encourages academic, physical, moral and cultural development of students. College is looked forward for academic strength and building up a moral value system in students. It also works for the upliftment of cultural instinct through various clubs, committees and programmes that college keeps organising.

Women are prepared for the competitive world. Apart from syllabus Soft skills workshops are also organised every year for overall development of the students from all the streams.

Academic and professional development of teachers and other staff is also a prime concern of the institution. They are encouraged to take up research projects and participant in short term courses, orientation programmes, refresher programmes and FDPs.
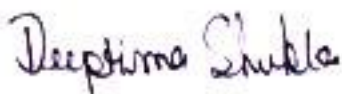
Various programmes under NSS are organised in order to inculcate social and moral values in students.

College promotes regular educational excursions in all the departments to promote practical know how amongst students.

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

- Upgrading the present mentoring system for more effective outreach
- Registration of Alumnae Association
- Feedback system to be made online
- Introduction of job oriented courses at UG and PG Level in the college like B.Voc. in Fashion Designing and B.Voc. in Multimedia
- Organization of workshops, seminars and job oriented programmes
- Improvement in teaching-learning through latest pedagogy and andragogy
- Formulation of new policies regarding salaries, leaves etc.
- Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects
- Following government organizations and associations will be approached for research collaborations:
    - State Biodiversity Board
    - Department of Science and Technology
    - English Language Teachers Association of India
    - Bhamashah Techno Hub
    - Indian Dietetic Association
- Three posts of Vice-Principal will be created to make administration more participatory
- Inclusion of experts of various subjects in college academic advisory body and organization of expert lectures by them during the session
- Encouraging students to participate in seminars, workshops, sports, cultural activities and skill enhancement courses
- Promoting participation of faculty members in FDPs, Orientation and Refresher Courses.

Dr. Deeptima Shukla   *Dr. Seema Agrawal*

_____   _____

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

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Abbreviations:

CAS	-	Career Advancement 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

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For Communication with NAAC

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Annexure for Point No. **2.6.2 Pass percentage of students**

KANORIA PG MAHILA MAHAVIDYALAYA, JAIPUR
University Examination Results from the year 2018-2019

S. No.	Class	No.of students Appe.	Passed	Percentage
		2018-2019		
1	B.Sc.Part I	461	428	92.84
2	B.Sc.Part II	459	427	93.03
3	B.Sc.Part III	354	351	99.15
4	B.C.A.Part-I	56	50	89.29
5	B.C.A.Part-II	52	52	100.00
6	B.C.A.Part-III	47	47	100.00
7	B.Sc.(Bio-Tech)Part-I	29	27	93.10
8	B.Sc.(Bio-Tech)Part-II	27	27	100
9	B.Sc.(Bio-Tech)Part-III	26	25	96
10	B.Com.Part I	840	770	91.67
11	B.Com.Part II	667	657	98.50
12	B.Com.Part III	720	714	99.17
13	B.A.Part I	570	515	90.35
14	B.A.Part II	580	450	77.59
15	B.A.Part III	425	394	92.71
16	B.A.Hons.Part I	102	89	87.25
17	B.A.Hons.Part II	34	34	100
18	B.A.Hons.Part III	23	23	100
19	B.B.A. Part-I	118	113	95.76
20	B.B.A. Part-II	118	111	94.07
21	B.B.A. Part-III	115	112	97.39
22	M.A.Prev.English	29	27	93
23	M.A.Final.English	34	33	97
24	M.A.Prev.Pol.Sc.	30	30	100
25	M.A.Final.Pol.Sc.	12	12	100
26	M.A.Prev.History	13	13	100
27	M.A.Final.History	9	9	100
28	M.A.Prev. Draw.& Painting	12	12	100
29	M.A.Final.Draw.& Painting	10	10	100
30	M.A./M.Sc Prev. Geography	20	20	100
31	M.A./M.Sc.Final.Geography	17	17	100
32	M.Com.(Prev.) ABST	17	17	100
33	M.Com.(Final) ABST	20	19	95
34	M.Com.(Prev.) EAFM	32	32	100
35	M.Com.(Final) EAFM	29	28	97
36	M.Com.(Prev.) Bus.Adm.	17	17	100
37	M.Com(Final) Bus.Adm.	15	14	93
38	M.Sc. (Prev) Chemistry	33	33	100
39	M.Sc. (Final) Chemistry	25	25	100
40	M.Sc. (Prev) Botany	34	34	100
41	M.Sc. (Final) Botany	21	21	100
42	M.Sc. (Prev) Zoology	25	25	100
43	M.Sc. (Final) Zoology	22	22	100
44	M.Sc. (Prev) Physics	39	39	100
45	M.Sc. (Final) Physics	0	0	
46	M.Sc. (Prev) Maths.	31	31	100
47	M.Sc. (Final) Maths	0	0	
48	MJMC (Prev.)	2	2	100
49	MJMC (Final)	0	0	
	Total	6371	5958	93.52
	PG	548	542	98.91
	UG	5823	5416	93.01