

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

AQAR for the year

2015-16

I. Details of the Institution

1.1 Name of the Institution

Sri Sanatan Dharam Prakash Chand Kanya Snatkottar Mahavidyalya Roorkee.

1.2 Address Line 1

OPP. Nehru Stadium

Address Line 2

VidyaPuri Road Roorkee

City/Town

Roorkee

State

Uttarakhand

Pin Code

247667

Institution e-mail address

ssd.degree@gmail.com

Contact Nos.

01332-262705, 262390

Name of the Head of the Institution:

Dr. Archana Mishra

Tel. No. with STD Code:

01332-262705,

Mobile:

+919897267912

Name of the IQAC Co-ordinator:

Dr. Anupma Garg

Mobile:

9410511785

IQAC e-mail address:

ssd.degree@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

NAAC/NR/BSP/CYCLE-1/GN/16888

OR

1.4 NAAC Executive Committee No. & Date:

EC/SC/11/A8A/5.1

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

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

ssdpcroorkee.org

Web-link of the AQAR:

[http://www.ssdpcroorkee.org/SSDPC AQAR- Final\(2\).doc](http://www.ssdpcroorkee.org/SSDPC AQAR- Final(2).doc)

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.53	2015	05 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

24-03-2014

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)

- i. AQAR 2016-17 NAAC TRACK ID NAAC/NR?BSP/CYCLE-1/GN/16888 (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)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 8

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Alumni Others

Students Presents Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

S.No.	Date	Event	Topic/Theme
1	05.11.2015	One day Workshop (Drawing & Painting Department)	Techniques Arts And Craft
2	10.10.2015	One day Seminar (English Department)	Stand & wait is the moral of John Milton
3	28.02.2016	One day Workshop (NSS)	Food Preservation
4	03.11.2015	One day Workshop (Career Guidance and placement cell)	Basic computer skills and internet security feature
5	01.08.2015	One day workshop (Career Guidance and placement cell under the aegis of SEBI)	Financial Planning

2.14 Significant Activities and contributions made by IQAC

- Conducted NAAC successfully and achieved 'B' grade with 2.53 CGPA
- Celebrated Golden jubilee of the college with full zeal and enthusiasm.
- Established botanical garden
- Conducted essay writing competition on various topics and current issues.
- Organised guest lectures, seminars and workshops.
- Promoted Green Brigade to work as an extension activity for creating environmental consciousness.
- Vistaar (an activity to inculcate extra syllabus reading habits among students) was promoted through various thought provoking Presentations and competitions.
- Add on course in Taekwondo and computer were started.
- Water cooler was installed for Staff and students.
- One room was converted in Audio-Visual room by installing LCD Projectors and other accessories
- Published Golden jubilee special issue of annual magazine Aparajita.
- Distinguished Alumni were honoured in Golden Jubilee Programme.
- One Arts and Handicrafts Exhibition was organised.
- Publication of Research Journal.

* Attach the Academic Calendar of the year as Annexure. * See Annexure II

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR Report 15-16 was submitted in Management Committee. They scrutinised all the details given in AQAR minutely along with Peer Team Report given by the NAAC team during their visit in Oct. 2015. They were also asked to consider and solve the issues under their control. Progress of Academic/Non-Academic activities of this session were evaluated by them from time to time College Management is ever ready to provide help and co-operation in achieving vision and mission of the institution.

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	Nil	Nil	Nil	Nil
PG	Nil	Nil	02	Nil
UG	01	Nil	01	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	1		3	
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	Nil
Annual	Nil

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 * See Annexure III**

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

College is not entitled for the changes in the syllabus and follows the regulations prescribed by University.

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	Others
10	6	4	-	-

2.2 No. of permanent faculty with Ph.D.

9

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	3	-	-	-	-	-	-	-	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

23

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	03	16	-
Resource Persons	-	-	-

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

Teaching & Learning through Projectors, PPT Slides, Laptops, Excursion, Visits, Seminar & Workshops

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

201

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

Not Applicable

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

NA NA NA

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. III Year	263	-	7.98	60.07	22.81	90.87
B.Sc. III Year	148	6	48.64	43.24	4.05	95.94
M.A. Drawing & Painting	29	11	82.75	-	-	82.75
M.A. Political Science	27	-	40.74	51.85	-	92.59

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

Meetings are conducted with Principal and IQAC and notices are circulated time to time for monitoring and assessing academic, progress/student attendance and Unit/Sessional test

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>		<i>Number of faculty benefitted</i>
Refresher courses	Organised by UGC,HRDC	Nil
UGC – Faculty Improvement Programme		Nil
HRD programmes		Nil
Orientation programmes		Nil
Faculty exchange programme		Nil
Staff training conducted by the university		Nil
Staff training conducted by other institutions	Training Organised By CSIR and CBRI for science faculty	Nil
Summer / Winter schools, Workshops, etc.		Nil
Others		Nil

2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the year	Number of positions filled temporarily
Administrative Staff	2	5	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Though the college is not a recognised research centre but following measures are taken to create an encouraged research atmosphere at both UG& PG level

- Faculty members are Promoted to attend both UG & PG level seminars, workshops and conferences by sanctioning special leave.
- Research papers of our faculty members are published in reputed and Peer Reviewed journals.
- UG students are encouraged to do short term Research Projects and P.G. students develop research orientation through dissertations. They are also encouraged to attend National seminars.
- After the recommendation of research committee latest journals and books are subscribed/purchased for college library.
- Book corner 'Vistaar' an innovative measure to create students interest has been started for exploring and reading books other than syllabus in college library as well as on their own and share their newly acquired knowledge.
- One institutional level seminar was arranged

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	19	Nil
Non-Peer Review Journals	Nil	10	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	01	Nil

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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	Nil	Nil	Nil	Nil	Nil
	Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	12		
NCC	Nil	NSS	8	Any other	Nil

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

1. Spreading Environmental Consciousness (Green Brigade)
2. Cleanliness Drive (NSS and Green Brigade)
3. Digital Literacy (NSS)
4. Literacy (NSS)
5. Save Girl Child Campaign (NSS)
6. Yoga and Meditation Classes (NSS)
7. Red Ribbon (Red Ribbon Club)
8. Women empowerment through Taekwondo training (Sports Committee, NSS)
9. Health awareness talks (NSS)
10. Fund raising for families of army personnel on Sashatra Sena Jhanda Diwas (All Committees)
11. Plantations
12. Participation in प्रांतीय संस्कृत सम्मेलन
13. Inter collegiate speech/essay writing competition.
14. Participation in IIT Fate through swavlamban
15. State Level poster competition MKP DDN
16. Isdeep Kour Participation Inter college Debate
17. State Representation in National senior Basket ball Tournament.
18. Participation in Intercollegiate debate on the topic पाश्चात्य संस्कृति : भारतीय जनजीवन पर सकारात्मक अथवा नकारात्मक प्रभाव
19. Poster competition was organized on the topic **Clean India Beautiful India.**
20. On the occasion of Gandhi Jayanti a nukkad natak was presented on '**Ganga Bachao Abhiyan**'.

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	23513.67	Nil	Institution	23513.67
Class rooms	13	Nil	Institution	13
Laboratories	09	Nil	Institution	09
Seminar Halls	01	Nil	Institution	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	17	Institution	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	522200.00	Nil	Nil
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

All the admin departments like Principal Office, college Office are computerised. Library is computerised as well.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22545	1816289.77	153	38882.00	22698	1855171.77
Reference Books	50 Aprox.	1500 Aprox.	51	24730.00	101	26230.00
e-Books	-	-	-	-	-	-
Journals	14	1798.00	14	1798.00	14	1798.00
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	15	Yes	Nil	01	02		23
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	40	15	Yes	Nil	01	02		23

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

- Computer Facility is available in the college Library for teaching/Non-teaching staff and students in order to increase computer proficiency.
- Students are provided basic computer training in batches with the help of faculty members/ trained staff. College office maintains a major portion of office records in computers systems. Most of the official communication is being done online.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.85 Lakh
ii) Campus Infrastructure and facilities	1.58 Lakh
iii) Equipments	-
iv) Others	-
Total :	4.43 Lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC is regularly organising activities in the interest of students through various committees constituted at college level.

Career counselling cell makes arrangements for various workshop/seminars for providing guidance regarding various competitive exams and jobs.

Students welfare committee is making students aware to avail financial support, available from various sources/institutions. It is also working to establish book-bank facility for poor students.

Extra-mural lectures are arranged by inviting persons of eminence from various field.

Remedial classes, guidance and motivation to appear in NET/SLET/TET/CAT etc., quiz, debates and many other co-curricular activities are organised in order to support and fulfil the institutional goal of overall personality development of students.

5.2 Efforts made by the institution for tracking the progression

IQAC tracks progression through committees meetings with principal. Interaction with faculty/students and alumni from time to time. Result of the students are analysed thoroughly and corrective measures are taken

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1262	108	-	-

(b) No. of students outside the state

33

(c) No. of international students

Nil

Men

No	%
-	-

Women

No	%
-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
324	357	4	621	6	1312	334	384	04	640	08	1378

Demand ratio 51.16

Dropout % 1.28

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

Students are guided by faculty members about various career options. Details /dates of various competitive exams are displayed on library notice board.

No. of students beneficiaries

350 App.

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

Career Counselling and guidance cell organises workshop, seminars and lectures for students. Details are given in plan of action page No.

No. of students benefitted

150

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
		None	15

5.8 Details of gender sensitization programmes

Lectures on **women empowerment** were organised. **Save Girl child/Beti Bachao Beti Padhao** awareness programmes were conducted through N.S.S. Volunteers.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	26	12000
Financial support from government	289	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

1. Lack of Common Room
2. Lack of sitting space

The grievances of students were redressed by grievance cell

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To facilitate and provide quality education to girls imbibing moral values, fostering leadership and managerial excellence to serve the nation in the 21st century and excel by anticipating needs of the society and delivering quality education.

Mission:

- ✦ Education of girls in faculty of arts and science as per curriculum of university.
- ✦ Nurturing academic talent of students in disciplined environment of institution.
- ✦ Cohesive leadership at all levels so as to provide a vibrant culture.
- ✦ To accommodate distinctive needs of all genres of students by continually developing new ways to improve programs and educational delivery systems for the promotion of girls education in the district and state.

6.2 Does the Institution has a management Information System

Feedback is taken from faculty and the committee members regarding admission, result and other aspects related to students welfare. Solution is sought in meetings with managements faculty members/office staff. On the basis of outcome of these discussion relationship among various components /stake holders are analysed and policies for improving efficiency and effectiveness of the system are devised.

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

6.3.1 Curriculum Development

Curriculum, provided by university is followed. The college ensures that the university curriculum is implemented in best of the spirit by incorporating adequate provisions for developing analytical, creative and innovative skills of the students which may contribute to their overall development.

6.3.2 Teaching and Learning

- The institution is committed to impart highest standards of education with a strong base of moral, ethical and human values.
- Faculty is encouraged and provided with necessary resources to develop the intellect and reasoning ability of our students.
- Ways and means are devised to achieve innovative teaching learning process.
- Use of ICT is encouraged for gathering academic and other information.
- Continuous efforts are on for the enrichment of library in accordance with changing patterns and requirements.

6.3.3 Examination and Evaluation

Examination and evaluation system is carried out to accord with university pattern. Internal exams paper setting and evaluation are done at college level as per university norms.

6.3.4 Research and Development

- Faculty members are encouraged to participate in seminar/conferences/ workshop to keep themselves abreast of recent developments in the field of academics.
- Students at U.G. and P.G. level are motivated to opt. for dissertations. Also they are encouraged to attend seminars and workshops.
- College has recently started its own research journal Aparajita Shodh Patrika (ASP) in order to promote an atmosphere of research.
- Efforts are being made to promote an attitude for research through introduction of new journals and reference books. Students are encouraged to make maximum use of library facility. Platforms like VISTAAR are also motivating students for extra syllabus learning.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Library :-** College has well a equipped library besides efforts are on to establish a Book-Bank with the help of students welfare committee for students coming from weaker sections. Currently Library has approx 50116 books on its shelves, many reputed Journals and periodicals are also subscribed. Process has been started to fully computerize the Library and provide it with broadband connectivity.
- **ICT :-** In order to create a richer environment for learning use of ICT tools is being encouraged. Faculty and students can avail the Facility of computers with the latest configuration. Computer Science Deptt. Drawing & Painting Deptt. Library and office are having computers with internet facility. College is organizing free basic computer training for student with the help of trained faculty members.
- **Physical Infrastructure/ Instrumentation:-** College has a small but well maintained campus Continuous efforts are being made to upgrade and expand available facilities in order to achieve academic excellence and increase efficiency. Management committee members take active interest in getting quality works done in limited resource of college. Timely supply and mainten of lab equipments is also being timely done.

6.3.6 Human Resource Management

Besides teaching, various assignments and works are distributed among the faculty members to contribute in administrative work/student discipline/extracurricular and student support activities to utilise the human resources available to maximum. Duties are distributed to office/library, staff/ students volunteers for the benefit of institution and society.

6.3.7 Faculty and Staff recruitment

Regular recruitment of faculty and non-teaching staff is done according to the guidelines of Director Higher education/state Government. Self Financing Faculty and non teaching staff is recruited through management committee as per norms.

6.3.8 Industry Interaction / Collaboration

N.A.

6.3.9 Admission of Students

Transparent admission policy is adopted in the admission process of U.G. and P.G. The information about last date of the sale of prospectus and application forms. The purchase of Prospectus and application forms. The date of admission for various streams are display on college notice board and also given through newspapers yet on the notice board as per university guidelines. The merit list is prepared after following the reservation policy and other weightages as per norms of university/state Government and displayed on the college notice board. Admission committee and student counselling committee helps students to choose subjects and also makes them aware about the new provisions under CBCS pattern

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Sanctioning leave to pursue studies to attend advance administrative/ academic training programmes/research studies. • Sanctioning loans against P.F. for teaching staff. • GPF, GIS as per norms • Sanctioning maternity leave.
Non teaching	<ul style="list-style-type: none"> • GPF, GIS as per norms • Provision of uniform • Sanctioning loans against P.F.
Students	<ul style="list-style-type: none"> • Reimbursement of Medical Treatment for students under any calamity that occurs in college campus. • Compliance of grievances through grievance redressed cell by installing a complaint Box. • Providing scholarship, free ship, fee concession etc. • Incentives are provided to deserving students in academic, sports and extracurricular activities.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Principal IQAC
Administrative	No	No	Yes	Management Principal

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

To connect Alumni and college family, Alumni Cell has been established since in onward College, Alumni Cell maintains the records of Ex-students and invite them at Alumni meet and on other important occasions. Alumni suggests valuable suggestions college has benefitted from some of them..

6.12 Activities and support from the Parent – Teacher Association

Parents Teachers Meets are organised as per requirement. The outcomes and suggestions are followed by management and faculty. Since college has earned reputation, parents have their faith in high spirit of teaching and in disciplined atmosphere of the college. Their appreciation and support is an asset and a big support for the faculty and management.

6.13 Development programmes for support staff

Meetings and discussions with management are helpful for the development of supporting staff from time to time. College management always tries to maintain amicable work environment for them. Staff is also provided financial assistance/ leave for medical needs and children's education etc.

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

- Plantation of Tress
- Maintaining Garden and Botanical Plants.
- Cleaning and moping the floors by Green Brigade at regular intervals.
- Cleanliness in toilets is ensured through proper duty chart
- Use of LED lights/tube lights timely repair of water taps.
- Activities through Green Brigade

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.

- Process for the computerisation of college library has been installed by putting proposal in the management meeting.
- Workshops on Digital Literacy were organised as well as awareness programmes were conducted through N.S.S. volunteers during seven days camp. Training sessions for digital transactions for villagers were also organised
- **Under the banner of swavalamban** an initiative to increase employability workshops were conducted by Drawing Deptt. to develop new talents in students. Clay Modelling, Arts and crafts work was put on display in fair organised by Sanskriti club I.I.T. , Roorkee, Youth festival 'Thomso, I.I.T. Roorkee, My City My Pride' campaign.
- Disha wall Magazine and vistar and Green Brigade display Boards were initiated for knowledge and environment awareness sharing.

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

Plan of action was designed by IQAC at the beginning of Academic year 2016&17. Many important goals/events were planned very carefully and were carried out successfully to the end of year. * See Annexure I

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

- Swavalamban an initiative to increase employability and to achieve financial independence. * See Annexure IV
- Maintaining Discipline through prefect system. * See Annexure V

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

7.4 Contribution to environmental awareness / protection

Awareness programmes for 'Save Energy', save water, 'Tree Plantation' 'keep our campus clean' are initiated through Green Brigade and N.S.S. with the help of other students of college.

7.5 Whether environmental audit was conducted? Yes No

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

SWOC ANALYSIS-ARTS FACULTY

STRENGTH

- Congenial education environment .
- Energetic and qualified faculty often invited to various social and cultural organizations as experts.
- Dedicated and well mannered staff.
- Well stocked library with adequate Reading Room facility.
- Give preference to activity based and innovative learning .
- Excellent examination result.
- Obedient and disciplined students.
- Good co-curricular activities.
- Co-operative and pro-active management.

WEAKNESS

- Rural background of students and illiteracy of guardians.
- Students from poor family background hence unable to purchase books other expensive subjects material .
- Students with weak foundation of subjects & lack of career consciousness .
- Lack of space for research work.
- P.G. education available in two subjects only.
- Limited autonomy in the design of curricula as being an affiliated college of the university.
- The process of regular appointment of faculty/ staff is very slow.
- No grant from state government for infrastructure development.
- The college is in the vicinity of a very crowded population.

OPPORTUNITY

- Opportunities for career counseling, english speaking classes, computer classes etc.
- Secured and safe environment.
- Being the girls institution they have the opportunity for their full exposure.
- Students get more care and a mutual understanding by female faculty and staff members .

CHALLENGES

- Shaping mindset and grooming personality.
- Making aware of their career.
- Performing the academic and co-curricular activities in a limited campus area.
- To attract the cream of the art stream towards the college.
- To expose students with hindi background towards latest trends of social sciences.

SWOC ANALYSIS :SCIENCE FACULTY**STRENGTH**

- Safe and peaceful atmosphere for students.
- Well-equipped laboratories and spacious classrooms.
- Well qualified faculty members contribute amicably for the growth of students.
- Modern teaching facilities like audio-visual room and projectors.
- Internet connectivity in computer science lab and library.
- Laboratory staff is very co-operative.
- Schedule of curricular and extra-curricular activities is designed so that students may identify their talent.

WEAKNESS

- Most of the students belong to rural background.
- Vernacular background of majority students poses problems in understanding of subject.
- As only UG level course is run in college, interaction with academicians and eminent researchers is minimal.
- PG program in science is not available, hence sometimes students get discouraged to pursue higher education in science.

OPPORTUNITY

- Various opportunities are available in city to expose students towards higher education and research.
- Science graduates find several job opportunities in govt./private sectors.
- Inter disciplinary courses like microbiology have ample scope in food and pharmaceutical fields.
- Computer science graduates are highly desirable in IT sector.
- Vast possibilities of self employment.

CHALLENGES

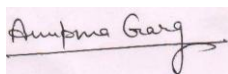
- Formulation of a dynamic framework for students from rural background so that they can cope up with emerging trends of competitions.
- Their vernacular background has to be upgraded through various English speaking classes, run in the college frequently.
- Incorporation of new and innovative practices in teaching module.
- Motivating students to go for higher studies (P.G. courses).
- To compete with self financing institutions running applied and professional courses with good infrastructure and publicity campaign.

8. Plans of institution for next year

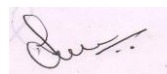
1. To initiate the process of Library Computerisation.
2. As an initiative to make eco – friendly college campus, proposal for the installation of Grid type Net metering Solar Power Plant was kept in management committee.
3. To provide the facilities and guidance for E- learning to students.
4. To increase seating capacity of library hall for students.
5. To speed up and make more concerted efforts for career guidance and placement.
6. Repair and renovation of common room.
7. To take further efforts in the direction of another audio visual room.
8. To upgrade college Annual Arts and Crafts Exhibition to the state/University National level.

Name Dr. Anupma Garg

Name Dr. Archana Mishra



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure-I

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

S.No.	Plan of Action	Action Taken Report (ATR)
1	Seminar/Workshops/Guest Lecture	<ul style="list-style-type: none"> ● One day Art & Craft workshop for screen printing, action painting, wall painting , best out of waste was organized for the specially abled students of Anushruti school, IIT, Roorkee. ● A college level seminar was organized on the topic “Stand & wait is the moral of John Milton”. ● One day Workshop was organized on "Food Preservation" by Food Preservation Training centre IIT Roorkee.
2.	Educational Tours/ Excursions	<ul style="list-style-type: none"> ● Educational trip was organised by Microbiology Deptt for B.Sc. II year to sewage Treatment Plant. Kankhal, Haridwar on 29-09-2015. ● Students of Biology stream visited IIT Roorkee for ecology related studies. ● An educational trip was organised for Drawing & Painting students visited Haridwar and Rishikesh for On the Spot landscape painting. Also visited Parmarth Niketan, Patanjali Yogapeeth and Digambear Jain Temple in Haridwar. ● An Educational trip organised by of Political Science, Botany and Zoology students was organised and they visited Amer Fort, Birla Temple, Jal Mahal, Jantar Mantar, Museum in Jaipur. ● Students of Sanskrit department Visited Nirdhan Niketan Haridwar for participating in Regional Sanskrit Conference organised by Sanskrit Bharti Uttarakhand.
3.	Curriculum Planning and Implementation	<ul style="list-style-type: none"> ● Academic Calendar prepared in the beginning of the session. ● Time table prepared at the time of admission. ● Additional efforts were made to make batches in accordance with various new papers/ electives offered under newly introduced CBCS patten. ● Orientation of students to make them familiar with CBCS pattern through meetings at the commencement of the session. ● IQAC also confirms completion of syllabus by inviting information from faculty members time to time. ● Remedial class for weaker students were also arranged. ●
4.	Subject Enrichment Activities	<ul style="list-style-type: none"> ● A mind storming board display was organised by Physics and Maths departments jointly in National Science Day. Theme was Science and Technology for especially Able person. ● Vistaar – an activity to promote extra syllabus reading habit among students. ● Annual Art & Handicraft Exhibition by Drawing & Painting Department. ● Debates – College level debate on विश्व शांति के निर्माण में शस्त्रीकरण

		<p>साधक अथवा बाधक' ।</p> <ul style="list-style-type: none"> ● College level debate on 'राष्ट्रीय नीति में पारदर्शिता से भ्रष्टाचार उन्मूलन कर सकते हैं' sponsored by Power Grid Corporation, Uttarakhand. ● Inter collegiate debate on 'वैश्विक शांति हेतु वर्तमान में गांधीवाद की प्रासंगिकता' । ● Skit "गांधी जी का दक्षिण अफ्रीका प्रवास" sponsored by Power Grid Corporation, Uttarakhand. ● Various activities like thought presentation, group discussion, seminar, dictionary practice were organized by different departments. ● Essay writing competitions were organized on given topics for B.A./B.Sc. students on following topics <ul style="list-style-type: none"> → Essence of education → परोपकाराय सतांविभूतयः → भारतीय समाज में संयुक्त परिवार का भविष्य → भारतीय संस्कृति में पर्यावरण चेतना → राजनीति में नैतिक मूल्य → भारतीय कला का स्वर्णकाल → Advancement in science in last fifty years. → Indian Achievements in space → Application of Microbiology ● Science departments also assigned project writing on different topics.
5.	Publications of College	<ul style="list-style-type: none"> ● Published special Golden Jubilee issue of Annual college magazine Aparajita. ● Published annual Research Journal Aparajita Shodh Patrika Vol. 2 ISSN No. 2454-4310.
6.	Co-curricular Activities	<ul style="list-style-type: none"> ● Organized Quiz competition on the topic Current National & International Events by Political Science department. ● Sociology Deptt Organized Quiz Competition. ● Rangoli competition was organized on Diwali. ● Cultural fiesta was organized on the occasion of golden jubilee of the college Various literary & cultural programs were also organized to celebrate the occasion. To mention a few- <ul style="list-style-type: none"> → Literary Antakshari:- Literary antakshari based on ethical, spiritual and inspirational quotations in Hindi, English & Sanskrit was organized. → Group Dance:- Difference dance forms of Indian origin like Kathak, Lavni, Garhwali, Punjabi, Bihu etc. were Presented to express unity in diversity in India. → An English play based on 'Arms & the Man' by George Bernard Shaw was presented. → In order to honour the second state language Sanskrit a group song was presented in Sanskrit.

		<p>→ Few other co-curricular activities were organized.</p> <ul style="list-style-type: none"> • Extempore • Salad Decoration • Solo Singing on classical music/songs. <p>Annual Sport:-</p> <ul style="list-style-type: none"> • Indoor and outdoor games were organized at college level. • Students participated Inter Collegiate Basketball competition organised by HNB, Garhwal University. • One student selected for all India University North Zone, women Basketball championship. • One students was selected in Uttarakhand state team for senior National Tournament of Basketball. • 3 months Taiquando training was given to 113 students. • 2 students won silver & provide students won Bronze medal in Kyorugi/Poomxae, challenging cup Taiquando Championship organized in Bijnore districted Nazibabad.
7.	Research Activity and Social Survey	<p>Dissertation work carried out by U.G. Students in Sociology Department on topics mentioned below.</p> <ul style="list-style-type: none"> • संयुक्त परिवार तथा एकाकी परिवार का एक तुलनात्मक अध्ययन (रूड. की शहर के सन्दर्भ में) • स्वच्छता के प्रति जागरूकता का समाजशास्त्रीय अध्ययन • शिक्षा के अधिकार अधिनियम के प्रति जागरूकता: एक अध्ययन (रूडकी शहर के सम्बन्ध में)
8.	Role Played in National Programme Social Responsibilities	<ul style="list-style-type: none"> • Poster competition was organized on the topic Clean India Beautiful India. • Competition was organized on the theme Best out of waste. • Debate was organized on the topic. "कामकाजी महिलाएं : सामाजिक मूल्यों का ह्रास" • Students secured second & third position in Inter collegiate essay & Debate competition on the topic कौन हो युवाओं का आदर्श organized by DevSanskritiUniversity, Haridwar. • Student won First Position in state level competition बेटी बचाओ, बेटी पढ़ाओ organized by MKP, PG college Dehradun. • As per the directions received from Election Commission of India under the program SVEEP, students were selected as campus ambassadors for updating and corrections in voters list under the guidance of college Nodal officers. • A lecture followed by counselling was delivered on Mental & Physical Health for students. • Quiz & poster competitions were organized for AIDS Awareness. • On the occasion of Gandhi Jayanti a nukkad natak was presented on 'Ganga Bachao Abhiyan'. <p>• Green Brigade - An initiative for spreading environmental awareness through.</p>

		<p>(A) In campus Activities - (A) Sharing of views about green practices being followed by students through a board display. (B) To prepare and follow a schedule KEEP OUR CAMPUS CLEAN during session through regularly conducted cleanliness drive.</p> <p>(B) Out Campus Activities - (A) Students educate Reduce, Reuse, Recycle, a basic principle of environmental conservation to the persons in their nearby areas (B) About soil, water and air pollution. (C) Conservation of energy, water and other resources</p>
9.	Career Guidance and Placement Activities	<ul style="list-style-type: none"> • A list of Mentor's was displayed on notice board for the students. • One day workshop was organized on 'Financial Planning' under the aegis of SEBI • Basic computer training was given to students. • 6 month add on course on Sanskrit (from January to June) संस्कृतम्प्रवेशः was organized by Sanskrit Department under the aegis of Sanskrit Bharti, Uttaranchal. • In order to increase employability and to acquire financial independence, Drg& ptg. Department introduced Swavalamban Cell which promotes students to sell their art and craft work. • Under swavalamban cell student organized a handicraft stall in Sanskriti Club, IIT, Roorkee. • One day Workshop was organized on "Basic computer skill and internet security Future "

Annexure-II

S.S.D.P.C.Girls (P.G.) College Roorkee

Academic Calendar: 2015-16

1	Commencement of the sale of admission forms	20 th June 2015
2	Sale of admission forms of M.A.	10 th July 2015
3	Last date for receiving admission forms (B.A. & B.Sc.)	14 th July 2015
4	Commencement of Academic Session	14 th July 2015
5	Admission Process Begins (B.A.& B.Sc.)	14 th July 2015
6	Commencement of Teaching in Post Graduate Courses	15 th July 2015
7	Admission Process Begins (M.A.)	15 th July 2015
8	Commencement of Teaching of Arts and Science faculty (UG)	20 th July 2014
9	Last date of admissions (UG & PG)	8 th Aug. 2015
10	Independence Day	15 th Aug. 2014
11	*Back Paper exams	Aug.2015
12	Sessional exams	Oct.2015
13	Semester exams of UG I st year (Odd Semester)	Dec. 2015
14	Winter Vacations	1 st Jan.2016 to 10 th Jan.2016
15	Cultural Activities	Jan. 2016
16	NSS Camp	Winter Vacations
17	Republic Day and Prize Distribution	26 th Jan.2016
18	Annual Sports	Last week of Jan. 2016
19	Drawing and Painting Exhibition	Mar. 1 st week 2016 onwards
20	Practical examination	Mar. 3 rd week 2016 onwards
21	Theory exams of annual system	April – May 2016
22	Theory exams of Semester system (Even Semester)	May-16
23	Summer Vacations	June 1 st 2016 – July 12 th 2016

Holidays and working days

Total days	365
Sundays	42
Holidays	30
Winter Vacations	10(1 st to 10 th Jan. 2016)
Summer Vacations	42(1 st June to 12 th July 2016)
Exam days (Annual System)	55(UG)
Exam days (Semester System)	40 (UG) 30 (PG)
Total teaching days	186 (Annual) 201 (PG) 191 (UG Semester System)
Total working days	241

* To be decided by H.N.B. Garhwal University Srinagar (Garhwal)

Annexure-III

BEST PRACTICE INCULCATING CREATIVE TALENT FOR SELF EMPLOYMENT

To nurture the seeds of art bestowed by God in the heart of every man, Drawing and Painting Deptt. is playing a vital role through providing right atmosphere, inspiration and guidance. Deptt explores the hidden creative talent of the students so that they may become financially self dependent in their field and make an identity of their own.

Goals

- To put forth the importance of art and craft in society.
- To encourage the students with a potential and interest in the field of fine arts.
- To introduce them with the opportunities of employment related to art education.
- To provide a platform for the development of their creative talent through various activities and competitions organized throughout the session.
- To arrange workshops for their training by subject experts in the college campus.
- To ensure easy availability of subject books /journals /catalogues /monographs /photos/prints/portfolios and other relevant material through Deptt/library.
- To keep students updated with latest developments in the field of art through internet.
- To organize exhibition annually for exhibiting their creative work to the public and give exposure of their art work through various platforms like on- line exhibitions, local fete etc at local ,state, national level as a promotional endeavour for employment.

The Context

Art as expression, art as communication, art as enjoyment, in fact art in all forms has been a basic and universal human activity from ancient times. With the development and emerging needs of society, professionalism and commercial aspects have also been added to art education. In today's world for talented artists, sky is the limit and there exists a vast market for creative art forms. Proper training for students in creative art forms, viz paintings, folk arts, Tie and Dye, screen printing, block painting etc. can go a long way in shaping their career.

Challenging Issues

Most of the girls come from rural areas and poor families and so it is really a challenging job to convince and prepare these students to become independent in this field. Besides this, due to their weak financial background they are unable to bear the expenses of costly art material as colours, boards, canvas, papers etc.

The Practice

It is a matter of great pride that our college has the distinction of one of the oldest colleges with Drg & Ptg as a subject in the state/region. Over the years it has made a mark of its own in the field of art education. Behind all these achievements and many laurels accruing to it from time to time, are meticulous efforts coupled with heart felt dedication of its senior faculty Dr. S.L.Mishra. After joining the Deptt in 1970, she single handedly served upto 2007. She was selected for post Doctoral Research on 'Mosaic Decoration in Byzantine art' under Govt. exchange to Greek culture in 1976 for two years. Her exclusive research work on Ajanta wall paintings and her book 'Ajanta kala teerth' is a landmark in the field of fine art.

Drg & Ptg as a subject is being run in the college since its establishment and most of the girls of rural and urban background take admission in the college only because of art education. In 2006-07 the post graduate classes in Department were also started keeping in mind the feedback from its stakeholders. Due to this initiative not only our students but also the students of other colleges got opportunity to join P.G. in this subject at local level. Here the students gain theoretical as well as practical knowledge under the supervision of experienced and trained faculty. Besides the prescribed syllabus, a number of competitions are organized in order to bring forth their art talent and creativity. To mention a few : Rangoli, Mehendi, Pot Painting, Paper Bag, File, Photo Frame, Vandanvar, Paintings based on varied art forms and techniques, styles such as Batik, Tie and Dye, Screen painting, Block painting etc. The

students are also provided information and subject material for these competitions. Through these competitions students get an opportunity to know and understand Indian art tradition and culture. Besides this, they are made aware of social problems, national and international issues and human rights as well. It also helps in increasing consciousness in the society.

Art education develops aesthetic sense and creativity in its students. They enter into a new arch of the art education through the infrastructure and teaching aids such as Audio visual room, Computer, Camera, Photoprint, Library equipped with valuable books, journals (viz. Marg) guest lectures and demonstrations. While completing their educational qualification students succeed in making an identity of their own according to their ability, interest, creativity and opportunity.

Some students run their own coaching classes, others are engaged in textile designing, while some students make tailoring, boutique as a source of livelihood. All possible help and guidance is provided from the college. The publication of painting catalogue and the annual exhibition of their art work at the end of session plays a vital role to give them job opportunity & recognition. The information and directions regarding the exhibitions & other art activities at state and national level help the students to participate actively. Paintings of our students are also exhibited on the online Art Exhibition sponsored by "Art Today". Keeping in mind the importance and opportunities in higher education the students are made aware of and guided towards competitive exams (TET, NET, Ph.D. entrance exam) so that they can use their caliber to its fullest.

Limitations

Although the college is trying its best to explore and enhance the creativity of its students yet it has some limitations. Most of the students are unable to bear the high expenses of the art material. Due to the rural background the parents are unwilling to give the full exposure of their ward. Difficulty in getting proper subject material in rural area affects their creativity and potential.

The handicraft work of students doesn't get proper recognition and price value as they are unable to publicize it and it disappoints the artist and hence they are exploited. Besides this there are also time and space limitations.

Evidences of success

- Students are achieving positions continually in the university merit list, 25 students have got positions from 2008 to 2016. Km. Archana Devi was the gold Medallist in year 2015-16.
- Students are appointed in reputed degree colleges, govt. Schools, various institutions on the basis of their excellent academic qualification and skills. To name a few Dr. Shakun Singh, Ms. Shivani Saini, Ms. Neetu, Ms. Nausaba, Ms. Shivani Devi, Ms. Shivani Saini, Ms. Preeti Kashyap, Ms. Lalita.
- Some students are involved in research work and qualify entrance exam as NET, SLET, USET, SET etc. To name a few Ms. Shivani Devi (NET) Ms. Madhuri (USET) Ms. Anjali (USET).
- Some are running coaching classes as a means of lively hood as per their interest. Apart from this some of them chosen handicraft work like Batik, Tye and dye and screen printing, clay modelling, handmade jewellery as a profession.
- Students are regularly exhibiting their painting and arts work at state and national level.
- Ms Deepmala achieved I Prize in State Level Poster Competition on the topic '**Beti Bachao, Beti padhao**' on the occasion of Women's Day Org. By M.K.P. PG College Dehradun.
- To provide tremendous possibilities and to make students economically self dependent an initiative **Swavalamban** is also introduced by the Drawing & Painting Department under the able guidance of Principal. Through this initiative various platforms for sale are provided such as Diwali Fair IIT Roorkee, Thomso Youth Festival IIT Roorkee, and Rahagiri: My City My Pride campaign, Arts and craft exhibition in college campus etc. The paintings and handicraft work of the students are exhibited and purchased in a large number from these platforms.

Inference

- There are tremendous possibilities to become self dependent in the field of visual art.
- The success and achievement of these students have become a source of inspiration for others.
- It is playing a vital role in enriching Indian art and culture.

Suggestions

In this context, the first requirement is the proper and sufficient working space. Secondly the students have to be motivated to spend more time in practical work. In order to develop their personality and self confidence professional training and workshops are suggested. Additional grants for educational tour to Museums, Art Galleries and Historical places should be sanctioned to enrich art skills and practical knowledge of students. Some professional Courses like textile or fashion designing can be started in college for better opportunity for their employment.

Annexure-IV

BEST PRACTICE

DISCIPLINE-PREFECT SYSTEM

Discipline committee through its very unique prefect system is functioning in order to maintain discipline and to create a healthy atmosphere for the discharge of academic and co-curricular activities in the campus. Through this system, prefects while keeping themselves and other students in discipline, groom their personality and perform various institutional duties effectively.

The keywords of the practice are-

P	Punctual
R	Responsible
E	Energetic
F	Friendly
E	Efficient
C	Conscientious
T	Teamster

This unique system is applied in the college to achieve following goals:

- To create a healthy and disciplined atmosphere in the campus conducive for the teaching learning process.
- To groom their personality.
- To develop leadership qualities and self confidence to face the new challenges of life.
- To imbibe a spirit of equality among the students coming from different backgrounds and sections of society.
- To inculcate social and cultural values in them.

The Context :

This system is in practice since the establishment of the college. While designing the prefect system the major concern was that the institution was exclusively for girls which poses an additional responsibility on college administration. At the same time parents/guardians also wanted to be sure about the safety and care of their wards during college hours. Since staff was very limited and it was not possible for a few teachers to shoulder the additional responsibility of supervising the students alongwith their teaching and other routine cores so it was decided to involve student for the assistance of discipline committee.

Thus the prefect system started in the above context is working very successfully till date and students are contributing in a major way in maintaining discipline and in creating an atmosphere of co-operation in college campus. **Over the years college has established an outstanding reputation in the area of discipline that is also reflected in excellence of its academic accomplishments.**

The Practice and implementation

Prefect System is an innovative practice of its own kind and is being successfully used to achieve multiple institutional goals. Apart from creating a conducive atmosphere through disciplined environment, prefects are assigned specific duties during cultural, sports and other academic activities and they execute these satisfactorily.

One of the achievement of this system is that student union elections are being conducted in a peaceful manner. In addition to this, prefects are involved in the supervision work very effectively at different fronts. To name a few:

- Keeping an eye on using mobile the campus.
- Checking of Dress code.
- Keeping an eye over the students bunking classes.

- Working as volunteers during annual sports, cultural and other academic activities through out the session.
- Taking special care of emergencies and problems of peers. If they are unable to solve these they report to faculty members of discipline committee .
- Maintaining the peaceful atmosphere serving as library prefects.
- Participating in awareness programme of social issues of importance, cleanliness of campus and class rooms etc.

Thus, prefect system works as a bridge between undergraduate and post graduate faculty students of rural or urban background which is helpful in creating an atmosphere of harmony and mutual co-operation.

For successful implementation of this system the selection process is designed in a way to extract meritorious, dedicated, well behaved student suitable to shoulder the responsibility of maintaining discipline in the college. The regular attendance of prefects is taken by the period in-charge. During any activity in the college and on the occasion of national days, attendance is compulsory for prefects without any excuse. In case of emergency they have to report in writing to the Discipline Committee so that alternate arrangement can be made.

As a mark of identity prefects from different years are given different sets of Dupatta to wear as a dress code. Viz. Green for I year Red for II year Black for III year. As the final year prefects leave the college automatically their colour is given to the coming I year and the remaining two colours also move up in the ladder. Dupatta and stationary in provided to these students by the college.

Evidence of success :

Prefect system has been working very successfully. They are contributing in all spheres of activities from the beginning of the session to its end. This is reflected through well organized academic and co-curricular activities in and outside the campus.

Though the college has very limited space for its campus yet the outstanding academic accomplishments are achieved by the smooth running of the classes in a regular way due to the contribution of these prefects. Incidents of indiscipline among students are very rare and such cases are dealt amicably . Even the student’s union election which is a major issue in other college are held peacefully without any interruption of classes. Under this system girls coming from different back grounds caste and creed are working together in a cordial atmosphere.

Above all, prefect system is playing a vital role in overall personality development of students. It has been observed regularly that there is a vast and noticeable change in the confidence level and competence of the students selected as prefects from the entry level upto the final year. The best part of this system is that it is being run without any additional financial liability.

Limitations :

Though the prefect system is in existence from a very long period yet there is no specific space for proper organizing and functioning of these activities. This causes problem in assigning duties to prefects during session.

In addition to this, there is no provision of the funds for the proper working of prefect system. Monetary incentives are recommended to promote interest of prefect towards participating with more enthusiasm and dedication.

Thus prefect system in this college is a unique system of its own kind. College has gained an outstanding reputation in the field of discipline in region.

Through this system, vision and mission, as visualized by the college management is implemented and at the same time it helps in achieving excellence in academics alongwith achievements in other areas of activities in accordance with the norms of higher education for ultimate quality upgradation.