Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**H.L.M.GIRLS COLLEGE**
Name of the head of the Institution	**Dr. Ekta Bhardwaj**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01202807474**
Mobile no.	**9871199828**
Registered Email	**hlmcollege@gmail.com**
Alternate Email	**hlmgcollege@gmail.com**
Address	**502, 14th Km. Stone, NH-24, Delhi-Hapur Road, Jindal Nagar, Hapur Uttar Pradesh 201015**
City/Town	**Hapur**
State/UT	**Uttar pradesh**
Pincode	**201015**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Mr. Pradeep Kumar**
Phone no/Alternate Phone no.	**01202807474**
Mobile no.	**9810117373**
Registered Email	**hlmcollege@gmail.com**
Alternate Email	**hlmgcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.hlmgirls.org.in/NAAC/HLM%20GIRLS%20COLLEGE%20AQAR%202016-17.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.hlmgirls.org.in/index.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.37**	**2011**	**16-Sep-2011**	**15-Sep-2016**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**15-Jul-2010**

7. Internal Quality Assurance System

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
Student Welfare activity	**30-Jul-2018** **01**	**55**

Decisions for EDP on Table etiquettes	15-Aug-2018 01	63
Faculty development program on stress management	28-Sep-2018 01	70
Mentor-Mentee program	10-Oct-2018 01	69

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

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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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

? Academic Calendar for the session was more holistic in approach and it's successful implementation was monitored by IQAC.

? Many activities were organised by IQAC under Corporate Outreach Programs initiated to bridge the skill gap.

? Institutional Social Responsibility activities were given due importance.

? Academic autonomy was ensured through systematic check points.

? More Faculty Development Programs, workshops and seminars were organised for ensuring quality in higher education and creating awareness to bridge the gap between traditional pedagogy and 21st century learner.

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

Plan of Action	Achivements/Outcomes
1. Academic Calendar (Holistically designed)	The Academic Calendar for the session 20182019 was more elaborate and was successfully executed.
2. Corporate Outreach programs initiated to bridge the skill gap.	Many activities were organised during the session, Detail report in annexure......
3. Institutional Social Responsibility activities were given due importance.	Many activities were organised during the session, Detail report in annexure......
4. Academic autonomy was ensured through systematic check points	All courses follow a lecture plan and all teachers prepare a course- file for their respective subjects.
5. Faculty Development Programs were organised to ensure the continuous learning for teachers.	Three faculty development programs were organised during the session.

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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	30-Jul-2018

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 of Submission	2018

Date of Submission	13-Feb-2018

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Modules currently operational (500 words) ERP System developed every students online monthly salary slips sent to the faculty. Students internal assessment system to maintain attendance data class test and internal assessment, Remedial classes for the up gradation o students. Also pre university examination system to prepare them for final examinations by university. Academic Calendar to inform the academic and cultural events of the college Carrier guidance and placement cell is also active for the benefit of the students.

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

The academic calendar was prepared for scholastic and non-scholastic activities for the whole session by IQ AC. Accordingly, the plan of action and its implementation were taken under the supervision of the Principal. Delivery of content was given by the teacher educators with innovative teaching techniques such as Brainstorming, demonstration, group discussion, cooperative learning, role-playing, use of PPT and online resources, etc. A teaching practice schedule was prepared and students were oriented to organize activities related to the teaching and learning process and community-based in their respective schools.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Practice Teaching	64
BEd	Internship	73
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
• **Feedback is taken from students at the end of the session on the prescribed form. Suggestions are also invited to improve the teaching-learning process, infrastructure, and academic activities through suggestion boxes available on each floor. Regular sadan meetings are conducted by teachers to organize college-level activities and invite suggestions for further improvement. • In staff meetings all the suggestions given by the teachers are discussed and necessary actions are taken for quality enhancement. • Alumni meetings are a regular feature of the college and suggestions are invited for betterment.**

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	200	200	64
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2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of

	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2018	64	Nill	15	Nill	15

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	Numberof smart classrooms	E-resources and techniques used
15	14	15	3	3	1

View File of ICT Tools and resources

View File of E-resources and techniques used

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

For establishing a better and effective relationship between students and teachers and for continuous monitoring in the participation of scholastic and non scholastic activities, 200 students are divided into 10 groups (sadan). one teacher in charge assigned to each group. During internship programme all the students are divided into 10 practicing schools with one teacher educators. Where teacher educators monitor the teaching of every student minutely and try to improve it by giving suggestions and feedback. Objectives of this mentorship programme are: • To maintain sound relationship between pupil teachers and teacher educators • To maintain the drop out ratio by motivating the students to continue the studies • To provide personal guidance and counselling whenever required. • To help students to fill their online forms • To guide them to participate in various activities at district, state, national and international level

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
187	15	1:12

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
15	15	0	15	2

2.4.2 – Honours and recognition 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
No Data Entered/Not Applicable !!!			
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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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-

			end examination	end/ year- end examination
BEd	Education	year	14/06/2019	31/10/2019

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

Continuous assessment evaluation of the students is done through One pre university examination. Two assignments in each subject. University examinations. ? In the beginning of each session, the total contents of each paper are divided into three terms: September to December, January to March and April to June. ? In each term, certain numbers of units are covered. Each teacher educator conducts a unit test in her class in order to facilitate learning and to get the feedback from students about teaching and learning. ? In the middle of the session, house tests are conducted in which more than 75 of syllabus in each subject is covered for the purpose of examination. ? It helps to ensure quality of teaching and understanding of student 'teachers. Wherever, there is a gap/shortcoming, timely remedial measures are adopted. ? Students are assessed through regular sessional tests and annual examination. The affiliating University has introduced the unit based curriculum. The candidates are required to answer questions from each unit. The candidates are free to apply for re-evaluation if they so desire. ? As the College is affiliated to C.C.S. University, the educational and examination reforms done by University are taken care from time to time. The institute prepares the students for University examinations, first of all by the completion of syllabus and then fifteen days time is given for revision before they appear for University examination. Whenever there are internal exams, house test, the answer scripts are shown to the students after evaluation. ? There is an internal assessment component of 20 marks which is prescribed by the University.

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

The institute adheres to the academic calendar prepared according to the calendar provided by affiliating university every year prepare the academic calendar for smooth functioning. This ensures that the curriculum is enriched through related activities like seminar, Guest Lecture, Work Shop and other culture activates. For the academic session academic calendar was prepare and followed for conduct of examination and other activates. The academic calendar displayed on the institute website as to ensure proper execution. The institute prepare over on academic calendar for various programmed as beginning of the academic session, Unit test schedule, annual Cultural fest, Vacation schedule, Educational Tour, Practice Teaching schedule etc

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)

http://www.hlmgirls.org.in

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Education	BEd	B.Ed.	123	123	100

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)

http://www.hlmgirls.org.in/NAAC/SSS.pdf

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 year
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
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 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	**1**	**3**	**1**	**3**
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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 participated in such activities	Number of students participated in such activities
Scout and Guide Program	**Bharat Scout and Guide**	**14**	**123**
[View File]()			

 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	Number of students Benefited
No Data Entered/Not Applicable !!!			
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 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 participated in such activites	Number of students participated in such activites
Women	**Local Agency**	**Women**	**14**	**96**

empowerment		empowerment		
		View File		

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	Duration To	Participant
Internship	Internship	Local Schools	19/08/2019	15/12/2019	123
Teaching Practice	Teaching Practice	Local Schools	05/12/2019	20/12/2019	64
View File					

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/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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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
12	12.35

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
View File	

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 patially)	Version	Year of automation
Koha	Partially	23.11	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8207	828200	100	17500	8307	845700
Reference Books	805	82125	15	2625	820	84750
Journals	5	2000	2	1000	7	3000
Others(specify)	4	2880	2	720	6	3600
Others(specify)	5	4800	2	960	7	5760
[View File](#)						

4.2.3 – 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
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	9	1	9	0	1	4	1	50	0
Added	16	0	16	0	0	4	0	50	0
Total	25	1	25	0	1	8	1	100	0

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

50 MBPS/ GBPS

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
Computer, scanner and printer	http://www.hlmgirls.org.in/index.html

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	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
Nill	125902	500000	350000

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)

The allocated funds are utilized under the observation of various monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Library committee, Lab Maintenance Committee, Students Feedback committees. of the college. To maintain and upkeep the infrastructure Institute facilities and equipments, following activities are undertaken by college:- •There is Stock Maintenance Committee in every department, who maintains the stock register by physically verifying the items round the year. •Department wise annual stock verification is done by concerned Head of the Department. •Regular maintenance of Computer Laboratory equipments are done by Laboratory Assistant along with Laboratory attendant and they are headed by Lab Maintenance Committee Convener. •Overall development of campus is done by Campus Discipline and Cleanliness Committee of the college. •Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Fourth Class Employees. •College campus maintenance is monitored through regular inspection. •Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. •Regular maintenance of the water cooler and water purifier is done by outsourcing agent. •The maintenance of the reading room and stock verification of library books is done regularly by library staff.

http://www.hlmgirls.org.in/index.html

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 Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Scholarship from Samajkalyan Deptt. Hapur	165	6118750
b)International	Nill	Nill	Nill
View File			

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 implemetation	Number of students enrolled	Agencies involved
Carrier Counselling	20/08/2018	100	Local
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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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Carrier Counselling	95	95	36	25
[View File](#)					

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	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
4	65	4	Nill	Nill	Nill
[View File](#)					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	3	B.Ed.	Education	Local	M.Ed.
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5.2.3 – Students 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	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Chess, Kho-Kho, Badminton and Race	College Level	97
[View File](#)		

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

College believes that overall growth of students is possible only when we give student a platform to express themselves in their areas off interest other than academic front. We have cultural committee and sports committee for the development of the students. Students teachers actively participated in the different activities are further involved in the organization and sharing responsibility. Students are also given sports kit materials to boost up them. The college students are also divided into the groups for the debate and quiz activities and also for the encouragement to write up for magazines. Each student group is allow to display their creative writing and painting on the walls on monthly basis

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

35

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

1

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)

The Principal of the institution plays a dynamic role in governance and management of the curriculum, administration, allocation and utilization of the resources because of his twin qualities of head and heart. Principal monitors overall activities included in the curriculum of the institution like coverage of syllabus, attendance of students, participation and organization of inter and intra college competitions, discipline, time table etc. Principal has excellent liaison with the management, staff and students. He has efficient internal coordinating and monitoring mechanism. He frequently holds meetings of staff council and other committees for improvement of the institutional process. Principal is sensitized to modern managerial concepts such as strategic planning, team work, decision making and is well versed with the concept of ICT and total quality management. Principal allocates various resources to ensure its optimum use. Utilization of resources is monitored by obtaining feedback from the respective in-charge.

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):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	Well equipped library with following facilities:- Text Books and Reference Books Journal/Periodicals, Magazines and Newspapers Computers Audio and Video Cassettes Internet Resource materials on digital media such as CDs
Teaching and Learning	Institution plans and deploys the new technology for effective and efficient transaction of teaching learning process. Lesson delivered on Power Point Presentation for the students. Use of internet by the students and faculty.Use of LCD Projector, OHP by the faculty members for delivering lectures. Use of LCD Projector and OHP in extension lectures, seminars and workshops conducted in the college.
Admission of Students	The institute follows a fair and transparent process of admission the seats are filled through centralized counseling seat allocation is made on the basis of marks obtained by the candidates in entrance test or qualifying examination. The Candidates in entrance test or qualifying examination. The candidates attend the counseling and are offered seats in the Institute of their choice as per their merit. The merit of admission is considered only if the candidate has obtained at least 50 marks in graduation/Post graduation class and produce the detailed marks sheet for the same on his/her respective date of counseling. In case of Sc/ST candidates a relaxation of 5 is allowed in minimum eligibility condition.
Examination and Evaluation	Students are assessed through regular sessional tests and annual examination. The affiliating University has introduced the unit based curriculum. The candidates are required to answer questions from each unit. The candidates are free to apply for reevaluation if they so desire. As the College is affiliated to C.C.S. University, the educational and examination reforms done by University are taken care from time to time. The institute prepares the students for

	University examinations, first of all by the completion of syllabus and then fifteen days time is given for revision before they appear for University examination. Whenever there are internal exams, house test, the answer scripts are shown to the students after evaluation. There is an internal assessment component of 20 marks which is prescribed by the University. The evaluation of internal marks is done by the subject teacher concerned. Whenever there is grievance, same is sorted out.
Curriculum Development	The Institute follows rules and regulations prescribed by CCS University, Meerut to which it is affiliated. As an affiliated self financed Institute, the Institute plays vital role in curricular development process and sends its suggestions to the University for modifications and up gradation of syllabus of B.Ed. course from time to time. For this purpose, the principal of the Institute holds a series of meeting with the faculty members, seek their suggestions, and sends the suggestions to the University for curricular Development and its revision. Consequent upon these suggestions, CCS University has drafted the revised syllabus of B.Ed. course. This revised syllabus after being passed by the Academic Council of CCS University, Meerut is likely to be implemented w.e.f. 2012.

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

E-governace area	Details
Planning and Development	Practice teaching schedule is prepared in consultation with the Principals of the schools. The school faculties are involved in planning about allocation of classes to pupil teachers and its smooth conduct thereof. Time table in charge of respective schools are actively involved in the process. Teaching practice schools are also invited to take the teaching aids for use in the schools according to their needs.
Examination	Students are assessed through regular sessional tests and annual examination. The affiliating University has introduced the unit based curriculum. The candidates are required to answer questions from each unit. The candidates are free to apply for

	reevaluation if they so desire. As the College is affiliated to C.C.S. University, the educational and examination reforms done by University are taken care from time to time. The institute prepares the students for University examinations, first of all by the completion of syllabus and then fifteen days time is given for revision before they appear for University examination. Whenever there are internal exams, house test, the answer scripts are shown to the students after evaluation. There is an internal assessment component of 20 marks which is prescribed by the University. The evaluation of internal marks is done by the subject teacher concerned. Whenever there is grievance, same is sorted out.
Student Admission and Support	The institute follows a fair and transparent process of admission the seats are filled through centralized counseling seat allocation is made on the basis of marks obtained by the candidates in entrance test or qualifying examination. The Candidates in entrance test or qualifying examination. The candidates attend the counseling and are offered seats in the Institute of their choice as per their merit. The merit of admission is considered only if the candidate has obtained at least 50 marks in graduation/Post graduation class and produce the detailed marks sheet for the same on his/her respective date of counseling. In case of Sc/ST candidates a relaxation of 5 is allowed in minimum eligibility condition.
Finance and Accounts	Institute has computerized its finance management System. Preparation of income expenditure statement balance sheet, fee collection, salary bill etc is computerized for which different software's are used.

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
No Data Entered/Not Applicable !!!				
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Guest Lecture	Guest Lecture, on Health Tips and Nutrition by Dr. Arjun Sharma	05/02/2019	06/02/2019	12	5
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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	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance Schemes, Best faculty award has been initiated comprising hefty cash price.	Group Insurance Schemes, Best Employee award has been initiated comprising hefty cash price	Group Insurance Schemes, Also, on festive occasions, lunches are organized. Subsidized in campus housing and subsidized meals are also provided in the hostel mess

6.4 – Financial Management and Resource Mobilization

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

Yes, The institute has appointed an auditor (CA) to audit the accounts. There are no objections on the outcome of last two audits.

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/ Grnats received in Rs.	Purpose

No Data Entered/Not Applicable !!!	
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	**Yes**	**CCS University, Meerut**	**Yes**	**Principal**
Administrative	**Yes**	**CCS University, Meerut**	**Yes**	**Principal**

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

Parents are cordially invited for Orientation Programme of their wards on their first Day of College every year. We conduct regular meetings and telephonic contact with the parents on monthly basis after attendance. Feedback from parents is given due consideration. Parents are always invited for Appreciation Ceremony of Meritorious Students on Annual Day.

6.5.3 – Development programmes for support staff (at least three)

Workshop on work- Life balance and Stress Management. Workshop on Stress Management Workshop on memory enhancement techniques. Workshop on Heath Tips and Nutrition

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

Regular health check-up camps in college to ensure the well-being of the employees. 'Holistic' approach towards all the stake holders, More open interactive and progress oriented organizational culture.

6.5.5 – Internal Quality Assurance System Details

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 IQAC	Duration From	Duration To	Number of participants
2019	**Regular health checkup camps in college to ensure the well-being of the employees.**	**15/02/2018**	**20/02/2019**	**21/02/2019**	**15**

	'Holistic' approach towards all the stake holders,More open interactive and progress oriented organizational culture.				

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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	Period To	Number of Participants	
			Female	Male
Womens Day Celebration	19/03/2019	19/03/2019	62	1
Hindi Diwas	12/04/2019	12/04/2019	61	1
Teachers Day	05/09/2019	05/09/2019	59	1
Republic Day	26/01/2019	26/01/2019	55	1
Independence Day	15/08/2019	15/09/2019	53	1

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

Percentage of power requirement of the University met by the renewable energy sources
The institute makes every effort to integrate cross cutting issues as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum. The Institute provides various means to educate or aware the students on Climate Change and Environmental Education. Institute has dedicated environmental society which is basically an ECO club of students that organizes many events and aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the Institute youth and the populace. Every year a plantation drive is done in the campus having a special budget/sponsorship for the event. Dustbins are installed at various positions and cleanliness is maintained. Conscious efforts are made to switch off lights and fans when not in use, to save energy. The institute has installed solar panels for supplementing the need of power supply to the hostel. Cleanliness drive is organized to create awareness and motivation among students to keep the environment clean.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Rest Rooms	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of

initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2019	2	2	15/07/2019	2	To encourage them for Education importance.	Education for all awareness.	90

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Professional Ethics	18/07/2019	Code of Professional Ethics is contained in UGC Regulation on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education. The CCS University Meerut adopted it in its meeting of the Executive Council. The University thereafter notified the Colleges and Departments. It is mandatory for the Permanent Faculty of the Higher Education Institutions to sign the Code to ensure a responsible pattern of code and demeanor expected of teachers by the community maintain dignity of profession and facilitate continuous professional growth through their study and research.
College Prospectus	27/08/2019	The College Prospectus is a code of conduct for various stakeholders. It is published annually, a few months in advance of the Admission of the new students. It lays down the vision and mission of

the College to educate, enable and empower young women and prescribes adherence to human values, such as, diversity integration programs, service and sensitivity towards community, awareness about heritage and history, environmental consciousness and values of citizenship. It prescribes Professional Ethics through insistence upon rules and regulations and ordinances that are necessary for maintaining the College Discipline and its Best Practices. This creates an environment conducive to work culture that is ethical and transparent and central to the working of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Swachh Bharat Abhiyan -Poster Making Competition- Swachhta Pakhwada Cleanliness Drive Plantation Drive No Plastic Campus Green landscaping with trees and plants Students participate in campaigns like "Adopt a tree" Plantation Drive Awareness about deforestation Conserve native species of plants and trees. Education awareness program in the society, Awareness regarding the plantation, No Plastic Campus, Save Water, Promote paper less transaction.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Linkage of All Activities With Vision and Mission: All the activities of the institution are linked with the vision and mission. It has led to the growth of the college in the recent years in the field of infrastructural facilities, enhancement of teaching-learning process and image enhancement in the masses. The commitment of the Principal, faculty and staff has elicited cooperation from the alumni, parents, community and local bodies. Staff meetings are held at regular intervals to review whether the activities are being carried out in tune with vision and mission of the institution. Periodic review is one to ensure the same. Providing Excellent Growth Oriented Academic Environment for the Faculty: The members of faculty are provided conducive environment for the growth of institution and their personal growth as well. All faculty members and non-teaching staff direct their efforts towards the improvement of the

institution. This had led to sharing of knowledge, innovative practices and high degree of satisfaction level among members of the staff. Self motivation and initiation are the outcomes of this constructive environment. Active Support of Management in College Activities: Management of the college actively supports and strengthens the processes going on in the institution. They provide infrastructural facilities without any constraint and help in making the academic climate appropriate for learning and development. Support is provided readily with regard to faculty development, physical facilities and innovations in teaching. Immediate action is taken as and when required by the institution. Objectives of the Practice : The objectives/intended outcomes of this best practice are: To facilitate effective teaching learning process in all the courses. To accomplish holistic growth of students and enhance their learning experiences and outcomes. To ensure effective teaching learning, students are actively involved in the teaching learning process through student centred innovative pedagogies such as inquiry approach, constructive strategies, project learning, brainstorming sessions, ICT based learning and presentations. Monthly attendance of the students is intimated to the students and their parents. On the basis of low attendance, students are detained from appearing in examination (at the end of the semester). Each department submits an annual report on the activities comprising academic activities, research and extension activities. Innovations in teaching/learning, publications, staff and student achievements, extra and co- curricular activities are also highlighted in the report. Annual reports of various departments are consolidated at the Director's office, which further goes to the Governing Body. To ensure quality sustenance and enhancement, the Institute periodically conducts the performance audit of the departments(by Internal Quality Assurance Cell) which includes review of Teaching – learning methodologies, result analysis, research output, Faculty Development Programs attended/conducted and Extension activities, Co curricular and extra-curricular activities conducted during the year.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.hlmgirls.org.in/index.html

7.3 – Institutional Distinctiveness

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

HLM Girls college jindal Nagar, Hapur is a self-financing, quality conscious and trend setting Institute with focus on providing equal opportunities for development of human potentials for every segment of society including the differentiated one. The HLM Girls college is a venture of its own kind where academics and professionals have joined hands to aid and direct the agenda of education. The Institute, situated in the heart of Hapur is spread over about 2.17 acres of land and has best of Infrastructure and academic facilities with highly qualified and experienced staff and state of the art computer labs. The Institute has been established through the dedicated and selfless endeavours of educationists and social workers who are deeply concerned with the standards of education and are determined to upgrade the quality, content and direction of education. HLM Girls college has an Intellectual capital comprising of 16 faculty members dedicated to facilitate acquisition of conceptual understanding, skills and requisite behavioral qualities to groom students into tomorrow's Global Professionals. In terms of placement, HLM Girls college boasts of not only a steady stream of campus recruiters but we have also assurances for future tie-ups and recruitment opportunities for our students.

Provide the weblink of the institution
http://www.hlmgirls.org.in/index.html

8.Future Plans of Actions for Next Academic Year

Continuing with the tradition of striving for excellence, the Academic Calendar would be prepared, as per the Academic Calendar of the Affiliating University with additional activity. This year, we plan to make the Academic Calendar more 'action-oriented', especially as per the needs of students. More extension lectures, will be scheduled, so as to bridge the gap between classroom teaching. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental well-being of the youth. More activities of Social Outreach would be organised like donation camps, blood donations, plantation drives, environment awareness events etc. Apart from increasing the activities in these regular areas, we at HLM Girls College plan to do the following additional things in the next academic session. Pre-Placement Activities: We are planning to conduct a large number of pre-placement activities for the final year students, so as to help them optimally utilise the benefits of placement opportunities. This is being initiated on basis of feedback received from various stakeholders. Alumni Registration: In this academic session, we also plan to expedite the process of registration for the alumni. Currently more than one three hundred alumni are regularly in touch with the institution, contributing towards making the institute a centre for excellence. Through registration, we would be able to unleash the huge potential of the alumni placements at respectable positions in different organisations globally. Course Management: To implement the curriculum in a more effective manner, it is planned to follow new formats for lesson plan and evaluation. These have already been circulated to faculty members. Also progression of each student will be tracked to cater to individual differences.