

The Annual Quality Assurance Report (AQAR) of the Internal Quality Assurance Cell (2016)

- **Data of the Institution**

Name of the Institution: AditiMahavidyalaya

Name of the Head of the institution: Dr Mamta Sharma

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Name of the IQAC Co-ordinator: Dr.ReemaLamba

- **Quality initiatives by IQAC during the year for promoting quality culture**

Plan of action	Outcomes achieved /under process
Initiate expansion of IQAC to include key stake holders	Process was initiated to add students, management representatives, industrialists, external experts to IQAC as they are significant part of its composition.
Develop student appraisal system	A student feedback form was developed and pilot tested on 50 students. Analysis of the pilot result was done to prepare the final schedule for evaluating student feedback on

	<p>the system. It was proposed to encourage online feedback from students through the portal or keep drop boxes at strategic points. It was proposed to develop department level feedback on how to enhance teaching learning process.</p>
<p>Enhancement of academic curriculum</p>	<p>Academic curriculum enhancement activities were initiated by various departments as follows:</p> <p>Department of Commerce</p> <p>-Workshop on tally-ERP9.0</p> <p>Recognizing importance of computers in enhancing accounting process, Tally ERP workshop was held on 19th August by the expert Dr Hem Chand Jain. It was attended by approximately 160 students. It facilitated faculty and students to gain hands on experience on record keeping and preparation of bank reconciliation statements.</p> <p>-Workshop on E-Filing of Income Tax</p> <p>To create awareness on e- filing procedure and briefing about the four important types of tax returns an E-filing workshop was held on 26th August 2016 by Dr Hem Chand Jain and was attended by approximately 170 participants.</p> <p>Department of Geography</p> <p>-Workshop on Skill enhancement was held on 1st September 2016 with talks from resource persons Dr M.Mohapatra, Indian Meterological Department and Mr Arindam</p>

Gupta. The discussions on Global Environment Issues and Redefined Role of Cartographer were held.

-To revive organic farming, “Embrace Desi” an organic farming fest was held on 7th February 2017, chaired by Mr PramodPandey, Director, Agriculture and Rural Development Society, Delhi. Practical demonstrations, competitions, quiz were conducted to involve the students.

Department of Home Science

- Student participated in workshop, “Traditional Food for Healthier nation” workshop by AFSI(Association for Food Scientist and Technologist Delhi Chapter) on 16th October 2016.

-Student participation in Orientation workshop on Child Rights and Protection at NIPCCD on 29th and 30th March2017 by department of HDFE.

-Talk on “Limitless Self and Careers in Human Development” by Ngo Parvarish was organised for students on 27th March 2017 in coordination with IQAC and HDFE department. It was attended by 120 students.

Department of Hindi and Hindi Journalism

-One day national workshop on “Changing roles of Media: Newer possibilities” was held on 21st October 2016.

Department of Social work

-Symposium on “Empowerment of the

	<p>differently abled: Issues, concerns and interventions” was held on 2nd March 2017 in partnership with Pt. DeenDayalUpadhyay National Institute for Persons with Physical Disabilities.</p> <ul style="list-style-type: none"> - One day workshop on “Ambassadors of Mental Health: A beginning” was organised on 27th March 2017. Students were encouraged to be engaged in peer counselling as ambassador of mental health awareness. - Faculty and students participated in Meet on Inclusive education for Trans Women and Gender-Non conforming Persons” organised by Mitr Trust on 31st march 2017.
<p>Student Skill Enhancement</p>	<ul style="list-style-type: none"> -A five day “Yes Plus” course was organised in the college in collaboration with Art of living from 8th-12th Feb 2017 to improve concentration and confidence building among students.The course was organised and largely attended by geography students. - Excursion to Lodhi Garden was organised by the department of Social Work to enhance team spirit, interpersonal communication, programme planning and organising on 7th September 2016. - Lecture on “Bhagwadgita in modern context” was organised by the department of Sanskrit to create awareness for hindu scripture among students. Copies of bhagwadgita were distributed free of cost. The programme was attended in large

	<p>numbers by teaching and non- teaching staff as well.</p> <ul style="list-style-type: none"> - Workshop on Careers in Psychology was organised on 24th March 2017, under guidance of Psychology department. -Workshop on Self Defense training for women safety on 16th January 2017 in association with Delhi Legal Services Authority. -For industrial grooming of girls a special lecture was held on 7th April 2017.Dr Gurpreet Singh Tuteja appraised the students on Massive Open and Online Courses(MOOC's) - “Kavach” – a self defence training programme was organised for 3 weeks from 20th February to 10th March2017. Several attacking and self defense techniques were taught to 150 girls of the college.
<p>Infrastructure building and expansion/ maintenance</p>	<ul style="list-style-type: none"> -Approval for repair work as tiling, sheds in college. -Developing herb garden on the campus. -Installation of two commercial grade RO systems to meet the water needs of students. -Approval for construction of class rooms/ porta cabin, canteen complex, NCC/NSS/Common Room provisions. -Process initiated to install Sanitary Napkin Vending Machine.
<p>Faculty development through refresher courses/ other involvements</p>	<p>-Dr Suruchi Singh, Dept of mathematics, undertookRaman Fellowship her UGC post-</p>

	<p>doctoral research in USA</p> <p>-Dr Asha Sharma, Dept of Hindi did a major Research Project entitled, “ Hindi rangmanchkevikasmeinMahilaonkayogdaan”</p> <p>-Innovative Project AM-302: Development of an education programme to enhance food label understanding among early adolescents in peri urban Delhi”</p>
<p>Facilitate information dissemination and grievance redressal</p>	<p>-In pursuit of its objective of greater information dissemination, IQAC had initiated the website committee of the college to improve the student portal.</p> <p>- Constitution of student Admission Grievance Committee to look into grievances related to cut offs or subject combinations.</p> <p>- Initiated peer counselling by students to cater to mental health and other issues.</p>

Suggestions and Feedback:

- Suggestion to add students, management representatives, industrialists, external experts to IQAC as they are significant part of its composition.
- Encourage teaching and non- teaching collaborative programmes.
- Student peer counselling to be encouraged not only to help in issues on and off campus but to ensure good mental health.
- Campus to be made more disabled friendly.
- Website to be more interactive and user friendly and updated regularly.
- Visit other colleges for exchange of information.
- Departments to encourage faculty development programmes.
- Document work done by departments and encourage student inputs through departmental journals or e- newsletters.

- Record innovative practices in teaching- learning.
- Record and analyse student progress
- Encourage departments to prepare academic calendar and post on website.