



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		SAARASWATI MAHILA MAHAVIDYALAYA
• Name of the Head of the institution		DR. NIRU NIGAM SIKRORIA
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		05122234528
• Mobile No:		9839057229
• Registered e-mail		nigamsj@yahoo.com
• Alternate e-mail		saraswattimahilamv@gamil.com
• Address		PLOT NO. 2 : VIJAY NAGAR KANPUR
• City/Town		KANPUR NAGAR
• State/UT		UTTAR PRADESH
• Pin Code		208005
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Women
• Location		Urban
• Financial Status		Self-financing

• Name of the Affiliating University	C S J M Univrsity kanpur				
• Name of the IQAC Coordinator	Dr. Sanjay Chandani				
• Phone No.	9305180603				
• Alternate phone No.	9839057229				
• Mobile	9305180603				
• IQAC e-mail address	sanjay_chandani@yahoo.com				
• Alternate e-mail address	sanjaychandani@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://saraswatimahila.org/agar/AQAR%2018-19.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://saraswatimahila.org/academic%20cailender/Academic%20claendar%202020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.10	2017	22/02/2017	21/02/2022
6.Date of Establishment of IQAC			11/03/2015		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	0	
8.Whether composition of IQAC as per latest NAAC guidelines			No		
• Upload latest notification of formation of IQAC			No File Uploaded		
9.No. of IQAC meetings held during the year			6		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 	6	
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Preparation of Academic, Administrative and Green Audit Report 2. Strengthening of ICT facilities by installation of several wi-fi devices accessible to different departments and installation of CCTV cameras in the college campus 3. Organized various Awareness programs 4. Organized national Seminar on Education and Science 5. Arranged Health checkup camp and Awareness Programms</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Introducing course module at the beginning of the year	Respective departmental teachers, including SACT, discuss among themselves regarding the portion or part of the subject to be taught individually, and accordingly routine serves to the students and classes are held as per routine.	
Submission of AQAR for NAAC accreditation	IQAC has prepared and uploaded AQAR of previous years (2016-2017 to 2022-2023) as per NAAC format on the NAAC portal. IQAC has also started collecting nearly all supporting documents and additional information.	

<p>Online admission in first semester B.A./B.Sc./B.ed under CBCS</p>	<p>By incorporating few minor changes in the existing online admission software, the admission of first semester B.A/B.Sc. /BEd. students under CBCS system for the session 2022-2023 has been held smoothly. This year online merit list has been published and admission has been done according to the merit list totally through offline mode verification with physical presence of the students. This year students have only the online gateway of payment mode for paying the admission fees.</p>
<p>Strengthening of ICT</p>	<p>In addition to conducting a large number of classes at virtual classroom, several computers have been repaired and special software and LED projectors have been. Further several wifi devices accessible to different departments</p>
<p>Feedback Analysis</p>	<p>Feedback received from different stakeholders viz, students, alumni, and parents analyzed and placed in the IQAC meeting by the convener of the Grievance Redressal Committee. IQAC has analyzed the feedback and prepared action taken report accordingly. The IQAC further resolved that the action taken report will be placed at the Governing Body Meeting through the Principal.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>No</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019	25/01/2022

15. Multidisciplinary / interdisciplinary

Our institutions has a holistic multidisciplinary curriculum with a vision to equip the students with an overall knowledge on allied fields apart from their core subjects. Projects on community engagement and social service are undertaken by students every semester. For example, Distribution of necessary accessories to orphanages and old age homes, blood donation camps, educating women on health and hygiene etc. The completion of the projects are credited as a part of their Mandatory Additional Requirement (MAR) points. As per the present curriculum structure. . Some of the work has also been filed for patents. The Institute organizes many interdisciplinary international conferences every year to promote a blending of different disciplines leading to the exchange of research ideas and knowledge on topics of overlapping domains.

16. Academic bank of credits (ABC):

initiatives taken by one institution:-

1. Creating a students centric learning ecosystem.
2. innovative techniques of teaching.
3. implementing best practices for choice based learning.
4. Developing skill along with academic merit.
5. Preparing students to the future ready.

ABC is an authentic reference to check the credit record of any student at any given point in time. the concept of ABC is fuel to boost the efficiency of faculty and help students embrace a multidisciplinary educational approach the idea is to make students "skillful professionals" and help their overall growth..

17.Skill development:

As we know NEP 2020 steives to develop well-rounced competent individuals with 21st century skills the curruculam and pedagogies have to be reoriented and revamted for same, which includes raising the standard of currucula and using appropriate pedaggies to deliver effectively the lerner. the NEP2020, is lerner centric in its approach and our teachers play a pivotal role in its implementation. our institute gives teachers more autunomy in choosing aspects of pedagogy so that they may plan teaching. learnig in the manner they they find most effective for the students in their classrooms.

Become new teaching strategies are necessary to increase students motivation amd desire to learn. NEP is sesigned with the teacher as the primary forcus the reason being that the teacher is at the heart of the practice of education. itis the teacher who is ultimately the torchbeares for the changes we seek. as such, it is the perspective of ourteachers that must be carried by all, including syllabus and content developers, textbooks writers, administrators and others.

Our university provides these cources --

[List of Vocational Courses For Colleges](#)

[Communication in Professional world](#)

[Food processing and preservation](#)

[Journalism and Mass Communication](#)

[Laboratory Techniques in Life Sciences](#)

[Laboratory Techniques in Physics](#)

[Master Communication in Modern world](#)

[Media Reporting and Editing](#)

[Preparation of Household Cleaning Agents andDisinfectant](#)

[Srajanatmak lekhan Hindi](#)

[Advertising](#)

[Art & Design](#)

[Assistant Beauty Therapist](#)

[Basics of 3D Animation](#)

[Biotechnology](#)

[Computer Applications](#)

[Data Science using Python](#)

[Disaster Management](#)

[Drawing & Painting](#)

[Dress designing and Tailoring](#)

[Fashion Designing](#)

[Footwear designing and technology](#)

[Functional English](#)

[German Language I](#)

[German Language II](#)

[Investment Management](#)

[Laboratory Techniques in Chemistry](#)

[Laboratory Techniques in Physics](#)

[Leadership Management](#)

[Mobile App Development](#)

[News Reporting and Editing](#)

[Nutrition and Physiotherapy](#)

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The national Educational policy 2020 as the first such document of

the 21st century aims to reconfigure the education system on the framework of indian knowledge system. with its emphasis on the rejuvenation of indian languages. Arts and culture, the NEP 2020 is a promising policy documents our institute has also been teaching courses from the Humanities and social sciences department many of which have an indian knowledge system flavour. infact the NEP 2020 advocates a good education system to provide knowledge of indian art, culture and languages. Today our instutute is a place where multidisciplinary and crossidisciplinarity would enrich the students horizon and prepare them better for life's challenges. To be sucessful in the classrooms, teacher candidate must build their understanding and knowledge of effective instructional practices that are effective with a diverse and bilingual population. Many bilingual and divers teacher candidates work as educators while they are students. As results, some of teacher tranning proramme requirements such as classroom observation and students teaching may be redundant. Co-ordinating these requirements with current and prior work experiences may improve the likelihood that candidates will complete their teacher prepration programm.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The entire curriculum and teaching learning process of the college is focused towards programme outcome (POs), programme specific outcome (PSOs) and course outcome (COs). These outcomes are published in the college website and known to all aspiring students. The programme outcomes and programme specific outcomes are communicated to the students during orientation programmes. The course outcomes are made known to the students by respective teachers at the beginning of the course. These outcomes are evaluated through CE, internal and external examinations, seminars, projects and participation of the students in different co-curricular activities. The programme outcomes to a great extent are reflected in the students' progression towards higher studies and placements. The level of achievement of these outcomes are monitored at the various levels by college council, IQAC, Department, and class PTA.

20.Distance education/online education:

NA

Extended Profile

1.Programme

1.1

4

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	No File Uploaded	
2.Student		
2.1	764	
Number of students during the year		
File Description	Documents	
Data Template	No File Uploaded	
2.2	Gen. - 239, OBC- 287, SC- 175	
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	No File Uploaded	
2.3	676/764	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	38	
Number of full time teachers during the year		
File Description	Documents	
Data Template	No File Uploaded	
3.2	NIL	
Number of Sanctioned posts during the year		

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1 Total number of Classrooms and Seminar halls	Seminar Hall - 01, Class Room - 16,
4.2 Total expenditure excluding salary during the year (INR in lakhs)	8151466
4.3 Total number of computers on campus for academic purposes	20

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

we has a well-defined planning and implementation process for the effective delivery of the curriculum framed by NEP. The institute follows the Choice Based Credit System (CBCS) as prescribed . The Academic Committee prepares the academic calendar for every semester in accordance with the university academic schedule, which comprises the duration, internal assessments for theory and lab courses, flagship events such as annual fest, Annual Day, Sports day, General Holidays, and disseminates it to the departments. Further, every department prepares its calendar of events inline with the institution academic calendar and shares it with every stakeholder. The Heads of Departments (HoD) then allocates the courses (theory and laboratories) to the faculty members by considering their specialization, and expertise besides their preference. There is a well-defined process for the conduct of CIE as per the calendar of events. The course instructors prepare IA question papers based on the revised Bloom's Taxonomy along with the scheme of evaluation, reviewed by the stream coordinator and approved by the department Head. The internal assessment test timetable prepared by the examination committee is published to stakeholders, and conducted as per the schedule. Post IA tests, our intitutions allow evry activity according to university.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our Institute follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute's flagship programs. The department calendar comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances. The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The course instructors prepare IA question papers based on the revised Bloom's Taxonomy along with the scheme of evaluation, reviewed by the stream coordinator and approved by the department Head. The internal assessment test timetable prepared by the examination committee is published to stakeholders, and conducted as per the schedule.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating

D. Any 1 of the above

University and/are represented on the following academic bodies during the year.
 Academic council/BoS of Affiliating University
 Setting of question papers for UG/PG programs
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

106

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum that help in this endeavor. 1. Gender Sensitivity: Gender related courses are an integral component of various programmes. Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Free counseling services are provided through a Counseling Cell. Gender sensitization camps are organized in slums and rural areas of Agra district that include, women's rights, human rights, child rights, gender justice and gender equality. Compulsory core courses along with the wide range of community outreach programmes that include health and hygiene camps, hole-in-the-wall and village adoption, enable exposure to real life situations annually organizes seminars, conferences, guest lectures, exhibitions, street plays and literary

activities that help in gender sensitization. 2. Environment and Sustainability: strong community orientated work culture is based on the Sigma-Six Q sustainable way of life, that involves integration of water quality, air quality, education and healthcare, agriculture and dairy practices, innovation and human values. Our institute has pioneered vocational and skill development education by introducing UG programmes in Water, Sanitation and Waste Management, Renewable Energy, Dairy Technology, Agriculture and Environmental and Green Technology.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

156

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

156

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://saraswatomahila.org/feedback.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

750

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

All students have to attend a compulsory Orientation Programme on admission. The wide range of continuous assessment components that include, Daily Home Assignments, Class Assignments, Seminars and Group Discussions, Additional Assignments, Quizzes, Class Tests, Projects, Internships, Viva-voce examinations and attendance, enable effective assessment of learning levels of students. In addition, teacher-student interactions, reports of Class Committees and Proctorial meetings help in identification of different levels of learners. Faculty members and various Committees regularly review the academic progress and counsel students to improve their performance to ensure their academic growth. Special measures taken to support relatively slow learners are as follows.

- Organizing Extra Classes
- Remedial and Tutorial Classes are held to prepare them for remedial exams
- Assistance from classmates and senior students is arranged
- Providing tutorial assignments
- Providing lectures uploaded on web and extra reading material to improve basic understanding of subject
- Encouraging them to study courses on developing soft skills to master understanding of language
- Encouraging them to participate in various activities to develop social skills
- The Institute employs varied evaluations to test both Quality and Values..

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
Nil	Nil

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our College is consistent with its student-centric approach. For all courses the curricula is designed and developed by the CSJM University, which is revised often in accordance with the changing needs of the present job market and society. Here are a few initiatives of the College to make the learning process student-centric. 1) Experiential Learning: Class room knowledge is transformed through experience through following ways. Internship: Students take up Internship with CA's, and get the practical exposure to. Modern accounting system according to governments guidelines and also use modern softwares related to the subject. Study tour/Industrial visit : Study tours /Industrial visits are part of the study. Field visit: Field visit, Hospitals, Orphanages ,Historical places as well as various NGO's are organised regularly. On the job training: Skill development programmes, Job training. programmes during vacation are organized Guest lectures, seminars, workshops are organized with the help of eminent resource persons of corporate world, professionals to give a push or start up to students. 2) Participative learning: Students of our college are made to involve in teaching learning process. Through participative learning, students are made to understand and learn the concept of management such as planning, organising, team spirit, decision making, group dynamics, leadership, communication etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.saraswatomahila.org/lms.html

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT tools empower both teachers and learners. They transform the teaching and learning processes from being highly teacher-dominated to becoming student-centric and this transformation results in increased learning gains for students, creating and allowing for opportunities for learners. In addition, they are cost-efficient and eliminate the usage of paper. Alongside minimizing cost, they also save time during class lectures enabling swift and dynamic transmission of content. They provide access to dynamic teaching and learning methods and facilitate easy student management. ICT is a powerful tool for educational change and reform. Appropriate use of ICT has helped the college raise the interest levels amongst the students and has helped connect learning to real-life situations. Students enjoy while learning and perform better.. Besides the chalk and talk method of teaching, the college makes intensive use of ICT-enabled tools, including online resources for effective teaching and learning process. The faculty use ICT-enabled classrooms with LCD projectors, Wi-Fi connectivity, software, PowerPoint presentations developed by teachers to expose the students to advanced knowledge and practical learning. The labs are updated with new software like Python, Matlab, Microsoft Office, the latest Excel utility. The college is 'going green' and saving paper through the extensive use of ICT resources and other computing and storage facilities such as Cloud based Google Drive.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.saraswatomahila.org/lms.html

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

38

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

There is a standard process of internal examination in the college. According to the academic calendar, a student has to appear in 4-unit test and 2-terminal examinations, out of seven internal examinations. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. According to the academic calendar, a teacher have to take unit test, which may be in the form of written test, black-board presentation, power-point presentation, quiz on subject or by other method, which the subject teacher decides. The marks of unit test are shown in the classrooms and each student can ask about its performance. They can observe their test copies. Record of obtained mark is written in register. If there is any difference or discrepancy in their marks, it can immediately be corrected. The test copy of unit test and quarterly test is shown to students for their observation. Some teachers analyses the solution and method of solving the paper in the class-rooms, specially in mathematics. Further, the test copy of one student is allowed to interchange for observation to other student, at the time of distribution of the answer-sheet in the class rooms. The concerning subject teacher keeps the record of all internal exams, e.g., unit-test, quarterly exams and model exams, if it is not secret in the university level. The mark of modelexamination is sent to the university, as it is a secret data. Its marks are not shown to students.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has a mechanism to deal with the internal examination related grievances. First of all, college tries that there should not be any grievance regarding internal examination. If so, the college tries using mechanism. There are two type of Examinations in the college viz., internal examination organized by the college and external examination (or, university examination) organized by the university. Further, there are two types of internal examinations, first for the undergraduate courses and another for the postgraduate courses. In the undergraduate course program, there are 7 internal examinations, out of which 4 are unit tests and 3 are terminal exams. In postgraduate program the internal examinations are based on project/presentation and written test, while the external examination is the semester examination. The undergraduate course program is of annual pattern Similarly, in the postgraduate course programs, there are 4 or 5 internal examinations according to one paper each. Which are projects and /or presentations according to their syllabus. All the discrepancies regarding examination, faced by the college, is immediately brought to the notice of the Controller of Examinations of the University; and corrections, if any, are done only after getting instructions from the University. It is very transparent and time-bound. Sometimes, it so happens that in the university examinations, the students get questions which are out of syllabus. As soon as the students point out, the Centre Superintendent immediately apprises the Controller of Examinations of University over phone.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

There is a standard process of internal examination in the college. According to the academic calendar, a student has to appear in 4-unit test and 2-terminal examinations, out of seven internal examinations. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. According to the academic calendar, a teacher have to take unit test, which may be in the form of written test, black-board presentation, power-point presentation, quiz on subject or by other method, which the subject teacher decides. The marks of unit test

are shown in the classrooms and each student can ask about its performance. They can observe their test copies. Record of obtained mark is written in register. If there is any difference or discrepancy in their marks, it can immediately be corrected. The test copy of unit test and quarterly test is shown to students for their observation. Some teachers analyses the solution and method of solving the paper in the class-rooms, specially in mathematics. Further, the test copy of one student is allowed to interchange for observation to other student, at the time of distribution of the answer-sheet in the class rooms. The concerning subject teacher keeps the record of all internal exams, e.g., unit-test, quarterly exams and model exams,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://csjmu.ac.in/syllabus/university-syllabus/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has a mechanism to deal with the internal examination related grievances. First of all, college tries that there should not be any grievance regarding internal examination. If so, the college tries using mechanism. There are two type of Examinations in the college viz., internal examination organized by the college and external examination (or, university examination) organized by the university. Further, there are two types of internal examinations, first for the undergraduate courses and another for the postgraduate courses. In the undergraduate course program, there are 7 internal examinations, out of which 4 are unit tests and 3 are terminal exams. In postgraduate program the internal examinations are based on project/presentation and written test, while the external examination is the semester examination. The undergraduate course program is of annual pattern Similarly, in the postgraduate course programs, there are 4 or 5 internal examinations according to one paper each. Which are projects and /or presentations according to their syllabus. All the discrepancies regarding examination, faced by the college, is immediately brought to the notice of the Controller of Examinations of the University; and corrections, if any, are done only after getting instructions from the University. It is very transparent and time-bound. Sometimes,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

339

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://saraswatimahila.org/enquiry.html>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	NA

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

Nil

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NCC organizes a residential seven day camp in nearby adopted village and several activities were carried out by NCC volunteers addressing social issues which include cleanliness , tree plantation ,water conservation through construction of Bandhara, road construction, Shramdan, Social interaction, Group discussion Eradication of superstition, Beti Bacho Beti Padhao, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health check up camp, Veterinary guidance ,Farmers meet, Awareness about farmer's suicide etc. It

aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service. The NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness, Ekta daud for health, Save fuel save country programme, Swachhta Abhiyan ,National equality awareness.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The management of the college is allwas willing to provide the best infrotruction for effective teahing learnig process from being in the year 2020 with just one undergraduate programme S.M.M. of art and grown to the present strcture with three undergraduate programmes in emerging area with total strenth of 785students and 38 teacher 7 non teaching the college campus is speard over 7456 across of land 3035.14 sqm. The total build of area of 3598 sqm. The classrooms are fully furnished. there are four department lcomputer lab and electronics circuit network. Automated central library haouse 4612 and subscribed 20 journals and 2 newspaper. we have six classrooms for B.A. faculty each of 83 sqm. and lab attached to store and departnt total over area of 503.22 sqmt. for b.ed. use have 5 classrooms of 83 sqm. each approximately besides all this we also have multi purpose Hall and college provide electrical connection.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college extends equal importance to learning outside the

classrooms for recreation on activities we have carom, chess, table tannies and extra curriculum we have seminar Hall for debate, essay writting quiz compition, workshop, personal development NCC activities, career guidance parent teacher meeting placement work etc. we have orgnized in outdoor game like Batminton , bollyboll and college has been regularly participating in the intercollegiate competitions. the student have participating in several cultural programms & activities. Three days fest is organized in college every year public speaking, interview cracking tips, group discussion and communications skill development. our college very special for helth & Hygiene of the student and staff proper availble pute drinking water and medical service and doctor visit college time to time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16+1=17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Institutions Library System, comprising of all the libraries of Institution at the main campus and other satellite campuses, has been working to ensure that it provides the best services to its users i.e. faculty, students and staff of the University.

To meet the growing needs for electronic resources and for maintaining highest academic integrity in university publications, various steps were undertaken by the library during the past few years. This includes integration of various print and electronic resources, creation of institutional repositories, digitization of rare books/documents. Subscription to some of the best e-resources like Times of India archive, etc. Besides these, the library has access to databases provided by Library..

LIBRARY AT A GLANCE

1. TOTAL NO OF BOOKS - 9088
2. TOTAL NO OF TITLES - 2286
3. TOTAL TEXT BOOKS - 6703
4. TOTAL REFERENCE BOOK - 602
5. NO. OF DICTIONARIES - 19
6. NO OF ENCLYCLOPEDIA - 5 SETS
7. NO OF MAGAZINES - 27
8. NO OF NEWS PAPERS - 03
9. JOURNALS TOTAL - 88
10. NCTE JOURNALS (SUBSCRIBED) 08
11. JOURNALS OTHER - SCIENCE + ARTS - 08+07=15
12. NO OF CD / DVDs - 76
13. INTERNET FACILITY - YES
14. NO. OF COMPUTERS - 05
15. SOFTWARE - YES
16. D.El.Ed. BOOKS - 1120

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
106575	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

4.3.1 Institution frequently updates its IT facilities including Wi-Fi. There are different digital technological facilities available in the college. There are 04- smart classrooms, 02-smart lab and 01-digitally equipped conference hall and 02-digitally equipped laboratories available in the college. The up gradation work of another laboratory (ENGLISH LANGUAGE LABORATORY) is also under construction. A well equipped computer lab is also functioning in the college. The students of the college are access to the computer lab. The old college building and the library building are facilitated with the Wi-Fi connectivity. There is a plan to extend the Wi-Fi connectivity facility to the newly constructed building (under the RUSA scheme). There is open access of Wi-Fi connectivity to all student and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are shown to the students with the help of digital device. Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. Following are some basic facilities for updating: Computer is formatted in regular basis. College itself formats the computer without no fees and by the help of computer operator.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has well established systems and procedures for maintenance and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, and classrooms etc. The Management has provided a spacious well equipped building for present needs without help of any funding agencies. The management is always supportive to provide qualitative higher education to rural masses. The Principal forms various committees

for maintenance of infrastructure facilities in campus. Systems and procedures for maintaining and utilizing physical, academic and support facilities Administrative office: The administrative office is the primary step in implementation of the mechanism for maintenance and utilization of facilities. Regular maintenance and care is taken by administrative office in consultation with the Principal. College maintains dead stock register of equipment, instruments etc. Purchase Committee: The Principal forms a purchase committee in the college. The IQAC prepares perspective development plan every year as per the requirement of the college. This plan is put forth in the meeting of Purchase Committee which is chaired by the Principal. In this meeting, the important decisions are taken in this regard and referred to the CDC. After getting approval from CDC, the purchase and maintenance expenses are utilized. College Development Committee (CDC): The requirements received from various departments such as library, office, staff and support services are analyzed and sorted as per their necessities and priorities

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

208

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

97

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

47

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students' Council comprises student representatives selected on merit basis. NCC, Cultural Activity Department nominated and deputed their representatives on students' council. The principal nominates and appoints two Ladies representatives on the basis of academic and their overall performance in college. The meetings of Students' Council are conducted at a regular interval and their suggestions are sought to foster the democratic values in the administration and academics. The activities and Functions of the Students' Council

- Monitors various academic and socio-cultural events in the college
- Maintains overall discipline on the campus
- Facilitator between the students and the college
- Coordinate all extracurricular activities and Annual Day of the college
- Assisting in raising funds activity whenever needed
- Volunteers play a pivotal role in conferences, workshops, sports events and other functions
- Students' role in academic and administrative bodies: Students' representation is an integral part of the academics. Students represent following committees:
- Internal Quality Assurance Cell

- Organizing committees for seminars, conferences, and workshops conducted in the college
- Students participate and contribute to various activities organized through NCC, Sports Committees and Activities, and Cultural Committees and Activities. The students' representatives play a proactive role in the decisions taken by different committees of the college that foster in leadership qualities, confidence building, sense of responsibility and facilitation between college and students assuring a healthy dialogue. The college receives important suggestions from the students for the healthy functioning of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

During the session 2020-21 no formal alumni meet was possible due to COVID-19 protocols. But still the feedback from the alumni was collected through online Google forms and they significantly contributed to bringing out the best aspects of the institution. Their suggestions to harness the resources available in the institution have always been appreciated. Their progression and placement achievements have always been a guiding light for the new students.

File Description	Documents
Paste link for additional information	https://www.saraswatomahila.org/Alumni.html
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Saraswati Mahila Mahavidyalaya Vijay nagar Kanpur conceptualized its dream to provide higher education to girls to cater to the demands of that time to educate girls, by starting this girls college in July, 1999.

Vision: The institution has always envisioned: To provide Holistic development of girls .

To train them for a challenging future for a fruitful life through ethical and value based education

To provide a sustainable educational environment To not only educate but inculcate in them the core values like Gender Sensitization, Human Rights, Integrity, Tolerance which help them in their personal and professional growth

Mission: The mission of the institution includes To educate, empower and emancipate girls, making them capable not only for individualistic growth but also for financial independence To cultivate knowledge, skills, confidence, leadership qualities, discipline by encouraging students to participate in various co-curricular and sports activities

File Description	Documents
Paste link for additional information	https://saraswatomahila.org/v&m.html
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has a well-structured mechanism to ensure practice of participative management and decentralization at all levels of planning and administration.

The Principal, being the head of the institution involves all the stakeholders, i.e. faculty members, non-teaching staff, alumni parents and above all, students who are the most important stakeholder of any institution for performing academic and administrative activities.

The Principal delegates responsibilities by appointing Deans of all streams, i.e. Science, Arts and Commerce. Each department of the institution has a Head, who with the help of faculty members of his/her department invites suggestions, requirements, innovative ideas related to academic and co-curricular activities from students and other stakeholders.

To groom the student's overall personality and to achieve academic excellence and employability skills, various cells and committees are also constituted with three to four faculty members and students as members. Various activities and competitions were organized by all streams/departments/cells and committees with active participation of students and faculty members during the year.

05.03.2021 'Harit Bharat Abhiyan' organized on 22.08.2020 Celebrate Clean and Green Diwali organized on 12.11.2020

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective strategic plan is designed according to priorities of the institution, keeping in mind the attainment of its mission and vision. The perspective plan is prepared by IQAC, taking into consideration the seven key indicators of Quality assurance, recommendations of 2nd accreditation cycle of NAAC, facilitating ample employment opportunities, inculcating entrepreneurship and research skills, and enhancing their soft skills and leadership qualities, especially to students from rural background.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://saraswatomahila.org/index.html
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body is the parent body for making and executing policies and programmes and to take decisions and plan strategies for institution. The Principal plays the key role in guiding the institution in academic progress, admissions, staff recruitments and administrative matters. Each course and subject have their Deans/Heads of department for smooth functioning of the academic activities.

Principal also regulates the administrative unit which includes Head Clerk, Accountant, and other Clerks. The Principal with the help of Head Clerk distributes work among the non-teaching staff for smooth functioning of different administrative activities like record of staff salary, ACR's, Service book, Personal files, Record of students, Examination forms, Fee details, Admission etc.

The various cells/committees like IQAC, Career Guidance Training and Placement Cell, Legal Literacy Cell, IPR Cell, Women Cell, Energy Conservation Club, Grievance Redressal Cell, Anti Ragging Cell, Anti Sexual Harassment Cell and Internal Complaint Committee work smoothly under the guidance of the Principal and with the assistance of the major stakeholders.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The welfare measures taken by the college for the benefit of Teaching and Non-Teaching staff Teaching: Provident Fund for employees who joined service prior to 31.12.2005 and Concession in fee to the wards of teaching faculty Promotions, Salary hikes are given to the regular faculty members according to the rules of state Govt. Duty leave and Registration fee is provided to the faculty members for attending various conference Provision of extra-ordinary leave On campus medical facility and a qualified doctor is available in the college Non-Teaching: Provident fund for employees who joined

service prior to

ESI facility Fee concession and books from library are given to their wards Uniform and shoes to Safai Karamcharis, Peons and Watchmen of the institution AC administrative block and offices Loan facility for Class IV employees On campus medical facility and a qualified doctor is available in the college

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institutions Performance Appraisal System for Teaching and non-teaching Staff Institution Performance Appraisal System for Teaching staff .Each and every member of regular teaching staff has to fill Annual Confidential Report in which all the details related to teaching like tutoring remedial classes, extra classes for weak students etc. have been given. In the ACR, they give details about

other additional duties besides academics, any kind of research work and their achievements etc.

The evaluation/appraisal of management faculty is done by The Governing Body, the Head of the department and by the Principal. The non-teaching staff also has to fill a self-appraisal report at the end of the session.

File Description	Documents
Paste link for additional information	https://saraswatomahila.org/know_your_college.html
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit: The institution has a systematic mechanism of Internal audit for all the financial activities which take place from time to time Audit is an ongoing continuous process which includes periodical checking of the related receipts, vouchers, ledger postings etc. All the bills are duly verified by Bursar as well as concerned head of the various departments and Purchase committee of the institution and finally signed by the Principal. Proper stock entries are made in the stock register by the store keeper who maintains all the record of arrivals, issuance and write off all non-operational items.

External Audit: As the institution believes in transparency and integrity, it ensures that all its expenditures are audited, not just internally but also through various external audits. The institution has appointed a certified Chartered Accountant M/S Vikas Kalra and Associates for audit of all financial statements in an elaborate way on annual basis and furnish the audit report as per provisions of Income Tax Act and rules made there under.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

15500

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has a strategic mechanism for resource mobilization of funds for optimal use of financial resources for effective, academic and administrative functioning of the institution.

- The salaries of the faculty appointed by the Management are given by the funds received from fees/interest earned on fixed deposits
- Funds from fees are also used for infrastructure development and maintenance and day to day expenses/lab equipment's etc.
- The IQAC of the institution also give inputs for systematic utilization of funds for academic and extra-curricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC plays a significant role in planning, guiding and monitoring the quality assurance and quality enhancement programmes

of the college.

The IQAC works for the holistic development of the students and puts in consistent efforts for academic excellence.

As per the recommendation of IQAC, the following initiatives have been taken for academic excellence:

To promote Faculty members for Research and Publications:

The IQAC encourages faculty members to attend Seminars/Webinars, Workshops and to attend and present papers in National and International Conferences by providing financial assistance and duty leaves for the events. It motivates faculty to publish their research work and to do Ph.D./M.Phil. The IQAC also organizes research programmes to promote research among the students.

faculty members.

Achievements: One faculty member in Physics is enrolled in Ph.D. One faculty member in Education completed her Ph.D. Faculty members have attended/presented papers in National/International Conferences Two faculty members published books To promote Faculty members and students to work not only for Institution but for Society: The IQAC encourages outreach team,NCC cell to organize awareness programmes in remote areas. For this, our outreach team have organized awareness programme to educate girl child, organized awareness programmes and quiz on Sanitary pads sensitization . To make our city clean and green, our institution has organized "Beti bachao Beti padao"

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

In present scenario, as the whole world is facing COVID-19 threat, there is a paradigm shift in teaching-learning practices from offline to online mode. So, in this Covid era, improvement of

existing IT infrastructure and facilities is the need of the hour.

The institution, on the basis of recommendation of IQAC, has received the teaching-learning process, structure and methodologies of operations and learning outcomes. The implementations of teaching learning reforms are:

Empowering Teaching through online mode and upgradation of ICT facilities: For online learning the whole campus is connected with Wi-Fi .

Our college. have been used by teachers to provide live video classes to the students to make their learning easy, effective and interesting. The students are encouraged to make maximum use of ICT tools.

For this, college library is provided with a separate reading room with Wi-Fi facility for students to use eresources and latest technology

Mentoring Teachers for Effective Teaching Outcomes: The IQAC encourages the faculty to organize various competitions to enhance the knowledge, communication skills and research capabilities of the students and takes a random feedback from stakeholders to evaluate the teaching learning environment. The IQAC has encouraged the faculty to attend various FDPs/Orientation programmes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Equity is a human fight and we have to emerge as winners. 'Gender Equity' and Holistic development of young girls' are two of the core values of our College. Our College believes in 'Education for All' with a focus on ensuring girls full and equal access to good quality education. Under this, various scholarships and free ships are offered to meritorious and needy students. Gender Equity, Culture, Ethics and Values, Right to Education is an integral part of the curriculum. Students also learn the issues related to women empowerment, female foeticide prevention, child abuse, responsible living and others, CCTV have been installed in campus at different location for proper surveillance. Medical room and common room facility is available in campus.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-

C. Any 2 of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste Management Initiatives Following the Government of India's resolution to lean all single-use plastics, the college administration declared the GVM campus plastic free. The ban is applicable to all entities. The main focus is on three R's - 'Reduce, Recycle, Reuse' and incorporating 'No Plastic Zone'. Solid Waste of the college campus is segregated into biodegradable and non-biodegradable categories. Non-biodegradable waste and dry waste like paper, cans, plastic, glass etc. are dumped in a separate zone i.e. Dry waste area meant for the purpose. This waste is disposed by the vendors to proper dispose area or garbage dumps. They are meant for kitchen waste and garden-waste separately. This wet waste is collected from the campus dumped in the pits and it is converted to manure for the use in garden and gardening purpose. In the parking area, we have garbage collection zone. Zone for dry waste and wet waste. Dry waste is further sent to municipal areas. Wet-waste is collected in compost-pit. Waste Management Initiatives Following the Government of India's resolution to lean all single-use plastics, the college administration declared the GVM campus plastic free.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance

C. Any 2 of the above

of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Initiatives to provide an inclusive environment Saraswati Mahila Mahavidyalaya specializes in providing an educational environment that enhances the potential that every student has in order to become successful. Annual Quality Assurance Report of Saraswati Mahila Mahavidyalaya Kanpur opportunity to become their highest selves. The students are provided with various platforms to express themselves in several diverse cultural programmes like ' Rangmanch Khoj Pratibha Ki', 'Colorful Cultural Show by Women', the celebration of 'Green Diwali' and 'Basant Panchmi' to nurture our beautiful inherited cultural heritage that teaches us morals and values, with an initiative to better the environment. The feeling of nationality and fraternity is developed amongst the students, that even in diversity, a collective acceptance of each and every one is shared. The college proudly upholds the Indian National Flag on Independence day and Republic day. Significant efforts are also put in, to emphasize the role of language. The college celebrated 'Hindi Diwas' eulogizing its importance in uniting all. To inculcate the

skills in the students, various competitions such as 'Online State Level Essay Writing Competitions and 'Poetry Recitation' are held. Last but not the least, acknowledgement of emerging issues like cleanliness, pollution through drives such as 'Ped Lagao', 'Say No To Plastic' and 'Solid Waste Management' awareness rallies and campaigns are organized.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sanitization to the Constitution Obligations Saraswati Mahila Mahavidyalaya Vijay Nagar Kanpur sensitizes the students and employees of the institution towards being a responsible citizen through various events and programmes. The college teaches students and employees to abide by the constitution and respect its ideals and institutions by celebrating Independence day, Republic day. The institution organizes various seminars and competitions to make the students aware about need to protect and improve natural environment. Institution organizes field visits for students on issues like girls education awareness which inculcates in them values of a responsible citizen by renouncing practices derogatory to the dignity of women. Awareness rally by NCC cadets aims to motivate students about their duty as a responsible citizen to render National service when called upon to do so. The institution. The college through its programmes like Poster Making competition and Inter College competitions develops the spirit of inquiry and social reform among students to make their attitude rational towards knowledge. Extension lectures organized by the college in multi-disciplinary subjects of politics, economics, culture make students learn about preserving our rich heritage and respecting religious, linguistic and sectional diversities. The institution through its awareness camps and vaccination drives promoted appropriate behavioral practices to prevent the spread of COVID-19.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National and International Commemorative days, events and festivals
There is a great heritage of the institute regarding the celebration of National and International commemorative days, events and festivals with full vigour and enthusiasm. National festivals like Independence Day (August 15) and Republic Day (January 26) are celebrated every year with pride. The celebration includes parade of NCC members of the student group, unfurling of the tri-colour national flag, singing of National Anthem and address by the Principal for the special days. There are also many cultural events including dance, skits and songs which reflect our National pride and pave way for the introspection and realization of our obligation towards the nation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

** BEST PRACTICE

Title of the Practice: Blended Learning
Objective of the Practice: To provide strong academic base by bringing conceptual clarity, developing strong knowledge and theoretical base along with overall personality development of students.

** BEST PRACTICE II

Title of the Practice: Inculcating Positivity during Covid-19 Pandemic
Objective of the Practice: To reduce the psychological impact of COVID-19 pandemic by sensitizing students to follow COVID appropriate behavior and indulge in quality activities. To encourage faculty members and students to upgrade their skill set.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The 'USP' of Sarasawati Mahila Mahavidyalaya ,kanpur is a 'progressive outlook', innovative approach and a liberal attitude. The college aims to create environment and resources for gen next in ideas and substance. The students from all strata of society find a congenial atmosphere in the college to grow and broaden their. The students are encouraged to keep themselves politically, socially and

globally aware. It being a girls college, the vision of the institution is to strengthen and empower the students to take on the world with all its complexities when they leave the precincts of the college. To materialize this objective a number of academic and cultural activities are taken up. The college has received accolades and glory in academics, literary and cultural activities by setting records in winning trophies continuously for almost a decade, achieving hat-tricks of hat-tricks. The institute stands apart because of the academic and cultural excellence. The teachers and mentors are concerned about the physical and emotional health of their students and have been in touch with them online during pandemic.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Moral and Ethical Values to be followed as Best Practice keeping in mind the unprecedented situation of COVID-19 affecting the regular course of teaching
- Online mentoring and Counselling sessions to be enhanced for conducive learning environment and teaching COVID appropriate behaviour
- To encourage the faculty to participate in National/International Seminars and FDPs
- To strengthen and expand clubs and cells to rope in maximum number of students and to give a big boost to extension and outreach activities
- To organize a National Webinar on Quality Enhancement Strategies in Higher Education by IQAC Eco-friendly practices to be augmented to promote sustainability
- To commemorate 75 years of Independence many events and celebrations to be held under the aegis of Azadi ka Amrit Mahotsav More ventures to be taken up to strength Industry Academia practices
- To celebrate/arrange national and International commemorative days/festivals with a new fervor
- To invite alumni with varying expertise in industry, entrepreneurship to deliver lectures related to their specific areas