



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

SARASWATI MAHILA MAHAVIDHYALAYA

- 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

saraswatomahilamv@gmail.com

- Alternate e-mail

saraswatomahilamv@gmail.com

- Address

PLOT NO. 2 VIJAY NAGAR, KANPUR NAGAR

- 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 UNIVERSITY KANPUR**
- Name of the IQAC Coordinator **DR SANJAY KUMAR CHANDANI**
- Phone No. **09305180603**
- Alternate phone No. **05122234528**
- Mobile **09305180603**
- IQAC e-mail address **SANJAY_CHANDANI@YAHOO.COM**
- Alternate e-mail address **skbcsb@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://saraswatomahila.org/IOAC%20meeting/2021-22%20IOAC.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://saraswatomahila.org/academic%20calander/academic%20calender%20_2021-22.pdf

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| Cycle 1 | 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 |
|-----------------------------------|-----------|----------------|-----------------------------|-----------|
| NA | NA | NA | NA | NA |

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **03**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- 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**

- If yes, mention the amount

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

IMLEMENTATION OF BEST PRACTICES

PROPOSAL FOR OPENING OF PG COURSE

ORGANIZATION OF DIFFERENT DEPARTMENTAL PROGRAMMES LIKE OZONE DAY SCIENCE EXHIBATION

FREQUENT USE OF ICT IN TEACHING AND LEARNING PROCESS

ORGANIZATION OF SEMINAR'S IN DIFFERENT ASPECTS

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 |
|---|--|
| COUNSELLING OF STUDENTS BEFORE TAKING ADMISSION | DOING SUCCESSFULLY |
| DEPARTMENTAL SEMINAR'S AND WORKSHOPS | ORGANIZED MANY STUDENTS FRIENDLY PROGRAMS |
| ORIENTATION PROGRAMME FOR STUDENTS | ORIENTATION AND WELCOME PROGRAMS ARE ORGANIZED FOR DIFFERENT DEPARTMENT |
| OBJECTIVE TEST SERIES | ORGANISED AT CLASS LEVEL |
| PROMOTING THE ENVIRONMENTAL FRIENDLY CAMPUS | INITIATIVES HAVE BEEN TAKEN TO MAKE THE CAMPUS ENVIRONMENT FRIENDLY LIKE ORGANISATION PLANTATION PROGRAMME |

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| Nil | Nil |

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

| | |
|--|---|
| 1.Name of the Institution | SARASWATI MAHILA MAHAVIDHYALAYA |
| • 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 | saraswatimahilamv@gmail.com |
| • Alternate e-mail | saraswatimahilamv@gmail.com |
| • Address | PLOT NO. 2 VIJAY NAGAR, KANPUR NAGAR |
| • City/Town | KANPUR NAGAR |
| • State/UT | Uttar pradesh |
| • Pin Code | 208005 |
| 2.Institutional status | |
| • Affiliated / Constitution Colleges | AFFILATED |
| • Type of Institution | Women |
| • Location | Urban |
| • Financial Status | Self-financing |
| • Name of the Affiliating University | C S J M UNIVERSITY KANPUR |
| • Name of the IQAC Coordinator | DR SANJAY KUMAR CHANDANI |
| • Phone No. | 09305180603 |

| | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Alternate phone No. | 05122234528 | | | | |
| • Mobile | 09305180603 | | | | |
| • IQAC e-mail address | SANJAY_CHANDANI@YAHOO.COM | | | | |
| • Alternate e-mail address | skbcsb@gmail.com | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | https://saraswatimahila.org/IQAC%20meeting/2021-22%20IQAC.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%20calander/academic%20calender%20_2021-22.pdf | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | 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 | |
| NA | NA | NA | NA | NA | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |
| 9.No. of IQAC meetings held during the year | | | 03 | | |
| • 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 | |
| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | |
| IMPLEMENTATION OF BEST PRACTICES | |
| PROPOSAL FOR OPENING OF PG COURSE | |
| ORGANIZATION OF DIFFERENT DEPARTMENTAL PROGRAMMES LIKE OZONE DAY SCIENCE EXHIBITION | |
| FREQUENT USE OF ICT IN TEACHING AND LEARNING PROCESS | |
| ORGANIZATION OF SEMINAR'S IN DIFFERENT ASPECTS | |
| 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 |
| COUNSELLING OF STUDENTS BEFORE TAKING ADMISSION | DOING SUCCESSFULLY |
| DEPARTMENTAL SEMINAR'S AND WORKSHOPS | ORGANIZED MANY STUDENTS FRIENDLY PROGRAMS |
| ORIENTATION PROGRAMME FOR STUDENTS | ORIENTATION AND WELCOME PROGRAMS ARE ORGANIZED FOR DIFFERENT DEPARTMENT |
| OBJECTIVE TEST SERIES | ORGANISED AT CLASS LEVEL |
| PROMOTING THE ENVIRONMENTAL FRIENDLY CAMPUS | INTIATIVES HAVE BEEN TAKEN TO MAKE THE CAMPUS ENVIRONMENT FRIENDLY LIKE ORGANISATION PLANTATION PROGRAMME |
| 13. Whether the AQAR was placed before statutory body? | No |
| <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 |
|------|--------------------|
| 2022 | 26/12/2022 |

15. Multidisciplinary / interdisciplinary

The New Education Policy, 2020 envisions structural changes while introducing a holistic and multidisciplinary curriculum that has the potential to transform both the learning environment and the learning process for students in the higher education institutions. It aims to promote holistic academic growth among students by allowing them to choose from a variety of subjects and programs offered by the higher education institution.. It must adhere to a road map or set of guidelines developed and provided by the State Government. The College will adopt the guidelines or provisions developed by the University with regard to curriculum for implementing the multidisciplinary/interdisciplinary structure of the New Education Policy. At its level, the College promotes interdisciplinary activities by hosting special lectures, quizzes, science fairs, and other events on topics that cross disciplines.

16. Academic bank of credits (ABC):

Academic Bank of Credits (ABC) scheme, with the concurrence of the UGC and National Academic Depository (NAD), so that the 'Credits awarded to a student for one program from an institution may be transferred / redeemed by another institution upon students consent'. The Chhatrapati Shahu Ji Maharaj University, Kanpur is registered on the ABC portal.

<https://youtu.be/Nx9BOjHWZGs>

17. Skill development:

Increased Employability of Students through Skill Development Programs It's a fact that students emerging from the Indian education system are lacking in the skills required by industry. The gap between university curriculum and ever changing

expectations of industries is the main cause for this situation. The curriculum of universities is theoretical in nature and remains unchanged. But the industry expects the graduates to be well prepared and equipped with the necessary skills. Other factors like communication skills, good personality, and soft skills play significant role in the employability success rate. The principle and concept of the practice of employability enhancement skill is to inculcate communication skills, soft skills and domain specific technical skills as per expectation of industries. So the institute has taken the initiative to bridge a gap between the industry expectation from fresh graduates and graduate attributes acquired after undergoing university curriculum. With the objective of increase in employability of students the institution concentrates on the following skills to be developed. 1) Technical skill development 2) Soft skill development

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

The College has strived to incorporate Indian knowledge and tradition into the curriculum in order to provide quality and equitable education so that the students can understand the importance of ethics within a logical frame work. From 7 to 14 September, 2021 Hindi week is celebrated every year to make the students aware of the riches of Hindi Language. Besides, the celebrations of National festivals and birth anniversaries of eminent legendary figures every year in the college has helped to disseminate the wisdom of ancient knowledge system of India among students and teachers. During the session 2021-22, a cultural show in the Annual Function and other programmes to Mark the Golden Jubilee year like , Exhibition of Paintings, Science Models and Handicrafts were organized. Apart from this Quiz, Poster competitions and invited talks by eminent scholars in different subjects were organized throughout the session.

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

The various courses introduced students to conceptual knowledge of their respective disciplines. The courses contributed in enriching the vocabulary and scientific temperament of the students. The courses were designed to incorporate all the key concepts of the various disciplines. The programmes focused on nurturing proficiency in the functional areas, which was in line with the International standards and aimed at realizing the goals. Further, the prescribed programmes were training oriented and gave students the competence in the methods and techniques of

theoretical and experimental aspects of various courses. The programmes integrated with specific job requirements and provided a foundation for bachelor programmes.

20.Distance education/online education:

Online education through Zoom and Microsoft Teams was organized during the COVID period.

Extended Profile

1.Programme

| | |
|--|----|
| 1.1 | 04 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|------------------------------------|-----|
| 2.1 | 791 |
| Number of students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|--|-----|
| 2.2 | 530 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|-----|
| 2.3 | 282 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| 3.Academic | |
|--|-------------------------------------|
| 3.1 Number of full time teachers during the year | 38 |
| File Description | Documents |
| Data Template | View File |
| 3.2 Number of Sanctioned posts during the year | 01 |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 Total number of Classrooms and Seminar halls | Seminar Hall- 01, Class Room- 20 |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 47lakhs 50 thousand |
| 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

The college does not have the liberty to develop its own curriculum. It only implements the university curriculum in strict accordance with existing rules and norms. The curriculum is designed by CSJM University Kanpur. The college always ensures the effective curriculum delivery by preparing its own academic calendar at the beginning of every academic year in accordance with university curriculum and notifications. Accordingly each faculty of the college prepares its own teaching plan, and conduct classes and other academic and co-curricular activities, such as

class tests, quizzes, assignments, dissertation, practical's, group discussions, workshops, competitions and guest lecturers etc. According to the timetable and academic calendar, the teaching plan includes topics to be taught, remedial classes, revision, practical's and assessment plan as per the permitted time schedule. Timetable is prepared by timetable committee every academic year. After approval of the Principal it is circulated to all faculty members and displayed on notice board for students. The faculties have all sort of support and freedom to deliver the curriculum in time.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://csjmu.ac.in/frontpage/nep-2020/ |

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

As per University's, curriculum, a committee of senior faculty members of the college prepares Academic Calendar every year which is implemented with the approval of principal. In the Academic Calendar, the activities of the college for the whole session are planned and an attempt is made to follow it except for unavoidable circumstances. In the session 2021-22, due to the unforeseen flare up of COVID-19 pandemic, the proposed academic calendar couldn't be followed strictly. Students' performance was assessed through continuous internal evaluation (CIE) by conducting class tests and evaluating assignments. Pre-University examinations couldn't be conducted due to the third wave of COVID-19. As per the instructions of the State Government from 11.01.22 to 04.02.22 college was closed, classes were held in virtual mode. However, when the college reopened after 3rd wave of COVID-19, the teachers took class tests of U.G. second-year, final-year. According to their convenience in the month of April 2022. Following the NEP 2020 guidelines, Mid-term exams were conducted for U.G. 1st Semester students besides assessing their home assignments as a part of continuous internal evaluation. Accordingly, weak students were provided extra guidance for the forthcoming semester and annual examinations.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://saraswatomahila.org/academic%20calendar/Academic%20calendar%202021-2022.pdf |

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

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

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

02

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| 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)

04

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| 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

254

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

254

| 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 contents of the curriculum prescribed by the university for various programmes include the foresaid crosscutting issues such as human values, professional ethics, gender, environment, and sustainability, which are taught by the teachers in their respective classes. Few courses including such issues are - 1. Environmental Paper I, B.A. III (Economics) 2. Hindi aur Computer Paper such issues are addressed through the activities of Women Cell, Grievance Redressal Cell, Eco Club and Rangers units of the college. These Cells organize different activities like Health Check-up Camps, Awareness Drives, Personality Development Programmes, Blood Donation Camps, Guests Lecture on topics related to professional ethics and human values etc. Important

International & National Days and National Festivals are celebrated with full enthusiasm and the students are made aware of the importance of such days. Regular college assembly is also a platform through which talks/ lectures are delivered by different staff members and guests on Human Values and Ethics and the great personalities of our nation on the specific days related to their birth, death, or special achievements.

| 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

04

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| 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

791

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | No File Uploaded |
| 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) | View File |

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

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| 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 | View File |
| Institutional data in prescribed format | No File Uploaded |

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

530

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

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

The institution takes every possible measure to assess the learning level of each student. There exists a mentoring system in the college to track each students' performance and distinctiveness. Faculty members and mentors identify the slow learners and advanced learners by conducting activities such as quizzes, class tests, assignments, competitions, etc. The institution organizes Pre-University / mid-term examinations to identify the slow and advanced learners in their respective subjects. After the examination, the college organizes Parents Teacher Association (PTA) meet to give necessary guidance and suggestions to parents and students. In the academic year 2021-22, PTA meet was held on 12.03.2022. The institution undertakes the following initiatives for slow and advanced learners

For Slow Learners -

1. Guidance and counseling from subject teachers and mentors.
2. Extra classes, remedial and personal guidance by subject teachers.
3. Teachers also share e resources and notes with slow learners.

For Advanced Learners -

1. Regularly encourage to participate in curricular, co-curricular activities of their interests.
2. Provide opportunities to have their representation in IQAC, student council, and other college activities.

| File Description | Documents |
|-----------------------------------|---|
| Link for additional Information | https://saraswatimahila.org/grievance%20cell.html |
| 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 |
|--------------------|--------------------|
| 791 | 38 |

| File Description | Documents |
|----------------------------|-------------------------|
| Any additional information | No File Uploaded |

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

A congenial learning environment is created in classes to motivate critical thinking among students, Departmental meetings are held regularly for latest updates. Guest lectures and practical demonstrations are organized for sharing the experiences of experts. In the academic year 2021-22 Sociology, organized webinars, guest lectures on very relevant and contemporary issues. Special attention was paid to the use of ICT in teaching. In particular, students were encouraged to make PowerPoint presentations. In a few Departments, some topics were taught through PowerPoint presentations, and Maps and Charts were used. In some subjects' relevant video/movies were shown. Introduction of e-learning section in library helped the students to enhance their knowledge. Quizzes, Group Discussions, Project work etc. were introduced in some subjects. Most of the faculties helped the students in preparing their syllabus in comprehensive way for their OMR based objective question papers for university examination and for different competitive exams where most of the question papers are OMR based.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| Link for additional information | https://saraswatimahila.org/index.html |

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

From the year 2020 due to COVID-19 the teaching learning process changed significantly. The system of E-learning in which ICT tools were profusely used proved to be extremely effective in imparting knowledge during pandemic. The pandemic forced every educational institution to conduct teaching-learning on digital platforms. From 11.01.2022 to 04.02.2022, following the State Govt. instructions regarding Covid-19 3rd wave, the college was closed and the faculty members conducted online classes from their homes according to college timetable through virtual platforms like Google Meet, Zoom etc. A few teachers continued their online classes till the month of April. For effective learning, faculties shared power point slides, video clippings, audio lectures and e-materials downloaded from different education websites and internet archives with their students. The college facilitated the students with multimedia-rich and advanced English Language Laboratory which helped them to learn the niceties and nuances of the language, develop their communication skills and thereby enhance their confidence.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://saraswatimahila.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

38

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| 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

25

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

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

09

| 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.

The subject teachers monitor the performance of the students (slow/ advanced learners) and motivate them to perform better. Home assignments, class interactions, class tests, quizzes and paper presentations are used as tools for the continuous evaluation of students. At the institutional level Pre-University examination are conducted every academic year as per the Academic Calendar. These examinations are conducted strictly in accordance with the university pattern and procedure maintaining complete transparency and confidentiality. Answer sheets are evaluated and shown to students. This enables the students to assess their preparation before final university examinations and improve accordingly. The parents are also informed about the performance of their children, University examinations are conducted as per the norms and regulations of CSJM University Kanpur. Many faculty members also participate in the central evaluation of answer sheets at CSJM University campus Kanpur.. During last session Pre-University exams couldn't be conducted in regular manner due to COVID-19 pandemic and its safety directions. In this extraordinary unforeseen situation, all faculty members were instructed through a notice to conduct class tests, evaluate answer sheet and guide the students accordingly.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://csjmu.ac.in/frontpage/exam-schedule/ |

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

The Student Grievance Redressal Cell deals with grievances related to examination or any other problem faced by the students. After the declaration of results of Pre-University/ mid-term examination and tests, notice is pasted on notice board for students so that they may come up with any grievance about internal assessment and evaluation process. Students can raise the issue to Grievance Redressal Cell by submitting an application to the cell or to Principal, who sends it to the cell for redressal. The student Grievance Redressal Cell works promptly with absolute transparency to address the grievances of the students. Issues are immediately conveyed to concerned Head of the departments or subject teachers. However, in the academic year 2021-22 .Grievance related to tests and internal evaluation was received by the Grievance Redressal Cell of the college.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://saraswatomahila.org/grievance%20cell.html |

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.

The College provides undergraduate courses for Arts, Science, Norms and procedures related to programmes and course outcome are well stated in college prospectus and on CSJMUniversity website to which the College is affiliated. The University updates the College with important information regarding question paper pattern and evaluation through notices/ e-mails. The College conveys all the relevant information to faculty and students through regular notices and during the assembly announcements by the Principal or senior faculty. Moreover, in the beginning of the session, the College organizes orientation programme for newly admitted students and their parents in which the Principal and concerned faculty share details about various courses, programmes offered by the College and their outcome. An orientation programme was organized for the newly admitted students. Later on, due to COVID-19 pandemic and its safety directions all updates regarding course related evaluation and outcome were notified through college website, notice board and local newspaper. Teachers also communicated necessary information through different WhatsApp groups of their classes. Programme and course outcomes for

academic year 2021-22 were clearly notified on university website and the link shown on college website.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://csjmu.ac.in/frontpage/nep-2020/ |
| 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 attainment of programme and course outcomes are completely based on students' previous year academic performance in annual university examination. Attainment level is measured in terms of actual percentage of students getting a required percentage of marks in every paper. The students who scored the minimum passing marks in all subjects are promoted to next level or class. If a student fails to obtain the minimum passing marks in any one subject, she can appear in the Re-examination organized by the University to achieve passing marks for next level course. The outcomes are thus measured on the basis of individual marks obtained by a student against the maximum marks. As per csjmuUniversity norms, students of Undergraduate programme have to obtain minimum 35 percent marks in each subject. Students of post graduate courses need to obtain at least 36 percent marks for promotion to the next level. The College maintained the record of course and programme outcomes of final year students in a register.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://saraswatimahila.org/committees.htm <u>1</u> |

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

234

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| 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)

<http://saraswatomahila.org/academic.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)

NA

| 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

NA

| 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 | Nil |

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

NA

| File Description | Documents |
|--|------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| 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

NA

| 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

01

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | No File Uploaded |

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

Under the two units of the NCC, the college conducts extension activities in the surrounding areas of the college. The NCC units have adopted a village in neighbouring backward areas. Extension activities make students aware of their duties to the community, society and nation. NCC Programme Officers and Rangers' leaders organize the activities of self-help, community help, awareness programme, etc in the college and nearby rural & backward areas. As a result, the students who participate and get involved in such extension activities develop their leadership qualities, and problem-solving skill and become more sensitive towards the marginalized section of society. In 2021-22, during the extraordinary pandemic situation, NCC volunteers and programme officers did commendable community service for society through the following activities. 1. Organized two COVID-19 vaccination camps Activities and awareness campaigns conducted on Environment conservation, road safety, cleanliness, health, and fitness. 3. Hosted programmes on Women empowerment under phase-3 'Mission Shakti', a Scheme of the U.P. State Government. 4. Hosted voter awareness campaign under the SVEEP programme of district administration.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/sawach.html |
| 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

NA

| 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**

NCC

| 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**

25 NCC

| 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) | No File Uploaded |

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

NA

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

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

NA

| File Description | Documents |
|--|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| 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 College is adequately equipped with the following infrastructure and physical facilities to ensure a vibrant and viable teaching-learning environment.

1. Well-furnished and thoroughly ventilated classrooms with proper seating arrangement, blackboards, lights, and fans

2. 07laboratories and 27class rooms with adequate stock of necessary equipment.

3. A well-furnished common staff room with proper seating arrangements attached with the washroom, lights, fans, refrigerator and C.C. camera. The common staff room is also used as the Control Room during all examinations.

4. A rich library exists in the college with a huge collection of textbooks, reference books, C.D., and videos. It has two reading sections one for students and another for faculty. Also, there is an E-library section having C.Ds. videos and 04 computers with internet facility to ensure accessibility of e material.

5. A conference hall equipped with a projector, LCD, ACs, and Wi Fi connectivity is also available. Page 42/127 26-02-2024 02:41:33 6. Computing Equipment - (1) Home scienceDepartment (2) Administrative Block with three computers and Wi-Fi access. (3) Library with 01 computers. (4) Computer Lab with 20 computers. (5) A language laboratory with 20 computers in which students are trained in Communication skills, particularly in the English language.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://saraswatomahila.org/chemistry%20dep.html |

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

The College promulgates cultural and sports activities with ardent enthusiasm. The cultural activities are performed in a spacious,

well-ventilated auditorium having approximately 300 seats. The auditorium is adequately equipped with an audio system, microphones, lights, ceiling fans, air conditioners, two green rooms and a stage for visual performances. There is one more open stage in the college ground which is used for outdoor celebrations. Sports Facilities The College campus has adequate infrastructure for sports activities. Students are trained in sports under the guidance of a well-qualified faculty of the Physical Education Department. Basketball, Volleyball Court, Indoor Badminton Court (Synthetic), Kho-Kho, Kabaddi Court, Table Tennis and Chess etc. facilities are available in the College to promote sports fitness.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://saraswatomahila.org/sport.html |

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

Room=20 ,Seminar hall=01=21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

Class room=20 , seminar hall =01 =21

| 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)

101500

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| 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)

The college library is partially automated with a library management software (LMS) which was installed in the year 2015 and which now needs an upgradation. At present there are total 8104textbooks, 1055reference books, 116 CDs and Videos in the library for students and faculties. New books for library are purchased according to requirements every year. During 2021-22, 583 books have been purchased incurring an expenditure of Rs. 212239 . All the important newspapers, journals, and magazines are available in the library to keep the students and faculties well informed about contemporary issues. The wall magazine section in the library enables students to share their innovative constructive thoughts and provides them an opportunity to explore their creativity. The E-library section has CDs and e books related to different subjects. The computers in the E library section facilitate access to information and study materials from online libraries and other websites.

| 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 A. Any 4 or more 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)

4,09440

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| 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

12 teachers and 125 students

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

4.3 - IT Infrastructure

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

To keep pace with the updated technology, concerned staff and faculty members convey their requirements to the Principal to cater for the needs related to IT infrastructure. The Principal, in consultation with the Management Committee of the College, accordingly takes decisions and actions to upgrade the IT

infrastructure. At present, there are 20 computers, 02 LCD Projectors, a Laptop, a Wi-Fi connection with 50MBPS bandwidth internet speed, microphones, printers, headphones, an audio system and other related accessories available in the college. Software and applications of computers are periodically upgraded before expiry. The hardware and other types of equipment which need servicing are serviced and replaced regularly, by outsourcing and on SOS basis. Wi-Fi access points are updated regularly as per the requirements of the concerned departments/areas.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| 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)

240460

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| 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 an internal monitoring mechanism for the maintenance of infrastructure, equipment and support facilities. The periodical meetings of the Management Committee, Building Maintenance Committee, Lab In-charge, Office in-charge, the Sports committee and the IQAC ensure the non-interrupting functioning of all the equipment and the optimum utilization of the infrastructure. By and large the college utilizes the services of the electrician, plumber, carpenter, and computer engineers by outsourcing and on SOS (as and when required) basis. The R.O. plant, Generator, Photocopier, CCTV and some computers are kept under AMC. Day-to-day maintenance is carried out by the staff appointed for cleaning, maintenance and upkeep of the infrastructure. The calibration and other precision measures for the equipment/ instruments are carried out as and when reported by the concerned lab-in-charge & the persons handling the equipment. Learning resources such as study material, accessories, pen drives, CDs and other e-resources are also added and maintained through hiring, purchase and outsourcing as per requirement/priority within the limits of financial and other physical constraints. The annual maintenance of infrastructural facilities. Such as building repair, electric lights functioning check-ups, fans & AC's maintenance and cleaning are done every year as per requirement.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| 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

185

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| 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

57

| File Description | Documents |
|--|------------------|
| Upload any additional information | No File Uploaded |
| 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

196

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

196

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |

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 | No File Uploaded |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

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

22

| 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

90

| 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

01

| 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.**

30

| 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)

To ensure the participation and representation of students in administrative and academic committees of the college, a council of students was formed on 7th April 2021. was elected as president of the Student Council where Alongside, students of B.A., B.Sc, B.Ed. and D.El.Ed were elected as members of the council. Student Council members were assigned to different committees of the college like Discipline Committee, Grievance Redressal Cell, Sports Committee, Cultural Committee etc. These student members helped in the better execution of academic and administrative activities of the committee they were attached to. Committee

Incharges called meetings with teacher members and Student Council members and assigned duties to the Student Council members, Student Council members also gave their opinion and suggestions in the meeting if needed and ensured their contribution to the curricular and extra-curricular activities of the institution.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatimahila.org/voters.html |
| 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

50

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | View File |
| 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

The saraswati mahila mahavidhyalahas Alumni Association since 2006 which has been registered . Alumni Association Meetings are held regularly twice or thrice every academic year. Members of Alumni Association cast their votes to elect Chairman, Secretary and Treasurer for three years. The alumni of the college have contributed in terms of delivering guest lectures, helping teachers and guiding students in cultural, sports, and other activities. In the session 2021-22 the college got tremendous help from alumni in preparing and decorating the Golden Gallery

Exhibition on paintings, Art and Crafts, and Science which was organized to commemorate the Golden Jubilee year of college. Moreover, the college honoured its alumni for their distinguished contributions to cultural programme Yuvanjali . Alumni of the college also acted as judges in various competitions organized by college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/Alumni.html |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

| 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

The Saraswati mahila mahavidhyala was established with the vision "to provide quality higher education to the girls from marginalized sections of the society and to make this College a centre of academic excellence by transforming each student into conscious, responsible and competent citizen of the society". The values of honesty, justice, liberty and sincerity summarize our vision to prepare these girls the most sought out professionals in society. Since its inception, the Governing body has constantly worked towards attainment of this vision. MISSION "To educate, empower and enlighten the girls today and equip them with high social and moral values to nurture the needs of tomorrow". The conjoined efforts of the Managing Committee and the Principal create a structure of effective governance in which a congenial environment is formed to shape the vision and mission of the institution into reality. The Principal forms different committees involving faculty, supporting staff and student representatives. Under the able guidance of the members of Management and Principal, the committees work efficiently to execute their responsibilities to achieve the desired goals of the college.

| 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 college nurtures a culture of participative management. Though the Principal functions primarily as a custodian of rules, regulations and directives of the University and the Government, and a facilitator of the implementation of the decision of the governing body, most of the decisions and administrative plans are implemented through the active involvement of faculty and the administrative staff. While the IQAC monitors the overall quality excellence programs, the administrative work has been decentralized by the Principal in the form of different Committees. The smooth functioning of the routine affairs as well as to organise some special events. To ensure the efficiency of the institution functioning, the authority is also delegated to some teachers for different administration-related works like immediate redressal of students' urgent grievances, A/c opening/ verification of students, Fee concession of students, marksheet related matters to be forwarded to the university etc. Some teachers and non-teaching members are given charge of different portfolios like Medicines, Photographs/CD's etc. Some senior teachers are empowered to take spontaneous decisions within the overall administrative framework. Thus, each and every member of RCA team participates in the regular functioning, administration and policy planning for the College.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/index.html |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has a strategic plan that is effectively deployed to achieve the desired result for the overall development of college.

To enhance the infrastructure and quality education the institute regularly applies for grants to government organizations, NGOs and seeks donations from individuals. Received grants are utilized to meet the following requirements 1. Renovation and repair of old infrastructure. 2. Extension of building, classrooms and laboratory. 3. Integration of ICT in classroom teaching. 4. Upgradation of knowledge and skills of students and teachers which is ensured by organizing guest lectures and short-term courses. Activities related to Skill development for students are also organized in collaboration with local NGO's. 5. To develop the research potential in students of the college. 6. To promote critical thinking and a deeper understanding on issues of contemporary relevance guest lectures, group discussions, debates and webinars are organized every year besides organising conferences/ workshops & seminars.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | https://saraswatomahila.org/committees.htm <u>↓</u> |
| Upload any additional information | View File |

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.

This College is affiliated to CSJM University, Kanpur. The appointments of teachers are made by the Director. The appointment of non-teaching staff is made in the College strictly as per guidelines of the University and Director. The services of all the staff are governed by the 1st statutes of CSJM University, Kanpur and are maintained accordingly by the College administration. The IQAC of the College is the key institutional body responsible for framing and planning the policies of institutional growth as per NAAC guidelines. The day-to-day administration and functioning of the College is the responsibility of the Principal. The Principal maintains coordination between the Management, Staff and Students to ensure smooth functioning and proper conduct of classes and other Co-curricular activities. To coordinate with the University, Directorate and other external bodies and local administration is also the responsibility of the Principal. For effective implementation of policies and administration, the Principal has formed various committees and cells which are renewed every year.

as per changing requirements. The whole administrative work is thus decentralized and carried through these committees and cells.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://saraswatomahila.org/IOAC.html |
| Link to Organogram of the Institution webpage | https://saraswatomahila.org/facilities.htm <u>1</u> |
| 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

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| 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

1. Loan facility against salary and refundable or non-refundable loan facility from EPF for all the self-finance and parttime teachers. Non-Teaching Staff 1. Loan facility against salary and a refundable or non refundable loan facility from EPF for all self-finance/part-time employees. 2. Annual fun activities/ sports for teachers and non-teaching staff with incentives & prizes.

| 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

03

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| 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

02

| 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 | View File |
| 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

NA

| 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 | No File Uploaded |
| 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

To boost the culture of punctuality, sincerity, hard work and excellence in personal and professional growth among teaching and non-teaching staff, the college has developed its own Performance Appraisal System (PAS) since the academic year 2017-18. A three-

member committee including Principal and Management Members was constituted for the purpose. The committee evaluates the performance of teaching and non-teaching staff through well-designed Performance Appraisal Performa (PAP). An election is held in which voting by students for teachers and that by teachers for non-teaching staff is also given weightage in this process. For this purpose, teachers cast their vote for the best employee and students for the best teacher of their choice. The selection for the best performer teacher and non-teaching staff of the year is then made by the committee on the basis of evidences and details according to the Performance Appraisal System of the college. Selected teachers & non-teaching staff are given cash prizes and citations (sponsored by the college management and other governing body members). Due to the COVID-19 pandemic, the Award Ceremony couldn't be organized and the aforementioned prizes could not be given in the session 2021-22.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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 financial audit is a regular activity in the college. the cashier is responsible to maintain and provide all the detail of the day to day financial earning and expenditure to the accountant. After the proper verification ,the principal also looks in to the same and then the financial audit for the respective financial year is sent for the external audit to be done by a certified CA.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/ncte.html |
| 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 | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

Sources of funds are as follows: 1.Fees: Fees charged as per the university and government norms from students of various granted and self financed courses

The College utilizes these funds for the following resources:

1.Library Books: The above funds are utilized for purchasing the books for the library so that a rich learning resource centre can be provided to the students. as the Library is the centre of learning. The books are purchased on a regular basis for the library using the above funds in an optimal manner.

1.Infrastructure Improvements: College utilizes the above funds to bring required infrastructural changes in the premises from time to time like addition of Lift for students, additional furniture in the classes, smart boards etc. 1.Learning material for activities: College spends the above funds for purchase of learning material like charts, stationary material etc to conduct various activities in the college like House activities, Competitions, celebrations etc.

1.Gardening Expenses: College utilizes a considerable amount on Gardening which keeps the environment green and healthy. Gardening is the regular practice to contribute to local environment. 1.Security Purpose: At SMMV Collegessafety and security are primary concerns and is looked after constantly by appointing the security guards ensuring safety and security of each in the college. 1.Housekeeping: College ensures cleanliness and well sanitized premises to the inmates and for this purpose an adequate number of staff is appointed. College utilizes a fine amount of funds on housekeeping to provide clean and hygienic premises..

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/ncte.html |
| 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 of the college has consistently contributed to institutionalize the quality assurance plans and processes to enhance the quality of the institution in all spheres. IQAC of the college conducts regular meetings under the chairmanship of the worthy Principal. Constructive Suggestions are taken from all members for better execution of academic and administrative activities. In the session 2021-22, following strategies were implemented by IQAC for quality enhancement 1. Following the U.P state government guidelines, the IQAC of the college directed teachers to use virtual platform for routine classes and various competitions like poetry recitation, poster making, speech, guest lectures. Skill development workshop were also conducted virtually through Google Meet, Zoom etc. 2. Various activities were successfully conducted and celebrated under IQAC. 3. Activities related to the promotion of mental and physical fitness and environment conservation were organized successfully as a part of the best practices of session 2021-22.

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

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

To review teaching-learning process at periodic intervals following activities are carried out under the aegis of IQAC. 1. In the beginning of the session faculty members prepare and submit teaching plans. The Principal reviews the teaching learning process and guides them accordingly. 2. Principal takes regular visits to monitor classroom teaching and students' behaviour in

the college campus. 3. Mentor-Mentee meetings and Student Grievance Cell provide a platform where a student can lodge a complaint regarding teaching methods, syllabus completion or any other related issue. 4. Pre-University exams are conducted every year to evaluate teaching-learning outcomes. However, due to COVID-19 situation, the exams couldn't be conducted in the academic year 2021-22. 5. There is a Feedback Collection and Analysis Committee in the College which collects students' feedback on the teaching learning and evaluation process every year. 6. In the session 2021-22 due to COVID-19 pandemic situation and unexpected shutdown of college. IQAC of the College decided to conduct online classes. Therefore, from 11.01.22 to 04.02.22 classes were held online. Thereafter a few faculty members took online and offline extra and remedial classes till April 2022. The worthy Principal of the College monitored all such activities throughout the session and provided necessary guidance.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/ncte.html |
| 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)

A. All of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://saraswatomahila.org/IQAC.html |
| Upload e-copies of the accreditations and certifications | View File |
| 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**

The Institution is sensitive to provide safe, secure, harmonious and healthy atmosphere to girls. Women Cell, Anti-ragging Cell and Student Grievance Cell actively monitor the issues related to girls' safety, security and harmony in the college campus. Throughout the year the Career Guidance and Counseling Cell and Skill Development Committee of the College organised activities related to empowerment of girls such as organizing counseling sessions, and programmes on capability enhancement. Personality development and skill development courses were organised in collaboration with the NGOs LIONS CLUB. Through these courses many girls have become economically self-reliant. Women Cell organized awareness programmes related to various issues of gender equality. Apart from this, NCC Unit and some departments also conducted activities on gender equality and empowerment. The College infrastructure is quite gender sensitive, CCTV Cameras have been installed in prominent places, a Complaint Box for complaints, Sanitary Pad vending Machine, a restroom is also available for consultation, if required basic medical aid in case of any emergency is available in the college.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://saraswatomahila.org/anti%20ragging1.html |
| 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-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| 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

The College effectively manages the degradable and non degradable waste. For the collection of solid waste from every nook and corner of the college campus, sufficient number of dustbins are placed. Other than this, bio-degradable waste is collected from college playfield and garden and is dumped in pits at well-defined location for decomposition and to be used as fertilizer. Nonbiodegradable waste is generated in less amount in comparison to biodegradable waste. This solid waste is dumped at a definite location. Liquid waste of kitchen, bathroom and washrooms is drained through systematic drainage system available in the College. College always ensures zero percent leakage of wastewater. The College generates minimum e-waste. E waste material is sold to vendor for recycling. Besides, the college always promotes the practices to minimize the use of polythene and plastic bags.

| 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 of water bodies and distribution system in the campus

C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| 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:

A. Any 4 or All of the above

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

| 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

C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

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

| 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).

The College provides an inclusive environment for both students and staff by promoting the values of tolerance, sense of equality and fraternity towards every culture, religion, language, community, socio-economic, geographical diversity. This spirit is reflected in every activity of the College where without any discrimination or biases opportunity for participation and progression are made available to all students and staff members. Alongside, commemoration of Independence Day, Republic Day, Human Rights Day, Women's Day, Teachers Day help to create congenial environment and develop a sense of equality and fraternity. Any discriminatory or biased behaviour and practices are not allowed in the College campus. In case it is found and recognized, or any related complaint is received from any staff or student it is immediately resolved by the Principal and Governing Body of the College. However, college had never faced any incident of hatred or discrimination on the basis of our diversities till date.

| 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

Constitution Day is celebrated every year on 26th November to sensitize the students and employees towards the constitutional obligations, values, rights and duties of Indian Citizen. On 26.11.2021, Besides this, other departments and their faculty members are encouraged to organize such activities. In this connection activities on International Human Rights Day, Vijay Divas, Road Safety Campaign, poster competition on Consumer Day, World Fraternity Day, Hindi week celebration, programmes and competition under Azadi ka Amrit Mahotsav etc., were organized for orientation of students towards constitutional values as well as rights and duties. Activities like visit to the Parliament House have been conducted many times in the last five years. However, in 2021-22, due to COVID-19 pandemic it couldn't be organized. But quiz, speech, poster competitions, guest lectures were organized on Gandhi Jayanti, Sardar Patel Jayanti, Atal Jayanti, Madan Mahan Malviya Jayanti, Subhash Chandra Bose Jayanti to make students aware about the achievements and contribution of these great personalities in National freedom movements and their role in nation-building.

| 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 D. Any 1 of the above

professional ethics programmes for students, teachers, administrators and other staff **4. Annual awareness programmes on Code of Conduct are organized**

| 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 | View File |
| Any other relevant information | View File |

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

The institute celebrates National and International commemorative day events and festivals with full enthusiasm & vigour. Independence Day (15th August), Republic Day (26th January), Gandhi Jayanti and Lal Bahadur Shastri Jayanti (2nd October), Hindi Diwas (14th September), Vivekanand Jayanti (12th January), Basant Panchami (February or March Month as per Hindu Calendar the days celebrated every academic year. Apart from this, under the aegis of IQAC Fit India Campaign, Atal Bihari Vajpeyi Jayanti, Madan Mohan Malviya Jayanti, Vijay Diwas, and various activities under Azadi ka Amrit Mahotsav were conducted by concerned departments and NCC units of the college. Moreover, activities on Subhash Chandra Bose Jayanti, Voter Awareness Day, Rani Ahilyabai Jayanti, Laxmibai and Rani Durgavati Balidan Diwas were celebrated under Mission Shakti

| 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 Practices 2021-22

1. Promoting activities on Mental and Physical wellness: The old saying goes, 'A healthy mind resides in a healthy body', Taking a clue from this it has been our persistent endeavour to facilitate various activities that can sharpen emotional intelligence, promote mental wellness and also augment the physical growth of the students. To realize these practices Yoga Camps, COVID-19 vaccination camps, health check-up camp, annual Sports Day training program under Fit India campaign and many guest lectures were organized throughout the year to impart awareness and promote physical and mental fitness.

2. Back to Nature: In this present era of escalating climate crisis, it has become absolutely essential to take care of ecological environment for the well-being of all life forms of Earth. The sprawling college campus has flourished in the rich verdure of lush greenery. In the session 2021-22, Tree plantation campaign, Cleanliness campaign, Eco-Friendly Diwali item sale, Earth Day celebration, Mountain Day celebration, Poster competition on energy conservation and competitions related to conserve nature and biodiversity were organized with a motto to inculcate eco friendly habits among students and staff.

| File Description | Documents |
|--|------------------|
| Best practices in the Institutional web site | No File Uploaded |
| 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

Every effort is made to fulfil the institution's vision of reaching to every girl from the weakest socio-economic status and providing quality education to empower her to lead a respectable life and become a responsible citizen. Many students come from families with weak economic base. However, the college is strongly equipped with a good number of qualified, responsible and cooperative teaching and administrative staff. Teachers and the office extend their full support to students to overcome their socio-economic backwardness and ensure all-round development. With this concern, the following steps have been taken.

- Considering

the poor economic background of the needy students some additional monetary help is provided for their uniform, fees and books by some management members and faculty. • Teachers give special attention to the problems of slow learners by paying individual attention to their physical, psychological and emotional problems. • The vocational courses introduced in NEP-2020 equipped the students with employability skills. Thus every initiative is focused towards the empowerment and all-round growth of students

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

The college does not have the liberty to develop its own curriculum. It only implements the university curriculum in strict accordance with existing rules and norms. The curriculum is designed by CSJM University Kanpur. The college always ensures the effective curriculum delivery by preparing its own academic calendar at the beginning of every academic year in accordance with university curriculum and notifications. Accordingly each faculty of the college prepares its own teaching plan, and conduct classes and other academic and co-curricular activities, such as class tests, quizzes, assignments, dissertation, practical's, group discussions, workshops, competitions and guest lecturers etc. According to the timetable and academic calendar, the teaching plan includes topics to be taught, remedial classes, revision, practical's and assessment plan as per the permitted time schedule. Timetable is prepared by timetable committee every academic year. After approval of the Principal it is circulated to all faculty members and displayed on notice board for students. The faculties have all sort of support and freedom to deliver the curriculum in time.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://csjmu.ac.in/frontpage/nep-2020/ |

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

As per University's, curriculum, a committee of senior faculty members of the college prepares Academic Calendar every year which is implemented with the approval of principal. In the Academic Calendar, the activities of the college for the whole session are planned and an attempt is made to follow it except for unavoidable circumstances. In the session 2021-22, due to the unforeseen flare up of COVID-19 pandemic, the proposed

academic calendar couldn't be followed strictly. Students' performance was assessed through continuous internal evaluation (CIE) by conducting class tests and evaluating assignments. Pre-University examinations couldn't be conducted due to the third wave of COVID-19. As per the instructions of the State Government from 11.01.22 to 04.02.22 college was closed, classes were held in virtual mode. However, when the college reopened after 3rd wave of COVID-19, the teachers took class tests of U.G. second-year, final-year. According to their convenience in the month of April 2022. Following the NEP 2020 guidelines, Mid-term exams were conducted for U.G. 1st Semester students besides assessing their home assignments as a part of continuous internal evaluation. Accordingly, weak students were provided extra guidance for the forthcoming semester and annual examinations.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://saraswatomahila.org/academic%20calendar/Academic%20calendar%202021-2022.pdf |

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

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

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**

02

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| 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)**

04

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| 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

254

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

254

| 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 contents of the curriculum prescribed by the university for various programmes include the foresaid crosscutting issues such as human values, professional ethics, gender, environment, and sustainability, which are taught by the teachers in their respective classes. Few courses including such issues are - 1. Environmental Paper I, B.A. III (Economics) 2. Hindi aur Computer Paper such issues are addressed through the activities of Women Cell, Grievance Redressal Cell, Eco Club and Rangers units of the college. These Cells organize different activities like Health Check-up Camps, Awareness Drives, Personality Development Programmes, Blood Donation Camps, Guests Lecture on topics related to professional ethics and human values etc. Important International & National Days and National Festivals are celebrated with full enthusiasm and the students are made aware of the importance of such days. Regular college assembly is also a platform through which talks/ lectures are delivered by different staff members and guests on Human Values and Ethics and the great personalities of our nation on the specific days related to their birth, death, or special achievements.

| 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

04

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| 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

791

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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 | C. Any 2 of the above |
|---|-----------------------|

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | No File Uploaded |
| 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) | View File |

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

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| 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 | View File |
| Institutional data in prescribed format | No File Uploaded |

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

530

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

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

The institution takes every possible measure to assess the learning level of each student. There exists a mentoring system in the college to track each students' performance and distinctiveness. Faculty members and mentors identify the slow learners and advanced learners by conducting activities such as quizzes, class tests, assignments, competitions, etc. The institution organizes Pre-University / mid-term examinations to identify the slow and advanced learners in their respective subjects. After the examination, the college organizes Parents Teacher Association (PTA) meet to give necessary guidance and suggestions to parents and students. In the academic year 2021-22, PTA meet was held on 12.03.2022. The institution undertakes the following initiatives for slow and advanced learners

For Slow Learners -

1. Guidance and counseling from subject teachers and mentors.
2. Extra classes, remedial and personal guidance by subject teachers.
3. Teachers also share e resources and notes with slow learners.

For Advanced Learners -

1. Regularly encourage to participate in curricular, co-curricular activities of their interests.
2. Provide opportunities to have their representation in IQAC, student council, and other college activities.

| File Description | Documents |
|-----------------------------------|---|
| Link for additional Information | https://saraswatomahila.org/grievance%20cell.html |
| 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 |
|--------------------|--------------------|
| 791 | 38 |

| File Description | Documents |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

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

A congenial learning environment is created in classes to motivate critical thinking among students, Departmental meetings are held regularly for latest updates. Guest lectures and practical demonstrations are organized for sharing the experiences of experts. In the academic year 2021-22 Sociology, organized webinars, guest lectures on very relevant and contemporary issues. Special attention was paid to the use of ICT in teaching. In particular, students were encouraged to make PowerPoint presentations. In a few Departments, some topics were taught through PowerPoint presentations, and Maps and Charts were used. In some subjects' relevant video/movies were shown. Introduction of e-learning section in library helped the students to enhance their knowledge. Quizzes, Group Discussions, Project work etc. were introduced in some subjects. Most of the faculties helped the students in preparing their syllabus in comprehensive way for their OMR based objective question papers for university examination and for different competitive exams where most of the question papers are OMR based.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| Link for additional information | https://saraswatomahila.org/index.html |

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

From the year 2020 due to COVID-19 the teaching learning process changed significantly. The system of E-learning in which ICT tools were profusely used proved to be extremely effective in imparting knowledge during pandemic. The pandemic forced every educational institution to conduct teaching-learning on digital platforms. From 11.01.2022 to 04.02.2022, following the State Govt. instructions regarding Covid-19 3rd wave, the college was closed and the faculty members conducted

online classes from their homes according to college timetable through virtual platforms like Google Meet, Zoom etc. A few teachers continued their online classes till the month of April. For effective learning, faculties shared power point slides, video clippings, audio lectures and e-materials downloaded from different education websites and internet archives with their students. The college facilitated the students with multimedia-rich and advanced English Language Laboratory which helped them to learn the niceties and nuances of the language, develop their communication skills and thereby enhance their confidence.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://saraswatimahila.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

38

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| 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

25

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

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

09

| 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.

The subject teachers monitor the performance of the students (slow/ advanced learners) and motivate them to perform better. Home assignments, class interactions, class tests, quizzes and paper presentations are used as tools for the continuous evaluation of students. At the institutional level Pre-University examination are conducted every academic year as per the Academic Calendar. These examinations are conducted strictly in accordance with the university pattern and procedure maintaining complete transparency and confidentiality. Answer sheets are evaluated and shown to students. This enables the students to assess their preparation before final university examinations and improve accordingly. The parents are also informed about the performance of their children, University examinations are conducted as per the norms and regulations of CSJM University Kanpur. Many faculty members also participate in the central evaluation of answer sheets at CSJM University campus Kanpur.. During last session Pre-University exams couldn't be conducted in regular manner due to COVID-19 pandemic and its safety directions. In this extraordinary unforeseen situation, all faculty members were instructed through a notice to conduct class tests, evaluate answer sheet and guide the students accordingly.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://csjmu.ac.in/frontpage/exam-schedule/ |

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

The Student Grievance Redressal Cell deals with grievances related to examination or any other problem faced by the students. After the declaration of results of Pre-University/ mid-term examination and tests, notice is pasted on notice board for students so that they may come up with any grievance about internal assessment and evaluation process. Students can raise the issue to Grievance Redressal Cell by submitting an application to the cell or to Principal, who sends it to the cell for redressal. The student Grievance Redressal Cell works promptly with absolute transparency to address the grievances of the students. Issues are immediately conveyed to concerned Head of the departments or subject teachers. However, in the academic year 2021-22 .Grievance related to tests and internal

evaluation was received by the Grievance Redressal Cell of the college.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | No File Uploaded |
| Link for additional information | https://saraswatimahila.org/grievance%20cell.html |

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.

The College provides undergraduate courses for Arts, Science, Norms and procedures related to programmes and course outcome are well stated in college prospectus and on CSJM University website to which the College is affiliated. The University updates the College with important information regarding question paper pattern and evaluation through notices/ e-mails. The College conveys all the relevant information to faculty and students through regular notices and during the assembly announcements by the Principal or senior faculty. Moreover, in the beginning of the session, the College organizes orientation programme for newly admitted students and their parents in which the Principal and concerned faculty share details about various courses, programmes offered by the College and their outcome. An orientation programme was organized for the newly admitted students. Later on, due to COVID-19 pandemic and its safety directions all updates regarding course related evaluation and outcome were notified through college website, notice board and local newspaper. Teachers also communicated necessary information through different WhatsApp groups of their classes. Programme and course outcomes for academic year 2021-22 were clearly notified on university website and the link shown on college website.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://csjmu.ac.in/frontpage/nep-2020/ |
| 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 attainment of programme and course outcomes are completely based on students' previous year academic performance in annual university examination. Attainment level is measured in terms of actual percentage of students getting a required percentage of marks in every paper. The students who scored the minimum passing marks in all subjects are promoted to next level or class. If a student fails to obtain the minimum passing marks in any one subject, she can appear in the Re-examination organized by the University to achieve passing marks for next level course. The outcomes are thus measured on the basis of individual marks obtained by a student against the maximum marks. As per csjmuUniversity norms, students of Undergraduate programme have to obtain minimum 35 percent marks in each subject. Students of post graduate courses need to obtain at least 36 percent marks for promotion to the next level. The College maintained the record of course and programme outcomes of final year students in a register.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://saraswatomahila.org/committees.html |

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

234

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| 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)

<http://saraswatomahila.org/academic.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)

NA

| 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

NA

| 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 | Nil |

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

NA

| File Description | Documents |
|--|------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| 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

NA

| 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**

01

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | No File Uploaded |

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

Under the two units of the NCC, the college conducts extension activities in the surrounding areas of the college. The NCC units have adopted a village in neighbouring backward areas. Extension activities make students aware of their duties to the community, society and nation. NCC Programme Officers and Rangers' leaders organize the activities of self-help, community help, awareness programme, etc in the college and nearby rural & backward areas. As a result, the students who participate and get involved in such extension activities develop their leadership qualities, and problem-solving skill and become more sensitive towards the marginalized section of society. In 2021-22, during the extraordinary pandemic situation, NCC volunteers and programme officers did commendable community service for society through the following activities.

1. Organized two COVID-19 vaccination camps
2. Activities and awareness campaigns conducted on Environment conservation, road safety, cleanliness, health, and fitness.
3. Hosted programmes on Women empowerment under phase-3 'Mission Shakti', a Scheme of the U.P. State Government.
4. Hosted voter awareness campaign under the SVEEP programme of district administration.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/sawach.html |
| 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**

NA

| 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**

NCC

| 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**

25 NCC

| 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) | No File Uploaded |

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

NA

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

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

NA

| File Description | Documents |
|--|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| 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 College is adequately equipped with the following infrastructure and physical facilities to ensure a vibrant and viable teaching-learning environment.

1. Well-furnished and thoroughly ventilated classrooms with proper seating arrangement, blackboards, lights, and fans

2. 07 laboratories and 27 class rooms with adequate stock of necessary equipment.

3. A well-furnished common staff room with proper seating arrangements attached with the washroom, lights, fans, refrigerator and C.C. camera. The common staff room is also used as the Control Room during all examinations.

4. A rich library exists in the college with a huge collection of textbooks, reference books, C.D., and videos. It has two reading sections one for students and another for faculty. Also, there is an E-library section having C.Ds. videos and 04 computers with internet facility to ensure accessibility of e material.

5. A conference hall equipped with a projector, LCD, ACs, and Wi Fi connectivity is also available. Page 42/127 26-02-2024 02:41:33
6. Computing Equipment - (1) Home science Department (2) Administrative Block with three computers and Wi-Fi access. (3) Library with 01 computers. (4) Computer Lab with 20 computers. (5) A language laboratory with 20 computers in which students are trained in Communication skills, particularly in the English language.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://saraswatomahila.org/chemistry%20dep.html |

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

The College promulgates cultural and sports activities with

ardent enthusiasm. The cultural activities are performed in a spacious, well-ventilated auditorium having approximately 300seats. The auditorium is adequately equipped with an audio system, microphones, lights, ceiling fans, air conditioners, two green rooms and a stage for visual performances. There is one more open stage in the college ground which is used for outdoor celebrations. Sports Facilities The College campus has adequate infrastructure for sports activities. Students are trained in sports under the guidance of a well-qualified faculty of the Physical Education Department. Basketball, Volleyball Court, Indoor Badminton Court (Synthetic), Kho-Kho, Kabaddi Court, Table Tennis and Chess etc. facilities are available in the College to promote sports fitness.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://saraswatimahila.org/sport.html |

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

Room=20 ,Seminar hall=01=21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

Class room=20 , seminar hall =01 =21

| 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)

101500

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| 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)

The college library is partially automated with a library management software (LMS) which was installed in the year 2015 and which now needs an upgradation. At present there are total 8104textbooks, 1055reference books, 116 CDs and Videos in the library for students and faculties. New books for library are purchased according to requirements every year. During 2021-22, 583 books have been purchased incurring an expenditure of Rs. 212239 . All the important newspapers, journals, and magazines are available in the library to keep the students and faculties well informed about contemporary issues. The wall magazine section in the library enables students to share their innovative constructive thoughts and provides them an opportunity to explore their creativity. The E-library section has CDs and e books related to different subjects. The computers in the E library section facilitate access to information and study materials from online libraries and other websites.

| 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

A. Any 4 or more 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)

4,09440

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| 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

12 teachers and 125 students

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

4.3 - IT Infrastructure

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

To keep pace with the updated technology, concerned staff and faculty members convey their requirements to the Principal to cater for the needs related to IT infrastructure. The Principal, in consultation with the Management Committee of the College, accordingly takes decisions and actions to upgrade the

IT infrastructure. At present, there are 20 computers, 02 LCD Projectors, a Laptop, a Wi-Fi connection with 50MBPS bandwidth internet speed, microphones, printers, headphones, an audio system and other related accessories available in the college. Software and applications of computers are periodically upgraded before expiry. The hardware and other types of equipment which need servicing are serviced and replaced regularly, by outsourcing and on SOS basis. Wi-Fi access points are updated regularly as per the requirements of the concerned departments/areas.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| 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)

240460

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| 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 an internal monitoring mechanism for the maintenance of infrastructure, equipment and support facilities. The periodical meetings of the Management Committee, Building Maintenance Committee, Lab In-charge, Office in-charge, the Sports committee and the IQAC ensure the non-interrupting functioning of all the equipment and the optimum utilization of the infrastructure. By and large the college utilizes the services of the electrician, plumber, carpenter, and computer engineers by outsourcing and on SOS (as and when required) basis. The R.O. plant, Generator, Photocopier, CCTV and some computers are kept under AMC. Day-to-day maintenance is carried out by the staff appointed for cleaning, maintenance and upkeep of the infrastructure. The calibration and other precision measures for the equipment/instruments are carried out as and when reported by the concerned lab-in-charge & the persons handling the equipment. Learning resources such as study material, accessories, pen drives, CDs and other e-resources are also added and maintained through hiring, purchase and outsourcing as per requirement/priority within the limits of financial and other physical constraints. The annual maintenance of infrastructural facilities. Such as building repair, electric lights functioning check-ups, fans & AC's maintenance and cleaning are done every year as per requirement.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| 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 | |
| 185 | |
| File Description | Documents |
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| 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 | |
| 57 | |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| 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 | B. 3 of the above |

| hygiene) ICT/computing skills | |
|---|----------------------------|
| 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 | |
| 196 | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 196 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |
| 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 | No File Uploaded |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

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

22

| 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

90

| 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

01

| 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.**

30

| 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)

To ensure the participation and representation of students in administrative and academic committees of the college, a council of students was formed on 7th April 2021. was elected as president of the Student Council where Alongside, students of B.A., B.Sc, B.Ed. and D.El.Ed were elected as members of the council. Student Council members were assigned to different committees of the college like Discipline Committee, Grievance Redressal Cell, Sports Committee, Cultural Committee etc. These student members helped in the better execution of academic and administrative activities of the committee they were attached

to. Committee Incharges called meetings with teacher members and Student Council members and assigned duties to the Student Council members, Student Council members also gave their opinion and suggestions in the meeting if needed and ensured their contribution to the curricular and extra-curricular activities of the institution.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/voters.html |
| 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

50

| File Description | Documents |
|---|---------------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | View File |
| 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

The saraswati mahila mahavidhyalayahas Alumni Association since 2006 which has been registered . Alumni Association Meetings are held regularlytwice or thrice every academic year. Members of Alumni Association cast their votes to elect Chairman, Secretary and Treasurer for three years. The alumni of the college have contributed in terms of delivering guest lectures, helping teachers and guiding students in cultural, sports, and other activities. In the session 2021-22 the college got

tremendous help from alumni in preparing and decorating the Golden Gallery Exhibition on paintings, Art and Crafts, and Science which was organized to commemorate the Golden Jubilee year of college. Moreover, the college honoured its alumni for their distinguished contributions to cultural programme Yuvanjali . Alumni of the college also acted as judges in various competitions organized by college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/Alumni.html |
| Upload any additional information | View File |

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

The Saraswati mahila mahavidhyala was established with the vision "to provide quality higher education to the girls from marginalized sections of the society and to make this College a centre of academic excellence by transforming each student into conscious, responsible and competent citizen of the society". The values of honesty, justice, liberty and sincerity summarize our vision to prepare these girls the most sought out professionals in society. Since its inception, the Governing body has constantly worked towards attainment of this vision. MISSION "To educate, empower and enlighten the girls today and equip them with high social and moral values to nurture the needs of tomorrow". The conjoined efforts of the Managing Committee and the Principal create a structure of effective governance in which a congenial environment is formed to shape the vision and mission of the institution into reality. The Principal forms different committees involving faculty, supporting staff and student representatives. Under the able guidance of the members of Management and Principal, the

committees work efficiently to execute their responsibilities to achieve the desired goals of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatimahila.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 college nurtures a culture of participative management. Though the Principal functions primarily as a custodian of rules, regulations and directives of the University and the Government, and a facilitator of the implementation of the decision of the governing body, most of the decisions and administrative plans are implemented through the active involvement of faculty and the administrative staff. While the IQAC monitors the overall quality excellence programs, the administrative work has been decentralized by the Principal in the form of different Committees. The smooth functioning of the routine affairs as well as to organise some special events. To ensure the efficiency of the institution functioning, the authority is also delegated to some teachers for different administration-related works like immediate redressal of students' urgent grievances, A/c opening/ verification of students, Fee concession of students, marksheet related matters to be forwarded to the university etc. Some teachers and non-teaching members are given charge of different portfolios like Medicines, Photographs/CD's etc. Some senior teachers are empowered to take spontaneous decisions within the overall administrative framework. Thus, each and every member of RCA team participates in the regular functioning, administration and policy planning for the College.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatimahila.org/index.html |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institute has a strategic plan that is effectively deployed to achieve the desired result for the overall development of college. To enhance the infrastructure and quality education the institute regularly applies for grants to government organizations, NGOs and seeks donations from individuals. Received grants are utilized to meet the following requirements

1. Renovation and repair of old infrastructure.
2. Extension of building, classrooms and laboratory.
3. Integration of ICT in classroom teaching.
4. Upgradation of knowledge and skills of students and teachers which is ensured by organizing guest lectures and short-term courses. Activities related to Skill development for students are also organized in collaboration with local NGO's.
5. To develop the research potential in students of the college.
6. To promote critical thinking and a deeper understanding on issues of contemporary relevance guest lectures, group discussions, debates and webinars are organized every year besides organising conferences/ workshops & seminars.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | https://saraswatimahila.org/committees.html |
| Upload any additional information | View File |

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.

This College is affiliated to CSJM University, Kanpur. The appointments of teachers are made by the Director. The appointment of non-teaching staff is made in the College strictly as per guidelines of the University and Director. The services of all the staff are governed by the 1st statutes of CSJM University, Kanpur and are maintained accordingly by the College administration. The IQAC of the College is the key institutional body responsible for framing and planning the policies of institutional growth as per NAAC guidelines. The day-to-day administration and functioning of the College is the responsibility of the Principal. The Principal maintains coordination between the Management, Staff and Students to ensure smooth functioning and proper conduct of classes and other Co-curricular activities. To coordinate with the

University, Directorate and other external bodies and local administration is also the responsibility of the Principal. For effective implementation of policies and administration, the Principal has formed various committees and cells which are renewed every year as per changing requirements. The whole administrative work is thus decentralized and carried through these committees and cells.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://saraswatomahila.org/IQAC.html |
| Link to Organogram of the Institution webpage | https://saraswatomahila.org/facilities.html |
| 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

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| 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

1. Loan facility against salary and refundable or non-refundable loan facility from EPF for all the self-finance and parttime teachers. Non-Teaching Staff 1. Loan facility against salary and a refundable or non refundable loan facility from EPF for all self-finance/part-time employees. 2. Annual fun activities/ sports for teachers and non-teaching staff with incentives & prizes.

| 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

03

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| 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

02

| 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 | View File |
| 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

NA

| 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 | No File Uploaded |
| 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

To boost the culture of punctuality, sincerity, hard work and excellence in personal and professional growth among teaching and non-teaching staff, the college has developed its own

Performance Appraisal System (PAS) since the academic year 2017-18. A three-member committee including Principal and Management Members was constituted for the purpose. The committee evaluates the performance of teaching and non-teaching staff through well-designed Performance Appraisal Performa (PAP). An election is held in which voting by students for teachers and that by teachers for non-teaching staff is also given weightage in this process. For this purpose, teachers cast their vote for the best employee and students for the best teacher of their choice. The selection for the best performer teacher and non-teaching staff of the year is then made by the committee on the basis of evidences and details according to the Performance Appraisal System of the college. Selected teachers & non-teaching staff are given cash prizes and citations (sponsored by the college management and other governing body members). Due to the COVID-19 pandemic, the Award Ceremony couldn't be organized and the aforementioned prizes could not be given in the session 2021-22.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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 financial audit is a regular activity in the college. the cashier is responsible to maintain and provide all the detail of the day to day financial earning and expenditure to the accountant. After the proper verification ,the principal also looks in to the same and then the financial audit for the respective financial year is sent for the external audit to be done by a certified CA.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/ncte.html |
| 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 | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

Sources of funds are as follows: 1.Fees: Fees charged as per the university and government norms from students of various granted and self financed courses

The College utilizes these funds for the following resources:

1.Library Books: The above funds are utilized for purchasing the books for the library so that a rich learning resource centre can be provided to the students. as the Library is the centre of learning. The books are purchased on a regular basis for the library using the above funds in an optimal manner.

1.Infrastructure Improvements: College utilizes the above funds to bring required infrastructural changes in the premises from time to time like addition of Lift for students, additional furniture in the classes, smart boards etc.

1.Learning material for activities: College spends the above funds for purchase of learning material like charts, stationary material etc to conduct various activities in the college like House activities, Competitions, celebrations etc. 1.Gardening Expenses: College utilizes a considerable amount on Gardening which keeps the environment green and healthy. Gardening is the regular practice to contribute to local environment. 1.Security Purpose: At SMMV Collegessafety and security are primary concerns and is looked after constantly by appointing the security guards ensuring safety and security of each in the college.

1.Housekeeping: College ensures cleanliness and well sanitized

premises to the inmates and for this purpose an adequate number of staff is appointed. College utilizes a fine amount of funds on housekeeping to provide clean and hygienic premises..

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatomahila.org/ncte.html |
| 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 of the college has consistently contributed to institutionalize the quality assurance plans and processes to enhance the quality of the institution in all spheres. IQAC of the college conducts regular meetings under the chairmanship of the worthy Principal. Constructive Suggestions are taken from all members for better execution of academic and administrative activities. In the session 2021-22, following strategies were implemented by IQAC for quality enhancement

- Following the U.P state government guidelines, the IQAC of the college directed teachers to use virtual platform for routine classes and various competitions like poetry recitation, poster making, speech, guest lectures. Skill development workshop were also conducted virtually through Google Meet, Zoom etc.
- Various activities were successfully conducted and celebrated under IQAC.
- Activities related to the promotion of mental and physical fitness and environment conservation were organized successfully as a part of the best practices of session 2021-22.

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

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

To review teaching-learning process at periodic intervals

following activities are carried out under the aegis of IQAC.

1. In the beginning of the session faculty members prepare and submit teaching plans. The Principal reviews the teaching learning process and guides them accordingly.
2. Principal takes regular visits to monitor classroom teaching and students' behaviour in the college campus.
3. Mentor-Mentee meetings and Student Grievance Cell provide a platform where a student can lodge a complaint regarding teaching methods, syllabus completion or any other related issue.
4. Pre-University exams are conducted every year to evaluate teaching-learning outcomes. However, due to COVID-19 situation, the exams couldn't be conducted in the academic year 2021-22.
5. There is a Feedback Collection and Analysis Committee in the College which collects students' feedback on the teaching learning and evaluation process every year.
6. In the session 2021-22 due to COVID-19 pandemic situation and unexpected shutdown of college. IQAC of the College decided to conduct online classes. Therefore, from 11.01.22 to 04.02.22 classes were held online. Thereafter a few faculty members took online and offline extra and remedial classes till April 2022. The worthy Principal of the College monitored all such activities throughout the session and provided necessary guidance.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://saraswatimahila.org/ncte.html |
| 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)

A. All of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://saraswatimahila.org/IQAC.html |
| Upload e-copies of the accreditations and certifications | View File |
| 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

The Institution is sensitive to provide safe, secure, harmonious and healthy atmosphere to girls. Women Cell, Anti-ragging Cell and Student Grievance Cell actively monitor the issues related to girls' safety, security and harmony in the college campus. Throughout the year the Career Guidance and Counseling Cell and Skill Development Committee of the College organised activities related to empowerment of girls such as organizing counseling sessions, and programmes on capability enhancement. Personality development and skill development courses were organised in collaboration with the NGOs LIONS CLUB. Through these courses many girls have become economically self-reliant. Women Cell organized awareness programmes related to various issues of gender equality. Apart from this, NCC Unit and some departments also conducted activities on gender equality and empowerment. The College infrastructure is quite gender sensitive, CCTV Cameras have been installed in prominent places, a Complaint Box for complaints, Sanitary Pad vending Machine, a restroom is also available for consultation, if required basic medical aid in case of any emergency is available in the college.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://saraswatomahila.org/anti%20ragging1.html |
| 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-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| 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

The College effectively manages the degradable and non degradable waste. For the collection of solid waste from every nook and corner of the college campus, sufficient number of dustbins are placed. Other than this, bio-degradable waste is collected from college playfield and garden and is dumped in pits at well-defined location for decomposition and to be used as fertilizer. Nonbiodegradable waste is generated in less amount in comparison to biodegradable waste. This solid waste is dumped at a definite location. Liquid waste of kitchen, bathroom and washrooms is drained through systematic drainage system available in the College. College always ensures zero percent leakage of wastewater. The College generates minimum e-waste. E waste material is sold to vendor for recycling. Besides, the college always promotes the practices to minimize the use of polythene and plastic bags.

| 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 of water bodies and distribution system in the campus

C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| 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:

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

A. Any 4 or All 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

C. Any 2 of the above

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 | View File |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

D. Any 1 of the above

| 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).

The College provides an inclusive environment for both students and staff by promoting the values of tolerance, sense of equality and fraternity towards every culture, religion, language, community, socio-economic, geographical diversity. This spirit is reflected in every activity of the College where without any discrimination or biases opportunity for participation and progression are made available to all students and staff members. Alongside, commemoration of Independence Day, Republic Day, Human Rights Day, Women's Day, Teachers Day help to create congenial environment and develop a sense of equality and fraternity. Any discriminatory or biased behaviour and practices are not allowed in the College campus. In case it is found and recognized, or any related complaint is received from any staff or student it is immediately resolved by the Principal and Governing Body of the College. However, college had never faced any incident of hatred or discrimination on the basis of our diversities till date.

| 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

Constitution Day is celebrated every year on 26th November to sensitize the students and employees towards the constitutional obligations, values, rights and duties of Indian Citizen. On 26.11.2021, Besides this, other departments and their faculty members are encouraged to organize such activities. In this connection activities on International Human Rights Day, Vijay Divas, Road Safety Campaign, poster competition on Consumer Day, World Fraternity Day, Hindi week celebration, programmes and competition under Azadi ka Amrit Mahotsav etc., were organized for orientation of students towards constitutional values as well as rights and duties. Activities like visit to the Parliament House have been conducted many times in the last five years. However, in 2021-22, due to COVID-19 pandemic it couldn't be organized. But quiz, speech, poster competitions,

guest lectures were organized on Gandhi Jayanti, Sardar Patel Jayanti, Atal Jayanti, Madan Mahan Malviya Jayanti, Subhash Chandra Bose Jayanti to make students aware about the achievements and contribution of these great personalities in National freedom movements and their role in nation-building.

| 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

D. Any 1 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 | View File |
| Any other relevant information | View File |

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

The institute celebrates National and International commemorative day events and festivals with full enthusiasm & vigour. Independence Day (15th August), Republic Day (26th January), Gandhi Jayanti and Lal Bahadur Shastri Jayanti (2nd

October), Hindi Diwas (14th September), Vivekanand Jayanti (12th January), Basant Panchami (February or March Month as per Hindu Calendar the days celebrated every academic year. Apart from this, under the aegis of IQAC Fit India Campaign, Atal Bihari Vajpeyi Jayanti, Madan Mohan Malviya Jayanti, Vijay Diwas, and various activities under Azadi ka Amrit Mahotsav were conducted by concerned departments and NCC units of the college. Moreover, activities on Subhash Chandra Bose Jayanti, Voter Awareness Day, Rani Ahilyabai Jayanti, Laxmibai and Rani Durgavati Balidan Diwas were celebrated under Mission Shakti

| 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 Practices 2021-22

1. **Promoting activities on Mental and Physical wellness:** The old saying goes, 'A healthy mind resides in a healthy body', Taking a clue from this it has been our persistent endeavour to facilitate various activities that can sharpen emotional intelligence, promote mental wellness and also augment the physical growth of the students. To realize these practices Yoga Camps, COVID-19 vaccination camps, health check-up camp, annual Sports Day training program under Fit India campaign and many guest lectures were organized throughout the year to impart awareness and promote physical and mental fitness.

2. **Back to Nature:** In this present era of escalating climate crisis, it has become absolutely essential to take care of ecological environment for the well-being of all life forms of Earth. The sprawling college campus has flourished in the rich verdure of lush greenery. In the session 2021-22, Tree plantation campaign, Cleanliness campaign, Eco-Friendly Diwali item sale, Earth Day celebration, Mountain Day celebration, Poster competition on energy conservation and competitions related to conserve nature and biodiversity were organized with a motto to inculcate eco friendly habits among

students and staff.

| File Description | Documents |
|--|------------------|
| Best practices in the Institutional web site | No File Uploaded |
| 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

Every effort is made to fulfil the institution's vision of reaching to every girl from the weakest socio-economic status and providing quality education to empower her to lead a respectable life and become a responsible citizen. Many students come from families with weak economic base. However, the college is strongly equipped with a good number of qualified, responsible and cooperative teaching and administrative staff. Teachers and the office extend their full support to students to overcome their socio-economic backwardness and ensure all-round development. With this concern, the following steps have been taken. • Considering the poor economic background of the needy students some additional monetary help is provided for their uniform, fees and books by some management members and faculty. • Teachers give special attention to the problems of slow learners by paying individual attention to their physical, psychological and emotional problems. • The vocational courses introduced in NEP-2020 equipped the students with employability skills. Thus every initiative is focused towards the empowerment and all-round growth of students

| 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

- To continue to provide congenial learning environment for holistic development of Students, Faculty and Supporting Staff
- • To inculcate online learning through add on courses.
- • To continue to provide holistic value based education

- • To inculcate entrepreneurial abilities in students to face the challenges of corporate world
- • To stimulate the academic environment for promotion of quality in teaching-learning process
- • To undertake quality-related research studies, consultancy and training programmes
- • To conduct various activities that will help students and staff to develop these skills • To increase Extension activities
- • To develop more formal linkages through MoUs
- • To facilitate continuous upgradation of the college
- • To organise more workshops, seminars and conferences
- • To create awareness and initiate measures for protecting and promoting environment
- • To promote Research by students and Faculty
- • To monitor Quality Assurance and Quality Enhancement activities
- • To support various Staff Welfare measures.
- • To facilitate Faculty and Student Exchange Programmes with Other Academic Institutions and Linkages
- • To foster and strengthen relationship through Faculty and Student Exchange Programmes
- • To devise techniques to improve Teaching Learning & Evaluation process
- • To continue to provide formal education to needy and deserving students
- • To arrange career guidance programmes
- • To emerge as an exemplar to other colleges