



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution		SARASWATI COLLEGE OF PROFESSIONAL STUDIES
Name of the head of the Institution		Dr. A.B.Bhatnagar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01202761386
Mobile no.		9837204166
Registered Email		info@saraswaticollege.com
Alternate Email		scps.gzb@gmail.com
Address		819, 27 Km Stone, Dasna, NH-09, (Earlier NH-24) Delhi Hapur Bypass, Post Adhyadmic Nagar, Ghaziabad
City/Town		GHAZIABAD
State/UT		Uttar pradesh

Pincode	201015																								
2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Urban																								
Financial Status	Self financed																								
Name of the IQAC co-ordinator/Director	Dr. Anita Singh																								
Phone no/Alternate Phone no.	01202761386																								
Mobile no.	9810575965																								
Registered Email	info@saraswaticollege.com																								
Alternate Email	sirohianitasingh@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	http://saraswaticollege.com/AQAR%202014-15.pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	http://saraswaticollege.com/ACACEMIC%20CALENDAR%202015-16.pdf																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.33</td> <td>2010</td> <td>28-Mar-2010</td> <td>27-Mar-2015</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.37</td> <td>2016</td> <td>17-Mar-2016</td> <td>16-Apr-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.33	2010	28-Mar-2010	27-Mar-2015	2	B	2.37	2016	17-Mar-2016	16-Apr-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B	2.33	2010	28-Mar-2010	27-Mar-2015																				
2	B	2.37	2016	17-Mar-2016	16-Apr-2021																				
6. Date of Establishment of IQAC	01-Jan-2009																								
7. Internal Quality Assurance System																									

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Lesson Planning	23-Nov-2015 1	35
Guest Lecture on Learning Barriers	27-Nov-2015 1	38
Peer Team Visit for NAAC Accreditation	22-Feb-2016 2	58
Participation in All India Survey on Higher Education	09-Feb-2016 1	11
Personality Development Program	18-Jan-2016 6	32
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

IQAC played a significant role in the progress of the college. A workshop on lesson planning was conducted to improve the quality of teaching of student teachers. A guest lecture was organized on learning barriers so that student teachers and faculty members can contribute significantly to the learning of

their students. College took participation in AISHE so that government can make better policy for higher education. The second cycle of NAAC accreditation was initiated to ensure stakeholders about quality education in our college. In the last of the academic session, feedback was collected from students and faculty members to improve the teaching learning process and infrastructure of the college. Personality Development Program was organised for students.

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

Plan of Action	Achivements/Outcomes
Personality Development Program	Held in the month of January
Guest Lecture on Learning Barriers	Held in the month of November
Apply for All India Survey on Higher Education	Applied in the Month of February
Feedback from stakeholders	Feedback Taken in May and June
Peer Team Visit for NAAC Accreditation	Team visited in the Month of February
Workshop on Lesson Planning	Organised in the Month of November
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Management Committee	24-Jul-2016

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

22-Feb-2016

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2016

Date of Submission

09-Feb-2016

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The college is steadily moving from the traditional to automated Management Information Systems (MIS). The

following systems are fully functional in the college from the last few years.

1. Library is fully automated and uses the software TechLib.
2. Institutional email system
3. Excel is used for Result and Students Performance Analysis.
4. Publications in e version.
5. For Accounting Tally 7.2 software is used. The latest news, updates and information is provided to various stakeholders through college website.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our College is an affiliated college to CCS University, Meerut. We follow the curriculum prescribed by the university. But the College ensures effective curriculum delivery through a well planned and documented process. IQAC prepares the academic calendar of the college prior to the commencement of every academic year. The faculty members are briefed on the academic activities of the college on the first meeting of the commencement of every academic year. Faculty members prepare year-wise teaching plans for theory and practical at the beginning of every session. The timetable committee prepares a timetable. Teachers conduct classes according to the timetable. Departmental meetings are held periodically to review the syllabus completed.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	Education	13/05/2015

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Personality Development Program	18/01/2016	32
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Education	32
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Structured feedback is received from all the stakeholders. This includes students, teachers, employers, employers, alumni and parents. After receiving the feedback from the stakeholders, the IQAC and the Principal of the College organized a meeting to discuss various outcomes of the feedback analysis. It is analyzed by the Principal and corrective measures, if any, are taken for further improvements. We have also installed a suggestion box which is accessible to all the stakeholders so that they can give their feedback/ suggestions for improvements of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	100	32	32
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	32	Nil	8	Nil	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
8	8	14	Nil	Nil	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Total students of the College are divided into several groups for monitoring their academic activities. Each group is headed by a faculty member who works as a mentor, supervisor and counsellor for the students. The teachers, mentors, the academics and personal activities of the students. The teacher also maintains communication links with the parents to make up for the deficiencies of the wards in order to have a healthy educational atmosphere.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
32	8	1:4

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
8	8	Nil	Nil	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	Dr. (Prof.) A.B. Bhatnagar	Principal	Practical Examiner (CCS University, Meerut)
2015	Dr. (Prof.) A.B. Bhatnagar	Principal	On the Board of Advisory Committee (IPEM College)
2015	Dr. (Prof.) A.B. Bhatnagar	Principal	University Subject Expert Nominee (CCS University Meerut)

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
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BEEd	NA	Year	06/10/2016	13/11/2016
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our college is affiliated to CCS University and follows the norms and guidelines of the University. CCS University guidelines are strictly adhered to with respect to continuous and comprehensive internal evaluation. SCPS has reformed the continuous internal evaluation system from faculty centric to student centric. The examination committee prepares the examination schedule and it is communicated to the students through college website and notice board. Scheduling of internal examination, seating arrangements, hall invigilators listed for every examination are done by the examination committee. All the question papers for the internal examination are prepared in uniform pattern and as per the guidelines of the University. Scrutiny of prepared question paper is carried out by the subject experts to ensure quality of the question paper. Internal assessment has to be carried out within the stipulated time. After completion of the internal examination, the faculty evaluates the answer scripts and distributes them to the students for doubt clarification or re-correction. The faculty submits the corrected scripts to the examination committee and marks are displayed on the notice board. Results review meetings are conducted with result analysis and the remedial actions for further improvement are arrived at after discussion with faculty and Principal. Assessment marks are uploaded in the university web portal as per university guidelines.

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

Before the commencement of every academic year, the IQAC prepares the academic calendar in accordance with the academic calendar of the CCS University, Meerut. The academic calendar specifies the teaching-learning schedule of every academic year and continuous internal evaluation. This academic calendar is shared with the faculty members and students. It is also displayed on the college website. It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities. Our college abides by the timeline mentioned in our academic calendar. We also abide by the guidelines issued by CCS University, Meerut for conduct of year end examinations. The principal of the college regularly conducts meetings of various college committees to ensure the better functioning of the academic and examination related activities.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://saraswaticollege.com/COURSE%20LEARNING%20OUTCOMES.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	BEEd	Education	83	81	97.59

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://saraswaticollege.com/SATIFACTION%20SURVEY-%202015-16.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Intellectual Property Rights (IPR)	Education	13/04/2016

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	Education	2	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Education	4
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	4	Nill	Nill
Presented papers	Nill	2	Nill	Nill
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Literacy Awareness Rally	Purva Madhyamik Vidhyalaya, Kazipura, Ghaziabad	3	28
Voting Awareness Program	District Administration, Ghaziabad	4	29
Visit to Dasna Jail	Rotary Club of Sahibabad	4	28
Mid -Day Meal	Purva Madhyamik Vidhyalaya, Kazipura, Ghaziabad	3	26
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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Blood Donation Camp	Letter of Appreciation	Rotary	25
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Voting Awareness Program	District Administration, Ghaziabad	Voting Awareness Program	4	29
Literacy Awareness Program	Purva Madhyamik Vidhyalaya, kazipura, Ghaziabad	Literacy Awareness Rally	3	28
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training	Teaching Practice	Adhyatmik Nagar Girls Junior High School, Ghaziabad	30/11/2015	30/12/2015	32
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Rotary Club of Sahibabad	08/07/2015	Blood Donation Camp, Tree Plantation and Other Activities	31
Patanjali Yogpeeth, Haridwar	22/07/2015	Yoga Camp	30

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Techlib7	Fully	Latest	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2901	294063	159	Nil	3060	294063
Reference Books	972	71874	87	Nil	1059	71874
Journals	272	Nil	12	4520	284	4520
e-Journals	2	Nil	1	5000	3	5000
CD & Video	35	Nil	Nil	Nil	35	Nil
Library Automation	1	20000	Nil	Nil	1	20000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	30	25	1	1	1	2	3	54	0
Added	0	0	0	0	0	0	0	0	0
Total	30	25	1	1	1	2	3	54	0

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

54 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
35000	28297	12000	9497

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

All the physical, academic and support facilities are augmented and maintained through various college committees such as College Development Committee (CDC), Purchase Committee and Library Committee etc. At the beginning of every academic year, proper availability of blackboards, lighting, and furniture in classrooms etc. is taken care of by these committees. The Library Committee is functional which takes care of the library matters and functions. FIT India movement committee has the responsibility for the creation and maintenance of sports facilities on the campus for the students and the faculty. Upgradation of software and hardware and maintenance of ICT facilities is done on time. Separate non-teaching staff is appointed for housekeeping. The maintenance work related to facilities like toilet blocks, computer labs, equipment, furniture, replacement of fire extinguishers, electric work, plumbing, RO-water-facilities, water tank, etc. is maintained on a daily basis through contract services.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
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Financial Support from institution	Institutional Scholarship	2	20000
Financial Support from Other Sources			
a) National	Social Welfare Department	12	730952
b) International	0	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personality Development Program	18/01/2016	32	SAS Trainings
Learning Barriers	27/11/2015	28	Sciencetology
Research Methodology	16/09/2015	24	INMANTEC
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2015	Guidance UPTET and CTET	30	Nil	2	Nil
2015	Career Counseling Session	Nil	28	Nil	1
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	R.B.J. High School, Ghaziabad,	15	1

Adhyatmik
Nagar Inter
College,
Dasna

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2015	3	B.Ed.	Education	UP Rajarshi Tandon Open University, Allahabad	MA (Education)

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Rangoli Competition	College	10
Essay Writing	College	10
Mehandi Competition	College	12
Slogan Making Competition	College	20
Badminton Competition	College	8
Flower Making Competition	College	13
Carrrom Competition	College	8
Talent Hunt	College	18
Pot Decoration Competition	College	12
Debate Competition	Inter College	2

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

College has a student council in place. It includes representatives from each working committee, cell and club. The main objective of formation of student council is to instill leadership and organizational qualities among the students. The student council helps the teachers in planning and execution of various activities like guest lectures, seminars, workshops, group discussion, quiz competition etc. One representative student from each working committee is ensured by election of the respective working committees. During this activity, students of each working committee are asked to choose a student as committee convenor. Student council consists of these committee conveners.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

135

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has a well defined system of decentralization and participative management. Two practices out of them are as follows. 1. In order to decentralize the college administration, the Principal and the registrar are given freedom to plan academic and administrative activities for the smooth conduct and continuous progress of the college both for the Teaching and Non teaching aspects of college functioning. IQAC has the freedom to formulate quality policies and its implementation discussed and planned at the several meetings conducted in the year. Coordinator of Education Department has the freedom to plan, implement, finalize and shape activities in view of the available resources by conducting department. The routine work pertaining to students and smooth conduct of classes are monitored by the respective coordinator. The specific problems of each class are looked after by the respective co-ordinator. Overall, they are assisted by the students Council. 2. In order to decentralize the administrative and academic responsibilities, the college has formed a number of committees/ cells /clubs such as the IQAC, Publication Cell, Research Cell, Academic Committee, Purchase Committee, Admission Committee, Examination Cell, Grievance Redressal Cell, Alumni Committee, Scholarship Committee, Internal Complaint Committee, UGC Cell, Library Committee, Sports Committee, Placement Cell etc. The principal of the college convenes periodic meetings of all the committees and the conveners have to present an annual plan at the outset of each academic session. Each convener holds meetings with the members of respective committees from time to time to ensure better functioning of their action plan. All these committees execute their annual calendar directly under the guidance of the principal keeping in

view the vision and mission of the institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission is given by the government on the basis of state-level Entrance Exam test.
Industry Interaction / Collaboration	Our college has collaborated with the schools for Practice Teaching and internship of B.Ed students.
Human Resource Management	Rules and regulations of authorities like UGC, NCTE and CCS University are strictly adhered to during the recruitment of human resources. Statutory Committees are constituted like IQAC and Grievance Redressal Cell etc. Induction programs are in practice, the staff is encouraged for their professional growth, FDP is conducted. Welfare activities are planned for the staff.
Library, ICT and Physical Infrastructure / Instrumentation	The physical infrastructure caters to the diverse needs of each course. Projectors are installed to enable use of AV in Classroom teaching. Wifi is available throughout the campus. Library caters to diverse student needs and responds to their suggestions for collection development and also improvements are made in service extended to students.
Research and Development	Teachers are motivated to participate in conferences, workshops and training programmes to enroll for PhD, permitted time off, facilitated to avail travel grant and FDP (UGC).
Examination and Evaluation	Examinations are scheduled as per prescribed University time table and planned well in advance to ensure smooth conduct of exams. The evaluation scheme is communicated to the students through an orientation programme. Scope is given for redressal through methods of Revaluation.
Teaching and Learning	Teaching learning progress is monitored with reference to the academic calendar. Teachers' diary is reviewed monthly by co-ordinator and half yearly by the Principal. Monitoring of lectures taken and

	compensated, 100 percent coverage of syllabi, endorsing of innovative methods adopted by teachers and use of various audio visual aids are taken into consideration.
Curriculum Development	There is no provision for private college faculty members to participate at the university level for curriculum development.

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

E-governance area	Details
Planning and Development	The policies and programs with regard to academic and administrative aspects are made available in public domain.
Administration	The e-governance had been implemented in the case of official communications to teachers, students, alumni, and other agencies such as NAAC, NCTE, UGC, CCSU (affiliating university) apart from the procedure of giving email, Whatsapp group had been created exclusively for college teaching and non-teaching staff, B.Ed. and alumni for quick communication and sharing of the necessary information.
Finance and Accounts	All the financial transactions are recorded using Tally 7.2. Students are allowed to make payments using Digital facilities transactions.
Student Admission and Support	Students directly registered on the university portal and state government portal. Therefore, the college has no portal for admission of the students.
Examination	Computerized result analysis helps teachers to plan remedial and additional coaching of students to reduce the failures.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2015	Workshop on Lesson Planning	Nil	23/11/2015	23/11/2015	8	Nil
2015	Nil	Training on Tally 7.2	16/07/2015	16/07/2015	Nil	1
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Professional Development Program	1	18/01/2016	23/01/2016	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Casual Leave, Earned Leave, Special Leave, Maternity Leave, Health Check up	Advance Against Salary, Medical Financed, Emergency Assistance	Scholarships under Government Social welfare schemes, Training classes on Soft skills, Institutional Scholarships

6.4 – Financial Management and Resource Mobilization

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

Yes The institution has a fully equipped computerized financial management system. An internal financial audit is done by an Internal auditor and an external audit is done by a qualified chartered accountant.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

4212383

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	National Assessment and Accreditation Council	Yes	IQAC
Administrative	Yes	National Assessment and Accreditation Council	Yes	IQAC

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

There is no formal Parent Teacher Association in our college. Even though 1. Departments conduct Parents Teachers meetings annually and the Class coordinators update parents about the progress of their wards. 2. In the event of Attendance defaulters or Discipline related issues, the concerned parents are called upon to intimate the absence of their ward from classrooms or indiscipline and warned about the possibility of not being allowed to sit for the ensuing examinations or being disallowed for admissions in the forthcoming year. 3. Feedback is taken from Parents on Curriculum and College Infrastructure.

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

Following programs were conducted for supporting staff: 1. A workshop on code of conduct. 2. A lecture on Environmental Awareness.

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

1. All feedback in written format . 2. CIE Process is used for Evaluation. 3. In teaching learning other methods such as presentations, group discussion, projects, report writing etc. 4. Value base add-on course introduces.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	Workshop on Lesson Planning	01/06/2015	23/11/2015	23/11/2015	29
2015	Guest Lecture on Learning Barriers	01/06/2015	27/11/2015	27/11/2015	26
2016	Peer Team Visit for	01/06/2015	22/02/2016	23/02/2016	39

	NAAC Accreditation				
2016	Participation in All India Survey on Higher Education	04/09/2015	09/02/2016	09/02/2016	11
2016	Personality Development Program	01/06/2015	18/01/2016	23/01/2016	32
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on Women Day	08/03/2016	08/03/2016	24	2

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

Percentage of power requirement of the University met by the renewable energy sources
1. Plantation in the campus. 2. All LED light installed in the Campus. 3. Green Audit. 4. Observing World Water Day and World Ozone Day.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	Nil	1	19/10/2015	1	Literacy Awareness Rally	To Increase Literacy in the Village	28
2016	Nil	1	21/01/2016	1	Voting Awareness	To understand the importance of Voting	29

2015	1	Nil	30/11/2015	30	Practice Teaching	Practical Teaching-training of students in school	32
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook for Student	22/06/2015	1. Student Charter. 2. Student Hand Book. 3. Rule and Regulations for Students. 4. Student Welfare Policy. 5. Scholarship Policy for Students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Personality Development Program	18/01/2016	23/01/2016	32
Celebration of Independence Day	15/08/2015	15/08/2015	29
Celebration of Republic Day	26/01/2016	26/01/2016	27
Celebration of Gandhi Jayanti	02/10/2015	02/10/2015	31
Special Talk on Assembly	Nil	Nil	25
Celebration of Festivals	Nil	Nil	27

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The campus has green landscaping of plants and trees, through various activities like : • Slogan Making Competition • Cleanliness Drive • Plantation Drive • No Plastic Campus • Green landscaping with trees and plants • Students participate in the plantation drive • Awareness programs about deforestation • Conserve native species of plants and trees

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Students' Mentoring System Students admitted in the first year have various academic and personal problems. This leads to poor academic performance. It is not possible to give personal guidance and counselling to each and every student in the classroom. To solve this problem, a 'mentoring system' was introduced in the college. It is required to promote emotional stability, clarity in thinking and decision making among students. Mentoring helps the students to solve their academic and personal problems. 2. Green, Clean Campus Green, clean campus has always propaganda by Saraswati College of Professional

Studies, Ghaziabad since its inception in 2004. Great care has been taken to maintain this lush green environment.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://saraswaticollege.com/Best%20Practices-%202015-16.pdf>

7.3 – Institutional Distinctiveness

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

Saraswati College of Professional Studies came into existence in the year 2004 under the aegis of Maa Saraswati Shiksha Samiti. It is dually recognized by NCTE and affiliated to Ch. Charan Singh University, Meerut. It has completed two NAAC Accreditation and secured 'B' grade. The management committee represents a team of Entrepreneurs, Educationists and Professionals committed to the cause of quality education. The principal and faculty members are well qualified and experienced. The atmosphere is very conducive for interactive and focussed discussions between faculty and students, case study and projects, presentations, assignments and role play form an integral part of a classroom experience. The objective of the Institution is to enable the student-teachers to acquire knowledge, skills, attitudes, ethics and perception required to become ideal teachers and responsible citizens. Thus, Keeping this in mind accordingly the Academic Calendar is planned, prepared and executed. The classroom teaching is interactive. The teaching pedagogies are student-centric. The school experience program helps students to sensitize about the practical challenges that schools face at an operation level. All this helps students to discover their inner potential and strengths so that they get the vigor to set the high goals and achieve them. The college campus is spread over five areas of land with serene and lush green environment. The manicured hedges, trees and aesthetically maintained lawns blend artistically. This gives students a very positive feeling and love for nature

Provide the weblink of the institution

<http://saraswaticollege.com/Distinctive%20performance%202015-16.pdf>

8.Future Plans of Actions for Next Academic Year

Academic Calendar of the new session to be finalised. AISHE Report in the coming session to be completed for submission. Distance Courses to be added. To organize Workshops Seminars for students Publication of the college journal. To establish collaboration with more schools for internship program.