



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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-9 (Earlier NH-24), Delhi-Hapur Bye Pass, Po- Adhyatmik Nagar, Ghaziabad
City/Town	Ghaziabad
State/UT	Uttar pradesh

Pincode	201015																								
<b>2. Institutional Status</b>																									
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																								
<b>3. Website Address</b>																									
Web-link of the AQAR: (Previous Academic Year)	<a href="http://saraswaticollege.com/aqar%2016-17.pdf">http://saraswaticollege.com/aqar%2016-17.pdf</a>																								
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://saraswaticollege.com/Academic%20Calendar%202017-18.pdf">http://saraswaticollege.com/Academic%20Calendar%202017-18.pdf</a>																								
<b>5. Accrediation Details</b>																									
<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>2</td> <td>B</td> <td>2.37</td> <td>2016</td> <td>17-Mar-2016</td> <td>16-Mar-2021</td> </tr> <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> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.37	2016	17-Mar-2016	16-Mar-2021	1	B	2.33	2010	28-Mar-2010	27-Mar-2015
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
2	B	2.37	2016	17-Mar-2016	16-Mar-2021																				
1	B	2.33	2010	28-Mar-2010	27-Mar-2015																				
<b>6. Date of Establishment of IQAC</b>	01-Jan-2009																								
<b>7. Internal Quality Assurance System</b>																									

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
Guest Lecture on Gandhian Philosophy	03-Oct-2017 1	126
Seminar on Health Awareness	09-Sep-2017 1	106
Participation in All India Survey on Higher Education	05-Mar-2018 1	12
Feedback taken from stakeholders	29-Jun-2018 2	136
Workshop 'Becoming an Extraordinary Teacher'.	31-Jul-2017 1	122
Lesson Planning Through Constructive Approach	20-Nov-2017 1	81
Workshop on Micro Teaching	02-Nov-2017 1	73
<a href="#">View File</a>		

**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
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

**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 micro teaching and constructive approach of lesson planning was conducted to improve the quality of teaching of student teachers. College took part in AISHE so that government can make better policy for the higher education. Workshops were conducted on becoming an extraordinary teacher, and Origami. A health awareness program was organized in this year. At the end of the academic session, a feedback was collected from stakeholders to improve teaching learning process and infrastructure of the college.

[View File](#)

**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
Workshop on Origami	Organised in the Month of October
Guest Lecture on Gandhian Philosophy	Organised in the Month of October
Apply for All India Survey on Higher Education	Applied in the Month of March
Feedback from stakeholders	Feedback Taken in May and June
Workshop Becoming an Extraordinary Teacher.	Organised in the Month of July
Lesson Planning Through Constructive Approach	Organised in the Month of November
Career Counseling	Organised in the Month of September
Workshop on Micro Teaching	Organised in the Month of November
Personality Development Program	Organised in the month of February
Seminar on Health Awareness	Organised in the month of September
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Management Committee	19-Aug-2018

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

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission	2018
Date of Submission	05-Mar-2018
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description 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 9 ERP software is used. 6. SMS App to Communicate information to stakeholders. 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 CCS University, Meerut. Though CCS University prescribed the syllabus, we ensure effective delivery of this curriculum through a well planned and documented process. IQAC prepares the academic calendar of the college prior to the commencement of academic year. The academic calendar specifies suitable available dates for significant academic and other activities. The faculty members are briefed on the academic activities of the college in the first meeting before the commencement of the new academic year. The timetable committee prepares a time-table. Teachers conduct classes according to the timetable. Departmental meetings are held periodically to review the syllabus completed. For the effective transmission and delivery of curricula, departments integrate classroom teaching with various ICT tools.

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
BEEd	Education	21/06/2017

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	12/02/2018	86
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEEd	Education	52
<a href="#">View File</a>		

### 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 collected from the stakeholders. Stakeholders include students, teachers, employers, practicing schools, alumni and parents. After collecting the feedback from the stakeholders, the IQAC and the Principal of the College analysed the feedback data. Thereafter an IQAC meeting is scheduled to discuss results of the data analysis and corrective measures, if any, are taken for further improvements. Analysis report is displayed on the college website. We also have a suggestion box in the college which is accessible to all the stakeholders so that they can give their 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
BEEd	Education	100	99	97
<a href="#">View File</a>				

## 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
2017	97	Nil	10	Nil	10

## 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
10	10	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)

Student mentoring system is in practice in our college. Each faculty member is allotted 15-20 students for mentorship. It means each group of 15-20 students is headed by a faculty member who works as a mentor and counsellor for the students. Each mentor is responsible for managing the day to day affairs of the students. He keeps eyes on the regularity of the student in the class and other discipline issues. He has to know the family background of the student and suggest any possible assistance in this regard. He maintains the academic and personal history of the student. He knows the students better so as to design suitable teaching learning methodologies. The mentor also maintains communication links with the parents to make up for the deficiencies of the wards in order to have a healthy educational environment.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
149	9	1:17

## 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
12	10	2	1	4

### 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,	Designation	Name of the award, fellowship, received from Government or recognized
---------------	---	-------------	---

	international level		bodies
2017	Dr. (Prof.) A.B. Bhatnagar	Principal	Practical Examiner (CCS University, Meerut)
<a href="#">View File</a>			

## 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
BEd	NA	Year	29/06/2018	19/11/2018
<a href="#">View File</a>				

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. Our college has reformed the continuous internal evaluation system from faculty centric to student centric. The examination committee prepares and communicates the examination schedule to the students through college website and notice board. All the question papers for the internal examination are prepared as per the guidelines of the CCS University. Scrutiny of prepared question paper is carried out by the subject experts to ensure quality of the question paper. After completion of the internal examination, the faculty evaluates the answer scripts and distributes them to the students for doubt clarification. Results review meeting is conducted by the principal to discuss the results of the students and corrective measures, if any, are taken for further improvements. Internal evaluation marks are uploaded in the university web portal as per guidelines of the University at the end of the session.

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

Before the commencement of academic year, the IQAC prepares the academic calendar keeping in mind the academic calendar of the CCS University, Meerut. The academic calendar specifies the teaching-learning schedule of 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 and internal evaluation. Our college abides by the timeline mentioned in our academic calendar. 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	Number of students passed	Pass Percentage
----------------	----------------	--------------------------	--------------------	---------------------------	-----------------

			appeared in the final year examination	in final year examination	
NA	BEd	Education	52	51	98.07
<a href="#">View File</a>					

## 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/Satisfaction%20Survey%202017-18.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	29/01/2018

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
Nil	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	4	Nil
<a href="#">View File</a>			

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
Education	5
<a href="#">View File</a>	

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	Nil	Nil	Nil	Nil	Nil	Nil
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	Nil	Nil	Nil	Nil	Nil	Nil
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	Nil	3	Nil	2
Presented papers	Nil	3	Nil	Nil
<a href="#">View File</a>				

### 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 Vidhyalya, Kazipura, Ghaziabad	3	123
Observation of Mid-Day Meal	Purva Madhyamik Vidhyalya, Kazipura, Ghaziabad	4	106
Visit to Special School	Special School	4	109
<a href="#">View File</a>			

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
Nil	Nil	Nil	Nil
No file uploaded.			

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
Literacy Awareness	Purva Madhyamik Vidhyalya, Kazipura, Ghaziabad	Literacy Awareness Rally	3	123
Mid-Day-Meal Program	Purva Madhyamik Vidhyalya, Kazipura, Ghaziabad	Observation of Mid-Day Meal	4	106
<a href="#">View File</a>				

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	Internship	Dr. Ambedkar Inter College, Indergarhi, Ghaziabad	01/11/2017	01/03/2018	12
Training	Internship	R.B. Public School, Mehrauli, Ghaziabad	01/11/2017	01/03/2018	18
Training	Internship	Purva madhyamik	01/11/2017	01/03/2018	9

		Vidhyalya, Kazipura, Ghaziabad			
Training	Internship	Brightland School, Govindpuram, Ghaziabad	01/11/2017	01/03/2018	7
Training	Internship	B.D. Meorial Public School, Indergarhi, Ghaziabad	01/11/2017	01/03/2018	6
<a href="#">View File</a>					

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 Sahababad	07/07/2017	Tree Plantation	132
Patanjali Yog Peeth, Haridwar	15/06/2017	Yoga Camp	143
<a href="#">View File</a>			

## 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
15500	8999

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
<a href="#">View File</a>	

### 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	Letast	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	3162	294063	102	18055	3264
Reference Books	1090	71874	17	3405	1107	75279
Journals	293	21963	4	2195	297	24158
e-Journals	2	Nil	1	1000	3	1000
CD & Video	35	Nil	Nil	Nil	35	Nil
Library Automation	1	20000	Nil	Nil	1	20000
<a href="#">View File</a>						

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

150000	149556	300000	259565
--------	--------	--------	--------

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 upkeep and maintained through various college committees and Incharges. There is a stock maintenance committee that maintains the stock register by physically verifying the items round the year. Regular maintenance of computer laboratory equipment is done by laboratory incharge. Overall development of the campus is done by the campus cleanliness committee of the college. Regular cleaning of water tanks, proper garbage disposal, pest control, and maintenance of lawns is done by college Fourth Class Employees. 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.

<http://saraswaticollege.com/maintainance%20policy.php>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional Scholarship	1	10000
Financial Support from Other Sources			
a) National	Social Welfare Department, Ghaziabad, Uttar Pradesh	71	3700620
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Work shop Becoming an Enlightened teacher ( Indus quality Education )	04/08/2017	112	In House
Workshop on Origami	07/10/2017	95	In House
Yoga Camp	15/03/2018	82	Patanjali Yogpeeth, Haridwar
<a href="#">View File</a>			

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	Number of benefited	Number of students who	Number of studentsp placed
------	--------------------	---------------------	---------------------	------------------------	----------------------------

		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2018	Guidance UPTET and CTET	63	Nil	2	Nil
2018	Career Counseling Session	Nil	29	Nil	1
<a href="#">View File</a>					

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
8	8	5

## 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, Adhyatmik Nagar Inter College, Dasna, City Public School, Mehrauli, Ghaziabad, Silver Line School, Kavi Nagar, Ghaziabad	17	1
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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	4

[View File](#)

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

Activity	Level	Number of Participants
Sports Week	College	39
Self Composed Poem	College	9
Best out of Waste	College	16
Singing Competition	College	14
Badminton Competition	College	16
Lemon Spoon Race	College	10
Skit Competition	College	7
Sports Week	College	39
Best out of Waste	College	16
Self Composed Poem	College	9

[View File](#)

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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. The student council plays a dynamic role in helping to organize co-curricular activities and community based programmes. 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:

152

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. The Coordinators of the Education Department have the freedom to plan, implement, finalize and shape activities in view of the available resources by the conducting department. 2. In order to decentralize the administrative and academic responsibilities, the college has formed various committees/ cells /clubs. Internal Quality Assurance Cell, Academic Committee, Purchase Committee, Admission Committee, Examination Cell, Grievance Redressal Cell, Alumni Committee, Scholarship Committee, Internal Grievance Committee, Library Committee, Sports Committee, Cultural Committee are some of them. The principal of the college held periodic meetings of all the committees and their conveners to present an annual plan for 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 test. No direct admission is allowed to college.
Industry Interaction / Collaboration	Our college has collaborated with the schools for the 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 in all

	classrooms 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), apply for research grants minor/ major research projects .
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 HODs 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 first-year students, B.Ed second-year students, and alumni for quick communication and sharing of the necessary information.
Finance and Accounts	All the financial transactions are

	recorded using Tally ERP. 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
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Workshop on How to be an Extraordinary Teacher	Nil	31/07/2017	31/07/2017	9	Nil
2017	Lesson Planning Through Constructive Approach	Nil	20/11/2017	20/11/2017	9	Nil
2018	Nil	Training on Tally 9.0 ERP	07/03/2018	07/03/2018	Nil	1
2018	Yoga Camp	Nil	15/03/2018	15/03/2018	3	1
2017	Health Awareness Program	Nil	09/09/2017	09/09/2017	7	2
<a href="#">View File</a>						

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
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Casual Leave, Earned Leave, Special Leave, Maternity Leave, Health Check up, Incentives, Promotion Policy	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
NA	Nil	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

4212386
---------

**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	No	Nil	Yes	IQAC
Administrative	Yes	CA, Naveen Kumar Associates	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. Placement cell has been established. 2. Students participation in IQAC. 3. Budget Allocation for different academic activities initiative.

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
2017	Guest Lecture on Gandhian Philosophy	04/09/2017	03/10/2017	03/10/2017	126
2017	Seminar on Health Awareness	04/09/2017	09/09/2017	09/09/2017	106
2018	Participation in All India Survey on Higher Education	04/09/2017	05/03/2018	05/03/2018	12
2018	Feedback taken from stakeholders	06/03/2018	29/06/2018	30/06/2018	136
2017	Workshop Becoming an Extraordinary Teacher.	05/06/2017	31/07/2017	31/07/2017	122
2017	Lesson Planning Through Constructive Approach	04/09/2017	20/11/2017	20/11/2017	81
2017	Workshop on Micro Teaching	04/09/2017	02/11/2017	02/11/2017	73

[View File](#)

**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
Celebration of Womens Day	08/03/2018	08/03/2018	85	4
Poster Making Competition	22/08/2017	22/08/2017	22	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 Drive. 2. Waste Management. 3. Green Audit

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
<b>No Data Entered/Not Applicable !!!</b>							
No file uploaded.							

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	20/06/2017	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
Gandhian Philosophy	01/10/2017	01/10/2017	82
Yoga Camp	15/03/2018	15/03/2018	143
Celebration of Independence Day	15/08/2017	15/08/2017	118

Literacy Awareness Rally	22/08/2017	22/08/2017	123
Teachers Day Celebration	05/09/2017	05/09/2017	128
Republic Day Celebration	26/01/2018	26/01/2018	136
Talk on Various Important Topic in the Assembly	Nil	Nil	149
<a href="#">View File</a>			

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 : 1. Cleanliness Drive. 2. Plantation Drive. 3. No Plastic Campus. 4. Green landscaping with trees and plants. 5. Students participate in the plantation drive. 6. Awareness programs about deforestation. 7. Conserve native species of plants and trees.

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

1. Fee Concessions to some Socially and Economically Deprived Students: Admission in the college is through Common. Entrance Examination at the State Level ie (JEE B.Ed CET). Many seats are filled in which students apply for scholarship scheme of the state Government. Some students are unable to avail this facility due to some reasons. Therefore, the college gives some financial assistance to such students. 2. Sensitization and Inculcation of Social and Civic Duties: College has the pleasure of organizing various social and civic events. Apart from doing routine academic activities many curricular, co-curricular and extra activities are organized in co-ordination with social agencies. This adds on the qualitative change among the students along with their curricular knowledge gained within the four walls of the institution. College always tries to sensitize the students about their role and duties in the society by organizing different social activities.

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%202017-18.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, Ghaziabad is situated on NH-9 the NCR region. It has a lush green serene campus, spread over five acres of land. The vision of the college is to develop qualified competent teachers with the required skills, Knowledge, Values and Professionalism to become responsible citizens in a competitive world. Now, one area of distinctiveness is the Academic Calendar which is planned Keeping in mind the vision of the college. The calendar of the year has been evolved in such a manner that it caters to skill development, community service programs, life skills experiences, practical training in real situation, seminar/workshops/training by experts in the field, co-curricular activities etc. The classroom session are student-centric. The students prepare assignments, projects, presentations, case study etc. all this help student to develop as good teachers of tomorrow.

Provide the weblink of the institution

<http://saraswaticollege.com/Distinctive%20performance%202017-18.pdf>

### **8.Future Plans of Actions for Next Academic Year**

1. AISHE Report in the coming session to be completed for submission. 2. To organize Workshops Seminars for students 3. Publication of the college journal. 4. Reconstitution of working committees and cells. 5. To conduct Capacity Building Programmes. 6. Academic Calendar of the new session to be finalised. 7. Distance Courses to be added. 8. To bring Improvement in ICT enabled infrastructure. 9. To organize more number of academic and social outreach programmes for the benefit of society