



## Yearly Status Report - 2016-2017

### 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-09 (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%202015-16.pdf">http://saraswaticollege.com/AQAR%202015-16.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-2016-17.pdf">http://saraswaticollege.com/Academic%20Calendar-2016-17.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
Understanding Indian Culture	11-Oct-2016 1	59
Personality Development Program	06-Feb-2017 5	74
Workshop on Micro Teaching	15-Nov-2016 1	72
Workshop on Constructivist Approach	17-Nov-2016 1	79
Feedback taken from stakeholders	29-Jun-2017 2	124
Participation in All India Survey on Higher Education	25-Sep-2017 1	11
<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 constructive approach of lesson planning was conducted to improve the quality of teaching of student teachers. College took participation in AISHE so that government can make better policy for the higher education. A workshop on micro teaching was conducted to improve teaching skills of student teachers. In the last of the academic session, a feedback was collected from students and faculty members to improve teaching learning process and infrastructure of the college. Personality Development workshop for students and faculty members was conducted. A program on Understanding Indian Culture was organised.

[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
Understanding Indian Culture	Organised in the month of October
Personality Development Program	Organised in the month of February
Workshop on Micro Teaching	Organised in the month of November
Workshop on Constructivist Approach	Organised in the month of November
Feedback from stakeholders	Feedback Taken in May and June
Apply for All India Survey on Higher Education	Applied 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	23-Jul-2017

**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

2017

Date of Submission

25-Sep-2017

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules

The college is steadily moving from the

currently operational (maximum 500 words)

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 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. This academic calendar is prepared to keep in mind the academic calendar of the CCS, University, Meerut. In the beginning of the academic session, the faculty members are briefed on the academic calendar of the college. The timetable committee prepares a timetable for the academic session keeping in mind the academic calendar. Faculty members prepare year-wise teaching plans for theory and practice to conduct classes according to the timetable. IQAC meetings are held quarterly to review the curriculum delivery.

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
MA	Hindi, English (Distance Mode)	26/10/2016
BA	Hindi, English, History, Sociology, Philosophy, Tourism (Distance Mode)	26/10/2016

[View File](#)

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	16/06/2016

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	06/02/2017	48
<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
BEd	Education	32
BEd	Education	53
<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
Feedback is collected from all the stakeholders. Stakeholders include students, teachers, employers, employers, alumni, and parents. An offline feedback form is used to collect feedback. Feedback data is analyzed by IQAC. After receiving the analysis report, the IQAC and the Principal of the College called a meeting to discuss various feedback analysis results. Corrective measures, if any, are taken for further improvements. We also have a suggestion box that is accessible to all the stakeholders so that they can give their feedback/ suggestions for improvements to 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	55	54
<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
2016	86	Nil	9	Nil	9

## 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
9	9	14	Nil	Nil	7
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The college has in place a formal student mentoring system. A small group of students are allotted to each regular faculty member. It means each group of students is headed by a faculty member who works as a mentor, supervisor and counsellor for the students. This mentor is responsible for managing the day to day affairs of the group, keeping an eye on the regularity of the student in the class and other discipline issues, getting to know the family background (economic and social) of the student and suggesting any possible assistance in this regard, maintaining the academic and personal history of the student, know the students better so as to design suitable teaching learning methodologies and to identify slow and advanced learners. 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 atmosphere.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
86	8	1:11

## 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	9	3	1	3

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
2016	Dr. (Prof.) A.B. Bhatnagar	Principal	Practical Examiner (CCS University, Meerut)
2016	Dr. Kamna Chaturvedi	Lecturer	Question Paper Setter (SRM University)
<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	Nil	Year	16/06/2017	17/10/2017

[View File](#)

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 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 after the evaluation.

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 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. 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	Number of students passed in final year examination	Pass Percentage
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			examination		
NA	BEd	Education	32	32	100
<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-%202016-17.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	0	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
Significance of Intellectual Property Rights	Education	16/03/2017

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
No Data Entered/Not Applicable !!!				
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)
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International	Education	2	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	4
<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	2	Nil	Nil	3
Presented papers	2	Nil	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
Scout Guide Camp	UP Bharat Scout and Guide	3	32
Plantation Drive	Rotary Club	5	64
International Yoga Day	Patanjali Yogpeeth Haridwar	5	69
National Voters Day	District Administration	4	66
<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
Plantation Drive	Appreciation Letter	Rotary Club	64
<a href="#">View File</a>			

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
UP Bharat Scout and Guide	UP Bharat Scout and Guide	Scout Guide Camp	3	32
Voter Awareness	District Administration	National Voters Day	4	66
<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	Chandi Inter College	02/11/2016	02/03/2017	1
Training	Internship	Saraswati Shiksha Niketan	02/11/2016	03/03/2017	1
Training	Internship	Mamta Public School	02/11/2016	02/03/2017	1
Training	Internship	U.P.S. Nahal	02/11/2016	02/03/2017	1
Training	Internship	B.D. Memorial Public School, Intergarhi, Ghaziabad	02/11/2016	02/03/2017	1
Training	Internship	R.B.J.	02/11/2016	02/03/2017	13

		Public School, Mehrauli, Ghaziabad			
Training	Internship	Arwachin Public School	02/11/2016	02/03/2017	2
Training	Internship	M.H. Taqwa Convent School	02/11/2016	02/03/2017	2
Training	Internship	Krishna Vidhya Niketan	02/11/2016	02/03/2017	8
Training	Internship	Purva Madhyamik Vidhyalaya, Kazipura, Ghaziabad	02/11/2016	02/03/2017	1
<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 Sahibabad	15/07/2016	Blood Donation Camp, Tree Plantation	84
Patanjali Yogpeeth, Haridwar	18/08/2016	Yoga Camp	79
<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
70000	57070

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Campus Area	Existing
Class rooms	Existing
Laboratories	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	Latest	2016

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3060	294063	102	Nil	3162	294063
Reference Books	1059	71874	31	Nil	1090	71874
Journals	284	4520	9	2195	293	6715
e-Journals	2	Nil	Nil	Nil	2	Nil
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
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##### 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
10000	6934	15000	12723

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)

To maintain and upkeep the infrastructure facilities and equipments, following activities are undertaken by the college:- 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	43	2276676
b) International	0	Nil	0
<a href="#">View File</a>			

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
Workshop on Micro Teaching	15/11/2016	46	In House
Workshop on Constructivist Approach in Lesson Planning	17/11/2016	41	In House
Yoga and Meditation	21/06/2017	65	Patanjali Yogpeeth, Haridwar
Remedial Teaching	24/04/2017	7	In House
<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 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
2017	Guidance UPTET and CTET	47	Nil	Nil	Nil
2017	Career Counseling Session	Nil	21	Nil	Nil

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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, Adhyatmik Nagar Inter College, Dasna	18	Nil

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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	Department graduated from	Name of institution joined	Name of programme admitted to
2017	1	Bachelor of Education	Masters in Arts (Education)	UP Rajarshi Tandon Open University	Masters in Arts (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
Inter College Quiz Competition	Inter College	51
Rangoli and Mehandi Competition	Inter College	9
Self-Composed Poem	College	5
Inter College Lesson Planning Competition	Inter College	1
Essay Competition	College	12
Pot Decoration	College	15
Sports	College	48
Badminton Competition (Double)	College	8
Volley Ball Competition	College	20

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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)

The student council was already existing in the year 2015-16 to which students of the New Batch 2016-17 were added. The students council body has its representation in all the committees of the institution. The committees in turn are responsible for the smooth functioning of all the activities in the college i.e. academical, Co-curricular, Evaluation, Field Activities etc. The students are trained under their respective committees to run the functioning of each committee under the guidance of their faculty members. The new students under the leadership of previous students were trained as to how execute the various duties in the council. These students were added to the different committees of the college and during the first year they learnt governance and leadership as well as functioning of the committees to which they belonged under the guidance of the faculty members. Activities of the council were: Discipline, Cleanliness Hygiene, Ethics and decorum, academic efficiency and organising, planning and executing programs, participation in co-curricular activities, organising competition and field trip etc.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

141

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. To decentralize the college organization, the Principal and the registrar are offered opportunity to design 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 opportunity to figure quality arrangements and its execution examined and arranged at the few gatherings directed in the year. Coordinators of Education Department has the opportunity to design, carry out, finish and shape exercises taking into account the available resources by conducting department. The routine work relating to smooth lead of classes are checked by the relevant co-ordinator. 2. To decentralize the authoritative and scholastic duties, the college has framed various committees/cells/clubs like the IQAC, Publication Cell, Research Cell, Academic Committee, Purchase Committee, Admission Committee, Examination Cell, Grievance Redressal Cell, Alumni Committee, Scholarship Committee, Internal Complaint Committee, Library Committee, Sports Committee, Placement Cell and so forth. Every convener of committees /cells / clubs holds meetings with the respective committee members to guarantee better working of their activity plan. Every one of these committees execute their yearly schedule straightforwardly under the direction of the principal keeping in mind the vision and mission of the college.

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
Curriculum Development	We send feedback from stakeholders on the curriculum to the university. There is no provision for private college faculty members to participate at the university level for curriculum development.
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.
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.
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 .
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.
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.
Industry Interaction / Collaboration	Our college has collaborated with the schools for the internship of B.Ed students.
Admission of Students	Admission is given by the government on the basis of state-level test. No direct admission is allowed to college.

#### 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 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
2017	Ms. Rosy Tigga	International Conference on Globalization and Well Being	Meerut College, Meerut	1500
2017	Dr. Kamna Chaturvedi	International Conference on Globalization and Well Being	Meerut College, Meerut	1500

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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 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)
2016	Workshop on Constructivist Approach in Lesson Planning	Nil	17/11/2016	17/11/2016	8	Nil

2016	Nil	Training on Tally 7.2	10/08/2016	10/08/2016	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
<b>No Data Entered/Not Applicable !!!</b>				
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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	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.
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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	Nil	Nil
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6.4.3 – Total corpus fund generated

42123873
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## 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	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 is created. 2. Decentralization in decision making is promoted. 3. Grievance redressal cell is formalized.

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	Participation in All India Survey on Higher Education	Nil	15/09/2017	15/09/2017	11
2017	Feedback taken from stakeholders	Nil	29/06/2017	30/06/2017	83
2016	Workshop on Constructivist Approach	Nil	17/11/2016	17/11/2016	79
2016	Workshop on Micro Teaching	Nil	15/11/2016	15/11/2016	72

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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
Celebration of Womens Day	08/03/2017	08/03/2017	66	6
Talk by NGO on Girl Child	05/09/2016	05/09/2016	64	5

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. Green Audit. 2. Pollution Free Campus. 3. Waste Management. 4. Plantation in Campus

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
2017	Nil	2	25/01/2017	1	National Voters Day	Voter Awareness	70
2016	Nil	1	16/10/2016	1	UPPCL Examination	Entrance Examination	34
2016	1	Nil	12/08/2016	1	Inter College Quiz Competition	Spirit of Patriotism	51

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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	16/06/2016	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
Essay Competition	22/08/2016	22/08/2016	18
Inter College Quiz Competition	12/08/2016	12/08/2016	4
Self-Composed Poem	10/02/2017	10/02/2017	11
Understanding Indian Culture	11/10/2016	11/10/2016	59
<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 : • Poster 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. Environmental Awareness through Student and Staff Motivation: Being aware of the environment is important because of the increasing environmental challenges the world is experiencing: climate change, deforestation, droughts, floods, global warming, water scarcity and pollution. Understanding these issues and making lifestyle changes that add to environmental conservation is what we call environmental awareness. We as part of the society are also responsible for inculcating environmental awareness among our students who are the torch-bearers of tomorrow. 2. Students Participation in Decision Making Committees and Cells: Saraswati College of professional studies, Ghaziabad is an affiliated College. As an affiliated College, it does not have much freedom in most of the areas of academic development. The College is expected to prepare responsible, employable and adult citizens of tomorrow. The goal of the college to provide students with an environment for the all-round development of their mental, physical, aesthetic, social and spiritual potentials, together with the attitudes of integrity, hard-work, honesty, fairness and tolerance so that they give off their very best. For this purpose, college forms different committees and cells to provide decision making opportunities to their students in planning and organising of different academic activities of the college.

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%202016-17.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

The vision of the institution is to develop qualified world class competent teachers with the requisite skills, knowledge, values, attitude and professionalism to become responsible citizens in a competitive and global environment. Therefore, to keep up with the vision of the college well qualified and competent faculty members are appointed and some of them have been in the college for a couple of years so they very well understand the college culture as well as the vision and strive towards it. The curriculum is so designed that along with teaching faculty members develop in students

communication skills, presentation skills, Values and Ethics towards the profession, teaching skills through five experiences, ICT skills etc. The Academic Calendar contains a variety of programs in which the student council actively participate these program teach discipline, team work, organising skills, report writing skills etc among students. All this together helps in building the right attitude and professionalism in student which in turn makes them responsible citizens of tomorrow.

Provide the weblink of the institution

<http://saraswaticollege.com/Distinctive%20performance%202016-17.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. To establish collaboration with more schools for internship program. 5. Reconstitution of working committees and cells. 6. To conduct Capacity Building Programmes. 7. Academic Calendar of the new session to be finalized.