The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   : SHRI SHAKTI DEGREE COLLEGE

- Name of the Head of the institution :Dr. BHAWNA SHARMA

- Designation   :OFFG. PRINCIPAL

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.: 6387167133
  - Mobile no.: 9415467732
  - Registered e-mail: info.ssdc@gmail.com
  - Alternate e-mail : vivtrivedi07@gmail.com

  - Address :Village- Sankhahari , Post-Harbaspur,Tehsil-Ghatampur
  - City/Town : KANPUR NAGAR

  - State/UT : UTTAR PRADESH

  - Pin Code : 209206

2. Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women :C0-Education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)UGC 2(f) and 12(B)

- Name of the Affiliating University: Chhatrapati Shahuji Maharaj University,Kanpur
- Name of the IQAC Co-ordinator :   Lt. Vivek Trivedi

- Phone no. :9415467732

  Alternate phone no.

- Mobile:9565870073

- IQAC e-mail address: info.ssdc@gmail.com

- Alternate Email address: vivtrivedi07@gmail.com

3. Website address: www.ssdckanpur.org
  Web-link of the AQAR: (Previous Academic Year): www.ssdckanpur.org/AQAR2016-17.doc

4. Whether Academic Calendar prepared during the year?

Yes, if yes, whether it is uploaded in the Institutional website: YES

Weblink: www.ssdckanpur.org/academic_calendar

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B+	2.72	2016	from:2016 to: 2021

6. Date of Establishment of IQAC: DD/MM/YYYY:10.02.2008
7**.** Internal Quality Assurance System

7.1 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
1.NAAC SPONSORED SEMINAR ON "NEED FOR RESEARCH AND INNOVATION IN TEACHING METHODOLOGY"	27-28 JAN.2019	Entire institution
2.Academic Audit Conducted and Follow-up Action Taken	15.07.2015 (For 2 Years)	Entire Institution
3.Encouraging teachers for their professional Development	15.07.2015 (For 2 Years)	Entire Institution
4.Conducting IQAC meeting regularly and timely submission of AQAR	15.07.2015 (For 2 Years)	Entire Institution
5.Feedback receiving ,analysis and follow-up action	15.07.2015 (For 2 Years)	Entire Institution

> *Note: Some Quality Assurance initiatives of the institution are:*
> **(Indicative list)**
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

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

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

        *upload latest notification of formation of IQAC
10. No. of IQAC meetings held during the year:04

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

   (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

        If yes, mention the amount: Year:

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

        *Implentation of maximum recommendations of Peer Team .

        *Sponsoring of National Seminar on by NAAC on " Need for Research and Innovation in

         Teaching Methodology"

        *Strengthening and activating NSS unit.

        *System for effective curriculum delivery.

        *Sensitisation of teachers to realise the importance of IQAC.

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

ACTION PLAN AT THE BIGNING	OUT COME
1- CURRICULAR ASPECTS : -	
i- To revise the mechanism for well for planned curriculum delivery and documentation.	Already done.
ii- To introduce any new course including value added courses	Being processed.
iii- To revise the feedback system to make it on-line.	Process in progress.
2- TEACHING-LEARNING AND EVALUATION :-	
i- To find out reasons and monitor admission strength going down.	Reasons located.
ii- To improve Student- Teacher ratio.	Being attended.
iii- To make mentoring reliable and creditable.	Teachers have been properly advised.
iv- To change mind-set of teachers from traditional teaching to e-teaching.	Mind-set teachers have already started teaching through the use of e-teaching.
v- To strengthen Continuous Internal Evaluation (CIE) System.	Already done.
vi-To initiate Students Satisfactions Serve as soon as possible preferably.	Already started
3- RESEARCH, INNOVATIONS AND EXTENTION:-	
i- To contact agencies for research funding.	No positive result
ii- To try for sponsoring of seminar through NAAC.	Already done.
iii- To encourage teachers for publication in reputed journals and also for participation in recognized Seminar/Workshop.	Persuasion is continued.
iv- To enter into collaboration with reputed Institution/Industry.	So far could not be possible in spite of best efforts.
v- To increase class-rooms with LCD.	Being Increased.
vi- To increase number of journals, to ensure maximum use of CD and videos kept in Library.	Being followed up

vii- To improve the use of e-technology in library.	Being done.
viii- To have a policy for maintenance of infrastructure etc. in the college	Preperation is at final stage.
ix- To improve the Soft Skill Development, Remedial Teaching, Guidance and Counseling, use of Language Lab and Yoga etc	IQAC is attending seriously.
x- To activate Placement Cell or may strengthen the relationship with university for placement.	University has been contacted for co-operation in the matter by linking our institution with of placement cell university.
xi- To motivate alumni to contribute financially or otherwise for the growth of the institution	So for, only positive signal have been received but nothing is on surface.
4- GOVERNANCE, LEADERSHIP AND MANAGEMENT:-	
i- To evaluate Vision and Mission of the institution.	Already Done.
ii- To review IQAC decision to have separate Vision and Mission for General Faculty and Teacher Education Faculty.	IQAC is in touch with management for final opinion.
iii- To improve the use of ICT in office work and administration work.	Step- by- step things are improving.
5- INSTITUTIONAL VALUES AND BEST PRACTICES:-	
i- To develop awareness about Gender Equity and Environmental Consciousness Sustainability/Alternate Energy.	Being done.

14. Whether the AQAR was placed before statutory body?   Yes

Name of the Statutory body: IQAC   Date of meeting(s): 18.12.2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
YES   Date: 15,16,17 Feb.2016

16. Whether institutional data submitted to AISHE: YES

Year:2018   Date of Submission: 15.02.2018

17. Does the Institution have Management Information System?
Yes

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Institution's campus is wi-fi. Institution has its own website which provides following information :-

i) College Profile
ii) Vision, Mission and Value of the institutions
iii) Name of Governing bodies
iv) List of Teachers and Non-Teaching Staff
v) Service Conditions of the staff
vi) Plan, Planning and Policy
vii) Assessment and Evaluation
viii) Extension Activities
ix) Prospectus for students
x) Grievance Redressal
xi) Student Charter
xii) Placement Cell
xiii) IGNOU Courses
xiv) Special Cell
xv) UGC Guidelines for students Entitlement
xvi) Skill Development Courses
xvii) Library Advisory Committee, Library Services and Library Rules
xviii) Publications of Journal named "Vigyan Shakti"
xix) Magazine and News Letter
xx) SAR Submitted to NAAC
xxi) AQAR Submitted to NAAC
xxii) Different Activities
xxiii) Alumni Association Bye-laws
xxiv) Admission forms of different faculties
xxv) Scholarship form
xxvi) Seminars/Workshop
xxvii) NCC Activities etc.

In addition to above, library has the facility of N-List, The facilities of SMS, whatsapp and E-mail are also available. Institution has provided intercom in Office library, Principal room, BCA Department, Managers room, Computer room, Teacher Education Department and in the gate. CCTV Camera has been installed in gate outside, parking, Canteen, Language lab, Library, B.Ed.

Classrooms, ICT Lab, BCA Staffroom, Store room, Computer lab, BCA Class room, B.Sc. Class room, B.A. Class room, Galary, Stair, B.Ed. staff room, BTC Class room, Office, Principal room, field.

There is IQAC, management committee and general body wherein desired informations are received and provided properly. Parent-Teacher Association is also an appropriate place for exchange of any type of information.

As a traditional system, there is a enquiry cell where one assistant remains present to attend the queries of students, guardians and other stockholders. Few boards have been placed on college campus which provide necessary related information. Board placed in campus for Vision, Mission and Value has full details for the information of every type of stockholder. Board of Student's charter provide the knowledge to the students about their duties, rights and liabilities during Teaching-Learning and at the same time, board also provides knowledge to the institution about right, duties and liabilities towards students. This board has been placed in the campus as desired by UGC. Then, there are other boards for Anti-Ragging Committee and Anti-Women Harassment Cell, where necessary details in addition to the name of office Bearers are provided. In the gallery of the college, there are Sun boards for Student Grievance Redressal Cell, Students Council, Name of members of IQAC, name of three management committee representatives to attend the grievances of teachers and other staff members. The concept of Mahavidyalaya. List of Annual days and also the list of meritorious students are also placed in the gallery. Quotation of reputed writers are also available there.

Institution receives information/opinion about various points by way of feedback from students, community, Guardians and Alumni. Magazine and News Letters are also the source of receiving and communicating information. Time to time, news about various activities in the institution are published in the local newspaper. As and when required particularly during special period like admission and organizing national seminar, the pamphlets, poster and hoardings are also used.

However, at present institution is in process to strengthen the system of receiving of feedback, its analysis and for deriving conclusion.

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

Institution has active Internal Quality Assurance Cell (IQAC) which has decided to have a separate committee named "Curriculum Implementation Committee". Main function of this committee is to ensure that entire curriculum prescribed by our affiliating body for different faculty, is effectively implemented within stipulated period .First of all, prescribed syllabus is provided to all faculty members at the starting of the session and same is discussed at length keeping in view past year`s experiences and looking to the academic calendar of the university and also the academic calendar of the Institution prepared by IQAC, Plan is decided to conduct effective teaching-learning .One unit in every subject is left for self-study by students. However, in this case, students are free to seek guidance from teacher in case of need.

Curriculum Implementation Committee suggests faculty members to prepare time-table wherein sufficient space is given for co-curricular/ extracurricular activities including NCC/NSS.Provision is made for participants of NCC/NSS and other beyond class-room activities for remedial teaching ,mentoring , guidance and counseling ,library and supplementary services.

All faculty members are required to prepare subject wise Annual Plan,Unit Plan and the plan for Assessment & Evaluation as per internal policy which has been prepared under the guidance of IQAC.Theory and Practical run concurrently wherever it is required and possible.All faculty members submit their lab requirements of lab equipments and chemicals to Management through Principal and same is provided well in time ,Annual Plan,Unit Plan ,Assessment & Evaluation is put up in the meeting of IQAC for suggestions and approval.

Faculty members are suggested to prepare a schedule for workshop,seminars,guest lectures .Wherever is required ,students are taken for the tour of the Institutions like I.I.T. ,Botanical Garden etc..Students of B.C.A. are sent to different institutions for job training where they get certificates also.Every year, students organize exhibition where their knowledge is exposed .Every quarter, Curriculum Implementation Committee meets for monitoring and assess implementation of curriculum and the proceedings of this committee are put up in the meeting of IQAC .Management of the Institution effectively monitors whole things regularly.

A Copy of syllabus is provided to the students also at the time of Orientation Programme so that they may also remain vigilant about effective and timely implementation of curriculum.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year –				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
1.Interior Decoration		30.10.2017	Yes	Yes
2.Child Care and Nutrition		30.10.2017	Yes	Yes

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year –NIL

Programme with Code	Date of Introduction	Course with Code	Date of Introduction

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.NIL

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year) NIL					

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

	Certificate	Diploma Courses
No of Students	61	

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
Basic Computer Concept	30/12/2017	138

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Online Examination System	**3**
Online Blood Bank	**1**
Online Shopping	**1**
Online Testing Package	**1**
Smart City	**1**
Result Generation System	**1**
Bike Service Center Management System	**3**
Travel Management System	**1**
Airline Booking System	**1**
Online Banking System	**1**
Web Locker	**1**
Online Food Bazar	**1**

1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

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

Every service provider and producer imagines that service being provided by him and his product is of the best quality .But actually it is the consumer who makes the real assessment and accordingly, evaluates the quality of services or product. Degree of level of satisfaction remains, the key factor for assessment & evaluation .The Management of the Institution has always been very serious to quality education which is the base point of image of the Institution. Therefore , at the initiation of the Management , the agenda was put up in the meeting of IQAC and the proposal was passed unanimously .During the course of meeting, the decision was to obtain views from community, academicians, alumni and students .It was opined to seek the views about acceptability of curriculum ,infrastructural facilities ,teaching-learning and overall opinion about the Institution. Accordingly, formats are prepared and same are provided to different stakeholders .Feedback forms are collected and stakeholder wise , they are grouped .Our computer department attends to the process of feeding category wise and stakeholder wise. For example, views of every stakeholder about library facilities , infrastructural facilities , lab facilities ,teacher quality,teaching quality ,assessment & evaluation social responsibility ,attitude of management and staff etc.Views are separated under -5- scale i.e. excellent, very good,good ,average and unsatisfactory.

Feedback from students are obtained after declaration of result .Hesitation and fear point of students are kept in mind so that they do not have any fear for harassment .Feedback received from various stakeholders on overall programme of the Institution is putup in the meeting of IQAC and therafter, proceedings are sent to be submitted in Managing Committee Meeting. Deficiencies are located by IQAC and same are further deliberated in Managing Committee.To remove the deficiencies ,remedial measures are decided to remove them.Wherever so is required , accountability is fixed and Management deals with such cases suitably.Now, IQAC has decide to obtain feedback only online and to process analysis and conclusion system more scientifically looking to the fear and hesitation element amongst community,students and alumni.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.I	360	94	94
B.Sc.I	600	310	310
B.C.A.I	120	20	20
M.ScI	4	09	09

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
	1462	07	24	04	04

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
	08	Yes	04	NIL	

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

Though mentoring is conducted for which total strength of the students is allocated amongst all faculty members .For any problem .student contact the teachers ,he/she record his/her grievance in register and after interaction .the details of conversation and outcome are also recorded.Wherever,teacher feels the need of follow-up ,same is being done.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio

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 facul ty with Ph.D
04	**04**	**NIL**	**04**	**NIL**

2.4.2 Honours and recognitions received by teachers-NIL			
(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*

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				
Programm e Name	Programm e Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.Sc,B.A.		**Year**	**06.03.2018**	
B.C.A.		**Semester**	**30.04.2018**	

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our IQAC has approved its own scheme for assessment & evaluation of certain activities internally and this scheme is over and above what is prescribed by university. Our scheme provides for continuous assessment & evaluation by teaching staff .Our scheme provides for Period –End Assessment in which every teacher has to consume first 5/7 minutes to assess,if any students wants to clear any doubt about yesterday`s delivery .Teacher may also assess by asking any question to any student.Therafter,teacher starts day`s delivery but again leaving last 5/7 minutes for any clarification .This way ,teacher gets the time to assess his own teaching methodology.

There is a system of Unit-End assessment and mid-term assessment which may be by way of objective test .Answer sheets are shown to students.

There is a system to assess co-curricular /extra-curricular activities and extension activities

.Interface session is a session organized in enjoying manner which assess and evaluate the progress of students after completing certain units.This is our Best Practice in use,details of which are enclosed separately. Students are put into practice for self-evaluation and the way to provide frank feedback to Institution on demand.

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

ACADEMIC CALENDAR OF THE INSTITUTION

This Academic Calendar is prepared keeping in view the Academic Calendar of affiliating university. Admission and examination process will be opened and closed as per University Calendar.

Date	Detail
03/08/2017	Induction Programme for General Faculties
08/08/2017	College Foundation Day.
15/08/2017	Celebration of Independence Day & Gosthi on Cleanliness
21/08/2017	Intelligence Test of Students of XII standard of nearby Inter Colleges by our Anveshika-A Physics Lab Unit
31/10/2017	Jayanti of Sardar Ballabh Bhai Patel.
07/11/2017	C.V. Raman Day.
09/11/2017	Function of Alumni Association.
10/11/2017	Seminar on "Demon Destroying to Earth, what are Duties to Prevent Earth & Life : Pollution
01/12/2017	AIDS Day.
22/12/2017	Ramanujan Birthday.
12/01/2018	Swami Vivekanand Jayanti
15-16/01/2018	Sant Pathik Yuva Mahotsav
26/01/2018	Republic Day
30/01/2018	Shri Shakti Temple Foundation Day
17-18/02/2018	National Seminar on "Need of Research and Innovation in Education"
21/06/2018	Yoga Day

Note :

1. Activity relating to the Swachchhata Abhiyan, Voter Awareness and Plantation will be decided time to time looking to the programme from Govt./University.
2. The dates of Seminar and workshop are subject to the consent of guest speakers and resource persons.
3. Session will come to an end after the annual examinations.

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)

Could Not Access

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.A.	94	88	93.61
	B.Sc.	482	292	60.58
	B.C.A.	16	16	100
	M.Sc.	01	01	100

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)

Process of Survey has been just started.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research-NIL

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 Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research				

Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)				
Total				

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(s)
Sangosthi on Swwachhta Abhiyan	General Faculty	12.10.2017
Seminar on " Demon Destroying to earth ,what our duties to prevent earth and life:Pollution	Department of Botany	10,11.11.2017
Workshop on "Webpage Designing through HTML".	Department of Computer Science	14.11.2017
Workshop on " How to Prepare MCA afer BCA".	Department of Computer Science	18.11.2017
Workshop on "Traffic Control".	General Faculty	25.01.2018
Workshop on "Accountability of Degree Colleges for Voter Awareness".	General Faculty	30.01.2018
National Seminar on " Need for Research and Innovation in Education".	Department of Education	17,18.02.2018

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

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

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards-NIL

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

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

Name of the Department	No. of Ph. Ds Awarded

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

	Department	No. of Publication	Average Impact Factor, if any
National			
International	BOTANY	ONE	

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

Department	No. of publication

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index -NIL

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	02	02		
Presented papers	01			
Resource Persons				

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 co-ordinated such activities	Number of students participated in such activities
Kargil Vijay Diwas	59 UP BN NCC	**02**	**50**
Digital Payment	59 UP BN NCC	**02**	**45**

Awareness Rally			
Plantation	59 UP BN NCC	**01**	**42**
Swwachhta hi Sewa	59 UP BN NCC	**01**	**50**
Swachhta Abhiyan on the Occasion of Gandhi Jayanti	59 UP BN NCC	**01**	**50**
Run for Unity	59 UP BN NCC	**01**	**42**
Blood Donation	59 UP BN NCC	**01**	**35**
Swachhta Pakhwada	59 UP BN NCC	**01**	**50**
Traffic Workshop	59 UP BN NCC	**01**	**30**
Voter Awareness Rally	59 UP BN NCC	**01**	**50**
Job Opportuniti es through NCC	59 UP BN NCC	**01**	**39**
Internation Yoga Day	59 UP BN NCC	**01**	**48**

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year-NIL

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NCC	**Special National Integration Camp,Jaisalmer, 18 -29 Nov.2017**	**Rajasthan Directorate, NCC**	**14**
Swachh Bharat Abhiyan	**Appreciation Certificate**	**Nagar Palika,Ghatampur, Kanpur Nagar**	

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	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities

	agency			
Medical Finess	Analgia Physiotherapy Cenre,Kanpur	Physiotherapy Camp	03	125
Voter Awareness	College	Rally on Voter Awareness	02	175
Swachh Bharat	College and NCC	Plantation	01	120
Swachh Bharat	College	Rally and Awareness	03	210
Swachh Bharat	College	Awareness in Tehsil Campus	01	50
Swachh Bharat	College	Workshop	01	45
Aids awareness	College	Blood Donation	01	35
Swachh Bharat	College	Short Play	01	32
Swachh Bharat	College	Swachhta Week	01	50
Aids Awareness	College	Rally	01	38

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration

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-To)	Participant

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year-NIL

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

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	Budget utilized for infrastructure development

augmentation	
675000	555322

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	20,180 Sq Mtr	
Class rooms	19	
Laboratories	09	
Seminar Halls	01	
Classrooms with LCD facilities	05	
Classrooms with Wi-Fi/ LAN		
Seminar halls with ICT facilities	01	
Video Centre	01	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	06	
Value of the equipment purchased during the year (Rs. in Lakhs)	0.35	
Others		

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
	Partially	1.0	2008

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14486	1472782			14486	1472782
Reference Books	491					
e-Books	NLIST					
Journals	31	18450				
e-Journals	01+NLIST					
Digital Database						
CD & Video	143					
Library automation	SOUL1.0	20000				
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	65	50	YES	02	50	02	12	10MBPS	
Added									
Total	65	50	YES	02	50	02	12	10MBPS	

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

10 MBPS

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
NLIST	http://nlist.inflibnet.ac.in/

4.3.4 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

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
900000	526033	1000000	711280

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)

Our Institution is situated in remote area at a distance of -40-Km and nobody shows interest in entering into any agreement ,whenever any need arises for repairing in building ,computers ,labs and furniture,daily basis experts are engaged and payment on higher side is to be made which becomes very expensive .Preperation of policy and procedure for maintenance in structured manner is at final stage.

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	Fees Concession	121	2,62,250.00
Financial support from other sources-State Government remits scholarship directly in accounts of students and no information is given to Institution.			
a) National			
b) International			

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
1.Soft Skill Development	From August 2017	80	At Institute Level
2.Remedial Teaching	From August 2017	58	At Institute Level
3.Language Lab	From August 2017	13	At Institute Level
4.Bridge Courses	From August 2017	20	At Institute Level
5.Yoga	From August 2017	35	At Institute Level
6.Mentoring	From August 2017	50	At Institute Level

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

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	No. of grievances redressed	Average number of days for grievance redressal
86	73	-4- Days

5.2 Student Progression

5.2.1 Details of campus placement during the year-NIL

On campus			Off Campus		
Name of	Number	Number	Name of	Number of Students	Number of Students

Organizations Visited	of Students Participated	of Students Placed	Organizations Visited	Participated	Placed

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

Reliable details could not be received inspite of repeated reminders.

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

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

Inspite of reminders ,required information could not be collected.

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
Youth Festival	Institution	187

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)-NIL

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

5.3.2 Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution (maximum 500 words)

To develop leadership attitude and aptitude amongst students, our Institution has formed Student Council under the guidance of one senior teacher. At the start of the session, Institute conducts a Induction Programme for new students. On colcluding day,election or co-option of those seats of the council which are reserved for first year is done .Remaining seats are filled from all other faculties either by election or by co-option. To complete the process of election , the authorised teacher consults the senior students ,especially the ex-office bearers of the council and entire process is completed. Normally, in Self-Finance Colleges that too of remote area ,students are seen isolated from such activities and therefore, our teachers are required to search and identify students to fill the maximum seats of the council. Council meets quarterly but may meet any time looking to the needs .Till now,Council could not prepare its own bye-laws but at the insistence of the institution now ,our authorised teacher and 3-4 senior students are on the job of preparing bye-laws of the council.

There is representative of students in Internal Quality Assurance Cell (IQAC) ,Library Advisory Committee, Anti-Woman Harassment Committee ,Anti Ragging Committee and Disciplinary Committee. Student Quality Management Council is also a part of Student Council. The only function of SQMC is to observe as to whether student, feel satisfaction with the teaching of faculty members and all students get affectionate response from all teachers. Institution has placed " Student Charter"and Institutional Vision ,Mission and Value on the campus.SQMC members are supposed to see that teaching-learning goes as per Vision,Mission and all facilities are provided to meet the purpose of quality education.In case,there is any deficiency ,SQMC may meet to the Principal and even to the Management Representative.SQMC may only communicate and persue but cannot work as a parallel to the Principal or Management.

There are other communities wherein students representatives are put like grievances cell,Magazine Committee,Extension Committee .A Committee named Games & Sports committee consists of only students organizes every year 2/3 days Youth Festival .Whole session games & sports are looked by this committee. Management supplies games & sports items and facilities .A separate room is provided by games & sports.

Since all expenses are born by Management , hence no special collection or donation is permitted .

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):YES

Our institution was established in the year of 2003 with B.Ed. faculty. B.Sc. and other general faculties were started from year 2004. However, after three years, the passed-out students were very much enthusiastic to form Alumni   Association so that they may

continue to remain in contact with each other. Their enthusiasm was given due consideration by the head of the institution who took up the matter during managing committee meeting as he was also the member of that committee. The views were very much appreciated and management was happy to give the consent to form this association. However, the process for the registration was also started by the management with the assistance of minimum required number of students for the purpose. The Association was got registered on 3rd November 2012 with registration number 4496 and registration was valid for the period of five years. At present, management is in the process of renewal of the registration which would be done very shortly.

Purpose of Alumni Association

Some of the main purposes of the Association are as under :-

1. To maintain and develop life long relationship between institution and Alumni and also between one Alumni with other Alumni.
2. To provide suggestions for the quality improvement in education.
3. To provide feedback immediately as and when it is sought by institution on any matter.
4. To suggest to introduce any new course or technology which may be useful for the development of the institution.
5. To introduce and encourage the feeling of "Maha Vidyalaya Pariwar" on the principle of mutual-trust, mutual respect, and mutual co-operation.

Bye-laws of Alumni Association

Institution also finalized by laws of Alumni Association incorporating rules of granting the membership, election of office bearers, procedure for expulsion from the membership and also the function and powers of the office bearers.

By laws also provide for the minimum number of Association meeting and the fees to be paid by a regular member and also by a life long member. Association conducts every year a general meeting in addition to 2/3 meeting of office bearers. The expenses of this committee are to be born by management because keeping a side 15-16 members who actively participate in the activities, other remains sleeping participants. Once, decision was taken for the donation of books read by them for the use of current students. This decision could not get encouraging response. Same way, if committee imposes something by way of

donation, response remains very poor but when ever annual meeting is called attendance remains encouraging.

Alumni co-operates in providing feedback ever year on different topics as and when so required. Some of the Alumni also really contribute while marketing for this institution and during IQAC meeting extends good suggestions for the betterment of education and which improve the image of institution also.

5.3.2 No. of ~~registered~~ enrolled Alumni:
61
5.3.3 Alumni contribution during the year (in Rupees) **:NIL**
5.3.4 Meetings/activities organized by Alumni Association **3:**

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 is having two practices where the system of the decentralization and participative management are being applied. First is Internal Quality Assurance Cell (IQAC) and second is the Managing Committee which is administrative body of the institution. In both practices, power is decentralized and one man rule is not applied. All decisions are taken in the meeting where everybody is free to give his opinion on any matter and nobody remains under pressure or undue influence from any corner. In IQAC and in management Committee, well in advance agenda of the meeting is circulated to all participants who attend the meeting after proper preparation.

IQAC is post accreditation quality maintaining measure, Therefore, as soon as Peer Team Report was received by the institution, immediate steps were taken to form Internal Quality Assurance Cell. In this cell, the representative of Alumni, Community, students and Management are the members. The principal of the institution is the chairperson and senior teachers are the members of this cell. Over and above, the representative from financial sector and village pradhan are also included in the cell. The administrative body of the institution has given financial powers to meet the urgent needs of the institution so that IQAC may not be required to rush to the management to meet any small expenditure. Authority has already been given to the head of the institution to incur sundry expenditure to meet the small needs. IQAC is also

authorized in consultation with all the members to plan and organize any academic and administrative activity in the institution for which no permission is to be obtained from management. However, such cases are to be brought to the notice of management representative just for information and record. IQAC is authorised to discuss and decide any community work in consultation with community representative and village pradhan. Alumni support with the suggestion for the improvement of image in the market and also for any new product demand of public. Alumni and student representative both contribute in collecting the feedback on various parameters. Seminar and Workshop are conducted as per decision but in this case, head of the institution is to seek prior consent from management because activity may require huge expenditure. IQAC is also supposed to meet various academic committees and administrative cells to be aware with the proceedings of meetings and their activities. In short, IQAC works as a total controlling body within the institution and teachers, students, clerks/peon, community member and alumni contribute in the discharge of duties with the help of management representative. So for managing committee is concerned, head of the institution and the representative of teaching and non-teaching staff represent there. These representatives participate in meetings and views are expressed without fever and fear. Management has codified system for decentralization of the power and participative management through this codified system. Management normally avoids to interfere in the working of the principal and no undue influence or pressure is put on anybody. Grievance cell not only for students but also for teaching and non-teaching staff has been formed which works under senior teacher of their choice.

This institution feels pleasure in submitting that institution has adopted a policy of participative management and decentralization within the institution and also outside the institution.

6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:
YES
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)**:** Quality improvement strategies adopted by the institution for each of the following :- **6.2.1 (A) Curriculum Development :-** Institution has formed a committee named curriculum Implementation committee. Principal and one senior teacher from different faculties are the members of this committee. Committee meets quarterly to assess wheather

teaching-learning goes as per schedule. At the start of the session, under the guidance and supervision of the committee all teachers are required to prepare subjectwise Annual Plan, Unit Plan and also the plan to conduct various co/extra-curricular activities and periodical Assessment and Evaluation of not only teaching-learning but also of various activities. The proceedings of Curriculum Implementation Committee are put up in meeting of Internal Quality Assurance Cell for the approval and suggestions if so required.

(B) Teaching-Learning:- Teaching-Learning is main function of the institution. Teaching learning is systemized as per Annual Plan, Unit Plan and also the plan for Assessment and Evaluation. One unit in every subject is left for self study in every subject as per UGC Guidelines. Institution has introduced various other activities through which teaching-learning is developed other than lecture delivery like class room seminar, debate, poster presentation, exhibition and tour etc. Institution gives priority for introducing and encouraging scientific temper and critical thinking among all students. Provision has also been made for Remedial Teaching, Guidance and Councelling. Teaching-learning is also strengthened by different   co extra curricular activities.

(C) Examination and Evaluation :- Institution is following the guidelines issued by affiliating body regarding theory and practical examinations which are conducted annually. University has also introduced a system to permit the students to re-appear in one paper if he/she is fail by marginal marks. But at institution level, IQAC had approved its own system for Assessment and Evaluation internally and a codified policy is applicable in the institution. For this system, institution has published a booklet which is provided to all the teachers to follow the same. During Induction Programme, students are also informed about the system of Assessment and Evaluation of not only teaching-learning but also of every activity including games, sports, classroom, seminar, exhibition and etc. Period-End Evaluation introduced in the college is very much effective and is appreciated even by students.

(D) Research and Development :- Institution organizes seminar and workshop very frequently. Activities are organized to introduce and encourage the element of scientific temper and critical amongst all students. Teachers are encourage to publish articles in reputed journal and also to write books. For these both activities, institution is having a scheme for financial awards. Institution also provide leave and financial assistance for teachers for attending seminar and workshop sponsored through reputed agencies. Being Self-Finance College, students of BCA are given project work which improves their

research capability.

(E) Library, ICT and Physical Infrastructure/Instrumentation :- Our library is having the facility of N-List, Book Bank facility. A small library has also been established in the village as a community services. There is a Library Advisory Committee where in students representative is also there. New arrival are informed well in time.

Institution has two Computer Labs and Wi-Fi Campus. At present institution is working to provide a smart class room. Projector has been provided in seven rooms, multipurpose hall and language lab and computer labs. Intercom facility is also available.

Regarding physical infrastructure institution has not made any major change in the no. of class rooms etc.

(F) Human Resource Management :- Institution has been encouraging teaching and non-teaching staff to go for training for professional development. Requirement of the staff is assessed and accordingly, advertisements are released in reputed news papers inviting application to fill up the vacancies. Selection of teaching staff is done by the panel decided by affiliating body wherein there is a representation of management and head of institution. It is ensure that optimum utilization of teaching and non-teaching staff is made and no one is put under burden and also that no one is wasting time and energy. Institution is having its own service condition which provide for leave rules, PF rules, uniform to non-teaching staff and various welfare schemes including granting of loans to the needy staff.

(G) Industry Interaction / Collaboration :- Institution is a Self-Finance College and no private industry shows any interest in enterning into any collaboration or interaction ,Of course, informally the management of the institution invites the authorities of two/three industry for addressing the students and also for organizing any workshop relating to the placement cell.

(H) Admission of Students:- Regarding admission of students, there is admission committee under the leadership of Principal of the institution with senior faculty members from every faculty. Admissions are granted on the basis of FIRST COME FIRST GET. There is no system to invite applications for admission. However, opening and closing date are decided by affiliating body. Reservation policy, though is not applicable in case of private colleges, still our institution at its own level keeps this factor in mined. Proper fee concession is given to poor and meritorious students. State Govt. grants scholarship to the

students belonging to different categories on the basis of its own criteria. Students are having opportunities to pay the fee for whole session in two or more installment. This facility has been given by the college looking to the financial position of the village persons of remote area.

- ❖ Curriculum Development
- ❖ Teaching and Learning
- ❖ Examination and Evaluation
- ❖ Research and Development
- ❖ Library, ICT and Physical Infrastructure / Instrumentation
- ❖ Human Resource Management
- ❖ Industry Interaction / Collaboration
- ❖ Admission of Students

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

- ❖ Planning and Development
- ❖ Administration
- ❖ Finance and Accounts
- ❖ Student Admission and Support
- ❖ Examination

Campus is Wi-Fi.All the operations mentioned here are covered by e-governance may not be 100%.Institution is quite aware about the importance of use of e-governance in present situation.Therefore,Institution is marching ahead step by step towards 100% e-governance in all above departments.

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
NIL

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

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	Work Culture in a Educational Institution.	**Paperless Office in Administration**	**15.08.17 to 17.09.17 05.07.18 to 08.07.18**	**08**	**05**

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	Date and Duration (from – to)
Refresher	**1**	**09.11.17 to 24.11.17**
Orientation	**1**	**29.03.17 to 25.04.17**

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

6.3.5 Welfare schemes for

Teaching	
Non teaching	
Students	

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

Institution very regularly say every year ,conducts internal as well as external audit.The person to conduct Internal Audit are identified in Management Committee .Earlier,the audit clerks attached to the Chartered Accountant used to come but now, the office bearers of Managing Committee having long experience of work in Bank are coming.They conduct the audit of staff attendance ,leavevrecord ,lab materials ,purchased ,consumed, cash management ,daily vouchers filing and salary record in addition <> record etc.They submit their audit report ,Management submit rectification report. This audit is conducted half yearly.So far, external audit is concerned , same is conducted by Chartered Accountant only every year.

Accountant points our deficiencies many time during audit period and same are rectified. But if major objections are put in Audit Report then they are rectified as per accounting procedures .Rectification Certificate is sent to Chartered Accountant within stipulated period.Balance Sheet reviewed is put up before Managing Committee and General Body also.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Two Academicians	Yes	IQAC
Administrative				

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

Parent –Teacher association had suggested for following activities :-

1. To establish NCC Unit.
2. To increase transportation facilities for girls students.
3. To have separate play ground for girls students.

6.5.3 Development programmes for support staff (at least three)

1.Shri Nand Kishore was sent for a week`s training for generator operation and maintenance.

2. Shri Bansh Lal received training about use and maintenance of solar unit.

3.Shri Ram Naresh has got training about minor repairing of broken furniture and building.

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

Following -3- post accreditation initiatives have been taken :-

1. To have a system for improvement of student in critical thinking and scientific temper.
2. To arrange tour of social,historical and scientific places.
3. To activate NSS unit more effectively.

6.5.5

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 :

Please refer to point 7.1 of Part A.

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants

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-to)**	Participants	
Women Security and Awareness about Gender Parity	02.10.17 to 03.10.17	Female	Male
		28	11
Gender Based Conflict in Remote Area	25.07.18 to 26.07.18	47	23

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

Percentage of power requirement of the College met by the renewable energy sources

40 %

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	
Provision for lift	No	
Ramp/ Rails	Yes	
Braille Software/facilities	No	
Rest Rooms	Yes	
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017	3	3	22.11.17 (For 3 Days)	Counselling of Children of Primary School		50 Children 3 Staff
			10.12.17 (For 2 Days)	Sweaters Distribution		70 Children 3 Staff
			09.01.18 (For 4 Days)	Motivation for Art & Painting		75 Children 3 Staff

7.1.5 Human Values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders :Handbooks are ready but awaiting for approval of governing body.		
Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-------to-------)	Number of participants

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

1. **Removal of Parthenium grass from Campus.**
2. **Seminar on " Demon destroying Earth Where are duties to prevent Earth and Life:Pollution**
3. **Destroying Polythene in Campus**
4. **-113- hrs target of Swachh Bharat Abhiyan.**
5. **To develop campus garden.**

7.2 Best Practices

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

Best Practices in Value-Added Education

(PARENTS` PRAYER)

1.)Goal:-

Institution felt its moral duty to create and develop the awareness amongst all students about their sacred duty to serve their parents at every time but particularly during old age.Institution, therefore, started "Parents` Prayer" in morning assembly as a part of value- added education mainly with following objectives:-

1) To charge the students to understand the status of parents who are next to Almighty.
2) To educate students about their moral duties towards their parents.
3) To encourage the students to develop awareness in society also to respect and serve their parents and not to humiliate them.

2.)Context:-

Sufferings of aged parents in many families, may be rich or poor, prompted the institution to charge its students emotionally for commitment to the service of their parents particularly in their old age as they are next to Almighty."Old Age" is the most delicate and fearful period when many parents are treated as neglected and burden whereas this is the time when parents want someone near to them who may care ,who may offer one glass of water and who may talk to them atleast for half-an hour in a whole day.These old parents in many families are so tortured that are forced to pass the days of their remaining life in Ashrams leaving their homes.

3.)Practice:-

Institution provides prospectus to every student and "Parents` Prayer" is printed on first page with the instruction to every student to participate in morning assembly.This prayer has also been placed on Notice Board near the prayer ground. Immediately after Parents` Prayer,prayer to Almighty and then National Anthem follows.After that, 2-3 students are required to address the gathering by a thought provoking quotation relating to life-management which develops creative thinking in every student.

In class-rooms ,whenever any opportunity comes,teachers talk to students about this prayer and encourage students to popularize it amongst community members.Institution has sent the text of Parents` Prayer to all nearby schools either on demand or at its own.

Students may be a boy or girl ,may be belonging to any religion or caste are free to pay respect to their parents as they want i.e. by touching the feet or the way they want before they depart from home to college.Institution wants to inculcate the feelings of moral duty towards parents .Institution encourages the students to commit to their parents respecting them as next to Almighty .Through this prayer, students are taught that every son and daughter remain whole life indebted to the parents and, therefore,they pray to Almighty to provide moral and physical strength enabling them to serve parents even at any cost

4.) Evidence of Success :-

This prayer is being hailed every where.Village citizens appreciate this prayer recognizing as moral ethical-value- oriented(SANSKARIK) education related with ground reality of life.The result is that nearby schools have taken the text of the prayer from institution and they may start this prayer in their schools subject to the consent of their management.This shows the acceptability of spirit of prayer. Moreover,many students are now coming to college after taking blessings from their parents as has been communicated by many guardians.

It was the practical experience of the institution that students were not coming after taking blessings of their parents but now , students have realized the value of respect to their parents and they come with blessings of their parents. Earlier, students were treating their parents only as elders ,their supporters and caretakers but now they are respecting as next to Almighty.

5.) Problems Encountered and Resources Required:-

Whenever our students try to convince the community, some of even educated boys and girls take it as interference in their family affairs and such so-called young,treat our students as 'extra-smart' and 'showy' .In certain families,wives do not permit their husbands to touch the feet of parents even in festivals.These wives treat this prayer as outdated saying that days of Ram and Shravan Kumar have gone long back.

Institution is not discouraged .To encourage the community to serve their parents, frequent contacts directly by institution representatives or through our some talented students specially girls, are made

The biggest problem which institution is facing –is hesitation and shyness amongst some students due to which

they avoid to depart from their homes for schools after touching the feet of parents and after taking their blessings.

Whenever ,institution talks to students to serve their parents ,some of them give a circasting smile to change the thinking towards parents .Many village citizens have also been helpful in this value-added task.

Prayer ground, students ,teachers/community and harmonium are only required resources.

Contact Person:-

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Annexure No: VIII (B)

Our Best Practice in Teaching Learning

(INTER-FACE SESSION)

1. Initiation :-

The technique was initiated as a self-evaluating teaching-learning process through complementary participative activity. The institution had planned to introduce its own entertaining system which may be used as a multi-skill developmental activity for a STUDENT AND ALSO which may develop self-knowledge managerial talent.

What is Inter-Face Session ?

Inter-Face session is a innovative teaching-learning technique brought in practice on experimental basis which is yet to be properly structured and recognized as intellectual exercise like a physical exercise required for keeping a body healthy, pleasing and fully active. Our Institute is encouraging this exercise also to assess and evaluate the teaching learning impact level. The technique is a integrated multi-skill development exercise in a complementary participative system.

Objectives:

The technique has been brought in use to following objectives:

1. To keep a student alert and attentive in classroom during transactional processes.
2. To encourage self-knowledge managerial talent of a student through participatory exercise.
3. To develop the skill and technique of asking questions, replying questions, listening questions and answering the question with patience.
4. To replace cramming (memorizing) through activity based teaching-learning process.
5. To develop concentration level and self-evaluation level.
6. To develop communication skill.
7. To encourage and to share the views complementing each other.

In short, Inter-face session is an exercise to bring out hidden talent, to development the capacity to think, to analyze, to interpret, to conclude and to express.

Practice:

Whole section is divided in two parts: leaving sufficient space as gallery to enable the teacher-educate to move as guide/referee/controller. Students are communicated the subject/unit that has hardly been enter acted because inter-face session exercise is restricted that day only to that subject/unit-One or more than one teacher-educator may remain present on front dais, Subject teacher permits to toss wining side to start to ask the question and other side responds. If responding side fail then again second question comes from initiating side and if positive response comes from other side, then this side asks the question. This system continues till the end. There is assessment and evaluation system.

in the exercise, every student is encouraged not only to participate sleepingly but to ask to respond question may be right or wrong. This ensures active participation of students. Obstacle and Measures:

Following obstacles are noteworthy:-

1. Weak education system at base level.
2. Poor attendance.
3. Lack of inclination to become a good academician.
4. To obtain degree anyhow preferably through unfair means in examinations.
5. To seek admission by some students as time gap arrangement.
6. Quoting the example of local area training colleges.
7. Education scenarios that does not even believe what to say to conduct any activity except class lecture.

Impact:

Inter-face session is an "Antyakshari'tournament with 'Win-Loose' psychology. The participants are supposed to come well prepared as exercise gives an opportunity to them to so their grasping

capacity, quick responding capacity, clear expressing capacity and ultimately to place as champion in class. But there are some students who remain as sleeping participants. Our teacher-educators go to their seats, teacher-educator gets success but some students we may say, of rough and tough nature, start to avoid attending class even. There are students who come as a time-gap arrangement or to obtain their degree anyhow.

Tough, this experience is mental exercise for which we should not expect all students to participate who lehrortedly particularly in present educational scenario but still our many students wait for the date very eagerly and they come well prepared may be because of 'win-loose' psychology.

Now, we are submitting below our experience also why we are calling this exercise to be our "Best-practice in Teaching-Learning".

1. Teacher gets the opportunity for continuous and unbiased assessment of all students without using pen and paper but in a complementary and participative manner. Students himself remain present to object if monitoring teacher gives wrong comment and other students feel free to cross the assessment and evaluation. One way, student himself gets the choice to assess his own performance.
2. The quality and quantity of output of exercise speaks much about the quality of input and also resources of transferring the input.
3. Teacher gets the scope to think about his inter-active and methodology.
4. Students grasping capacity, his pre-knowledge, level of concentration in class-room interest is easily determined.
5. It connects with more teaching-learning style developing high order of thinking skill. Exercise also helps in reflection and retention capacity.
6. Exercise is a kind of 'simulation' which is used by students for learning by listening and doing both.
7. Students get an academic forum not only to utilize the other student's strength and expertise but also to acknowledge and appreciate them.
8. Within limited time frame, there we get opportunity for collective assessment of both teaching and learning.

Conclusion:

As already stated earlier, this mental exercise has been introduced on experimental basis that requires how encouragement from some expert at this stage. But on one point we are convinced that this exercise has proved to be useful to teachers and students both and presently, is adopted only by our institution. Proved to be useful to teachers and students both presently, is adopted only by our institution.

With all above submission, our institution has treated to be "The Best practice in Teaching-Learning".

Resources Required:-

1. Guest Teacher
2. Teacher
3. Students
4. Class-Room
5. Dias
6. Referee

Contact for Details:-

1. Dr. Satyendra Agnihotri
   Mobile No.: 9621737804

2. Shri Shiv Sharan Verma

   Mobile No.: 9838700828

3. Student

7.3 Institutional Distinctiveness
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words

<div align="center">

PRACTICE IN EXTENSION AS OUR DISTINCTIVENESS

TECHNICAL SUPPORT SERVICES FOR AGRICULTURE THROUGH FARMERS` CLUB

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Purpose:- The purpose of the practice is on the one hand ,to provide technical support services for farming and allied services and on the other hand ,to encourage creativity,critical thinking and scientific temper amongst students through such support services .Its objective is also to prepare the students to face the challenges of emerging job markets and to build entrepreneurship spirit both in farming and allied field.Practice is effective kind of experimental learning and is also covered under the activities of Extension and Institutional Social Responsbilities(ISRs).

Continuous two way interaction through Farmers ` Club between farmers and experts in a structured manner is

the most critical component of the Institutional Distinctiveness. Agriculture sector needs to grow at a faster rate than in the past to allow for higher per capita income and consumption.With this back drop institution has set up a Farmers` Club which provides all technical support system (soil ,Water testing ,pesticides, insecticides ,pathological guidance,)fertilizers,verterinary services ,consultancy and knowledge.It has been proposed to start these services not all at a time but within a span of 3/4 years. Most interestingly, all proposed activities would inculcate and encourage critical thinking,creativity and Scientific temper amongst students and that would also provide community orientation and true contribution for social responsibilities.

Practice:-

Farmers Club is a forum which provides technical support services like soil and water testing , preparation of wormy composed khaad ,seed distribution ,veterinary related consultancy and bee-keeping .It also provides knowledge and skill about agriculture production and banking facilities relevant to the field. Transfer of knowledge about latest technology ,seed fertilizers and irrigation facilities receive top priority as these factors help in the increase of production and services directly.Periodically veterinary camps are organized where treatment of sick animals is done,medicines are prescribed as precautionary measures and detailed consultancy is provided for upkeep of live stock.

Scientists of agriculture field and dairy field visit the campus to interact with farmers directly and to convince them in their simple local language.Villagers do not agree to any change easily .They also do not like to hear any critism of their traditional methods and customs .Sometimes instution has to offer its own land and other belonging to be used for experiment.

Pamphlets,posters and pocket books are supplied to the Farmers Club from CSA University,Kanpur which are distributed amongst farmers for knowledge and information dissemination.Agriculture exihibition is organized wherein innovative technology is presented for the selection and purchase .

Bank officers are invited to apprise the citizens about various loan and deposit schemes including the use of credit cards.Every year seed of selected variety is distributed in college campus.All these activities are organized by our Farmers Club which has been established in the name of Shri Shakti Farmers Club under the guidance of CSA University,Kanpur.Members of the club have been enrolled by University Farmers Club which is a central office of our farmers club.Our representative goes on 6th of every month to attend this meeting.Only faremers are the office bearers of this club.Our representative goes to attend the monthly meeting after collecting problems of various farmers and he brings the solution and communicates to concerned farmers.This situation comes only if problem can not be settled locally to the satisfaction of any person.

Impact:-The practice has following impact:-

A:-Impact on community:-A forum is now available locally for continuous inter-action between farmers and experts directly and indirectly .

Now transfer of technology model is not any challenge with the free access of telephone and internet.Farming and allied services may be improved through the on- spot technology support services.

Community members are using this forum as and when they need without wastage of time ,money and energy.

B.Impact on teaching-learning:-Practice inculcates creativity,critical thinking and scientific temper amongst students as students and experts offer technical support services individually or in group.Students develop confidence ,competence and entrpreneural skill to set up any unit in the field of agriculture services and consultancy.

C.Impact on Institution:- Institution –community network is enlarged tthrough this forum of consultancy.It discharges social responsibilities by contributing in rural development leading to national growth because agricultural prosperity is the foundation for economic growth of the country.

Rigidity for traditional practices and customs is the main hurdle.Some farmers desire that club should remain operative round the clock so that they may utilize the services any time day or night.Electrical /power availability is another problem for internet availability .

7. Future Plans of action for next academic year (500 words)

PLAN FOR NEXT ACADEMIC YEAR

As per Internal Quality Assurance Cell, following plan has been decided to be implemented during next academic year :-

(A) Curriculum Aspect-

The institution has been persuing the affiliating body to consider following points :-

i.   To give additional weightage to the students in the final assessment for Co/extra-curricular activities and also for social activities as this would encourage to take part in beyond class room activities.

ii.   To permit the institution to introduce one or two add-on courses to supplement the curriculum prescribed by affiliating university.

iii.   To permit the institution to implement Assessment and Evaluation system as has been decided by IQAC by way of Continuous and Comprehensive Assessment and Evaluation System internally.

(B) **Teaching-Learning Process**-

i.   To implement all the suggestions/recommendations of NAAC Peer Team given in last report.

ii.   To encourage the faculty members to use e-technology for class room transaction.

iii.   To strengthen feedback system to the extent to make it reliable.

iv.   To review and to strengthen the "Best Practices" already in existence in the institution.

v.   To generate and enhance the capabilities of the students to select the job of their choice in respectable field.

(C) Research, Extension and Collaboration-

i.   To encourage the faculty members for professional development including to attend Orientation Programme conduct by UGC.

ii. To utilise the encouragement schemes of the institution by publishing their own articles in the journals recognized by UGC and also to published the book.

iii. To participate in recognized seminar/workshop not only for attending purpose but for presentation of paper using e-technology.

iv. To encourage the students for research activities through class room seminar, poster presentation and Action Research.

v. To work to meet the national objective of Swachchh Bharat Abhiyan, general parity and also to introduce and encourage the students for social values and social research to strengthen NSS and to organized blood donation camp for the interest of humanity .

(D) Infrastructure –
i. To ensure optimum utilization of INFLIBNET ,book bank, CDs and standard reference books.

ii. To increase the membership of alumni and to optimize the use of library for them through easy terms.

iii. Classroom equipped with LCD.

iv. To increase Ph.D/NET holders.

(E) Student Support-
i. To Strengthen Alumni Association.

ii. Financial aid to needy students and to work for students empowerment.

iii. Outside training for exposure of advance knowledge.

iv. To encourage NCC/NSS, to prepare students for sports and game competition and to develop quality sports infrastructure.

v. To strengthen placement cell, MIS and coaching classes for competitive examinations.

(F) Environment and Management-

i.   To ensure for environmental supervision.

ii.   To encourage use of solar light.

iii. To implement effectively the systems of Financial Audit and Academic Audit.

iv.   To prepare for re-accreditation of institution.

v.   To start P.G. Courses like M.Ed.

vi.   To maintain staff service books.

IQAC has chalked out the above action plan for next academic year on the basis of recomendatation and observation made by NAAC. Also the conclusion of SWOC analysis has been taken in to consideration. The action plan was forwarded to the management and same has been approved in the management committee. Management has already started the process of converting smart classes and also CCTV camera has already been fixed in places which would meet the purpose of security. Recently NAAC has agreed to sponsor the proposal of National Seminar to be organized in the institution on 27 and 28th January, 2019 on "**NEED FOR RESEARCH AND INNOVATION IN TEACHING METHODOLOGY".** At present, institution has also forwarded a proposal to state govt. to sponsored one seminar /workshop to be organized during next academic year. Management has also proposed to increase solar unit capacity and also to re-work for rain water harvesting which needs review at present. IQAC is insisting for having a active placement cell .Institution is trying to have a collaboration with atleast two industries which may assist in strengthen placement cell and also in providing the job to the students of the institutions.

Name:Lt.Vivek Trivedi   *Name: Dr Bhawna Sharma*

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Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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