



Yearly Status Report - 2018-2019

Part A

Data of the Institution

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

Pincode	201015																								
2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Urban																								
Financial Status	Self financed																								
Name of the IQAC co-ordinator/Director	Dr. Anita Singh																								
Phone no/Alternate Phone no.	01202761386																								
Mobile no.	9810575965																								
Registered Email	info@saraswaticollege.com																								
Alternate Email	sirohianitasingh@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	http://saraswaticollege.com/AQAR%202017-18.pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	http://saraswaticollege.com/Academic%20Calendar%202018-19.pdf																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>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																				
6. Date of Establishment of IQAC	01-Jan-2009																								
7. Internal Quality Assurance System																									

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Participation in All India Survey on Higher Education	16-Jul-2019 1	14
Feedback taken from stakeholders	29-Jun-2019 2	189
Personality Development Program	03-Oct-2018 4	63
Workshop on Lesson Planning	24-Nov-2018 3	71
View File		

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

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

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

IQAC played a significant role in the progress of the college. A workshop on 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. Awareness training program was conducted on Inclusive Education. A workshop was organized for prospective teachers on CPS and IPS to bring about personality development with

regards to behavioural dimensions that have for reaching significance in the direction of organizational effectiveness. In the last of the academic session, feedback was collected from stakeholders to improve the teaching learning process and infrastructure of the college.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Participation in All India Survey on Higher Education	Applied in the Month of July
Feedback taken from stakeholders	Feedback Taken in May and June
Personality Development of Students	Organised in the month of October
To improve training programs	Workshop on Lesson Planning was conducted in the month of November
Awareness and Training on Inclusive Education	Held in the Month of November
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Management Committee	18-Aug-2019

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

2019

Date of Submission

26-Feb-2019

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)

The college is steadily moving from the traditional to automated Management Information Systems (MIS). The following systems are fully functional in the college from the last few years. 1. Library is fully automated and uses the software TechLib. 2. Institutional

email system 3. Excel is used for Result and Students Performance Analysis. 4. Publications in eversion. 5. For Accounting Tally 9 ERP software is used. 6. SMS App to Communicate information to stakeholders. The latest news, updates and information is provided to various stakeholders through college website.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The College ensures effective curriculum delivery through a well planned and documented process. IQAC prepares the academic calendar of the college. The academic calendar specifies suitable available dates for significant academic and other activities. The faculty members are briefed on the academic activities of the college on the first meeting of the commencement of the academic year. Each teacher keeps a teacher diary with his / herself that contains timetable workload, annual teaching plan, daily teaching plan, and academic and administrative committee responsibilities. The teacher's diary is monitored by the Principal of the college. Teachers conduct classes according to the timetable. Academic meetings are held periodically to review the syllabus completed. For the effective transmission and delivery of curricula, teachers integrate classroom teaching with various ICT tools and resources. For the enhancement of subject-related knowledge, the college organizes seminars, conferences, and workshops. These activities provide a platform to the faculty and the students to participate and interact with experts in various fields and enrich and upgrade their subject knowledge. For effective curriculum delivery teachers' use participative, problem solving and student-centric learning methods. Faculties effectively and creatively use PPTs, video lectures, charts and various educational resources to the students for delivering the subject knowledge. At the end of every academic year, IQAC collects feedback on curricula from all the stakeholders, it is then analyzed and action taken for the improvement.

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
BEd	Education (Distance Mode)	06/03/2019
BA	Arts (Distance Mode)	06/03/2019
BBA	Business Administration (Distance Mode)	06/03/2019

MA	Political Science, Education (Distance Mode)	06/03/2019
BCom	Commerce (Distance Mode)	06/03/2019
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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	14/06/2018

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	03/10/2018	63
View File		

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	91
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Structured feedback is received from all the stakeholders. This includes students, teachers, employers, employers, alumni and parents. It is analyzed by the Principal and corrective measures, if any, are taken for further improvements. Program exit feedbacks are taken to analyze the understanding capability of the students. Feedback about the infrastructural facilities is taken from the final year students at the end of the program for improving the facilities. Feedback from the parents is taken by interacting with them during the Parent Teacher Meet. Feedback is taken from alumni for improvements in the curriculum. Feedback is also collected from the practicing schools. This feedback is discussed in meetings of the training and placement cell. We also

have a suggestion box which is accessible to all the stakeholders so that they can give their feedback/ suggestions for improvements of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Education	100	99	93
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	184	Nil	12	Nil	12

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
12	12	14	1	Nil	8
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
184	11	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	12	Nil	2	5

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
2018	Dr. (Prof.) A.B. Bhatnagar	Principal	Practical Examiner (CCS University, Meerut)
View File			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	NA	Year	02/08/2019	03/10/2019
View File				

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

The college is affiliated to CCS University and follows the norms and guidelines of the University. CCS University guidelines are strictly adhered to with respect to continuous and comprehensive internal evaluation. SCPS has reformed the continuous internal evaluation system from faculty centric to student centric. The Internal Evaluation Committee (IEC) prepares the examination schedule and it is communicated to the students through google classroom, central notice board. Scheduling of internal examination, seating arrangements, hall invigilators listed for every examination are done by the IEC committee. All the question papers for the internal examination are prepared in uniform pattern and as per the guidelines of the University. The benchmark for the evaluation includes attendance, practical's, tutorials, field projects, assignments/seminars/ oral presentations and scores secured in the internal tests. Scrutiny of prepared question paper is carried out by HOD/Subject experts to ensure quality of the question paper. Internal assessment has to be carried out within the stipulated time. The college has appointed an internal squad for the prevention of malpractice, mobile phones are strictly prohibited in the examination hall. 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 IEC and marks are displayed on the google class room notice board. Results review meetings are conducted with result analysis and the remedial actions for further improvement are arrived at after discussion with faculty, HOD and Principal. Assessment marks are uploaded in the university web portal after the evaluation. Performance of the students in assessment is used for faculties to identify the slow and advanced learners in their respective subjects. Slow learners are encouraged to improve their performance in future by counselling. Counselling sessions are used to sort out the personal issues, academic and non-academic.

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

The college is permanently affiliated to CCS University, Meerut and has to adhere to the academic calendar published by the University. Before the

commencement of every academic year, the IQAC prepares the academic calendar in accordance with the academic calendar of the CCS University, Meerut and makes it available to the students and the faculty. The academic calendar specifies the teaching-learning schedule of every academic year and continuous internal evaluation. The Internal Assessment Committee also prepares a tentative schedule of continuous and comprehensive internal evaluation. The Heads of all the departments also prepare their own examination schedule in tune with the academic calendar of the college in consultation with the faculty members. The Principal of the college addresses the newly admitted students to make them aware of various facilities, rules and regulations, and examination related activities. The principal of the college regularly conducts meetings of various college committees to ensure the better functioning of the academic and examination related activities. It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities. In every academic year, semester wise examination committee meetings are organized for the better conduct of continuous and comprehensive internal evaluation.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	BEd	Education	92	91	98.91
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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%202018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Lecture on Copy Right	Education	19/03/2019

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

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

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

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	Education	4	Nil
View File			

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

Department	Number of Publication
Nil	Nil
No file uploaded.	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	3	Nil	Nil
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Literacy Awareness Rally	Purva Madhyamik Vidhyalya, Kazipura, Ghaziabad	4	71
Blood Donation Camp	Rotary Club of Sahibabad	2	23
National Voters Day	District Administration	5	147
View File			

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
Blood Donation Camp	Appreciation Letter	Rotary	23
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Fit India	Patanjali Yogpeeth	Yoga Camp	8	72
Blood Donation	Rotary Club	Blood Donation Camp	2	23
Spreading Awareness	Government School, Kazipura	Literacy Awareness Rally	4	71
Voter Awareness	District Administration	National Voters Day	5	147
View File				

3.5 – Collaborations

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

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training	Internship	Divya Public School, Bayana, Ghaziabad	01/11/2018	01/03/2019	3
Training	Internship	M.I. Higher Secondary School, Masoori, Ghaziabad	01/11/2018	01/03/2019	8
Training	Internship	R.B. Public School, Mehrauli, Ghaziabad	01/11/2018	01/03/2019	25
Training	Internship	B.D. Memorial Public School, Indergarhi, Ghaziabad	01/11/2018	01/03/2019	10
Training	Internship	Purva Madhyamik Vidhyalya, Kazipura, Ghaziabad	01/11/2018	01/03/2019	40
Training	Internship	Dr. Ambedkar Inter College, Indergarhi, Ghaziabad	01/11/2018	01/03/2019	5
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Rotary Club of Sahibabad	20/06/2018	Blood Donation Camp Other Activities	25
Patanjali Yog Peeth, Haridwar	24/07/2018	Yoga Camp	80

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
250000	224674

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3264	312118	172	24469	3436	336587
Reference Books	1107	75279	15	2805	1122	78084
Journals	297	24158	5	2195	302	26353
e-Journals	2	Nill	2	Nill	4	Nill
CD & Video	35	Nill	5	Nill	40	Nill

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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	Nill	Nill	Nill

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	31	25	1	1	1	2	3	54	0
Added	0	0	0	0	0	0	1	0	0
Total	31	25	1	1	1	2	4	54	0

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

54 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
50000	24499	600000	589003

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	5	55000
Financial Support from Other Sources			

a) National	Social Welfare Department, Ghaziabad Uttar Pradesh	59	2504688
b) International	Nil	Nil	Nil
View File			

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
Balancing IQ, EQ, SQ	03/01/2019	81	Youth Forum ISKCON Ghaziabad
Personality Development Program	03/10/2018	63	SAS Training
Yoga and Meditation Camp	21/12/2018	72	Patanjali Yogpeeth, Haridwar
Career Counseling	08/01/2019	79	Indian Ex-services League Ghaziabad
View File			

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
2019	Guidance for UPTET and CTET	51	Nil	Nil	Nil
2019	Career Counseling Session	Nil	79	Nil	2
View File					

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
1	1	7

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.	26	2

No file uploaded.

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

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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

167

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni are invited to the college on the occasion of orientation day wherein they address the students and share their own past and professional experiences of the college. They also share as to how they are progressing in their own career. In the second session they freely interact with the new students. Alumni are staying in the vicinity are invited to attend some programs in the college. A resource bank of alumni is being created in order to start the alumni talk series in the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution has a well defined system of decentralization and participative management. Two practices out of them are as follows. 1. In order to decentralize the college administration, the Principal and the registrar are given freedom to plan academic and administrative activities for the smooth conduct and continuous progress of the college both for the Teaching and Non teaching aspects of college functioning. The Coordinators of the Education Department have the freedom to plan, implement, finalize and shape activities in view of the available resources by the conducting department. 2. In order to decentralize the administrative and academic responsibilities, the college has formed various committees/ cells /clubs. Internal Quality Assurance Cell, Academic Committee, Purchase Committee, Admission Committee, Examination Cell, Grievance Redressal Cell, Alumni Committee, Scholarship Committee, Internal Grievance Committee, Library Committee, Sports Committee, Cultural Committee are some of them. The principal of the college held periodic meetings of all

the committees and their conveners to present an annual plan for academic session. Each convener holds meetings with the members of respective committees from time to time to ensure better functioning of their action plan. All these committees execute their annual calendar directly under the guidance of the principal keeping in view the vision and mission of the institution.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	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 first-year students, B.Ed second-year students, and alumni for quick communication and sharing of the necessary information.
Finance and Accounts	All the financial transactions are recorded using Tally ERP. Students are allowed to make payments using Digital facilities transactions.
Student Admission and Support	Students directly registered on the university portal and state government portal. Therefore, the college has no portal for admission of the students.
Examination	Computerized result analysis helps teachers to plan remedial and additional coaching of students to reduce the failures.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Neelam Kumari	Women Wellness:	CCS University,	500

		Opportunities and Challenges	Meerut	
2018	Ms. Vimala Teotia	Women Wellness: Opportunities and Challenges	CCS University, Meerut	500
2018	Anamika Agarwal	Women Wellness: Opportunities and Challenges	CCS University, Meerut	500
2018	Dr. Kamna Chaturvedi	Women Wellness: Opportunities and Challenges	CCS University, Meerut	500

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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)
2018	Personal ity Development Program	Nil	03/10/2018	06/10/2018	6	Nil
2018	Workshop on Lesson Planning	Nil	24/11/2018	26/11/2018	7	Nil
2018	Awareness Cum Training on Inclusive Education	Nil	26/11/2018	26/11/2018	7	Nil
2018	Yoga Camp	Yoga Camp	19/12/2018	19/12/2018	8	2

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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
Nil	Nil	Nil	Nil	Nil

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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	2	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Interest Free Loan, Leaves for Higher Studies	Interest Free Loan, Leaves for Higher Studies	Remedial classes for weak students, Scholarships under Government Social welfare schemes, Training classes on Soft skills, Institution Scholarships,

6.4 – Financial Management and Resource Mobilization

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

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

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

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

4212383

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	Yes	CA, Naveen Kumar Associates	Yes	IQAC

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

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

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

1. Yoga and meditation Programme for Stress Management. 2. Personality Development Sessions for Good Conduct. 3. Orientation for effective office administration

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

1. Frequent invited lectures and programmes were conducted to B.Ed students. 2. Apply for New Courses at undergraduate and postgraduate level. 3. Improvement in ICT enabled infrastructure. 4. Collaboration with practicing school for Internship.

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
2019	Career Counseling	08/06/2018	08/01/2019	08/01/2019	79
2018	Workshop on Lesson Planning	08/06/2018	24/11/2018	24/11/2018	71
2018	Personality Development Program	08/06/2018	03/10/2018	06/10/2018	63
2019	Feedback taken from stakeholders	04/03/2019	28/06/2019	29/06/2019	189
2019	Participation in All India Survey on Higher Education	04/12/2018	16/07/2019	16/07/2019	14

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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	08/03/2019	08/03/2019	115	11
Talk on Girl Child	13/02/2019	13/02/2019	52	16

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. Planting Medicinal Plants and creating Awareness.
2. Planing Fruit trees.
3. Talk on Environmental Awareness.

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
2019	1	Nill	15/04/2019	1	UPJEE B.Ed. 2019	Entrance Examination	465
2019	Nill	1	30/01/2019	1	Blood Donation Camp	Blood Donation	25
2018	Nill	1	15/12/2018	1	Literacy Awareness Rally	Literacy Awareness	71

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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 Code of Conduct	11/06/2018	The code of conduct discusses responsibilities of teacher. Academic duties consisting of teaching, exam/assessment and coordination in carrying out various extracurricular and cocurricular activities. Teacher shall not discriminate students/colleagues adversely on political, race, caste, religion, language or for other reason of an arbitrary or personal nature.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Quiz on the life of Mahatma Gandhi	05/10/2018	05/10/2018	136
Literacy Awareness Rally	15/12/2018	15/12/2018	71
Yoga Camp	21/12/2018	21/12/2018	80
Blood Donation Camp	30/01/2019	30/01/2019	25

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

The campus has green landscaping of plants and trees, through various activities like : • 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. Students' Mentoring System Students admitted in the first year have various academic and personal problems. This leads to poor academic performance. It is not possible to give personal guidance and counselling to each and every student in the classroom. To solve this problem, a 'mentoring system' was introduced in the college. It is required to promote emotional stability, clarity in thinking and decision making among students. Mentoring helps the students to solve their academic and personal problems. 2. Environmental Awareness through Student and Staff Motivation Environmental awareness is about being aware of our natural surroundings, and understanding how our actions affect the well-being of the environments where we live as well as globally. The environment refers to all parts of nature, living and nonliving. 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 environmental awareness is all about. We as academicians and parts of the society are also responsible for generation of environmental awareness among our students who are the torch-bearers of tomorrow, the college has taken up the issue seriously and devised certain practices for environmental protection and awareness.

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%202018-19.pdf>

7.3 – Institutional Distinctiveness

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

Saraswati College of Professional Studies, Ghaziabad (UP) is a pioneer educational institute on Delhi-Meerut Expressway spread over a five acre campus with lush green environment conducive to educational atmosphere. The institute is now affiliated to three universities namely Chaudhary Charan Singh University, Meerut, UP Rajarshi Tandon Open University, Prayagraj (Allahabad)

Jamia Millia Islamia University, New Delhi. It is also accredited to NAAC Bangalore approved by NCTE 2F by UGC. The performance of the college is outstanding in community service programs. All prospective teachers of SCPS visited Prathmic Vidhyala government school at Kazipura village on 28 September, 2018 to do a detailed study on the process of Mid-day meal supplied by the government sector to all the students. Students noted the menu of the week, distributed the meal to students, observed the hygiene the quality of the meal of that day. Another program literacy awareness rally was scheduled on 15 December, 2018 at Kazipura Village Government school. The Rally started from the Government school shouting slogans in order to spread Literacy Awareness in the village. Students also did a survey by going door to door collecting information on the number of children studying in different schools in the area. A yoga camp was organized in collaboration with Patanjali Yogpeeth, Haridwar on 21 December, 2018. Mr. Rajveer Singh Co-ordinator Patanjali Yogpeeth Ghaziabad was the resource person. He took three sessions in which he taught asanas, pranayama Meditation techniques to all the students. The students highly benefited from the program. A blood donation was organised on 30 January, 2019 in collaboration with Rotary Blood bank, Ghaziabad. College students participated in the National Voters Day program at ABES College on 25 January, 2018 by District Administration. Chief guest of the occasion was Mrs. Ritu Maheshwari District Magistrate Ghaziabad who spoke on the importance of casting vote. Representative from the Election Commission explained how to use an EVM machine. Guidelines to new voters were also given. It is a distinctive performance of the college to its vision, priority and thrust.

Provide the weblink of the institution

<http://saraswaticollege.com/Distinctive%20performance%202018-19.pdf>

8.Future Plans of Actions for Next Academic Year

To bring Improvement in ICT enabled infrastructure. To organize Workshops Seminars for students To strengthen the students support services for cultural and sports activities. Continuation of efforts towards eco-friendly practices To make infrastructural expansion Opening of new courses at undergraduate and postgraduate level Publication of the college journals and newsletter. To organize more number of academic and social outreach programmes for the benefit of society Installation of more CCTV cameras in the classrooms and corridors for better safety of students.