



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Seth Anandram Jaipuria College
• Name of the Head of the institution	Dr. Asok Mukhopadhyay
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03325554117
• Mobile No:	9830499347
• Registered e-mail	sajciqac@gmail.com
• Alternate e-mail	iqac@sajaipuriacollege.ac.in
• Address	Seth Anandram Jaipuria College, 10, Raja Nabakrishna Street, Sovabazar
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700005
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr. Radhanath Pyne				
• Phone No.	09433749432				
• Alternate phone No.	03325553647				
• Mobile	8777867148				
• IQAC e-mail address	sajciqac@gmail.com				
• Alternate e-mail address	iqac@sajaipuriacollege.ac.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://sajaipuriacollege.ac.in/aqar.php">https://sajaipuriacollege.ac.in/aqar.php</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sajaipuriacollege.ac.in/academic-calendar.php">https://sajaipuriacollege.ac.in/academic-calendar.php</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.72	2015	03/03/2015	02/03/2020
<b>6.Date of Establishment of IQAC</b>			19/11/2013		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			04		

<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. On 31st May, 2021 'World No Tobacco Day' was celebrated by conducting a pledge-taking ceremony among students and teachers by following the guidelines of covid-19. It helped the students to be aware of the harmful effects of consuming tobacco. 2. A webinar was organized in collaboration with NASA during September 2020 to make people aware of cyclones and hurricanes. 3. Centralized online classes were started by preparing a master routine with the help of the routine committee.</p>		
<b>12. 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</b>		
Plan of Action	Achievements/Outcomes	
1. Construction of lift	Achieved	
2. High speed internet connectivity in college campus	Achieved	
3. Redesigning college website	Under process	
4. Water filter installation throughout the college campus	Achieved	
5. Support staff recruitment	Under process	
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
Governing Body	12/03/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
Yes	11/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<b>20. Distance education/online education:</b>	

## Extended Profile

### 1. Programme

1.1 18

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1 2712

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 907

Number of seats earmarked for reserved category as per GOI/ State  
Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 618

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 66

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 66

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>18</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>2712</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>907</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>618</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>66</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	66
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	30
Total number of Classrooms and Seminar halls	
4.2	61
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	182
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

We run a total of 21 courses (both Honours and General), which we distribute across three shifts (Morning, Day and Evening) according to the demand and requirements of a very wide cross-section of students. The college starts at 6:30 AM and continues until 9 PM. We make an optimum use of all our resources to provide education to a large number of students with varied backgrounds. We run a Women's College in the Morning Shift, the Day Shift is Coeducational and the Evening Shift admits young men, many of whom do jobs during the day. We plan and dispense our time-slots very carefully to look after and cater to the needs of our students. Well-planned master routines are prepared for the allotment of rooms to the different courses running in the three shifts. Each period is of duration of one hour. Every department follows the master routine and accordingly allots classes to the members of its faculty. Each department distributes its teaching assignments equitably among its teachers and regularly reviews the extent of the coverage of these assignments. The departments sit for

departmental meetings at the end of every month to chalk out lesson plans for the next month. The heads of the departments keep in regular touch with their students and gather feedback regarding content coverage from them.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="http://www.sajaipuricollege.ac.in">www.sajaipuricollege.ac.in</a>

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before the commencement of each semester, affiliating University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internal and tutorials schedule and dates for semester-end examinations.

The institution follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The college adheres to the academic calendar as issued semester wise by the University of Calcutta. The institute prepares an institute-level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays.

Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. Post IA tests, evaluation of answer scripts, and calculation of marks are done by the teachers of the department. Continuous evaluation and assessments are also done for laboratory course, project work, seminars, and internships. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation. As per the laboratory rubrics, the internal test is conducted at the end of the semester. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.



File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="https://sajaipuricollege.ac.in/academic-calendar.php">https://sajaipuricollege.ac.in/academic-calendar.php</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

20

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Our curriculum as prescribed by our affiliating university effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized throughout the year as part of the curriculum that help in this endeavor.

1. **Gender Sensitivity:** Gender related courses are an integral component of various programmes. Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Free counseling services are provided through a Counseling Cell. Our college annually organizes seminars,

conferences, guest lectures that help in gender sensitization.

2. **Environment and Sustainability:** . There are many compulsory papers on Environment in different streams in the curriculum. Environment awareness seminars, workshops, and guest lectures are organized. Environment Day is annually celebrated.

### 3. Human Values and Professional Ethics

For enhancing human values and professional ethics we regularly organize annual cultural programs in the college. This creates a spirit of brotherhood among the colleagues. Different departments individually organize 'Freshers welcome' program, 'teachers day' and 'farewell' programs.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

#### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

5

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>C. Any 2 of the above</b>

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

2016

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1585

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

NA

File Description	Documents
Link for additional Information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1585	66

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Solving methodologies are used for enhancing learning experiences**

Departmental faculty members guide the students in their projects which are assigned & monitor their progress regarding the same on a monthly basis. Selected projects are also encouraged for submission in different international conferences organised by the institute & the presented papers are published in the conference proceedings. Faculty members also monitor academic performance and counsel them regarding their performance, apart from regular teaching.

**Experiential learning & Participative learning:**

To keep the students ready, special training programs such as Computer training, Personality development are organized.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://www.sajaipuricollege.ac.in/">https://www.sajaipuricollege.ac.in/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

During the past few years, the world has witnessed a phenomenal growth in communication technology, computer network and information technology that have created numerous possibilities to use a variety of new technology tools for teaching and learning systems. The integration of computers and communications i.e. Information and Communication Technology (ICT) offers unprecedented opportunities to the education systems with its capacity to interact over a wide geographic area.

The following tools are used by the Institute-

1. Projectors- Projectors are available in different classrooms/labs
2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.
3. Printers- They are installed at Labs, HOD Cabins and all prominent places.
4. Photocopier machines & Scanners - Multifunction printers are available at all prominent places in the institute.
5. Online Classes through Zoom, Google Meet, Gotowebinar, Microsoft Team, Google Classroom.
6. MOOCs Platform (Iem-Learning, NPTEL, Coursera, SAP, Udemy, Edx and many more)
7. Digital Library resources are also available.
8. Video Conferencing- Students are counseled with the help of Zoom/ Google meet applications.
9. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of Google Forms.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.sajaipuricollege.ac.in/">https://www.sajaipuricollege.ac.in/</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

NA

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

66

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year



0

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

954

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

According to affiliating University curriculum, the internal assessment and the final semester exams will be conducted.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.sajaipuricollege.ac.in/academic-calendar.php">https://www.sajaipuricollege.ac.in/academic-calendar.php</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

According to affiliating University curriculum, the internal assessment and the final semester exams will be conducted.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.sajaipuricollege.ac.in/academic-calendar.php">https://www.sajaipuricollege.ac.in/academic-calendar.php</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES

### Mechanism of Communication:

The College adopts Outcome based education rather than input oriented bell shaped curve of learning. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

? Graduate attributes are described to the first year students at the commencement of the programme.

? Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.

? The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings.

? Demonstrate of thorough conceptual understanding in the core areas of all the subjects with the support of mathematics. ? Identify the most relevant concepts that arise in everyday life, and devise a strategy in order to arrive at the solutions in the respective subjects and are made to understand the connection between key concepts and applications.

? Use software tools and coding at a level necessary to perform mathematical operations, statistical analysis and simulations in solving complex problems.

? Use basic laboratory equipment correctly and effectively in order to conduct measurements, analyze, interpret the results, including a quantitative understanding of uncertainties.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.sajaipuricollege.ac.in/igac.php">https://www.sajaipuricollege.ac.in/igac.php</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students. ? Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students ? The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting ? The students are also made aware of the same through Tutorial meetings ? Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.sajaipuricollege.ac.in/igac.php">https://www.sajaipuricollege.ac.in/igac.php</a>

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

618

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://www.sajaipuricollege.ac.in/home.php">https://www.sajaipuricollege.ac.in/home.php</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.sajaipuricollege.ac.in/student-satisfaction-survey-2020-21.php>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers

**published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

NA due to the outbreak of Covid-19

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

#### Classrooms and Seminar Halls

31 classrooms

One Conference Room with ICT facilities

10 LCD projectors

5 LED TVs with Interactive Display

One Smart Board



Green chalk boards in all the classrooms

Laboratories

Physics Laboratory

Electronics Laboratory

Chemistry Laboratory

Zoology Laboratory

Food and Nutrition Laboratory

Computer Science Laboratory

Psychology Laboratory

Herbal Garden maintained by the department of Botany

The college library with 4000 sq. Ft area, has a collection of 55,250 books and subscription of 5 magazines and 8 newspapers

Besides a large reading room, the library has a stack room, a Teachers' Reading Room, Internet Centre and Journal Stack.

The library is fully air-conditioned with ample reading space.

The library is partially automated with Koha 21.05.08.000, Integrated library management software.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has a well equipped gymnasium where teachers and students both can go and do exercises in presence of a well trained gym instructor. Gym instructors also take yoga sessions on an online platform for mental development of the students and faculty members which is essential during this pandemic

**situation.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

4

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

416.3208983

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Our library is partially automated using Integrated Library Management System (ILMS) which helps our students to check availability of books very easily. The institution has Koha 21.05.08.000 Integrated library management software. This system has made the entire job paperless.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)****4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.72

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

1200

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

A well equipped computer lab is also functioning in the college. The students of the college are access to the computer lab. The old college building and the library building are facilitated with the Wi-Fi connectivity. There is a plan to extend the Wi-Fi connectivity facility to the newly constructed building (under the RUSA scheme). There is open access of Wi-Fi connectivity to all student and the staff members of the college. All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are shown to the students with the help of digital device. Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. However, during this pandemic regulal maintainace process stalled.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

200

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

19

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

A brief description is presented below on maintenance and utilization of some facilities.

1. **Laboratories:** Each laboratory has one teacher as lab incharge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments etc. Preventive maintenance and performance monitoring is carried out.

2. **Library:** Librarian with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process.

3. **Sport complex/ground/equipments:** Physical Director of the institute looks after the sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events.

4. **Class Rooms:** Class rooms are allocated to all departments along with necessary ICT tools in some departments. The class rooms are utilized as per the time table of the department.

5. **IT facilities:** All departments in the institute are having PCs, essential software and peripherals .The laboratory technicians and system administrator maintain the IT facilities in the institute.

6. **CCTV, Security etc:** To maintain internet connectivity and CCTV security system, network

and system administration team is appointed.LCD projectors, air conditioners are maintained with the help of external agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

705

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	<a href="https://www.sajaipuricollege.ac.in/">https://www.sajaipuricollege.ac.in/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
Nil due to outbreak of Covid-19 pandemic	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
Nil due to outbreak of Covid-19 pandemic	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	



119

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

164

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**Nil due to outbreak of Covid-19 pandemic**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

**Nil due to outbreak of Covid-19 pandemic**

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

<b>5.4 - Alumni Engagement</b>	
5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services	
<b>Nil due to outbreak of Covid-19 pandemic</b>	
<b>File Description</b>	<b>Documents</b>
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>
<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<b>VISION:</b>	
<ul style="list-style-type: none"> <li>The College Logo pronounces Vidya Amritam Bhava. Knowledge fuels the progress of humanity beyond life. Thus AMRITA might be tested through VIDYA.</li> </ul>	
<b>MISSION:</b>	
<ul style="list-style-type: none"> <li>To provide easy access to higher education with an array of varied streams and subjects.</li> <li>To maintain gender equality by running three shifts: girls' section in the morning shift, co-education at day and boys' section in the evening shift.</li> <li>To promote a mass approach to education by bringing within its fold students of all castes and class and also of varied linguistic and intellectual abilities.</li> <li>To be at par with modern educational policies by laying equal emphasis on skill-development and core-values.</li> <li>To pursue holistic development in a sustainable manner.</li> </ul>	

File Description	Documents
Paste link for additional information	<a href="https://www.sajaipuricollege.ac.in/vision-mission.php">https://www.sajaipuricollege.ac.in/vision-mission.php</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institutions enhance the quality at various levels - Governing Body, Principal, IQAC Committee, NAAC Committee, Various Committees, Administrative and Non teaching Staff, NCC, all the stakeholders involved in the decentralization and participative management all are working together for efficient functioning of the Institutions. The Institution promotes a culture of decentralization and participative management involving all types of stakeholders in the process of decision making. The management always believes in decentralization and participative management. Administration is the backbone of the Institution. Institution firmly believes in providing quality education to the society. The College administration plays an integral role, leading and supporting the development and implementation of policies, programs associated with the vision and mission of the college. The administration ensures the smooth functioning in all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance. Faculties maintain a healthy relationship with students, faculties, and community. The faculties execute the policies and programs accurately and constructively. The College faculties represent the ethics and attend the professional ethics in the education. The Departments and Head of the Department perform their role and responsibilities initiated with the vision and mission of the college.

File Description	Documents
Paste link for additional information	<a href="https://sajaipuricollege.ac.in/home.php">https://sajaipuricollege.ac.in/home.php</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Institutional Strategic Goals**

1. Efficient Teaching learning procedure
2. Effective Leadership and Participative management
3. Constant Internal Quality Assurance System

1. Ensuring effective governance
2. Student's Overall Development through Participation
3. Employees Advancement & Welfare

1. Escalating Placements

1. Proper Discipline

1. Women/Student/Faculty Grievance
2. Financial Planning & Management
3. Institute - Industry Interaction

1. Encouragement of Budding Entrepreneurs
2. Constant Growth in Research and Development
3. Boosting Internal Revenue Generation
4. Mounting Physical Infrastructure

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://www.sajaipuricollege.ac.in/igac.php">https://www.sajaipuricollege.ac.in/igac.php</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

The Institution has been established in 2001. It has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given in the website.

File Description	Documents
Paste link for additional information	<a href="https://www.sajaipuricollege.ac.in/home.php">https://www.sajaipuricollege.ac.in/home.php</a>
Link to Organogram of the Institution webpage	<a href="https://www.sajaipuricollege.ac.in/home.php">https://www.sajaipuricollege.ac.in/home.php</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and

non- teaching staff like

a) Financial help by giving Loan, if necessary, by College Co-Operative society

b) Recreation of teaching and non-teaching staffs by Recreation Club

File Description	Documents
Paste link for additional information	<a href="https://www.sajaipuricollege.ac.in/home.php">https://www.sajaipuricollege.ac.in/home.php</a>
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

22

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has performance based appraisal system for the assessment of teaching and nonteaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra- curricular



activities.

Performance appraisal system for teaching staff: The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback and pass percentage of the course are also considered.

Performance appraisal system for non- teaching staff: A few strategies are observed in appraising non-teaching staff's performance this includes technical contribution of individuals such as subject knowledge, awareness, productivity, quality, innovation willingness to learn, diligence etc. besides they also assess the behavioral aspects like group behavior, acceptability, punctuality etc.

File Description	Documents
Paste link for additional information	<a href="https://www.sajaipuricollege.ac.in/home.php">https://www.sajaipuricollege.ac.in/home.php</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Nil due to outbreak of Covid 19 pandemic

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization.

**Mobilization of Funds:** the student Tuition fee is the major source of income for the institute.

**Utilization of Funds:**A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc. The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

**Resource Mobilization Policy and Procedure:** Before the financial year begins, Principal and Heads of Departments prepare the college budget. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs. It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses. The budget is scrutinized and approved by the top management and Governing Council. Accounts department and Purchase department monitor whether expenses are exceeding budget provision.

File Description	Documents
Paste link for additional information	<a href="https://www.sajaipuricollege.ac.in/home.php">https://www.sajaipuricollege.ac.in/home.php</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the collegewas constituted on 19/11/2013. Since then, it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.

Students and staff give their feedback and suggestions on teaching and administrative performancethrough email to the Coordinator, IQAC at iqac@sajaipuricollege.ac.in. The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The Institute IQAC regularly meets every three months.

File Description	Documents
Paste link for additional information	<a href="https://www.sajaipuricollege.ac.in/iqac.php">https://www.sajaipuricollege.ac.in/iqac.php</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is

prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. All students are provided with the Student Diary that provides all details relevant for students. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. Important announcements are made in the morning assembly and attendance and conduct of classes are monitored by the Deans of faculties, HODs of various classes. Class Committees are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually by teachers.

File Description	Documents
Paste link for additional information	<a href="https://www.sajaipuricollege.ac.in/igac.php">https://www.sajaipuricollege.ac.in/igac.php</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.sajaipuricollege.ac.in/igac.php">https://www.sajaipuricollege.ac.in/igac.php</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

NA due to outbreak of COVID-19 pandemic

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system  
Hazardous chemicals and radioactive waste management

**NA due to outbreak of COVID-19 pandemic**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**C. Any 2 of the above**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>E. None of the above</b>
<b>File Description</b>	<b>Documents</b>
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>D. Any 1 of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution is running with altogether 21 courses in honours and general, distributed in three shifts. The college starts at 6:30 AM and continues until 9 PM. According to the requirement of the students to provide maximum scope to avail education in the institution, the shifts have been divided for Girls (Morning), Co-education (Day) and Boys (Evening). The students who are in different services get opportunity to avail college education facility in evening shift. There is a well-planned time slot management to cater the students of three shifts. A well-planned master routine of all the three shifts are prepared for the allotment of rooms to different courses of three years course duration. The routine is prepared including three years of students. The duration of each period is 1 hour. Each department follows the master routine and allots classes to the departmental teachers. Each department distributes syllabus, both theory and practical among the departmental teachers. Each department maintains the record of syllabus distribution, lesson plans and log books to keep documentation of the syllabus, covered. Each department sits for departmental meeting at the end of every month to chalk out lesson plan for the next month.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**NA due to outbreak of COVID -19 pandemic**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded



<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="86 689 529 757">File Description</th> <th data-bbox="529 689 1436 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 757 529 824">Code of ethics policy document</td> <td data-bbox="529 757 1436 824" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 824 529 1115">Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims</td> <td data-bbox="529 824 1436 1115" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1115 529 1182">Any other relevant information</td> <td data-bbox="529 1115 1436 1182" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Code of ethics policy document	<a href="#">View File</a>	Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded	Any other relevant information	No File Uploaded	
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Code of ethics policy document	<a href="#">View File</a>								
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded								
Any other relevant information	No File Uploaded								
<p><b>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</b></p>	<p>Usually every year the college celebrates national commemorative day, events and festivals in college premises by hoisting the national flag . However, due to the outbreak of the pandemic college celebrated events like 15th August (Independence day), 23rd January (Birth Anniversary of Netaji Subhas Chandra Bose), 26th January (Republic day), 9th May (Birth Anniversary of Kobiguru Rabindranath Tagore) etc in online platform. Majority of the teachers and support staff were present in those online programs. College celebrated Saraswati puja even in this pandemic situation in college premises.</p>								

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

Title of the Practice: Publication of Lockdown web Magazine

1. Objectives of the Practice:

2. To help the faculty members of the college to give voice to their anxieties and help them to survive in this pandemic situation.

2. The aim of the study was to:

- Reduce Anxiety of the faculty members.
- Communicate among them and make a healthy environment.

### Best Practice 2

Title of the Practice: Implementation of DataBase Management System

1. Objectives of the Practice: Database Management System is a simple-to-operate Online Web-based application designed to help college to maintain and manage records and data of students as well as Teaching and support staffs.

2. The aim of the system was to:

- Admission Management
- Account Management
- Profile Management
- Attendance Management
- Examination Management
- Library management
- Easy-to-use: Can be operated on desktop, tablets and smartphones
- Fee Management
- Cloud-based: No risk of loss of data
- Highly secure and reliable
- Cost-Efficient and Time-Saving

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institution is running with altogether 21 courses in honours and general, distributed in three shifts. The college starts at 6:30 AM and continues until 9 PM. According to the requirement of the students to provide maximum scope to avail education in the institution, the shifts have been divided for Girls (Morning), Co-education (Day) and Boys (Evening). The students who are in different services get opportunity to avail college education facility in evening shift. There is a well-planned time slot management to cater the students of three shifts. A well-planned master routine of all the three shifts are prepared for the allotment of rooms to different courses of three years course duration. The routine is prepared including three years of students. The duration of each period is 1 hour. Each department follows the master routine and allots classes to the departmental teachers. Each department distributes syllabus, both theory and practical among the departmental teachers. Each department maintains the record of syllabus distribution, lesson plans and log books to keep documentation of the syllabus, covered. Each department sits for departmental meeting at the end of every month to chalk out lesson plan for the next month.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Collaboration with other institutions: Signing MOU for teacher exchange , student exchange, organizing seminars, workshops and training programs.
2. Upgrade the present WIFI speed of the campus.
3. Make the campus paper less.