



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

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@sajaipuricollege.ac.in**
- Address **Seth Anandram Jaipuria College;
10, Raja Nabakrishna Street,
Sovabazar**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700005**

2. Institutional status

- 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 **Rajiv Roy**
- Phone No. **9433161342**
- Alternate phone No. **8777867148**
- Mobile **8777867148**
- IQAC e-mail address **sajciqac@gmail.com**
- Alternate e-mail address **iqac@sajaipuriacollege.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://sajaipuriacollege.ac.in/home.php>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://sajaipuriacollege.ac.in/academic-calendar.php>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.72	2015	03/03/2015	02/03/2020

6. Date of Establishment of IQAC

19/11/2013

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nilasish Pal, Department of Chemistry	Project fund	Science and technology & Biotechnology department, West Bengal	1	74860
Debraj Roy, Department of Botany	Project fund	Science and technology & Biotechnology department, West Bengal	1	247500

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

1. A biometric attendance system has been installed for both Teaching and Non-Teaching staff to digitize the record-keeping of attendance.
2. The records of classes assigned and classes taught are now

digitally maintained by individual faculty members through our Database Management system.

3. The water filtration system has been improved.

4. The WIFI facility in the campus was upgraded, increasing its speed from 30 Mbps to 300 Mbps.

5. An effort to minimize paper waste was undertaken, resulting in the recycling of 505.919 kg of paper, conserving nearly 10 trees in the process.

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

Plan of Action	Achievements/Outcomes
1. Enhancement of WIFI speed	Achieved
2. MOU with different institutions, Kolkata	Achieved
3. Paperless campus	Partially achieved
4. Digital attendance tracking for faculty and staff members	Achieved

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	11/11/2022

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sajaipuriacollege.ac.in/academic-calendar.php				
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Name	Date of meeting(s)
Governing Body	11/11/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	11/01/2023
15. Multidisciplinary / interdisciplinary	
<p>We are a college that offers a diverse array of courses across multiple academic disciplines including Humanities, Commerce, and Natural and Social Sciences. All of our courses abide by the University of Calcutta's Choice Based Credit System (CBCS), which encourages interdisciplinary learning by allowing students to choose from a range of courses instead of following a prescribed monodisciplinary curriculum. As an illustration, in accordance with UGC guidelines, we provide a Foundation Course on Environmental Science (AECC 2) to all students, regardless of their chosen field of study. Additionally, students in Humanities and Natural and Social Sciences have access to Generic Electives from other disciplines. Commerce students are required to take an Ability Enhancement Compulsory Course (AECC 1) in Communicative English/Hindi/Bengali and courses in Mathematics, Law, and Economics.</p>	
16. Academic bank of credits (ABC):	

We are currently in the process of gathering information on this matter. The implementation of the plan will commence once it is finalized by the parent university.

17.Skill development:

The Choice Based Credit System (CBCS) curriculum mandates the inclusion of Skill Enhancement Courses for every subject taught at the Honours and General levels. These courses are fostering the development of skills that go beyond purely academic and theoretical knowledge for our students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Given that a significant number of our students come from purely Bengali and Hindi medium backgrounds, our teachers often cater to their needs by using a bilingual or multilingual approach with English as the common language. Our students, non-teaching staff, and teachers regularly organize events that celebrate the customs and traditions that reflect India's diverse cultural heritage.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our college follows the syllabus and goals of the parent university, which are based on clearly defined outcomes. As a result, all the programs offered by the college have well-defined program outcomes and program-specific outcomes that are stated, displayed, and communicated to both teachers and students. Many college events are tied to these predetermined outcomes.

20.Distance education/online education:

The pandemic-induced lockdowns and restrictions on physical classes compelled our institution to swiftly switch to online teaching. Classes in every department were conducted virtually, and students were provided with opportunities to have their doubts cleared and engage in interactive sessions. To support students in their learning journey, a wealth of online study materials were made accessible through links on our college website and in web-based classrooms.

Extended Profile

1.Programme

1.1

21

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1 4343

Number of students during the year

File Description	Documents
Data Template	View File

2.2 901

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

File Description	Documents
Data Template	View File

2.3 1054

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 66

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 66

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	21
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	4343
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	901
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1054
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	66
File Description	Documents
Data Template	View File

3.2	66
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	80.91
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	201
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

Our educational institution prioritizes a holistic approach to education that goes beyond traditional classroom learning. At the start of each academic year, a comprehensive prospectus and schedule are published to ensure that students have access to all necessary information. Prior to each session, departmental meetings are conducted to plan an effective curriculum delivery.

We employ diverse teaching methods, including online classes, traditional chalk and blackboard teaching, ICT-enabled instruction, use of scientific charts, models, and software, and distribution of class notes. Every practical department is equipped with the necessary instruments to facilitate hands-on learning, and field trips and educational tours are organized by various departments. Additionally, students are encouraged to hone their analytical skills through project work.

The institution regularly hosts seminars and lectures by

distinguished national and international scholars, and students undergo continuous evaluation through regular class tests, internal exams, mid-semester exams, practical assessments, and viva-voce. The central library is well-stocked and readily accessible to all, and each department maintains its own library. In response to the COVID-19 pandemic, we have been utilizing an external LMS platform (Google G Suite) to facilitate virtual learning.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	www.sajaipuricollege.ac.in

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

Seth Anandram Jaipuria College synchronizes its academic calendar with that of Calcutta University, which can be accessed through the college prospectus and website. The academic calendar facilitates the timely completion of the syllabus, revision, and internal assessments. To assess students' performance, tests, assignments, presentations, and internal exams are conducted according to a predetermined schedule.

To ensure effective execution of continuous assessments, regular faculty meetings are held, and all faculty members participate in the central evaluation process. This process guarantees the timely declaration of university examination results, allowing for the smooth commencement of the next session.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	www.sajaipuricollege.ac.ion

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

A. All of the above

**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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
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

21

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)	View File

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

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**

The institution strives to equip students with the skills to address societal challenges related to gender inequality, environmental degradation, and declining human values. While some courses cover these topics, the institution ensures that every student understands the importance of sustainable environmental practices and gender equality by organizing events such as World Environment Day, Human Rights Day, and International Women's Day.

In response to the issue of climate change, the institution conducted a webinar on 11.09.2021 to educate students. Additionally, the college distributed clothing to street children in 2021, and the NCC unit organized two programs. These proactive measures demonstrate the institution's commitment to social responsibility and sustainable practices.

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	No File Uploaded

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

15

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)	View File

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

928

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
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)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sajaipuricollege.ac.in/igac.php

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	View File

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

319

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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

- **Teaching Approach Customized for Varying Student Abilities:**

At our institution, we acknowledge that students possess varying degrees of academic ability and proficiency. Therefore, our teaching approach is customized to cater to the requirements of both high-performing and struggling students.

- **Support for Advanced Learners:**

To support advanced learners, we employ the following methods:

- Encouraging participation in student seminars
- Providing guidance for creating posters and PowerPoint presentations
- Granting access to online learning resources
- Advising the consultation of reference books
- Encouraging peer teaching
- Exploring career and further study options
- **Services for Students Experiencing Academic Challenges:**

For students who are experiencing academic challenges, we offer the following services:

- Remedial classes and doubt-clearing sessions

- Regular communication with guardians on their ward's performance
- Peer teaching and group study opportunities

This personalized approach ensures that every student receives the necessary support to succeed academically.

File Description	Documents
Link for additional Information	https://sajaipuricollege.ac.in/
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
4343	66

File Description	Documents
Any additional information	View File

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

To enhance the learning experiences of our students, we employ effective problem-solving methodologies. Our departmental faculty members guide students in their projects, monitoring their progress on a monthly basis. Additionally, our faculty members monitor academic performance and provide counseling to students, apart from regular teaching.

To ensure that our students are well-prepared, we organize special training programs such as computer training and personality development. Our approach also includes experiential and participative learning opportunities to provide practical learning experiences for students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://sajaipuricollege.ac.in/

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

In recent years, the world has experienced a remarkable growth in communication technology, computer networks, and information technology, which have provided numerous opportunities to utilize new technological tools for teaching and learning. The integration of computers and communication technology, also known as Information and Communication Technology (ICT), presents unprecedented opportunities to education systems as it can interact across vast geographic areas.

To leverage these opportunities, our institute utilizes various technology tools, including:

1. Projectors - Available in various classrooms and labs
 2. Desktops and laptops - Arranged in computer labs and faculty cabins throughout the campus
 3. Printers - Installed in labs and prominent areas
 4. Photocopier machines and scanners - Multifunction printers available in all prominent locations in the institute
 5. Online classes through Zoom, Google Meet, Microsoft Team, and Google Classroom
 6. MOOCs Platform (LMS)
 7. Digital library resources
 8. Video conferencing - Students are counseled using Zoom/Google Meet applications.
 9. Online quizzes - Faculty members prepare online quizzes for students upon completion of each unit using Google Forms.

By incorporating these tools, we enhance the learning experience of our students and equip them with the skills necessary for a successful future.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sajaipuricollege.ac.in/

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**

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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)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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**

44

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)	View File

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

952

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

The college has implemented a comprehensive and transparent evaluation process that encompasses a wide range of assessment methods. We follow the curriculum of the University of Calcutta and conduct regular internal and tutorial examinations. To ensure fairness and transparency, we communicate the internal assessment system to our students well in advance. This approach enables our teachers to evaluate students more accurately and has also increased student engagement in the learning process. Our students are encouraged to participate actively in various co-curricular and extracurricular activities to promote their overall personality development.

Students undergo continuous evaluation through various methods, including group discussions, unit tests, assignment submissions, field visits/work, and seminars. This continuous evaluation helps us monitor our students' progress and identify areas for improvement, ensuring their success at both college and university levels.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://sajaipuricollege.ac.in/

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

Following the curriculum of the affiliating University we use to conduct internal and tutorial examinations following the schedule given by the University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://sajaipuricollege.ac.in/

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.

The college utilizes an Outcome-Based Education approach instead of a traditional input-based approach. To ensure effective communication of learning outcomes to both students and teachers, the institution employs the following mechanisms:

1. First-year students are introduced to graduate attributes at the start of the program. 2. The college website contains a soft copy of the curriculum and learning outcomes for all courses and programs. 3. Tutorial meetings are conducted to inform students about the Programme Outcomes, Programme Specific Outcomes, and Course Outcomes.

The college also emphasizes the importance of using basic laboratory equipment correctly to conduct measurements, analyze, interpret results, and develop a quantitative understanding of uncertainties.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sajaipuricollege.ac.in/
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	https://sajaipuricollege.ac.in/

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

868

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for the annual report	https://sethanandramjaipuricollege.in/departments

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://sajaipuricollege.ac.in/student-satisfaction-survey.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)

3.2.2

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)	View File

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

5

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)	View File

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

28

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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**

7

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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

Our college's NCC team is known for organizing various events throughout the year, including blood donation camps and distribution of blankets to the poor. However, due to the outbreak of the coronavirus this year, they were only able to organize two events.

File Description	Documents
Paste link for additional information	https://sajaipuricollege.ac.in/
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

2

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)	View File

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

78

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)	View File

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

02

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

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

The Institution has satisfactory infrastructure and physical facilities for teaching and learning, including classrooms, laboratories, computing equipment, and more. However, due to the limited number of classrooms, the institution conducts classes in different shifts to accommodate all the students following the CBCS syllabus of the affiliating university. Additionally, the computer laboratories are shared among multiple departments to conduct practical classes. Nevertheless, the science departments have well-equipped laboratories.

The institution provides 31 classrooms, a conference room with ICT facilities, 10 LCD projectors, 5 LED TVs with interactive

display, one smart board, and green chalkboards in all classrooms. Furthermore, it has various laboratories, including Physics, Electronics, Chemistry, Zoology, Food and Nutrition, Computer Science, and Psychology. The Botany department also maintains a herbal garden.

The college library has a floor space of 4000 sq. ft and holds a collection of 55,250 books, as well as subscriptions to five magazines and eight newspapers. The library has a spacious reading room, a stack room, a Teachers' Reading Room, an Internet Centre, and a Journal Stack. It is fully air-conditioned, and partially automated by Koha 21.05.08.000, an integrated library management software.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sajaipuricollege.ac.in/

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

The college has a gymnasium with a trained instructor for both students and teachers.

Yoga sessions were conducted online for mental development during the pandemic.

The recreation club in the college used to organize cultural programs and competitions every year, but could not do so during the pandemic.

The college does not have its own auditorium, but rents external ones.

The Sports department of the college used to organize annual sports events outside of the college, but failed to do so during the pandemic.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sajaipuricollege.ac.in/

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	View File
Paste link for additional information	www.sajaipuricollege.ac.in
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

73.5

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is partially automated with Koha 21.05.08.000 Integrated Library Management System (ILMS), making it easy for students to check book availability. This software has made the process paperless.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://sajaipuricollege.ac.in/

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

B. Any 3 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)	View File

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)

2.41

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)	View File

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****2273**

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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

The college has a well-equipped computer lab for students. Wi-Fi is available in the college campus and library. All departments have computers and accessories. ICT is used by teachers in classrooms and labs, and educational sites are shown to students digitally. Official work is done with ICT, and the college regularly maintains its IT facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sajaipuricollege.ac.in/

4.3.2 - Number of Computers**201**

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

4.3.3 - Bandwidth of internet connection in the Institution**A. ? 50MBPS**

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

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)

80.91

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)	View File

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.

Below is a brief overview of the maintenance and utilization of some of our facilities:

Laboratories: Each laboratory has a designated lab in-charge, lab assistant, and attendant responsible for maintenance, upgrading, and preventive maintenance, as well as performance monitoring.

Library: The central library is maintained by a librarian and supporting staff, with a focus on availability and utilization of instructional materials for teaching and learning.

Sports facilities: The Physical Director oversees the sports facilities and activities, and sports equipment is issued to students as per the event schedule.

Classrooms: All departments are allocated classrooms with necessary ICT tools, which are utilized as per departmental timetables.

IT facilities: All departments are equipped with PCs, essential software, and peripherals, with maintenance handled by laboratory technicians and system administrators.

CCTV and security: A network and system administration team is responsible for maintaining internet connectivity and CCTV security systems, while external agencies handle maintenance of LCD projectors and air conditioners.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sajaipuricollege.ac.in/home.php

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

1252

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)	View File

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

07

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)	View File

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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	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	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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	
105	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File
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)

Due to the outbreak of the Covid-19 pandemic, there was no opportunity for student representation and engagement in various administrative, co-curricular, and extracurricular activities, such as the student council or representation on various bodies as per established processes and norms.

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

5.4 - Alumni Engagement

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

Currently, our college does not have a registered alumni association. Nevertheless, we have been organizing intimate departmental gatherings with our esteemed alumni.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION:

The College emblem features the phrase "Vidya Amritam Bhava," conveying the belief that knowledge is the elixir of life,

propelling humanity forward. Thus, the College's commitment is to uphold this belief through AMRITA, which is expressed through VIDYA.

MISSION:

The College is committed to providing accessible higher education with diverse streams and subjects. It is dedicated to maintaining gender equality by offering three shifts: a morning shift for women, a day shift for co-education, and an evening shift for men. Additionally, the College aims to promote inclusive education by welcoming students from all castes, classes, and linguistic and intellectual backgrounds. It strives to align with modern educational policies by emphasizing both skill development and core values. The College pursues a holistic and sustainable approach to development.

File Description	Documents
Paste link for additional information	https://sajaipuricollege.ac.in/vision-mission.php
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 strive to enhance quality at various levels, including the Governing Body, Principal, IQAC Committee, NAAC Committee, various committees, administrative and non-teaching staff, and NCC, among others. All stakeholders work together to ensure the efficient functioning of the Institutions. The Institution fosters a culture of decentralization and participative management, involving all stakeholders in the decision-making process. The management firmly believes in decentralization and participative management. The administration is the backbone of the Institution and firmly believes in providing quality education to society. It plays an integral role in leading and supporting the development and implementation of policies and programs associated with the college's vision and mission, ensuring smooth functioning in areas such as admissions, account and finance, record-keeping, evaluation and supervision, and maintenance. Faculties maintain healthy relationships with students, faculties, and the community, executing policies and programs accurately and

constructively. They represent the ethics and uphold professional standards in education. The Departments and Heads of Departments perform their roles and responsibilities in line with the college's vision and mission.

File Description	Documents
Paste link for additional information	https://sajaipuricollege.ac.in/home.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Academic Excellence:

- Efficient teaching-learning procedures
- Student's overall development through participation
- Constant growth in research and development

2. Leadership and Management:

- Effective leadership and participative management
- Financial planning and management

3. Quality Assurance:

- Constant internal quality assurance system

4. Governance:

- Ensuring effective governance

5. Employee Welfare:

- Employees' advancement and welfare

6. Stakeholder Engagement:

- Institute-industry interaction
- Encouragement of budding entrepreneurs

7. Infrastructure:

- Mounting physical infrastructure

8. Discipline and Grievance Redressal:

- Proper discipline
- Women/student/faculty grievance

9. Placement:

- Escalating placements

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://sajaipuricollege.ac.in/igac.php
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.

The Institutional Administration operates transparently, utilizing the practical knowledge of its senior faculty and staff to achieve the best possible outcomes. A well-defined hierarchical structure has been established, outlining roles, responsibilities, accountability, and authority at every level, from the highest to the lowest.

Since its inception in 1945, the Institution has had a Governing body responsible for ensuring the realization of its vision and mission. An effective organizational structure is in place to oversee and enhance the institution, and it is accessible on the website for reference.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance

C. Any 2 of the above

and Accounts Student Admission and Support Examination

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)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has implemented effective measures to provide welfare for its teaching and non-teaching staff. This includes financial assistance in the form of loans, if needed, provided by the College Cooperative Society. Additionally, the institution has set up a Recreation Club to promote recreational activities for both teaching and non-teaching staff members. These measures demonstrate the institution's commitment to ensuring the well-being of its staff members and promoting a positive work environment.

File Description	Documents
Paste link for additional information	https://sajaipuricollege.ac.in/home.php
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

11

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)	View File

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

The institution evaluates the performance of its teaching and non-teaching staff with a focus on academic, research, and extracurricular activities.

For teaching staff, the appraisal process assesses the implementation of innovative teaching methodologies, classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, and updating of materials. Furthermore, feedback from students and course pass rates are also considered.

Similarly, non-teaching staff members are evaluated based on their technical contributions, such as subject knowledge, productivity, quality, innovation, willingness to learn, and diligence. In addition to technical competencies, their behavioral aspects, such as group behavior, acceptability, punctuality, and other relevant factors, are also assessed.

File Description	Documents
Paste link for additional information	https://sajaipuricollege.ac.in/home.php
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

We use to conduct internal financial audit regularly.

File Description	Documents
Paste link for additional information	https://sajaipuricollege.ac.in/igac.php
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)

Nil

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

The institute has a well-planned process for fund and resource mobilization. This involves various committees, department heads, and the accounts office. Specific rules have been designed for fund and resource utilization.

The main source of income for the institute is the student tuition fee. A finance committee ensures optimum utilization of funds for recurring and non-recurring expenses. A purchase committee scrutinizes quotations from vendors for equipment, computers, books, etc. Final decisions are made based on parameters like pricing, quality, and terms of service. Expenditure is monitored by the principal, finance and purchase committees, and the accounts department to ensure it stays within the allotted budget.

The college budget includes recurring and planned expenses. The budget is scrutinized and approved by top management and the

governing body. The accounts and purchase departments monitor expenses to ensure they don't exceed the budget.

File Description	Documents
Paste link for additional information	https://sajaipuricollege.ac.in/home.php
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 college was formed on 19/11/2013. It performs the following tasks regularly:

1. Improving the quality of teaching and research through regular feedback from students. 2. Providing best practices in administration for efficient resource utilization and better services. 3. Providing inputs for Academic, Administrative, and Green Audit to improve weak areas.

Students and staff can share their feedback and suggestions on teaching and administrative performance through email to the IQAC coordinator at iqac@sajaipuricollege.ac.in. The IQAC has played a significant role in implementing quality assurance strategies and processes at all levels. The IQAC meets every three months to review progress.

File Description	Documents
Paste link for additional information	https://sajaipuricollege.ac.in/iqac.php
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	https://sajaipuricollege.ac.in/iqac.php
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	https://sajaipuricollege.ac.in/minutes-meetings.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Seth Anandram Jaipuria College, Kolkata has undertaken several initiatives in the promotion of gender equity during the year. Some of these measures are as follows:

1. Counselling services

The college has established a counselling center that provides support and guidance to students facing any kind of gender-related issues. The center also conducts regular awareness programs and sensitization workshops for students and staff.

1. Awareness campaigns

The college organizes various awareness campaigns on gender equity, including International Women's Day celebrations, seminars, and talks by eminent personalities. These campaigns aim to sensitize the students about gender issues and promote gender equity.

1. Implementation of POSH policy

The college has implemented the Prevention of Sexual Harassment (POSH) policy to prevent sexual harassment of women in the college premises. The policy provides a safe and secure environment for female students and staff and ensures that any

complaints of sexual harassment are dealt with promptly.

1. Gender sensitization training for faculty

The college conducts regular gender sensitization training programs for its faculty members. These programs aim to sensitize faculty members to gender issues and equip them to handle gender-related concerns with sensitivity and care.

These measures initiated by Seth Anandram Jaipuria College, Kolkata, are aimed at promoting gender equity and creating a safe and inclusive environment for all its students and staff.

File Description	Documents
Annual gender sensitization action plan	https://www.sajaipuracollege.ac.in/
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	https://www.sajaipuracollege.ac.in/

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
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

E-waste management System at Seth Anandram Jaipuria College:

The college has hired the services of an agency which has helped the college to recycle 140 kgs of E-Waste.

Waste Recycling System at Seth Anandram Jaipuria College:

The college has initiated a paper recycling process to promote environmental awareness among students. Recycling paper has several benefits, including the preservation of trees and the reduction of energy and water consumption compared to paper made from wood pulp. To encourage the responsible use of paper, students are educated about the benefits of recycled paper and are encouraged to minimize waste. The college has also hired the services of an agency which has helped the college recycle 505.919 kgs of paper, saving nearly 10 trees. The paper recycling process is considered one of the best practices of the college, and it contributes to the institution's efforts towards promoting sustainability.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.sajaipuricollege.ac.in/igac.php
Any other relevant information	View File

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

D. Any 1 of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

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	D. Any 1 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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,	D. Any 1 of the above
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scribe, soft copies of reading material,
screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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).

The college implemented several initiatives to foster tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic, and other diversities.

Cultural Diversity: The college regularly organizes cultural events and festivals to promote cultural diversity among students. The events include traditional dance performances, music programs, and art exhibitions that showcase the rich cultural heritage of various regions and communities. These events help to create a more inclusive and tolerant environment and provide students with an opportunity to learn about different cultures.

Regional and Linguistic Diversity: The college has a diverse student population, and we recognize the importance of promoting regional and linguistic diversity. We encourage students to participate in language courses and cultural programs to celebrate the linguistic diversity of our nation. The college also organizes events such as "Language Day," where students can showcase their linguistic skills and learn about different languages.

Communal and Socioeconomic Diversity: The college recognizes the importance of promoting communal and socioeconomic diversity. We offer scholarships and financial assistance to economically underprivileged students, enabling them to pursue their academic dreams. We also organize awareness programs and workshops to

sensitize students towards social issues such as poverty, gender inequality, and discrimination.

Overall, the college is committed to providing an inclusive environment that fosters tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic, and other diversities. Our aim is to create an environment where students feel accepted, respected, and supported regardless of their background, culture, or socioeconomic status.

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

The celebration of Independence Day is a momentous occasion in our college, and it is marked with great fervor and enthusiasm. The entire college community, including students, faculty members, and administrative staff, come together to celebrate this important day in India's history.

In the weeks leading up to Independence Day, students and faculty members rehearse together to ensure that the celebration is a grand success. The rehearsals are a collaborative effort, and everyone works together to ensure that each performance is flawless. The students practice singing patriotic songs, while faculty members help them with speeches and other performances that showcase India's multicultural and multilingual culture.

On the day of the event, the campus is decorated with tricolor flags and banners, which creates a festive atmosphere. The celebration begins with the hoisting of the national flag by the college principal, followed by the national anthem. Students then perform a series of cultural events, including dances, skits, and recitations, that highlight India's diverse cultural heritage.

The program is concluded with speeches by prominent

personalities, who talk about the significance of Independence Day and the role that every citizen can play in the progress of the nation. The celebration is a reminder of the sacrifices made by our forefathers in the fight for independence and inspires us to continue working towards building a strong and prosperous India.

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

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
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

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year, our college commemorates national days, events, and festivals with great enthusiasm, and the national flag is hoisted on the college premises. However, the outbreak of the

pandemic in the year 2020 has brought unprecedented challenges, leading to a change in the way these events were celebrated.

Due to restrictions on public gatherings and physical distancing measures, the college organized celebrations for events such as 15th August (Independence day), 23rd January (Birth Anniversary of Netaji Subhas Chandra Bose), 26th January (Republic day), and 9th May (Birth Anniversary of Kibiguru Rabindranath Tagore) in the year 2021 and 2022 with limited number of attendees.

The college celebrated Saraswati Puja in the college premises in compliance with the COVID-19 protocols. The event was conducted with a limited number of attendees, and everyone followed the required health measures.

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: To streamline attendance tracking for faculty members and support staff, our institution has implemented a biometric attendance system called "COSEC APTA." This online attendance management app efficiently tracks working hours, leave requests, punch-in, and punch-out times for our employees. By utilizing this app, our institution has improved attendance tracking accuracy, reduced paperwork, and saved time. Individual login IDs and passwords ensure security and enable real-time monitoring of attendance. Incorporating "COSEC APTA" has enhanced our institution's productivity by simplifying workflow management and providing personalized and flexible attendance tracking options for our employees.

Best Practice 2: Our institution has adopted a Learning Management System (LMS) to facilitate the storage and monitoring of information in a centralized database. The LMS provides

access to online learning resources for users with secure login and password credentials, and is optimized to render the appropriate version based on the user's device. In addition, users can download content from the system, allowing for offline access. This LMS has revolutionized our institution's approach to education and training, making it easier for students, faculty, and staff to access and manage course content. By providing a centralized platform for course materials, our institution has increased productivity and reduced time spent managing course content.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

OPTIMAL USE OF RESOURCES: Our institution has made optimal use of its resources by offering a diverse range of 21 courses in honours and general, distributed across three shifts that run from 6:30 AM to 9 PM. This allows students to avail themselves of education at their convenience, with the shifts divided for Girls (Morning), Co-education (Day), and Boys (Evening). The evening shift caters to students who are engaged in different services during the day.

To ensure that all students receive adequate teaching and attention, the institution has implemented a well-planned time slot management system that accommodates the schedules of students across the three shifts. The master routine is prepared for all three years of the courses, with each period being one hour long. Each department follows the master routine and assigns classes to the departmental teachers, who are provided with syllabus, both theoretical and practical.

To maintain the documentation of the syllabus covered, each department keeps records of syllabus distribution, lesson plans, and logbooks. Furthermore, at the end of each month, each department holds a departmental meeting to chalk out a lesson plan for the following month. This system ensures that all students receive equal attention and an equal opportunity to learn, regardless of the shift they are enrolled in.

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. The institution aims to sign MOUs with other institutions to establish collaborations, facilitating knowledge sharing, research initiatives, and student exchange programs.
2. Engaging alumni in fundraising, mentorship, and networking is another plan, with alumni events, network establishment, and volunteering opportunities.
3. The college plans to make the campus plastic-free, including reducing single-use plastic and promoting sustainable alternatives.
4. Collaborating with NGOs is aimed at promoting social responsibility among students and staff and contributing to society's betterment.
5. The institution plans to adopt a village for its overall development, including education, healthcare, and infrastructure.
6. Additionally, the college plans to offer add-on courses such as vocational, language, and skill development courses for students to gain additional skills and knowledge to enhance their employability.