



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	SADANLAL SANWALDAS KHANNA MAHILA MAHAVIDYALAYA
Name of the head of the Institution	LALIMA SINGH
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0532-2659124
Mobile no.	9415644674
Registered Email	sskiqac@gmail.com
Alternate Email	khanna_girls_dc@yahoo.co.in
Address	S.S. Khanna Girls' Degree College, 179 D, Attarsuiya
City/Town	Prayagraj
State/UT	Uttar pradesh
Pincode	211003

2. Institutional Status	
Affiliated / Constituent	Constituent
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Rita Chauhan
Phone no/Alternate Phone no.	05322659124
Mobile no.	9415351594
Registered Email	sskiqac@gmail.com
Alternate Email	chauhandrrita@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://sskhannagirlsdc.ac.in/IOAC/index.php?pageurl=aqar
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://sskhannagirlsdc.ac.in/web.php?pageurl=academiccalendar

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	0	2005	28-Feb-2005	27-Feb-2010
2	A	3.46	2014	03-Mar-2015	02-Mar-2020
3	A	3.09	2021	01-Mar-2021	28-Feb-2026

6. Date of Establishment of IQAC	15-Apr-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Online Summer Coaching Classes	22-May-2020 30	524
Introductory meeting 'PARICHAY' for mentee institutions under PARAMARSH Scheme	25-Jun-2020 1	12
National Workshop on 'Lifestyle diseases and Health'	15-Oct-2019 2	400
National Seminar on 'Recent Advances in Chemistry and its impact on Society'	26-Nov-2019 2	350
National Workshop on 'Budget 2020-21 and Aspirational India amidst Economic Slowdown'	15-Feb-2020 1	50
Workshop 'Parisamvad on National Education Policy 2019'	30-Jul-2019 1	50
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
S.S. Khanna Girls' Degree College	CPE Phase II	UGC	2017 1826	12000000
Department of Chemistry, Botany and Zoology	Strengthening Component of Star College Scheme	DBT	2020 1095	6300000
Dr. Anuradha Singh	UGC-BSR Research Start-Up grant	UGC	2019 730	1000000
Dr. Meenu Agrawal	Research Project	ICHR	2020 730	150000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Organization of Seminar (in collaboration with ISCA Allahabad Chapter, 2627, Nov., 2019) and workshop (in collaboration with NASI, 1516, Oct., 2019) at National Level

As per the suggestion of IQAC, the Science faculty of College applied for Strengthening component of Star College Scheme by DBT and Department of Chemistry, Botany and Zoology successfully got selected for the same.

Introduction of Five year Integrated B.A. LLB (Hons) Course and D.Phil

Preparation of SSR for 3rd Cycle of NAAC Accreditation

Organization of online introductory meeting PARICHAY for five mentee institutions under PARAMARSH Scheme of UGC for mentoring them regarding accreditation process

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

Plan of Action	Achivements/Outcomes
Publication of Second issue of College Journal	Second Issue of ANVEEKSHA Research Journal of SSKGDC was released in October which was dedicated to Father of Nation 'Mahatma Gandhi'
Apply for new courses especially skill oriented	Applied for Diploma in Fashion Designing Course
Orientation Program for all newly admitted students	All newly admitted were oriented about the academic, administrative and infrastructure facilities for their overall development
MoU with IQAC of other Institutions	Signed MoU with IQAC of M.J. College, Bhillai
Preparation and Submission of SSR	SSR Submitted
Organization of National Level Academic Programs	Organized One National Seminar, One National Workshop, Ten National Webinar

	and National Online Quizzes ten				
Organization of Educational tours	Ten Educational tours were organized during the academic session				
Workshop on IPR	Symposium on Plagiarism was organized where students and teachers participated and were informed about various aspects of IPR				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IQAC</td> <td style="text-align: center;">10-Nov-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	IQAC	10-Nov-2020
Name of Statutory Body	Meeting Date				
IQAC	10-Nov-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	23-Feb-2021				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	17-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Management information system is operative in the college. It is applied mainly in following areas of institutional activities: 1. SMS gateway to send important notifications to different stakeholders of the college. 2. Official WhatsApp group of the college and different committees for sending important information to faculty members. 3. Class wise WhatsApp group for Students for dissemination of important messages. 4. Introduction of Learning Management System and Online Mode of teaching (Using Google Classroom, Google meet, Zoom etc.). 5. Communication of important information to general public through website and conventional notices. 6. Online registration and record maintenance of Alumni. 7. Upgradation of college				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Our Institute is a constituent college of University of Allahabad and governed by its guidelines. We follow the university syllabus and academic calendar for admission, registration, examinations etc. The procedure for delivery of course curriculum is: ? Program wise syllabus & Examination Schedule is received from Allahabad University. ? Study of syllabus of all subjects by HOD's/ Convener with faculty members identifying the requirement of books, equipment, computer, space (class rooms), man power etc. ? The College's Academic Calendar is formulated by the Academic Committee and notified on website. ? Allotment of subjects/ papers by the H.O.D/ Convener. Faculty wise yearly teaching plan of lectures/ tutorials/ lab classes as per syllabus is given before the semester/ session. The yearly load is handed over to the faculty for preparative work. ? Subject wise Teaching plan is prepared by the faculty members containing: Topic wise notes/ lectures, relevant videos, PPT, Model question bank etc. Remedial classes, assignment sheets, past question papers, internal test and home/ internal examinations are the measure to ensure the ongoing improvement of the students. ? The college has a practice of inviting external experts for enrichment of the students with the view to ensure quality of education, and objectivity in the teaching-learning processes. ? Distribution of curriculum for session/ semesters & evaluation is informed to students and notified. Notification of class time table to faculty & students through department notice boards. ? During session/ semester, lectures/tutorials/ lab classes are conducted, monitored by HOD / Convener regularly. Review meeting by HOD with faculty members for syllabus coverage, attendance monitoring is done in regular interval. ? As per Allahabad University rules 75% attendance is essential for appearing in final exam. Monitoring of attendance is done by the respective teachers. ? At session/ semester end student's feedback is collected on predefined parameters and reviewed by Principal with H.O.Ds. Any shortfall or improvements required is intimated by respective committee. ? It is important to note that where courses are running on CBCS/ Semester system, internal assessment marks are included in the marks of final exam. On the other hand where courses are running year wise, internal test/ assignment is just for reviewing the performance of the students. Theses marks are not included in final exam marks. ? At session/ semester end, university examinations are conducted by Examination Cell of the college for both theory and practical exams in a fair and transparent way. The internal assessment marks are submitted by faculty members (only in case of CBCS system). The answer sheets are evaluated by university in a centralized way and the final result is also declared by the University of Allahabad. ? Departmental committees hold meetings at the commencement, end of session/ semesters to discuss and plan in advance the execution of courses in the subsequent session/ semester. Teaching focus, class assignments, internal assessments, use of reference materials, further departmental activities and AV teaching aids for teachers are discussed.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

Nil Nil Nil 0 Nil Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Botany	05/07/2019
PhD or DPhil	Zoology	05/07/2019
PhD or DPhil	Chemistry	05/07/2019
PhD or DPhil	Ancient History	05/07/2019
PhD or DPhil	Sociology	05/07/2019
PhD or DPhil	Hindi	05/07/2019
BA LLB	Law	05/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEEd	Education	05/07/2019
BA LLB	Law	05/07/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Diploma in Bio technology	Nil	15
Computer Course CCC	Nil	47
Computer Course O Level	Nil	32
Computer Course Tally	Nil	150
Personality Development Programme	Nil	60
Certificate Course for Environmental Awareness	Nil	57
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Education	31
BA LLB	Law	3
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback is an imperative tool to ensure steady and continuous growth of the institution. It indicates the critical areas which need attention. Our institution collects feedback from its three major stakeholders (Students, Alumni and Student's Parent). Both open and close ended questions were asked and analyzed. Close ended questions were asked on five point scale. Percentage was used to analyze the response collected. Separate feedback forms were drafted for each stakeholder. Parent Feedback Feedback form was filled by the parents of the students studying in the college. They had to respond against certain predefined parameters. They also had to give some suggestions for the improvement of the college. Most of the parents were satisfied regarding the aspects like- student discipline, teaching learning process, quality of teaching, Library facility, scholarship schemes, co-curricular activities etc. Some parents were not satisfied with the parking and canteen. Parents also gave some vital suggestions for the college. On the basis of which following actions will be taken in the next session- 1. Frequency of PTM will be increased. 2. Parking system for the students will be improved. 3. New scholarship such as 'Single girl child' will be introduced Alumni Feedback In the same way feedback from alumni was collected. Alumni responded against questions, out of which few were open ended. Responses were analysed thoroughly. Most of the Alumni were satisfied to the items regarding faculty, opinion about the college, overall rating of the college and library, infrastructure and admission. However, they also indicated certain points which need reforms. In this regards following actions will be taken by the college- 1. Separate laboratory for PG Students 2. Availability of Proper parking area for students 3. More placement drives to be conducted by college Students Feedback Feedback was also collected from students. Student's response was taken on 5 point scale. Analysis of the responses revealed that mostly students were satisfied with delivery of course content infrastructure and library facilities. Most of the students were also satisfied with the teaching methods adopted by teachers. Students have different opinion regarding cultural activities, equipment, library, field, canteen facility etc. Students gave certain suggestions which provided an insight to take more actions for the betterment of the college. The suggestions provided by the students were as follows- 1. Wi-Fi facility for the students 2. Time duration for borrowed book from library should be increased. 3. Availability of department computer to the students. 4. Availability of more fast food items in college canteen

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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MSc	Nil	120	117	79
MA	Nil	275	122	99
BA LLB	Nil	60	147	60
BEd	Nil	110	338	106
BSc	Nil	141	255	141
BA	Nil	1257	791	719
BCom	Nil	150	346	150
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2396	376	47	Nil	37

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
84	84	Nil	20	4	Nil
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Mentoring system is an innovative procedure implemented in the college for relieving academic stress of the students. Here the teachers undertake personal mentoring of the students. Teachers discuss academic difficulties with students personally and figure out remedial measures. Mentors have created Mentor-Mentee Whatsapp group with the students and their peers, so that social network is established and the doubts/problem can be met out as soon as possible. Certain number of students have been assigned to a particular mentor so that every students gets an opportunity to freely interact with their mentor which helps in relieving their stress and boost up their confidence level to meet out the challenges of competitive world.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2772	84	1:33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	43	3	Nil	38

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Prof. Lalima Singh	Principal	Empowered Educators by Institute of Companies Secretaries
2019	Prof. Lalima Singh	Principal	Academic Award For Excellence by DROIT PENALE and Ishwar Sharan Degree College
2020	Prof. Lalima Singh	Principal	Educational Leadership Award by University of Allahabad
2019	Dr. Meenu Agrawal	Associate Professor	Teacher Innovation Award by ZIIIEI, Sri Aurobindo Society
2019	Dr. Pramila Gupta	Assistant Professor	Teacher Innovation Award by ZIIIEI, Sri Aurobindo Society
2019	Dr. Sippy Singh	Assistant Professor	Young Scientist of the Year 2019 by International Foundation for Environment and Ecology, Kolkata
2019	Dr. Shubhra Malviya	Assistant Professor	Innovative Educationalist Award by Global Environment and Social Association, New Delhi
2019	Dr. Shubhra Malviya	Assistant Professor	Innovative Zoologist Award by Asian Biological Research Foundation, Prayagraj
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

MA	Nill	IV Semester	12/10/2020	11/12/2020
MSc	Nill	IV Semester	16/10/2020	09/12/2020
BA LLB	Nill	I Semester	18/01/2020	10/07/2020
BEEd	Nill	IV Semester	16/10/2020	18/11/2020
BCom	Nill	Part III	05/10/2020	23/11/2020
BA	Nill	Part III	21/10/2020	02/12/2020
BSc	Nill	Part III	12/10/2020	27/11/2020

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

The college follows the modalities of conducting the Continuous Internal Evaluation in CBCS courses as prescribed by the University of Allahabad and at UG level, college has a strong mechanism for CIE. In College, an examination committee has been constituted with the task of conducting the different examinations. Taking home examination is compulsory for UG classes. Various academic programmes like Quiz tests, objective tests, essay writing and other competitions are continuously organized in the college where students are assessed. Each session of CIE is followed by remedial and doubt removal sessions, parent-teacher meeting and counseling to benefit them in totality. Internal assessment for those courses/subjects is done authentically and strictly where it is needed as per University guidelines. The process is constantly monitored by the examination committee. The college ensures that all students are aware of the evaluation through foundation classes at the beginning of every semester/session. In each department, for every subject (theory and practical) being taught at undergraduate and postgraduate level, a senior faculty member is nominated as convener who then co-ordinates curriculum activities with other faculty members teaching the subject during the semester/session. Before the semester/session begins, teaching plans are prepared and discussed along with mode of CIE. The faculty members, however, have a certain amount of flexibility in deciding on the kind of assessment so that creativity is not compromised. Dates of tests/submission of assignments are notified on the classroom display boards and announced by faculty in the respective classes at least a week in advance. After checking answer books/assignments, results are shared with students and marking pattern is disclosed. After assessing the students' performance, counseling is done. The examination committee has an effective mechanism for redressal of grievances pertaining to internal assessment. Before sending the internal marks to the University, moderation committee checks the marks added on the answer scripts and written on the mark-sheets.

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

The college follows the Academic Calendar. The examination committee decides the dates for UG home examination and provides the information to stakeholders through prospectus and display boards. The academic calendar specifies the dates of commencement and end of the classes along with the holidays. For CBCS, based on the norms set by examination committee, conveners decide the dates for Test 1 (T1), Mid-term Test and Test 2 (T2) and other academic activities. Regular staff meetings are conducted on the college level as well as on the departmental level to ensure adherence to the schedule. In case of any unusual and unscheduled break in the working days, the staff committee meets again to work out a schedule to compensate the missed working days. Departmental time-table is prepared by each department, facilitating teachers to allot sufficient time for each subject as per the workload allotted by UGC. The college

functions and adheres to the minimum number of working days and teaching days.

Classroom attendance register is maintained everyday by the teachers individually according to the classes taken by them as per the college academic calendar. The CIE pattern is as follows: 1) The time-table for each internal assessment is prepared with teaching plan well in advance. 2) Teachers are given ample time to set the question paper as per the university norms. 3) Answer scripts are corrected within a week. 4) Within 10 days papers are discussed with the students for better understanding of how to approach the question properly in case their expectations are not met with by the evaluator.

Apart from tests and written examinations, students are also given opportunities to think, examine various aspects of a problem that will boost the teaching and learning process within the stipulated time in each session.

Students are also assessed on the basis of seminars, assignments, etc. In session 2019-20 for the first time Online examination was conducted by the University of Allahabad due to the pandemic and in the view of same, the college held mock online tests for the students in order to familiarize them with the online examination mode.

2.6 – Student Performance and Learning Outcomes

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

<https://sskhannagirldsdc.ac.in/courseoutcome.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	Nill	Nill	779	772	99.10
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://sskhannagirldsdc.ac.in/web.php?pageurl=feedback>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	730	UGC-BSR StartUp Grant	1000000	800000
Major Projects	730	ICHR	150000	35625
Any Other (Specify)	365	UGC-CPE Phase II	49805	49805
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Ethics in Academic Writing (One day Symposium on Plagiarism))	IPR Cell	05/02/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Botany	1	Nil
International	Chemistry	2	Nil
International	Zoology	1	0.6
National	Zoology	1	Nil
National	Ancient History	3	Nil
National	Sociology	1	Nil
National	Music	1	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Urdu	1
English	1
Commerce	3
Sociology	3
Ancient History	3
Botany	1

Zoology	3
Physics	1
Chemistry	4
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	21	87	Nil	13
Presented papers	28	57	Nil	Nil
Resource persons	3	5	Nil	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Literacy Campaign	Extension committee of S.S.Khanna Girls Degree College	4	40
Cleanliness Awareness Programme	Extension committee of S.S.Khanna Girls Degree College	4	30
National Unity Day	Extension committee and NSS Units of S.S.Khanna Girls Degree College	4	200

Pulse Polio Awareness Programme	Extension committee and NSS Units of S.S.Khanna Girls Degree College	8	200
Adult Education Programme	Extension committee of S.S.Khanna Girls Degree College	4	40
Swachchata Pakhwara	NSS units of S.S. Khanna Girls Degree College,allahabad	4	180
Fit India Campaign Programme	Ministry of Youth Affairs and Sports, Govt. of India	1	15
Anti Diabetes Campaign	NCC unit of S.S.Khanna Girls Degree College	1	30
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS units of S.S. Khanna Girls Degree College, Allahabad	World AIDS Day	4	200
NSS	NSS units of S.S. Khanna Girls Degree College, Allahabad	Swachchata Pakhwara	4	180
NCC	NCC Unit of S.S. Khanna Girls Degree College with Ministry of Youth Affairs and Sports, Govt. of India	Fit India Campaign Programme	1	15
NCC	NCC Unit of S.S. Khanna Girls Degree	COVID-19 Training for NCC Cadets	1	30

	College with Department of Personnel and Training, Govt. of India			
NSS	NSS units of S.S. Khanna Girls Degree College with Sambandh Health Foundation and TATA Trust	Tambakoo Mukta Yuva Workshop	8	200
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
IQAC of M.J. College, Bhilai	03/03/2020	To develop academic and educational collaboration	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
70	68.45

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Fully	SOUL 2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22631	6427396	1026	514921	23657	6942317
Reference Books	1663	Nil	35	Nil	1698	Nil
e-Books	164460	19400	Nil	Nil	164460	19400
Journals	50	97160	12	41200	62	138360
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	151	34	0	4	47	15	28	50	23
Added	0	0	0	0	0	0	0	0	0
Total	151	34	0	4	47	15	28	50	23

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

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

<http://sskhannagiralsdc.ac.in/web.php?pageurl=videogallery>

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
15.5	14.7	70	68.85

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

College Building Committee: The Building Committee constitutes of the college Principal Prof. Lalima Singh who is also the chairperson of the committee and other members of the committee are Mrs. Gunjan Sharma, Dr. Meenu Agarwal, Dr. Manjari Shukla, Capt. Rekha Rani, Dr. Sangeeta Gautam and Dr. Pramila Gupta. It creates necessary arrangements for adding new academic infrastructure in the college as per the needs of the departments/college. It also monitors the required civil works in the college such as whitewashing, constructing / renovating buildings and other repair works. Finance/ Purchase Committee: The Chairperson of the Purchase Committee is Mrs. Gunjan Sharma. The equipment, instruments and items for use in the classrooms, laboratories, and library are purchased after prior approval and scrutiny to ensure optimal utilization of funds allocated to the respective departments in each academic year. Purchase Committee approves its expenditure based on quotes and technical quotations.

College Upkeep Committee: The College has a college upkeep committee which looks into the matter of cleanliness and beautification of the college. The In-charge of this committee is Dr. Sheo Shankar Srivastava. The college campus has been declared as No Poly-bag Zone. The College has a team of efficient and experienced gardeners to maintain the lawns and flora of the College. Planting of seasonal trees is carried in the college regularly. Lawn is maintained on regular basis. The trees are pruned after due permission from Government under supervision of a qualified staff. Library Advisory Board: College has a Library Advisory Board which looks into the matter of maintaining and proper functioning of the library. The incharge of the Library Advisory Board is Dr. Rachna Anand Gaur. The issues concerning purchase and up-gradation of library facilities are decided by this committee. The total collection of the books in the library is approx 29000 as on March 2019. Library provides services to the students, teachers and staff of the college. The reading room is well equipped with Computers having internet facility for both teachers and students. Library also provides Database through DELNET, INFLIBNET. Website Committee: The task of designing, monitoring and maintaining the college website is being performed by the 'NT Softech Solutions'. Dr. Anuradha Singh is the website coordinator who manages and looks into the matter of information sharing and uploading on the college website. Outdoor and Indoor games: The College has facilities for students and staff to play Kabaddi, Kho-kho, Basketball, Volleyball, Football, Tug of war and athletics (hurdle race, relay race, 100 meter race). Indoor-Hall is equipped with indoor games facilities like table tennis, carom, chess, etc. The college is having a basketball court as well as 200 meter track. Sports Meet is conducted annually. Students are motivated to participate in inter-collegiate as well as intra-collegiate sports tournaments. Open tournaments: Students are officially permitted whenever they have to attend tournaments at University/State/National levels. Additional lectures are also conducted for students for such participation if they miss classes. International Yoga Day is

also celebrated.

<https://sskhannagirisdac.ac.in/web.php?pageurl=committee>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	O level Computer Scholarship, Meritorious, Poor and needy students, SKP Society scholarship	221	589765
Financial Support from Other Sources			
a) National	Dashmottar Scholarship UP	1101	9709445
b) International	0	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Tally workshop	20/11/2019	70	Under UGC: CPE Phase-II
Rangering camp	09/01/2020	29	Ms.Usha Kushwaha and Dr.Rekha Rani
Workshop of Piramal foundation educational leadership	24/09/2019	140	Dr. Vinita Mishra Chairperson Placement Cell
Three month Personality Development Programme	27/09/2019	60	Dr. Harish Kumar Singh Coordinator: Under UGC: CPE Phase-II
Three month Certificate Course for Environmental Awareness	28/08/2019	57	Dr. Anuradha Singh Coordinator CCEA: Under UGC: CPE Phase-II
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	SUMMER	526	Nil	32	Nil

COACHING					
2019	Workshop Piramal Foundation	Nil	140	Nil	Nil
2020	Career Advancement Boot Camp	Nil	41	Nil	10
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
-	Nil	Nil	ByJus, NET AMBIT, Monka Placement services, Axis Chain Of coaching, Telle Performance Pvt. Ltd Jaipur	23	11
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	211	Nil	Nil	Nil	Nil
View File					

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

Items	Number of students selected/ qualifying
NET	5
View File	

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

Activity	Level	Number of Participants
Celebration of Annual Function UDITA	Institutional	56

(23/11/2019)		
DAMODARSHREENational Award for Academic Excellence (02/10/2019)	National	15
ANNUAL SPORTS COMPETITION 16/01/2020-18/01/2020	Institutional	100
Celebration of kargil vijay diwas (26/07/2019)	Institutional	50
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Adventure Course Certificate (Mountaineering)	National	2	Nil	UP18SWA257826, UP18SWA257831	Ms. Ansu Singh, Ms. Diksha Agrawal
2019	Best cadet Award (NCC)	National	1	Nil	UP17SWA257806	Ms. Primvada Shukla
2020	Overall winning trophy: Mastiki Pathshala 2020 (A National level Cultural and Art Youth festival)	National	Nil	1	Nil	SSKGDC
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

S.S. Khanna Girls' Degree College has a very organized and democratically elected Student council as per Lyngdoh committee recommendations. The student association has elected office bearers comprising a president, vice president, secretary, joint secretary and student representatives from each class. The Student Association is guided by Proctorial board and the Principal of the college. The college has constituted various committees and student representatives are appointed in the same committees to provide a platform for participation of students in Intra-collegiate as well as inter-collegiate events under the Students' Association. Details of student's participation is as follows: Students' Council: Student representatives of this committee bring the common problems of students to the notice of authorities and get them

resolved. Student representatives organize various co-curricular, extra-curricular activities and alumni meet annually. • Internal Quality Assurance Cell: President of student council is the member of IQAC. Student representative helps in the development of quality culture in the institution.

The IQAC of the college publishes Newsletter quarterly with the help of students. The IQAC of the college has designed Wall magazine to display student's poem, drawing, sketches, articles etc. • Students representative are also part of college development committee like ? Campus upkeep Committee ? Cultural Committee/ Annual Function Committee ? Cycle stand Canteen ? Eco Club ? Printing Publication ? Sports Games Committee, ? Student Welfare Committee, ?

Women Cell Organization, planning and execution of sports and cultural activities are done by students. This participatory approach helps them to develop their leadership skills. • Anti-ragging committee: Representative students help in creating ragging awareness among students. Students have displayed anti-ragging boards inside the college, canteen and hostels to prevent ragging. • Student Grievance Redressal Committee: Grievances of students related to academics, examination, issue of documents, identity cards and library cards etc. are conveyed by representative student to the authority and necessary action is taken. The college has a semi-structured calendar for Student events within the annual cycle. These events are led by the students and conceptualized in consultation with faculty members. These events broaden the scope of education besides providing students to show-case their talents and learn managerial and organizational competencies. The events can be classified as: • Initiating the new students through Orientation and spot the Talent features • National Memorial days: Gandhi Jayanti, Independence day • Socio-Cultural events: Teacher's Day, Fresher function and farewell function of the students. • The Annual function titled "Udita" is held every year in November / December and over the years students have achieved excellence in their performance. • The college publishes its Annual Magazine - "Prama" with the help of an Editorial Team comprising of student and faculty members. It provides an opportunity to the students to express their flair for writing and creativity through articles, poetry, photographs, paintings, sketches etc. It also highlights the major accolades and prizes won by the students in various national and inter college competitions.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has an active alumni association. The College Alumni Association is an integral continuation of the relationship of the students with their alma mater. Alumni Association is an active body with many alumnae as its members. The main contributions are: • It has a very active calendar of activities through which it connects not only with the college activities but also brings under its fold the alumni for various projects and events. • It organizes various educational and entertainment programmes. • All former faculty members and Alumni are invited on all formal functions of the college. • An alumni meet is organised every year. An annual event is the welcome party organized by alumni for induction of the outgoing batch into the association. The association also participates in the college festival and invites alumnae to showcase their expertise. • College also has a facebook page connecting their alumni. • Alumni members have been providing financial support to the college by instituting scholarships, building of infrastructure like (book donation) and instituting lectures and public events. • Some alumni help us in following works/tasks: • Hosting of events • Providing coaching for sports • Providing coaching under the "Earn with Learn Scheme" • Extension activities • NSS programmes • College magazine

5.4.2 – No. of enrolled Alumni:

537

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

1000

5.4.4 – Meetings/activities organized by Alumni Association :

03

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The practices of decentralization and participative management is meticulously adopted at every level by the institution the Governing body, different boards like Proctorial board, many committees like IQAC, UGC, Examination committee, Parent-Teacher association, Publication committee, Grievance Redressal committee etc. in which teachers and student members are adequately represented and their opinions are sought in making and implementation of different policies. The responsibilities are defined and communicated during meetings with the staff members of the college as well as by notifications. Two practices of decentralization and participative management are given below:

PRACTICE 1: • Sar-La Education Trust, Mumbai, which has been providing financial assistance for the successful running of the Saroj Lalji Mehrotra Science Faculty, has a joint managing committee having members from the Trust, management fraternity, Principal of the college, bursar and coordinator of science faculty. • The decisions regarding the welfare of the faculty are taken jointly with the involvement of all the stakeholders. Regular meetings are organized time to time. Discussions among joint managing committee and other stakeholders occur on some pre decided agenda and any other matter may also be discussed with the permission of the chair. • The meeting of the joint managing committee of Saroj Lalji Mehrotra Science faculty held on 10th February, 2018, proposal for the national conference in the session 2018-19 was accepted in the principle. It was resolved that the conference be held soon and the detailed budget as well as the topic and subject themes be prepared with the consultation of the academicians and be presented in the next meeting. • In the meeting held on 21st April, 2018 detailed proposal of the national seminar entitled "Sustainable Development in India Issues and Challenges" to be organized by the science faculty was presented and it was resolved in the meeting that proposed topic of the seminar may be placed before the advisory board of the seminar for its approval . • Total expenditure of Rs. 3, 50,000 proposed by the coordinator, Science faculty was approved by the joint managing committee out of which Rs. 2,00,000 were sanctioned as contribution from the science faculty. • Detailed plan and brochure of the seminar be presented before the committee and it was resolved that all the papers received for the conference must be screened by the experts before the presentation and proposal for financial assistance must be send to the UGC and NASI. • The Seminar was successfully organized from 27-28th November, 2018 with involvement of teaching and non teaching staff as well as students.

PRACTICE 2: • As in the IQAC meeting project proposals were invited from the faculty members and it was resolved that research proposals will be evaluated on a four point scale by a committee comprising three members. On the basis of evaluation by the members of research committee the project proposals of Mr. Sugandh Kumar Chaudhari, Department of Economics and Dr. Rekha Rani Department of Music were selected for financial accommodation.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	<p>For Undergraduate and PostGraduate courses the institutions adheres to the University norms and conducts internal assessment every semester (in PG). Home examinations for UG help students in preparing for the annual examination. Before the commencement of Annual examination, University examination committee holds a meeting with the College Principal and College Examination Incharge. Then the College Principal and Examination Incharge hold a meeting with the teaching and non-teaching staff of college to acquaint and brief them with the latest rules and regulations of the University concerning the examination. College also prepares an internal examination calendar and has instituted an internal verification committee for verification of Post Graduate award lists of internal assessment. In the session 2019-20 a helpdesk was also formed in order to provide guidance and help to students for appearing in online exams.</p>
Teaching and Learning	<p>The institution meticulously reviews the teaching learning process to ensure the learner-centric environment conducive to quality education. Teachers are encouraged to prepare an academic calendar and a teaching plan, mentioning the methodologies, structure and techniques adopted by them. The coordinators of the different faculties look after the overall academic development of the respective faculty. For the optimization and integration of teaching learning process, teachers are encouraged to adopt and embrace ICT enabled teaching methods, use interactive boards, multimedia and e-learning. Students are encouraged to make power point presentations on regular basis in front of the faculty members and other students also provide feedback. In addition, they are encouraged to write assignments and projects.</p>
Curriculum Development	Curriculum is designed and developed

by the University, but, the college designs its curriculum of One Year Diploma Course (self-financing) in Biotechnology. University regularly holds departmental baccalaureate meetings, in which College teachers of respective subjects from all the constituent colleges are invited. In the meeting, various aspects of the curriculum are being discussed, as in what are the necessary changes required , how our present curriculum is sufficient enough to cater to requirements of the students, the teachers give their suggestions and relevant changes are taken into the consideration by the University.

Research and Development

The Institution encourages faculty members to undertake research projects, which would not only help them, acquire further expertise in their subjects but also provide impetus to the teaching-learning process that ultimately benefits the students. In April 2015, to provide the financial assistance to the Teaching Staff who were interested in pursuing a Research Project, a three member Research Committee was instituted to evaluate the Research proposals. Currently, Under CPE scheme and as an IQAC initiative, faculty members are working on Research Projects. Approval for conducting D.Phil in 6 subjects have also been received.

Library, ICT and Physical Infrastructure / Instrumentation

A significant factor in a teaching learning process is learner-centric environment conducive to quality education. To create that infrastructural environment the college has a well-equipped library with excellent collection of text books, reference books, journals and magazine, for the benefit of students and teachers. Library has received INFLIBNET software SOUL 2.0 automation. Library has also procured NLIST subscription. In taking all prerequisite measures of quality assurance and ensuring the holistic approach towards achieving its goals of quality enhancement, the college has meticulously upgraded itself in Wi-Fi and by purchasing number of laptops, desktops and various other equipments. All the departments in the college are connected to the internet. The students

of the college also get the opportunity to access the internet during their free time.

Human Resource Management

College has its own grievance redressal committee for teaching, non-teaching students. The committee reviews the grievances received and resolves it. Based on severity of complaints, it is resolved in time limit suggested by management. Identities of person having complaint are kept confidential. The solution/decision with regard to suggestion is communicated to related committee/cell or individual of the College for further action. In case of teaching staff, Principal and Management takes care of and for the non-teaching staff we have separate non-teaching grievance cell to deal with. The college also has an Anti-ragging Committee to address the problems faced by students. This committee resolves the issues of students.

Admission of Students

Admission process is simple as college adheres to University of Allahabad ordinance. For admission in Undergraduate course the student has to appear for a common entrance test, UGAT (undergraduate admission test) conducted by the University. Similarly, for admission in Post Graduate course the students have to sit for common entrance test, PGAT, conducted by the University. After the declaration of results students approach the college. The institution publishes its brochure during each academic session in which all the relevant details regarding admission processes are given.

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

E-governance area	Details
Planning and Development	As per the demands from the various departments, College invites the online e-tenders for purchasing the required articles for overall development of the college. College governs its recruitment process through advertisement on the college website and application through online mode.
Finance and Accounts	The college has started practicing PFMS -Public Financial Management System since the year 2018. This has levered a unique interface with the Core Banking System (CBS) of banks, to

provide real-time reporting of banking transactions. Here money transfer by University/UGC/Government agencies directly comes into the bank account of college under DBT (Direct Benefit Transfer).The college has registered the beneficiaries (personal and commercial) as vendors for PFMS for payment

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. Shubhra Malviya	International conference BIOSANGAM 2020 21-23 February, 2020	Department of Biotechnology, MNNIT, Prayagaraj	4000
2019	Dr. Sippy Singh	International Conference and XXXVII Annual Meet of Indian Academy of Neurosciences 19-21 November 2019	AIIMS New Delhi	4500
2019	Dr. Ruchi Malaviya	International interdisciplinary conference on "Socio cultural and economic value of Ganga" 19-20 October, 2019	Vyanjana Art and Culture Society, Prayagaraj and Garhwal Mandal Vikas Nigam Uttarakhand	2000
2020	Dr. Neerja Sachdev	Annual International ELT and Applied Linguistics Conference 21-22 February, 2020	Department of English Education, Tribhuvan University, Kathmandu, Nepal	3023
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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		staff				
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Courses/ Trainings/Workshops	15	Nil	Nil	Nil
Orientation Programme	6	Nil	Nil	Nil
Faculty Induction Program	1	Nil	Nil	Nil
Refresher Course	2	Nil	Nil	Nil
Faculty Development Programmes	19	Nil	Nil	Nil
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	9	Nil	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>According to the University of Allahabad norms the following facilities are available to all permanent teaching staff: 1. Medical Re-imbursement, health benefits and direct hospital payment facility and all provisions approved by University of Allahabad/UGC. 2. Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 is covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per</p>	<p>According to the University of Allahabad norms the following facilities are available to all permanent non-teaching staff : 1. Medical Re-imbursement, health benefits and direct hospital payment facility and all provisions approved by University of Allahabad/UGC. 2. Staff appointments prior to 2004 are eligible for pension benefits on retirement. Staff appointed after 2004 is covered under New Pension Scheme. GPF, gratuity and leave encashment are</p>	<p>1. There are more than 80 Scholarship for the students in which 6, 00,000/- every year given to students. 2. Fee refund facilities for poor background students. 3. Free three months course for Personality Development and Self-defence training programmes. 4. Free skill Development Programme under Community College. 5. Free Educational tour. 6. Canteen facilities. 7. Computer Lab and Computer training program</p>

University norms. 3. Tuition fee is reimbursed upto Rs.27000 per child per year for first two children. 4. Leave to teaching staff is given as per the guidelines of the University of Allahabad and UGC. 5. PF loans are sanctioned as per GOI rules. 6. LTC/hometown is availed as per GOI rules. 7. Funds for personal projects. 8. Workshops, Seminars, Lectures of eminent resource persons for their skill development are organized regularly. 9. Computer training for Computer skill. 10. Dr.V.S.Bhatnagar fund for retired teachers. 11. Free laptop and Computers for teaching and learning. 12. DELNET Services All teaching staff working under self-finance scheme are availed following facilities: 1. The college has a provision of 10 salary enhancement every year. 2. During the admissions of eligible wards of employees, fee payment may be done in instalments.

availed by retiring staff as per University norms.

3. Tuition fee is reimbursed upto Rs.27000 per child per year for first two children. 4. Leave to non-teaching staff are given as per the guidelines of the University of Allahabad and UGC. 5. PF loans are sanctioned as per GOI rules. 6. LTC/hometown is availed as per GOI rules. 7. Computer training for Computer skill. Non-teaching staff working under self-finance scheme avail following facilities: 1. Festive bonus is given to all teaching and non teaching staff by the college management every year. 2. The college has a provision of 10 salary enhancement every year. 3. During the admissions of eligible wards of employees, fee payment may be done in instalments. 4. For the employees who have salaries less than Rs 15000 per month EPF (Employees Provident fund) facility is available. 5. Non-teaching class IV employees are availed with college uniforms free of cost free Computer training program. 6. Free education for their children. 7. Bonus every year for Self-financed Staff. 8. Free Uniform for all Class-IV Staff.

6.4 – Financial Management and Resource Mobilization

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

The institution has qualified practicing chartered accountant as internal and external auditors who audit the accounts of the college. After the audit, the report is sent to the management for review and if further rectification is required, the management gives feedback. Apart from that there is an external auditor for overall checking institute accounts and balance sheet.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
SAR-LA Trust and S.K.P Society	6013455	Salary of Self-Finance Teaching and Non-Teaching staff Scholarships for Students
View File		

6.4.3 – Total corpus fund generated

84730084.33

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

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

1) Provides Scholarship 2) Helps in organizing educational tour 3) Participation in awareness rallies

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

Computer awareness training First aid training Training regarding operation/handling of fire extinguisher

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

Initiatives taken in 2019-20: 1) Commencement of 5 year Integrated B.A. LLB (Hons.) Course 2) Selection of Department of Chemistry, Botany and Zoology under the Strengthening Component of Star DBT Scheme, Government of India and organized various academic activities under this banner. 3) Commencement of D.Phil program.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Online Summer Coaching Classes	Null	22/05/2020	20/06/2020	524
2020	Introductory	Null	25/06/2020	25/06/2020	12

	meeting PARICHAY for mentee institutions under PARAMARSH Scheme				
2019	National Workshop on Lifestyle diseases and Health	Nill	15/10/2019	16/10/2019	400
2019	National Seminar on Recent Advances in Chemistry and its impact on Society	Nill	26/11/2019	27/11/2019	350
2020	National Workshop on Budget 2020-21 and Aspirational India amidst Economic Slowdown	Nill	15/02/2020	15/02/2020	50
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Deliberation Organized on Laws pertaining to sexual harassment at workplace	14/10/2019	14/10/2019	53	Nill
Inter House Badminton Competition	29/11/2019	29/11/2019	26	Nill
Relay Race and Ball throw Competition organized	07/12/2019	07/12/2019	39	Nill
Annual Sports Event	17/01/2020	18/01/2020	33	Nill

Self Defense Program Under Personality Development Program	20/01/2020	27/01/2020	30	Nil
Workshop on Gender Sensitization	10/02/2020	10/02/2020	50	Nil
Womens' Day Celebration	08/03/2020	08/03/2020	46	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
Annual lighting power requirement met through LED bulbs: 7.62 Request sent to University of Allahabad for Installation of Solar Panels

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	20/11/2019	26	Tally Workshop	Training in financial accounting system and inventory management system	70
2020	1	Nil	04/02/2020	18	Orientation Program on Resume, Effective Interview Technique and Confidence	Practical Training in Soft Skills, Campus Interviews, Personality Enhancement	30

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct Handbook (Published in 2016)	Nill	<p>Students : Every year at the commencement of the new session the Proctorial Board organizes a Proctorial Meet which is mandatory for all students to attend from all the faculties. Herein they are acquainted with the code of conduct that has to be adhered to as a bonafide student of the institution. The Proctorial Board of the College takes disciplinary action against the student if any of them violates the rules of conduct within the campus, on the basis of, both, the complaint received from other students and during the exercise of regular monitoring of the students for maintenance of discipline. The Proctorial Board operates in coordination with the Anti Ragging Cell and the Vishakha Internal Committee against Sexual Harassment Teachers : The complaints and grievances received by the teaching faculty is resolved by the Principal and the Management. The other parameters in the Code of Conduct for teachers are monitored by the Principal. The Vishakha Internal Complaints Committee for Sexual Harassment deals with the matter pertaining to it.</p> <p>Non-Teaching Staff: The complaint against the non-teaching staff is addressed by the Grievance Redressal Cell in consultation with the</p>

Principal and the Management whereas the grievances of the employees in this category are resolved by the Grievance redressal Cell.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
21 Activities conducted	Nil	Nil	2116
View File			

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

Our college has an eco-friendly campus and has taken several initiatives to maintain eco-friendliness: 1) The central area of the college campus has a green and beautiful landscape to purify the surrounding environment. 2) Our college has strictly prohibited any usage of polythene in our campus. Ours is a polythene free campus. 3) Our college has provision for rain water harvesting with the objective of saving the rain water and enhancing the level of underground water. 4) The process of installation of a solar panel as a renewable energy resource has been initiated by the College authorities and a proposal for the same has been sent to the University to mark the step of making our campus eco-friendly. 5) Our campus has switched over to the usage of LED bulbs as a step to save electricity.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - I 1. Title of the Practice Donations for Freeship scheme, Fee Waiver Scheme and Scholarships 2. Objectives of the Practice The College Management and faculty members have nurtured a dream to impart free education to its girl students both at the undergraduate and post graduate levels and empower them in order to mitigate the gender inequality prevailing in the society. In fostering the academic growth and all round development of the girl students the Institution has instituted scholarships, fee waivers and freeship schemes besides the schemes offered by the government. The objective is to waive or reimburse the fee deposited by girl students who are needy as well as meritorious. The scheme takes care of the educational needs of girl students both at the undergraduate and postgraduate levels. 3.The Context Once the donations are received and funds generated, the next step is the disbursement of scholarships or granting of fee waivers or freeship schemes. Institution of scholarship, its amount, the decision on the faculty/stream and subject in which it would be given and setting up of eligibility conditions for application by students, the identification, selection and verification of genuine applicants are the challenging issues faced in the implementation of the practice 4. The Practice To realise this aim the Saraswat Khatri Pathshala Society- the founding body of the College, has generated a Corpus Fund wherein monetary donations from its members, faculty members both serving and retired and other able citizenry, are deposited and invested in fixed deposits. The income generated from interest earned on the fixed amount is utilized for disbursement of scholarships and freeships and grant of fee waivers among girl students both at the undergraduate and postgraduate levels. The facility is extended to needy, meritorious and differently abled students in consonance with the Mission of the College of raising the level of education of girls belonging to the lower and middle sections of the society as well as the

minority class so as to help them realize their goals, become self-reliant, economically independent and carve a niche for themselves in the society. The distinctiveness which the institution has attained on this count can be assessed by the growing amount of monetary contributions being made by members of the Management, Faculty Members and other philanthropists from the Community each succeeding year. Consequently, this facility has enabled many girl students to pursue further higher studies or take up a career of one's choice. Once the scholarship amounts are received the notice inviting application from students is put up on the College notice board. After the receipt of applications the deserving students are identified and called for an interview before the Scholarship Committee. The Committee decides upon the list of selected students on the basis of their regular attendance in the course they are pursuing, their merit and the genuineness of their need as well. Finally the list of selected students is notified on the Notice board and students are telephonically informed in person. The scholarship amount is disbursed through cheques. The meritorious students are given the scholarships in the Annual Function of the College to spread the message among larger students about this facility and motivate them to continue making efforts in the academic field even if they face economic challenges in the home. The Institution will provide the financial support for their educational needs. Even the Prospectus of the College for each new academic section mentions in detail about the scholarships and fee waiver schemes.

5. Evidence of Success Each year the list of Voluntary Donors besides the members of the SKP Society is increasing and the increasing donation amounts reverberate the urge to encourage women education irrespective of the financial background they come from.

6. Problems Encountered and Resources Required The entire process right from notification inviting applications to final selection takes much time and the students get the amount at the end of the session, much beyond the time of requirement.

Best Practice - II

1. Title of the Practice Online Summer Coaching 2019-20

2. Objectives of the Practice The objective is to make girl students aware of the career options available to them after graduating, to develop career orientation in them, to develop their potential and train them in skills to succeed in Competitive examinations and also to develop the personality of the student. Another objective is to make summer vacation an opportunity for learning and all round personality development. This year due to the outbreak of pandemic the free summer coaching for competitive examinations, like SSC, UPSC, UPPCS, BEO, Railway, NET/JRF, CTET, UPTET etc., was made online and the facility extended to girl students of the College and also students studying in other Institutions

3. The Context The girl student were lacking the confidence and the skills to take up various competitive examination due to the lack of resources and thereof the inability to join coaching institutes as it would mean extra strain on financial resources. In view of the same the institution took up the onus of providing free coaching in online mode during the summer vacations. The challenge was to find the faculty that would give time to these students and train them according to their needs. The teachers of the Institution who were staying in the city during the vacations gave assent to take up classes. The classes were held as per a schedule prepared before the commencement of the coaching from 22 May 2020 to 20 June 2020

4. The Practice The students are coached for job oriented competitive examinations like- the Railways, Banks, Staff Selection Commission, Public Service Commission, High Court, B.Ed. entrance examination, P.G. entrance examination, TET CTET. The notification of the Summer Coaching is made a month before the commencement of the classes through banners in the Campus and registrations are invited. Since, the practice this year was to be made online the advertisement was also made through social media The Coordinator of the Programme sets a time table for teaching subjects which are common to various competitive exams like general awareness, inductive and deductive reasoning, mathematical skills, general intelligence, Written Communication skills in English and Hindi language.

Specific schedule is designed for preparing B.Ed. students for cracking of TET CTET exams. The teachers from the B.ED Faculty take these classes and train the students in tackling subject specific and pedagogy related questions. Once they have been taught they are given practice sheets and the same is checked by the teachers. The students are told about their problem areas and given tips to improve it. However, this year the participants were divided into different whatsapp groups and connected with the teacher trainers as per schedule. they were imparted training through audio-video lectures, sharing of course content through online mode along with useful weblink and were also evaluated through online quiz activity 5. Evidence of Success The increasing number of students getting registered and participation in the Summer Coaching Classes is highly motivating. In the session 2019-20 a total of 524 students enrolled and benefitted from the coaching. Many students have qualified TET or CTET examination and procured placement in various schools of Allahabad. Moreover, the results indicate that more emphasis on practice sessions and their increase in quantitative terms has to be made. Time bound model test papers have to be administered to let the students acquire the skill of speedily solving questions correctly. Some of the students attending the Classes and benefiting from it do not report their success in any competitive job oriented examination. It becomes difficult to assess the rate of success accurately.

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

https://sskhannagirlysd.ac.in/pdf/best_practices.pdf

7.3 – Institutional Distinctiveness

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

The Damodarshree National Award for Academic Excellence The Saraswat Khatri Pathshala Society instituted "The Damodarshree National Award for Academic Excellence" in reverential remembrance of its former President and one of the founders of the College, The Late Professor Damodar Das Khanna, in 2011. The Award, an essay writing contest, is an effort to invigorate the young minds, from across the country's centres of higher learning, on issues of concern to mankind and also to let them seek adventures in the realm of philosophy.. It is an opportunity to foster creativity among students in expressing one's own perceptions and views on an issue. In this national level essay competition a topic is chosen by the Organizing Committee to provide a kind of tenuous centrality to the dialogue beyond narrow confines. The participation is open to students pursuing their Under Graduate, Post Graduate or Doctoral studies in Central Universities and Universities established more than 75 years old, or their constituent/affiliated Colleges. Through a careful pyramidal process of scrutiny and gradual elimination ten best entries from the participants are selected for presentation and defense of their essay before a panel of thirteen or fifteen evaluators and engage in dialogue with this distinguished panel. In writing the essay each writer explores and unfolds his/her own line of thought and feeling, independently. It is held on 2nd October each year since its inception. The Award carries cash prizes under five categories namely- Winner of 'Damodarshree Award' gets a cash prize of Rs.2,00,000 and a trophy, the First Runner up gets a cash prize of Rs. 1,00,000 along with a trophy, the Second Runner up gets a cash prize of Rs. 50,000 and a trophy, Best Undergraduate Award and Best Special Participant Award carry a cash Prize of Rs.31,000 each along with a certificate. They are also given books of their own choice. The Organisers also bear the travel expenses of outstation participants along with the lodging and hospitality of the participants. The popularity of the Award across the country can be assessed by the increasing number of participants being witnessed each year. More than 300 entries are received each

year. The Award hosted on the 2nd of October each year turns into festivity with the entire programme being conducted in two sessions. In the Morning Session, the College confers an Award to a local personality in recognition of his/her services to the society in a specific field followed by the presentations from the contestants and their evaluation. In the second session before the declaration of the award, a Damodarshree Memorial Lecture is delivered by an eminent person invited on the occasion. The event enriches the learning experiences of the students of the College, who get an opportunity to listen to the views of varied participants and widen the horizon of their thinking.

Provide the weblink of the institution

<https://sskhannaqirlsdc.ac.in/damodarshree/index.php>

8.Future Plans of Actions for Next Academic Year

The college believes in and teaches the philosophy of Ubuntu, which simply translated means, "I am because we are". 'How can one be happy when the others are sad?' Let all of us always have this attitude and spread happiness wherever we go. Let's have an "Ubuntu" Life. Hence in sync with this vision, our college has prepared a future plan for the academic year 2020-2021. This year is going to be unique of its kind to all its stakeholders because of the ongoing pandemic situation as we have to switch over to online mode from traditional offline face to face teaching learning process. 1. To organize each and every year National Academic Excellence Award, "Damodarshree" for inculcating literary excellence among students. 2. To make smart ICT enabled classrooms for carrying out virtual learning, which is the need of the hour due to this pandemic. 3. To maintain a green, clean and eco-friendly campus to deal with the global warming and to disseminate awareness among the students about the same. 4. In addition to this, maintain the practice of keeping our campus polythene free as it has emerged as the most hazardous environmental pollutant. 5. Our college has taken the decision to go in for solar electrification so as to reduce its dependency over traditional means as well as to work in the area of renewable energy resources. 6. To organize computer training programmes for teaching as well as non-teaching staff as knowledge of computer skills is the need of the hour and became highly mandatory in the virtual world. Hence to upgrade digital skills of teachers as well as non-teaching staff, several training programmes will be organized in the upcoming year. 7. As most of our students belong to low socio-economic background and have low motivation towards procuring employment, the Institution has submitted a Proposal under the NSQF for commencement of a diploma course in fashion designing so that the students may get an opportunity to learn a vocational skill that would make them employable. 8. To do more fruitful efforts in increasing the number and range of scholarships and free-ships for our needy as well as meritorious students so as to extend them financial aid to continue their studies. 9. College has a women cell which tries to arrange programmes for gender sensitization, but to increase its range and effectiveness, it has been planned to start a women study centre in college so that certain diploma and certificate courses can be run in this direction. So that girls may get more aware and sensitized in this area. 10. To get more plantation of trees, so that it contributes to purification of the environment and eventually to the health of our stakeholders. 11. As the college has been selected as Mentor institution under PARAMARSH Scheme of UGC, the institute is looking forward to mentor its mentee institutions for the NAAC accreditation process and maintaining quality in higher education.