



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	SHRI SARASWATI COLLEGE OF SOCIAL WORK
Name of the head of the Institution	S N Shinde
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07522765899
Mobile no.	9766965956
Registered Email	sscs.w.naac@gmail.com
Alternate Email	ssswm718@sgbau.ac.in
Address	Saraswati Education Campus, Risod Road
City/Town	Washim
State/UT	Maharashtra
Pincode	444505

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	A N Bohrapi
Phone no/Alternate Phone no.	07522765899
Mobile no.	9766696595
Registered Email	sscsw.naac@gmail.com
Alternate Email	ssswm718@sgbau.ac.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.saraswatipragat.edu.in/
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.saraswatipragat.edu.in/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.36	2016	16-Sep-2016	15-Aug-2021

6. Date of Establishment of IQAC	05-Sep-2016
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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
Faculty Development Program for Teaching	06-Jun-2019 2	20
Faculty Development Program for Non Teaching	06-Jun-2019 2	14

Teachers Presentation to improve communication Skill Motivational workshop for use of ICT	15-Jul-2019 1	20
FDP on Publication and Book writing	01-Aug-2019 1	18
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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
NIL	UGC	NIL	2020 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

2

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)

1. Teachers Presentation to improve communication Skill 2. Motivational workshop for use of ICT 3. Communicative English Speaking Course 4. Initiatives for EGovernance 5. Remote access to resource of Library

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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
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Teachers Presentation to improve communication Skill	Workshop was organised on presentation skills, communications skills and each teacher presented and feedback was shared to improve presentation
Motivational workshop for use of ICT	Guest lecture was organised and case study were shared on effective use of ICT.
Communicative English Speaking Course	English faculty of the college organised elocution competition and short speech were practiced. More insights were shared on how to develop and increase
E-Governance	Implemented ERP Achievement /Outcomes - Helped the institute in better salary, funds management and improvised overall MIS for each course CO's have been prepared.
Remote access to resource of Library	Login Id and password provided to students to log into various e-resources of library. Achievement /Outcomes - enabled students to reach to e-resource 24 x 7 which helped in better annual results for compared to last year
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	07-Jul-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)	The following models are available with our MIS system Smart School MISBasic Preloaded Modules: Attendance Management System Feedback Management System Online Examination System ENotice System Syllabus Coverage System Learning Material Distribution Teacher Guardian System Alumni Information System Student Information System

Faculty Information System Fees
Collection System Bus Transport
Management Grievance Redressal System
Student Portal Alumni Portal Principal
Portal Suggestion Box Mobile App For
Faculties Mobile App For Students
Mobile App For Principal Mobile App For
Parents AdOn Modules:

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The mechanism for well planned curriculum delivery and documentation is in place at the institute. The institute has senior faculties and committees for implementing planned work. Academics committee and Administration committee of the institute in consultation with the Principal of the institute has developed an effective mechanism for curriculum delivery and documentation process. For effective delivery of the curriculum, well before the start of the session, a comprehensive planning is done in the form of the academic calendar by the Academic Committee every year. The academic calendar is prepared as per the guidelines of the affiliating university. Apart from the teaching plan for each of the subjects and the concerned faculties, a number of other curricular, co-curricular, and extra-curricular activities are well planned and reflected into the academic calendar prepared by the deans under the guidance of the Principal of the institute. The date and time of the conduction of teaching/activities is strictly adhered to and executed as per the academic calendar's conceived planning. A well documentation process of all such teachings/activities is also implemented as a mandatory routine. Daily diaries of the teachers and students attendance registers are maintained to ensure the implementation of planning and to know gaps if any occurred. Time and again these records are put-up to the director for his perusal and authentication in order to smooth curriculum delivery process and timely completion of syllabi. Apart from above, the inputs are received from IQAC also in this regard. The IQAC guides and suggests curricular, co-curricular, extra-curricular, and extension activities to be conducted as a part of curriculum delivery like guest lectures, seminars, group discussions, field visits etc. as per the course and program suitability and requirement. For integrating ICT and strengthening teaching and learning process, faculties use power point presentations, smart digital boards with lecture capturing, you-tube videos etc. that helps in improving effectiveness of curriculum delivery. The course outcomes COs are calculated and mapped by the faculties of the respective course and the assessment of the outcome is used to identify expected level of attainment. The academic progress of the students is monitored by a mentor (faculty) assigned to the students by the Principal. The institute offers value added courses and all the students are encouraged to participate in these programs. Detailed certification program has been offered to students on regular basis. Students are encouraged to select innovative project as a part of the curriculum. Students are motivated to choose the industry sector of their choice for the summer internship as a part of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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urship					
Value Added Program for BSW	Nil	01/06/2019	08	YES	YES
Value Added Program for MSW	Nil	01/06/2019	10	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

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
BSW	NA	01/06/2019
MSW	NA	01/06/2019

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

	Certificate	Diploma Course
Number of Students	353	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
Aptitude Skills Development Program	01/08/2019	182
Communication Skills Development Program	01/08/2019	171
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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
BSW	Social Work Practicum	182
MSW	Social Work Practicum	171
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

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

Feedback Obtained

Yes, the institute has implemented a structured feedback mechanism from all the stake holders. These stake holders include students, teachers, employers, alumni, and parents. For collecting feedback, structured formats are used which are collected from all the stake holders in online as well as off line mode. The development of any institution heavily depends upon a well functioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. Shri Saraswati College of Social Work has been practicing a feedback system accommodating all the stake holders including staff, students, alumni, employers and parents, to help the individuals and organization as a whole, to improve the performance and effectiveness. The various aspects of institutional functioning and development on which the feedback is collected are briefly discussed below. Students: Feedback is obtained related to curriculum and teaching/learning process, evaluation about the teachers, communication, motivation and exposure to various curricular, co-curricular activities, library and e-library facilities, house-keeping, cleanliness, office services, laboratory, infrastructure facilities inclusive of internet, Wi-Fi, reprographics etc. on the campus. When the feedback of a faculty is not encouraging, it reflects in annual performance appraisal system which exists in the institution with the help of which the concerned faculty is counselled by the Principal to improve the performance. Teachers: Feedback is obtained related to curriculum delivery facilities inclusive of ICT facilities, books and journals, library, language and computer labs. Other facilities like canteen, transport facilities, research lab etc. The institution has made it a practice to conduct all faculty feedback, periodically, where the ways and means of enhancing the curriculum, academic discipline, teaching learning process, research, and extension activities are debated and discussed. Employers: Feedback is obtained related to curriculum re-design, training and development of students, skills set, training, internship, employability and current trends in market etc. Alumni: Feedback is obtained related to facilities on the campus, curriculum delivery process, journals and e-library, industrial and social responsibilities, sponsoring projects etc. As the alumni is found to be the brand ambassador(s) of our institutions, the feedback of the alumni is taken with due considerations. Our institution enjoys a strong and healthy association with the Alumni. Parents: Feedback is obtained related to curriculum and facilities on the campus, social and ethical development of students, add-on courses requirement, overall development of students, discipline of the institute etc. Analysis and Utilization of the Feedback: As already stated, feedback as above is collected from all of the stake holders. The collected feedback is analyzed for finding out deficiencies if any and the improvement needed. The obtained feedback along with analysis and suggestions from the stake holders is put up to the concerned authorities for further action and improvements. The corrective measure initiated and taken up as part of the feedback analysis and the suggestions are incorporated in the system for overall development of the institute, and the action taken report (ATR) is also made available on the website for the perusal of all the stake holders.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
MSW	NA	96	96	96
BSW	NA	88	88	88
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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	88	96	8	15	23

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
23	23	5	5	Nil	5

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

Mentor: Mentee Scheme is actively implemented in the Institute. There is a Mentor for a group of students which is allotted by the Principal at the start of academic year. Mentors meet their mentees as and when required. During this meeting, the mentors interact with their mentees to discuss their issues, needs or support required. At the beginning of the academic session, the class wise names of the mentors are displayed on the college notice board. The mentors are supposed to take care of academic progress and psychological well being of their mentees. They are also entrusted with the task of monitoring the attendance. At the beginning of the academic session, the mentors conduct orientation programs for the mentees, whereby they are acquainted with the institution, its vision and mission, the facilities available and the rules and regulations of the institute and affiliating university.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
353	24	1:15

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
24	23	1	3	4

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
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2020	NIL	Nill	NIL
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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
MSW	Nill	Nill	20/05/2020	10/07/2020
BSW	Nill	Nill	20/05/2020	10/07/2020
No file uploaded.				

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

The Institute is affiliated to university and adheres to the syllabus laid down by the university. We follow guidelines and methods for continuous internal evaluation as prescribed by university. Students are made aware of the evaluation process in the orientation program at the beginning of the semester, an academic calendar with the continuous internal evaluation (CIE) dates displayed on the college notice boards. Out of 100 Marks, 80 Marks are allotted for University theory examination and 20 Marks allotted for internal evaluation. Broadly internal marks are given based on Assignments, Tests, Attendance and Overall conduct of students.

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

Before commencement of each academic Year, Amravati University gives the guideline regarding date of commencement of each semester, Schedule of Examinations, Term end, End Semester Examination in the form of academic term circular. The Academic Calendar of the institute, based on the university guidelines is then made. The calendar outlines the semester class work, internal examination, end semester examination schedule, curricular, co-curricular and extracurricular activities. The Principal assigns the courses/subjects based on faculty choice and area of specialization. Then faculty member along with comities prepares course plan before the commencement of semester, indicating the topics to be covered, teaching methodologies being applied and assignments given to the students with evaluation process for each allotted subject and get approved by Principal. Time table in-charge prepares the time table as per the guidelines given by the university and load distribution. Time table is then displayed on the notice boards. The performance of the student is assessed on continuous basis as per guidelines prescribed by university. The continuous internal assessment evaluation sheet is shared with the students to clarify their doubts about the evaluation process. The academic schedule prescribed is strictly adhered by all the faculties and monitored by Principal.

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://www.saraswatipragat.edu.in/>

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
Nill	BSW	NA	47	47	100
Nill	MSW	NA	75	75	100
No file uploaded.					

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://www.saraswatipragat.edu.in/>

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
Any Other (Specify)	00	00	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
FDP on Imparting ICT Tools Techniques For Effective Online Teaching - Learning Methodology During COVID-19 Pandemic		14/10/2019
Online Webinar on Mental Health And Psychology		06/04/2020
Student Development Workshop		05/09/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	00
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
Social Work	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	00	Nil	00
No file uploaded.			

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
00	Nil
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
00	00	00	Nil	0	00	Nil
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
00	00	00	Nil	Nil	Nil	00
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	8	4	5
No file uploaded.				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
NSS Activities	Letter of Appreciation	Local Govt. Bodies and NGOs	353
No file uploaded.			

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	NSS Activities	23	353
No file uploaded.				

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
Students Exchange	353	Institute	07
Faculty Exchange	23	Institute	23
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Activities under MOU	Internship, on-the- job training, project work, sharing of research facilities	Industries and Institutes	01/06/2019	25/04/2020	353
No file uploaded.					

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
Industries and Institutes	01/07/2019	Internship, on-the- job training, project work,	353

sharing of research facilities, research, faculty exchange, student exchange

No file uploaded.

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
6	5.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
No file uploaded.	

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
Master Software (LIBMAN)	Partially	Null	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
NA	NA	Zoom Meet	01/08/2019
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	4	1	1	0	0	2	2	50	0
Added	1	0	0	0	0	0	0	0	0
Total	5	1	1	0	0	2	2	50	0

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
Zoom Meeting	https://www.saraswatipragat.edu.in/

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
0.5	0.14	1	0.4

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)

The institute has developed a standard methodology for utilization maintenance of all physical, academic support facilities available in the campus. Laboratories: The labs in the institute are administered by Laboratory In-charge (a faculty) and Laboratory Assistant. In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the principal of the institute. Utilization of support facilities: The infrastructural and resources utilization of the institute are administered by the Principal. Faculty are allowed to put up to the principal of the institute requirement if any with regards to extension, renovation, alteration, relocation etc. of the available resources and facilities. Sport / Ground Maintenance A faculty is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games. Maintenance of ground, sport kits and all consumable items are brought from outside vendor as per the requirement. House Keeping of classrooms, laboratories and the entire institute campus Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire institute campus. IT Facilities Institute has appointed Computer Technician to maintain the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner and other peripherals. Electrical Maintenance All the electrical maintenance of the peripherals, equipments, infrastructure and power related resources available in the institute is carried out by electrician hires from outside as and when required. Garden Institute calls outside gardener to takes care of garden, lawn and the indoor plants placed at various locations in the institute.

<https://www.saraswatipragat.edu.in/>

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	00	0	0
Financial Support from Other Sources			

a) National	Government Scholarship	271	1192890
b) International	NIL	Nill	0
No file uploaded.			

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 implemetation	Number of students enrolled	Agencies involved
For competitive examinations Career counselling Soft skill development Remedial coaching Language lab Bridge courses Yoga and meditation	01/10/2019	353	In-house and Outside Agencies
No file uploaded.			

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
2020	Guidance for Competitive examinations and career counselling	171	171	Nill	36
No file uploaded.					

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
Nill	Nill	Nill

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
Industries and Corporate Houses	171	30	00	Nill	Nill
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	40	BSW	Social Work	Shri Saraswati College of Social Work	MSW
No file uploaded.					

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
Any Other	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
02	Nil	353
No file uploaded.		

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
2020	NIL	National	Nil	Nil	00	NIL
No file uploaded.						

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

As per the directions of the Director, Students' Welfare and affiliating University, Institute Student's Council is formed. The Student Council consists of following members:- • General Secretary • Cultural Secretary • Sports Secretary • Ladies Representative • Reserved Category Representatives • Class Representatives • Faculty nominated by the Principal The main objective of forming the student council is to develop the leadership qualities in students and the other objective of student council is to organize sports and cultural event every year . Students are also actively involved in various other institute level committees like Grievance Redressal and Anti Sexual Harassment Committee, Anti Ragging Committee, Library Committee, Women Internal Complaint Committee/Woman Development Cell, IQAC, SC/ST Cell, OBC Cell etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

171

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

85500

5.4.4 – Meetings/activities organized by Alumni Association :

YES

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)

Two practices of decentralization and participative management during the last year are as follows. The College has constituted College Development Committee and Internal Quality Assurance Cell College Development Committee (CDC): College Development Committee constituted by law is also a good mechanism of decentralization and participative management. This is apex committee at college level having representatives from various fields and sector. This comprises representation of management nominee, teachers, society, industry, research, student, alumni, parent and IQAC etc. This committee as an apex body for the approval IQAC: The Internal Quality Assurance Cell was established before NAAC 1st cycle, We have restructured IQAC recently as per NAAC New norms. All committees formed have Committees have decision making authority about matters coming under their scope.

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
Admission of Students	Admissions are in accordance with the sanction in take capacity Government rules and parent university rules are followed while admitting the students. Admission process is transparent and computerized.

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

E-governance area	Details
Planning and Development	Here the worthy and important to mention that the institution is affiliated to University. The syllabus of every subject to be taught in all affiliated colleges is designed, formed and developed by the board of studies of each subject formed at university level and the same syllabi are executive and followed in every college.
Examination	The following activities related to examination are implemented as per University norms 1. Online enrolment of

the students. 2. Online submission of examination forms 3. Online insurance of hall tickets. 4. Online receiving of University question papers. 5. Online submission of daily examination records 6. Online declaration of result 7. The college follows semester system 8. The College Examination Committee arranges the tests for internal assessment and the terminal examination. The college conducts University winter and summer semester examination systematically as per the University directions. The University appoints chief supervision and internal examiner (c-officer) for this purpose. Faculties of the college are involved in the process of paper setting, evaluation of answer sheets and moderation of university paper and invigilation of papers. The college conducts terminal examination at the end of syllabus based on University pattern question paper set to against the students about the University examination.

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	All Faculty	National Workshop/ Seminar	NA	11500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	FDP for Teching	Nill	08/01/2020	10/01/2020	23	Nill
2020	Nill	FDP for Non Teaching	05/02/2020	06/02/2020	Nill	10
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
FDP on Online Content Development	23	10/04/2020	12/04/2020	3
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
23	23	21	21

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF, Loan Assistance, Medical Insurance, Duty Leaves, Financial Support	PF, Loan Assistance, Medical Insurance, Duty Leaves, Financial Support	Government Scholarship, Institutional scholarship, student Insurance, Book bank scheme

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 conducts internal and external financial audits regularly. Internal Audit Mechanism: Responsibility of internal audit is entrusted to Accountant of the college office. The rules of general finance and audit are observed while maintaining accounts. External Audit: The accounting documents of the institution are regularly audited by the qualified chartered accountant. The top management representative audits and gives necessary instruction as and when required.

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
NA	0	00
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Other Agency	Yes	IQAC Coordinator
Administrative	Yes	Other Agency	Yes	IQAC Coordinator

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

1. Parent teacher meet is held to discuss and interact with parents. 2. Parents provided with valuable suggestion for development of the institution. 3. Parents are involved on various committees.

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

1. Computer skills development program was organized. 2. Communication and aptitude skill development program also conducted. 3. Software trainings were conducted.

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

1. Implementation of NAAC PTV suggestions. 2. Strengthening alumni association. 3. Strengthening alumni connect

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

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
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Empowerment Workshop	14/02/2020	15/02/2020	90	109

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

Percentage of power requirement of the University met by the renewable energy sources
1. Tree Plantation carried out 2. Paperless office implemented 3. Plastic free campus has been implemented

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Any other similar facility	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
2020	1	Nil	05/06/2019	365	Hostel	Stay	256
2020	1	Nil	05/06/2019	365	Canteen	Food	301
2020	1	Nil	05/06/2019	365	Doctor on Call	Medical	16
2020	Nil	1	04/01/2020	1	Tree Plantation	Environment	353
2020	Nil	1	10/12/2019	1	Blood Donation	Public Health	353
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
HR Manual	01/07/2019	Review taken by Principal and Management

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	Nil	353
Republic Day	26/01/2020	Nil	353
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

LED used - Solar Lights - Waste Management steps - Sensor based energy conservation- Plastic Free Zone
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Government and Institute Scholarship 2. Extension Activities
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.saraswatipragat.edu.in/

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

Placement of the Students and 100 admission every year
Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Planning of creating Equity Cell to encourage participation from the institute and local population. To offer/design short-term training programmes which will only help in encouraging resource mobilization and consultancy but will also strengthen student placements. The College ensure the integrity of IT resources made available to the academic and administrative requirements. The Institutional official website provides detailed information to all the stakeholders. The communication and relation between Management and staff members are sound. Hence whatever decisions are taken by the Management is implemented systematically within time period as per the order. Thus there is coordination between Management and Institution.