YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SETH PHOOLCHAND AGRAWAL SMRITI MAHAVIDYALAYA
• Name of the Head of the institution	Dr. Shobha Gawri
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07701233794
• Mobile No:	9479136402
• Registered e-mail	spcanaac@gmail.com
• Alternate e-mail	spcaiqac@gmail.com
• Address	Nawapara- Rajim Distt. Raipur(C.G.)
• City/Town	Nawapara
• State/UT	Chhattisgarh
• Pin Code	493881
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Pt. Ravi Shankar Shukla University, Raipur(C.G.)**
• Name of the IQAC Coordinator	**Dr. Manoj Kumar Mishra**
• Phone No.	**07701233794**
• Alternate phone No.	**07701234094**
• Mobile	**8602671906**
• IQAC e-mail address	**spcaiqac@gmail.com**
• Alternate e-mail address	**spcacollege@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	http://spcacollege.ac.in/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://spcacollege.ac.in/files/Acadmic_Callender_2020_21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.20**	**2017**	**30/10/2017**	**29/10/2022**

6.Date of Establishment of IQAC	**11/06/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	No File Uploaded
9.No. of IQAC meetings held during the year	**03**

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

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

In view of Corona pandemic preparation were made for online classes for this teachers were trained and motivated to attend MOOC course to improve their abilities for online class.

As due to lock down and staff were working as work from home mode, they were asked to continue there research and develop work by attending online webinars, training programs they were also asked to arrange webinars in their subject.

Preparation NSS & NCC team to help government in any adverse condition.

Reconstitution of IQAC team with new member on completion of two years.

In view of pandemic short training program to be conducted for staff to follow the preventive corona guide line

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

Plan of Action	Achievements/Outcomes
Preparation of teacher for online mode	All the teacher learnt well to take class in online mode. As college increases its internet speed and capacity so that many class could be run simultaneous.Camera were installed in classroom teacher prepared lectures and uploaded on the website for continence of students
Organizing webinar and seminar	mostly all the department organized webinar in their subject. By which all students and staff were highly benefited and staff research activity is improved
Registration of Alumina association	Alumina association with registration number 122202165513 is now working
In view of corona pandemic effects precautions measure be made to prevent infection	whole building is sanitized weekly . Each flour was supplied with wash basin and soap. Sanitizer were maid available at every floor and temperature and SPO2 is checked every entry in the campus

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

- Name of the statutory body

Name	Date of meeting(s)
Governing body	28/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	02/02/2020

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	17

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1666

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	950

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	566

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	60

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	16

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	38
4.2 Total expenditure excluding salary during the year (INR in lakhs)	11.08427
4.3 Total number of computers on campus for academic purposes	125

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to Pt. Ravishankar Shukla University and follows thecurriculum prescribed by the university. We have to follow the academiccalendar of the university. Few senior faculty of college are member of boardof studies they give their valuable suggestion about the syllabus enrichmentduring board of studies meeting. There is Yearly pattern for the under graduatestudents and semester for post graduate students. Lecture planning is a complexprocess where faculty has to plan meticulously the whole syllabus into fixedno. of lectures. For the same, specific teaching diary have been designed.Faculties have to keep complete record of attendance, detailed lecture plan andcourse covered/completed. The diary also includes the details of assignmentstaken and marking. In the similar way a practical teaching diary have beendesigned which keeps the complete record of practical's. Effective delivery of the curriculum is ensured by the active implementation of the time plan.Regular seminars are taken by the Post graduate students. Invited lectures arearranges for the students so that they get a better insight about the subjects.Special emphasis is given to the

practical oriented subjects. Faculties areencouraged to attend seminars and workshops to enhance their knowledge andteaching kills. The HODs are directed to make sure to take the follow up of thecourse completion in every month end.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

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

The faculty member continuously evaluate students by class test, assignment, group discussion and presentation through blended mode . The Principal continuously interact with the staff members through staff council and depart mental meeting to discuss upon any matter regarding internal assessment, evaluation process etc, concerned with department. The faculty of the concerned department continuously monitor the performance of the students and provides academic guidance and psychological counseling. Above processes are managed through blended mode.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	http://spcacollege.ac.in/files/Acadmic_Callender_2020_21.pdf

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

Courses Assessment /evaluation process of the affiliating University	

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

1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Looking to the present situation of pandemic most of the syllabus has been digitalized. Teachers are well trained to take online classes. Classroom is prepared for hybrid mode of teaching.

MOU with Govt. College Gobra and C. V. Raman University was signed for mutual co-operation fo benefits of student.

Regarding gender issues time to time lecture and other programs are organised for gender sensitization. Our college regular students , Education Department, and NCC,NSS,RCS groups are proactive in this direction. Nukkad natak on good touch bad touch, vaccination of pregnant woman ,poster competition on issue the girl child etc.

Regarding environment & sustainability – environmental education is a compulsory paper in our curriculum assignment are given to students so that they can understand importance of environmental issues

Other activity conducted by us are green India, clean India , Tree plantation Swachha Bharat abhiyan, AIDS awareness programs.

During the time of pandemic we with the help of students distributed mask & hand wash. Conducted awareness workshops.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

4

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

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

150

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**D. Any 1 of the above**

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2058

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

1301

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

2.2 - Catering to Student Diversity

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

The college admits students from various socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of its students. For this we have an admission cell which is constituted including one teacher of every subject. These teachers are available in the admission room all through the admission period to guide and console the students The list of courses, curricular and co- curricular activities, rules and regulations, facilities available etc are also published in the college prospectus which is provided to the students before the beginning of academic sessions. At the beginning of each course teachers asses the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Remedial and extra classes are conducted for advanced and slow learners. After the completion of syllabus, revision classes are taken which helps the slow learners and late admitted students. Opportunity is also given to the students for changing their options if they are not able to cope with the courses they selected. Teachers remain available in college to clear the doubts and counsel the students even on a one to one basis. Advanced learners are encouraged to become class mentors. Extension lectures and exposure visits to different colleges, industrial units, power projects, archeological sites, diversity rich areas, geographical sites etc and universities are regularly conducted.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
1650	60

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Our college always encourage student-centric learning through various methods such as group

discussions, quiz competitions, presentations and project work participative learning and problem solving methodologies. Regular participative activities viz., group discussions, projects, field visits, educational tours, seminars, extension lectures are organized in the college and the students actively participate in these activities within and outside the college. Students are given individual projects and class assignments for focusing on self study and to encourage independent learning. Different student support systems are available in the college like Library, Computer Lab, and Reading Room. College gives high importance to all-round development of students through extra-curricular, co curricular and field based activities. The objective of student centered activities outside the classroom is to engage students as much as possible in learning procedures that require more than reading or viewing. Students are taken for study tours to the sites of interest in order to get familiar with the field/natural conditions. These activities play an integral role in allowing a switch over from absorption of information while learning during academic sessions and creating a safe space to relax, interact, collaborate, think out of the box, nurture their talents needed for Basic Life skills. and leadership capabilities. To increase the concentration invarious activities, the college has framed many committees and clubs including the Cultural Committee, Sports Committee, Canteen Committee, Career counseling cell, the Debate Committee and Red ribbon club. Both intra and inter-college sports competitions are organized, where students exhibit talent in variety of games, to

foster spirit of togetherness and leadership. In order to inculcate human values, ethics and social responsibility, students are encouraged to participate in activities. such as tree plantation swach baharat abhiyan save water campaign

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Faculty members of the college use ICT technology to improve the teaching and learning process. Different softwares available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You- Tube, E- mails, Whatsapp group, Telegram, Zoom and Google classrooms, app, College website is used as platforms to teach,

These applications are also used to provide online education during the covid-19 situation. Bsnl fiber optic facility is also available in the campus for the students and staff.

The library also provides access to computers and online journals freely available in public domain and also to journals subscribed on the advice of faculty.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

54

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

2.4 - Teacher Profile and Quality

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

5

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

01

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

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

2.4.3.1 - Total experience of full-time teachers

60

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

2.5 - Evaluation Process and Reforms

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

nternal assessments and internal practical

Exams are conducted at appropriate time with respect to calendar of examinations fixed by the University. Class tests are conducted after completion of each unit. Date sheets and notifications of Internal assessment is circulated in classrooms, displayed on notice board The teachers help students in grasping the correct essence of the questions asked, wherever such an inquiry is raised. If any tabulation error is found or is communicated, necessary corrections are duly made by the concerned and correct information is passed to the university accordingly. Power point presentations are an integral part of Post Graduation syllabus.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Most of the grievances related to the examination are received after declaration of results by the University The errors in their results like marks of the internal assessment, attendance sheets are immediately addressed, to university Each and every superintendent and staff members concerned are instructed for due care and cooperation for the quick disposal of student grievances at their respective level. Where ever necessary, the relevant documents/testimonials are submitted through the candidate personally or through their parents for speedy redressal of the issue. The close and continuous communication is maintained by the college with the university authorities for speedy disposal of queries.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The Institute has well defined learning outcomes. The vision andmission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to acceptthe challenges of globalization. The College has a proper mechanismof communication of the learning outcomes of the Programs andCourses, which includes following; Hard Copy of syllabi andcourse/programme Outcomes are available in the respectivedepartments for ready reference to the teachers and students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following;

Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. The evaluation is rigorous. It is done by adjoining the marks acquired by the students to their corresponding Course Outcomes. For better out come of course Scholarship are provide to student who got 80% or above in previous year examination.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

497

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://spcacollege.ac.in/files/sss.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

7

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

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

the year

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

13

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

10

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

3.3 - Extension Activities

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

3.3.1 The College regularly conducts the extension activities in nearby villages, adopted village and weaker sections of the societies. These programmes aims to connect the Higher Education Institutions with the society. This will transform the point of view of the students and inculcate compassion and leadership qualities in the youth. They will prove good administrators, good humans with good moral behavior and responsible citizens in future. Such citizens help in Nation building. At the same time the needs of the society and the needs of the unprivileged sections are fulfilled.

The NSS units could not conduct the activities as where planned, due to pandemic, but some extension activities conducted in the academic year 2020 are as under

1. During the peak pandemic period (March-August 2020), District our

NSS swyam sevaks helped the govt. by visiting door to door in villages and making people aware to take necessary precautions for corona infection. They distributed masks advised to use them.

2. Our student volunteers who turned corona positive actively and enthusiastically provided their services in the hospitals.

3. Due to pandemic online exams were conducted and the hard copies were to be submitted in the college. Some students voluntarily started their bag service. They collected hard copies of answer sheets from home of students and submitted them in the college. This initiative of students had two benefits one crown in the campus was minimized. Students were at home and thus protected from being exposed to covid.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

1

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

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

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

19

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

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

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

870

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

3.4 - Collaboration

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

0

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, according to its vision and Strategic Objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. At the beginning of the academic year need assessment for replacement /up-gradation/addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments and the Advisory Committee after reviewing course requirements, computer-student ratio, working condition of the existing equipment. The Time Table committee plans ahead for all requirements regarding the availability class rooms/labs classrooms, laboratories, furniture and other equipment's. whenever need arises to augment infrastructure in terms of classroom, laboratory books etc. Features of the College include the following; The college ensures optimal utilization of the resources by encouraging innovative teaching ?learning practices like use of power point presentations, LCD projectors, etc. Regular workshops/awareness programs/training programs are conducted for optimal deployment of infrastructure and utilization of modern technology. For science stream, utilization of infrastructure is ensured through appointment of adequate and well qualified and experienced lab technicians. The available physical infrastructure is optimally utilized beyond

regular college hours, to conduct co-curricular activities/extra-curricular activities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extracurricular activities. This ensures a holistic development and an all-round personality development. Students are trained in sports under the guidance of a qualified and specialized Physical Educational Instructor. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained and encouraged to participate in various level of competition including inter college events, inter-university events, and National events. Intra-college events are also organized by the college to encourage students to participate. Track suits and all sporting gear are provided to the students for major/minor events. All the Participants are awarded with participation certificates. Winner and runners-up teams are duly rewarded by trophies.

Yoga class/awareness Programme: Although the college doesn't have an established Yoga Centre but international Yoga Day is celebrated every year and this year also an online one day yoga awareness programme was conducted for the faculty and students by our expert yoga trainers. Cultural activities: The College believes in all-round development of its students. It constantly encourages them to take part in extracurricular activities to spark their interests and sharpen their qualities as team spirit. Every year the college conducts cultural programs to make this happen. An Auditorium with a capacity of four hundred students is used for conducting different types of cultural programs

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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

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

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

0

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

4.2 - Library as a Learning Resource

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

The college is using Library Manager software and library is Partially automated. Library provide Inflibnet N-LIST Programme and computer system with Internet facility to students and faculty members to have access books online by subject, Aurthor, Accession no and title. The total numbers of books in library are about 18358. 15 teachers and 45 students using library per day over last one year 1024 teachers and 5760 students using library. number of visitors per day is 70-100. The library has browsing centre, Xerox facility, reading rooms for users.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

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

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

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

1.07311

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

4.2.4.1 - Number of teachers and students using library per day over last one year

190

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college IT infrastructure is upgraded time to time. The college IT infrastructure was upgraded in 2020-21. The, LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with , LCD projector, microphone system and speakers were installed. The maximum area of college has been made wi-fi enabled after BSNL broad band telecommunication is upgraded . Each department of college have well equipped IT infrastructure and internet facility.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

125

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

11.08427

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Institutional mechanisms for maintenance and up gradation of the physical infrastructure, academic and sport facilities, and equipment's are as under:

Building Infrastructure: The College has appointed full time carpenter, painter, plumber and electrician. Minor faults related to the electricity and infrastructure maintainence and repairing of

Building are attended and repaired by the college appointed supporting staff itself.For cleaning the campus peons have been appointed. For the maintenance of toilets and service areas sweepers have been engaged for cleaning the toilets, washrooms, and buildings. Laboratory Equipments and machines: Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory. Maintains consumption register regularly to keep account of the used material and non-functional glassware, miscellaneous items etc. Physical verification of laboratory equipments and machines is carried out to record the functional and non functional equipments from time to time. Minor faults of laboratory equipments (if any) are attended and repaired by the concerned department staff or hired technician whenever necessary. Computer and IT infrastructure: Maintain stock register and dead stock register regularly to keep record of the functional and nonfunctional items. Maintenance and up gradation is looked after at departmental level. A full time hardware technician is appointed to care of the maintenance of computer labs. Furniture related items: There is a college development and construction committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure. The committee brings the requirements regarding minor repair work into the notice of the principal and certifies after the work is completed.

Maintenance of Library/ Library Materials: Accession and withdrawal/dead stock registers are regularly maintained to keep the record of updated and dead stock accessions. The college has appointed three book lifters and peons for dusting and cleaning the library materials.

Sports Equipments: The sports department regularly maintains the stock register for the equipments and materials related to the sports. The dead stock register is also maintained to keep record of functional/ working and non-functional items.

. Regarding academics, as we are the affiliated college we follow the curriculum designed by rhe affiliating university. But the college ventilates our idea in the curriculum design through the members of board of studies. Dr. Ajay Sharma (HOD Mathematics), Dr. Rajeshwar Verma (HOD Geography), Dr. Hemlata Sahu (HOD Education Dept.),Dr. Rajesh Shrivas(HOD Hindi Department) are the members of board of studies

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1165

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

279

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

File Description	Documents
Link to institutional website	http://spcacollege.ac.in
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

2

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

2

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

155

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

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

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

examinations) during the year

1

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

5.3 - Student Participation and Activities

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

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

0

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

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

Institution facilitates students' representation and engagement in various administrative, cocurricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms) The college encourages students to have student representative for every class in arts, science, commerce, computer and education departments. These representatives act as bridge between principal and students. The student representatives put the grievances of students (if any) to the Principal, who orders the respective committee to handle that in appropriate way. The percentage of completion of syllabus is

verified by students before commencement of examination. Most of messages are conveyed to students in their respective whattsapp group. Students are routinely involved in all the curricular and extracurricular activities organized by the college. A Group of enthusiastic students have voluntarily made an Aryan Group. These group of students are available 24X7 for any work of the college.

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

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

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

0

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Name of Alumni association: SETH PHOOLCHAND AGRAWAL SMRITI MAHAVIDYALAYA ALUMNI ASSOCIATION NAWAPARA-RAJIM (SPCASMAA)

Registration detail:

Registration Number: 122202165513

Refrence Number: 2929341565

Registration date: 17-08-2021

Office: Room Noo.41 second floor Seth Phoolchand Agrawal Smriti Mahavidyalaya Nawapara-Rajim Dist. Raipur (C.G.)

Pin 493881

PAn No. ABQAS9834A

Life time member 35

Annual Member 10

BYE-LAWS OF SETH PHOOLCHAND AGRAWAL SMRITI MAHAVIDYALAYA ALUMNI ASSOCIATION NAWAPARA-RAJIM (SPCASMAA) NAME OF THE The Name of the Society shall be, Seth Phoolchand Agrawal SOCIETY: Smriti Mahavidyalaya Alumni Association Nawapara- Rajim (SPCASMAA)" shall be referred to as the Association subsequently in these articles. ADDRESS: Seth PhoolChand Agrawal Smriti Mahavidyalaya Alumni Association, Nawapara-Rajim, District- Raipur (C.G.), Pin 493881 JURISDICTION The jurisdiction of the Association shall be all over India, but any dispute/case/suit shall be instituted and shall be subject to the court in Raipur only. OBJECTIVES The objectives of the Association are: i. To facilitate interaction between old students of the entire Departments of Seth Phoolchand Agrawal Smriti Mahavidyalaya Nawapara-Rajim. ii. To plan, organize and encourage various value adding activities for its members such as professional lectures, training programs, conferences, seminars, etc. iii. To publish journals, newsletters, books and other professional materials for circulation among its members. iv. To assist the faculty and students of association in various value-adding activities like curriculum development, sponsored research projects, case study development, student internships and placements v. To conduct Alumni-Students Knowledge Exchange Programs (ASKEP). vi. To raise funds for the development of Seth Phoolchand Agrawal Smriti Mahavidyalaya and Association. vii. To provide assistance and facilities for all round development of the College. viii. To promote career guidance, interaction with Industry and continuing education. ES AND REGULATIONS ORGANIZATION OF THE ASSOCIATION GENERAL BODY There shall be general body of the Association consisting of all members. EXECUTIVE There shall be an Executive Committee to manage affairs BODY of the Association. EXECUTIVE COMMITTEE AMENDMENT OF RULES AND REGULATIONS Amendment to the rules and regulations shall be carried out only by a General Body meeting when minimum of three fifth of the majority votes of the members present in the meeting. The proposed amendment to the rules and

regulations shall be circulated to all the members as an agenda item

File Description	Documents
Paste link for additional information	http://spcacollege.ac.in/alumni.php
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

To provide quality education, enhance human values, professionalism and scientific loom to all sections of students including scheduled tribes, scheduled castes, other backward communities and religious minorities with special focus to female and underprivileged students and develop their personality to become a responsible citizen.

Mission

To translate the vision into reality, the institution is committed to:

- **Embrace in its fold students from all sections and categories especially addressing to the needs of the students and provide quality higher education.**
- **To provide ample scope for multifaceted development of local youths**
- **Expose the students especially the under-privileged ones to variety of activities, academic and extra-academic, aiming at their overall development.**
- **Inculcate humanistic and social values in the students to motivate them towards community services.**
- **Inspire the young minds to develop the habits of critical**

thinking to achieve creative excellence,

- Promote quality research among the teachers and students, sensitize the students on issues relating to ecology, environment, human rights and gender equality.

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

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

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

1. Management level The management is proactive and takes interest in college activities and progress. Takes interest in policy making.

2. Principal level in academic principal is the head of institution and chairman of IQAC. The staff council consist of vice principal and heads of

different faculty (Commerce, Computer, Science, Education, Library and physical education) furnish suggestion to the principal on academic and administrative matters. The Governing Body delegates all the academic and operational decisions based on policy to the various monitoring committees headed by the Principal in order to fulfill the vision and mission of the institute.

3. Faculty level Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their

abilities. They are encouraged to develop leadership skills by being incharge of various academic, co curricular and extracurricular activities. They are given authority to conduct seminars/workshops/ conferences/conferences/FDP?s.

4. Student level Students are empowered to play an active role as coordinator of co curricular and extracurricular activities , social service group coordinator. Inputs of students council are also taken into consideration

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Library, ICT and Physical Infrastructure / Instrumentation

As an institutional policy the library encourages procurement of a larger number of titles rather than a large number of volumes of a title. Presently this number is with many more books to be added in the current financial year. The new books are procured based on recommendations from all the staff and students requirements. E-library facility is available in college. Digitalization and automation of library is in progress ICT :In teaching learning process: 5 LCD projectors are installed at classrooms, departmental seminar rooms, availability of course material on internet for ready reference In administration: Library fee admission bio metric employee attendance system attendance monitoring of students

Research and Development

promotion of quality academic research. There is allocation of fund for

Research and development in the annual budget this is used to support the

faculty members conferences/seminars/workshops. Faculties are encourages to publish research papers in the journals of repute. For the same specific points are allocated in yearly self appraisal form. These points are converted into monitory benefits. This keeps the faculty members motivated. Post Graduate students are encourages to attend conferences and workshops. Regular seminars are taken by the Post graduate students. Invited lectures are arranges for the students so that they get a better insight about the subjects. Special emphasis is given to the practical oriented subjects. Faculties are encouraged to attend seminars and workshops to enhance

their knowledge and teaching skills

Teaching and Learning

There is Yearly pattern for the under graduate students and semester for post graduate students. Lecture planning is a complex process where faculty has to plan meticulously the whole syllabus into fixed no of lectures. For the same, specific teaching diary have been designed. Faculties have to keep complete record of attendance, detailed lecture plan and course covered/completed. The diary also includes the details of assignments taken and marking. In the similar way a practical teaching diary have been designed which keeps the complete record of practical. Effective delivery of the curriculum is ensured by the active implementation of the time plan. Audio-visual approach is also followed as an effective teaching methodology. ICT method of teaching is also used to make teaching effective. Teachers are trend to handle online classes field

tours and industrial visit are being organized by most of the department to impart real time experience to the student. Learning skills of student are enhance by providing opportunity to participate in seminars, conferences, workshop and various competition. science labs and library are upgraded time to time

Examination and Evaluation

Regular unit test are taken Internal exams/Pre- university exams are conducted after the course completion in the month of January regular assignments are given to PG students A part from test the students appraised based on the class activity like student seminar, group discussion, role play, quiz debut and assignments

Human Resource Management

Regular appointment of staff is dine as per the university norms. HR is also involved in providing several benefits to employees, e.g. the employee's provident fund. and ESIC One day Picnic for teaching and non teaching staff is organized for inculcating sense of togetherness among staff members. Monetary loans are being provided to staff members who are in need. Academic leaves are also granted for participating in workshops and conferences.

Admission of Students

The college ensures transparency in admission process. List of selected candidates who applying online through University online admission process are displayed on the notice board before starting the admission. College draws its own cutoff list according to the criterion specified by the university, as per seat available /likely to be available in the college. the student who qualify the cutoff are entitled to be admitted as per the list schedule specified by the university. Generally, there are 2 to 3 such lists, displayed and the seat are filled.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institution is run by an educational society with aprimary aim of providing education to all. As this is aprivate unaided college, fees collected from students are theonly source of revenue generation. Before the start of everyfinancial year requirements of instruments, chemicals,furniture, books etc. are collected from all the departments.Just after the completion of admission process annual budget with various heads is prepared in consent with the Accountant,Principal, and Chairman of the college.Funds to be allottedfor the different heads go through the exercise as perrequirement. All the necessary purchases is completed beforethe commence of classes of that academic session.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Teaching

1.Employee Provident Fund

2.Employee StateInsurance CorporationSchemes Benefits (ESIC)

3. Tuition fee for the staff ward is waived

4.Two hour relaxation granted to nursing mother

5. Free accommodationprovided to female staffin girls hostel

6.Advance payment areprovided to staff in caseof emergency

7. Financialsupport is provided tostaff member fornational, Internationalconferences/ workshop/seminar

Non-teaching

1.Employee Provident Fund

2.Employee StateInsurance CorporationSchemes Benefits (ESIC)

3. Tuition fee for the staff ward is waived

4.Two hour relaxation granted to nursing mother

5. Free accommodationprovided to female staffin girls hostel

6.Advance payment areprovided to staff in caseof emergency

7. Financialsupport is provided tostaff member fornational, Internationalconferences/ workshop/seminar

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

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

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

1

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

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

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

0

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

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

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

21

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

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

Teaching

1.Employee Provident Fund

2.Employee StateInsurance CorporationSchemes Benefits (ESIC)

3. Tuition fee for the staff ward is waived

4.Two hour relaxation granted to nursing mother

5. Free accommodationprovided to female staffin girls hostel

6.Advance payment areprovided to staff in caseof emergency

7. Financialsupport is provided tostaff member fornational, Internationalconferences/ workshop/seminar

Non-teaching

1.Employee Provident Fund

2.Employee StateInsurance CorporationSchemes Benefits (ESIC)

3. Tuition fee for the staff ward is waived

4.Two hour relaxation granted to nursing mother

5. Free accommodationprovided to female staffin girls hostel

6.Advance payment areprovided to staff in caseof emergency

7. Financialsupport is provided tostaff member fornational, Internationalconferences/ workshop/seminar

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit

objections within a maximum of 200 words

The college account are audited for each financial year by charted accountant Rashid Chauhan and associates they conduct the audit with auditing standard general accepted in India to find out the fair and trueness of the accounts.

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

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

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

0

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

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

The institution is run by an educational society with aprimary aim of providing education to all. As this is aprivate unaided college, fees collected from students are theonly source of revenue generation. Before the start of everyfinancial year requirements of instruments, chemicals,furniture, books etc. are collected from all the departments.Just after the completion of admission process annual budget with various heads is prepared in consent with the Accountant,Principal, and Chairman of the college.Funds to be allottedfor the different heads go through the exercise as perrequirement. All the necessary purchases is completed beforethe commence of classes of that academic session.

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

6.5 - Internal Quality Assurance System

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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research.

Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars.

Teachers are also supported and encouraged to participate in examination evaluation processes.

The poor and needy students are provided with financial support by Management and principal .

The IQAC also provides guidelines, internet access and verification processes for the students to get the post- Matric and national scholarships.

Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum.

All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes. Almost all the laboratories are provided with charts, models etc for effective teaching- learning process. LCD's are installed in 5 classroom an seminar hall of the college

File Description	Documents
Paste link for additional information	http://spcacollege.ac.in/iqac-college.php
Upload any additional information	No File Uploaded

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

The institution reviews it's teaching learning process, structure

and methodologies of operations and learning outcomes at periodic intervals. Some of activites of IQAC in this regard are:

1.Students feedback on faculty, teaching learning process and

evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as

per the following norms: a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.

b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

4. Syllabus Monitoring: The worthy principal (chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed

File Description	Documents
Paste link for additional information	http://spcacollege.ac.in/files/feedback_2021
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<u>View File</u>
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institute believes in gender equality and makes effort towards gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole society. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student. The Institute organizes programs and events at regular intervals in order to spread awareness about the issue. The Institute aims to help provide gender equity by conducting seminars, debates, group discussions for both boys and girls on a single platform, awareness programme on women's empowerment and gender sensitivity, cybercrime and self-defense. For personal hygiene awareness, medical lady doctors, gynecologist are often invited to interact with students. Care is taken to Include representation of women in all important Committee as per rules and regulations of Statutory Authorities.

The ragging now is deemed historical and archived practice. There is no report of ragging in the campus as it seems that the concept of ragging is completely erased from the minds of students Common Room:

The College has a separate and safe girls common room The institute provides space to the needed faculty members for day care of their wards. Post natal mothers are allowed to leave the campus as per their requirements. Security cameras are installed for safety and security of everyone in and around the campus We have been arranging free self defense classes for the girls so that they are prepared for any adverse situations.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management The environment of the Institute is eco-friendly. The institute has taken conscious efforts to enhance and nurture the eco-friendly environment and always strives for sustainable environment in the campus. A dedicated team of gardeners and sweepers take care of lawns, gardens, plantation, maintenance, etc. to maintain the green environment in the campus in

a regular manner. The Institute has taken all initiatives in line with the Swachha Bharat Abhiyan to sensitize its students and staff through different activities e.g. seminar, webinar, NSS cell etc. The Institute has proper waste disposal mechanism. The solid waste is segregated into organic and is used to prepare compost for in-house consumption and

non-degradable waste is collected by the Municipality. Liquid waste is collected and then discharged into the municipal sewage system. E-waste is assembled in the innovation labs where students cannibalize the required parts, while the rest of the scrap is then sold to E-waste Collection Company

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic**	C. Any 2 of the above

5.landscaping with trees and plants

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Institute is well known for its commitment towards academic excellence. Because of its HR policies of empathy, societal consciousness, and harmonious relationship with its ambient culture and sensitivities. Staff Members and the students of the Institute stay in harmony; celebrate each others' festivals, music and art. Students' band and cultural events reflect diversities in musical/ cultural performances.. Communal divides are rare. The Institute has a robust and long-standing commitment to its social responsibilities. The NSS Cell has undertaken many a socially responsible drive in the areas of charity initiatives towards the underprivileged in society. Group Discussions on self Awareness, Rights, and Empowerment are topics of discourse in the Soft Skills Sessions. This, inculcate encouraging sensitization and inclusivity of approach towards campus life.

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

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

Sensitization of students and employees of the Institution to the constitutional obligations :values, rights, duties and responsibilities of citizens . The Student and employee are senetized about the constitutional obligation: values rightsduties

and rsposiblities of citizens.

by celibrating international yoga days cons

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

We are conducted Tree Plantation , Save water day , International Yoga day, AIDS Day, Fit India day ,Cleanness awareness day

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

7.2 - Best Practices

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

TITLE OF THE BEST PRACTICE: Formation of Setu Sahayta Kosh for financially weaker students.

Goal : Main objective of the formation was to help the needful students to continue their higher studies.

Context: Application forms were designed for the same and circulated among the students in their respective whattsapp groups. Students who were underprivileged financially and could not avail any financial support from any source were taken into consideration. A committee was formed to check the severity of need. The fund collected in the form of small donations is disbursed among the students in the form of fee waiver.

The Practice: Setu Shayata Kosh was formed basically to support students who were unable to continue their higher studies due to lack of financial support. The uniqueness of this scheme is that it supported students of general category

Who are unable to avail any government scholarships which are meant for SC/ST and OBC categories. Looking into the causalities due to covid-19 cases during last year it was decided to consider those students also who were victims of covid either by losing the earning member of the family of suffering from financial crises due to heavy treatment charges of covid. Without any support these students might have been unable to continue their further higher education.

Evidence of success: We received quite large number of application

forms. Scrutiny committee scrutinized the applications and final selection of students was done and partial fee waiver was made to support them. Due to this help they could continue their higher studies.

Problems Encountered: Major problem was lack of sponsors. Another problem which we faced was reality check of students.

II

Title of the Practice: My passion my livelihood

Objectives Objective of the practice was to nurture the talent and passion of our students to become self dependent.

The Context: Looking present scenario of continuous lock downs and lack of job opportunities it was decided to motivate students to develop their passion and make it a source of their livelihood.

The practice: Students were motivated to start their own business by grooming their passion and hobby. This was a great

Interesting work they happily agreed to try out.

Evidence of Success. To our surprise many students are now self employed. To mention some : some opened fast food centre, some started whole sale of vegetables, some took professional training for makeup artist, hair artist, bakery, Some started with craft designing. Some started with home decoration, graphic designing etc.

Problems Encountered: To convince their family members that how their hobby can be converted to livelihood. To boost confidence in students to continue with their work even during the hard time and less profit.

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

7.3 - Institutional Distinctiveness

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

The Institute is celebrating more than three decades of its meaningful contribution in the promotion of higher education with a focus on sustainable growth. . Earning media reputation over the years is one distinctive area to its priority and thrust. The institute has been in the news for successful teaching learning methods. The teaching excellence at the Institute is inspirational for the young minds. In the environment of pandemic due to COVID 2019, the faculty members utilized e-learning modules when chalk and-board teaching was not possible. Numerous Webinars on various beyond syllabus topics and digital events on extra-curricular activities were conducted for the next generation learning. Due to this pandemic year where other colleges suffered o poor admissions of students our college have mor admissions than the previous year.

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

7.3.2 - Plan of action for the next academic year

1. Due to pandemic not much could be done in this year. We would try to follow up with last years plans as they remained unattended. 2. As we have received 80 G certificate from IT department we would try to arrange some large funds and upgrade the infrastructure of the campus.

3. Free education policy framing from the session 2022-23 for under privilege students of near by villages.

4. Compulsory add on courses for students on financial literacy and computer literacy.