



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SANT HARI DASS COLLEGE OF HIGHER EDUCATION
Name of the head of the Institution		Dr. Jai Bhagwan
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01125318735
Mobile no.		9810672329
Registered Email		santharidasscollege@gmail.com
Alternate Email		bhagwan.jai70@gmail.com
Address		Opposite Air Force Station, Bani Camp
City/Town		Najafgarh
State/UT		Delhi
Pincode		110043

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Dr. A.K. Choudhary			
Phone no/Alternate Phone no.		01125318736			
Mobile no.		9811281921			
Registered Email		santharidasscollege@gmail.com			
Alternate Email		akchoudhary1210@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://santharidasscollege.com/Download/AQAR%202018-2019.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://santharidasscollege.com/Download/acd.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.12	2017	02-May-2017	01-May-2022
6. Date of Establishment of IQAC			11-Oct-2016		
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	
Submission of Annual		24-Jul-2020		15	

Quality Assurance Report (AQAR) to NAAC	2
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[View File](#)

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	NIL	NIL	2020 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

7

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)

Extended all supports to the students and faculty members by organizing various seminars, workshops, conference, faculty development programs for ensuring continuous learning and quality in higher education.

Implemented Biometric Attendance System for students and teaching staff to enable regular monitoring and security.

Added Test Battery in the Psycho Lab and also enriched and equipped the Lab as per the Requirement.

Enhanced a positive Online Learning/teaching friendly Environment for the students through virtual classrooms to promote inclusive and democratic learning.

Strengthened the Mentoring system for providing satisfactory emotional and instrumental support, guidance, encouragement and better environment in college.

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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
To add more Test Batteries in the Psycho Lab and also to enrich and equip the Lab.	Upgraded the Lab with more Test Batteries and also enriched and equipped the Lab as per the Requirement.
To enrich Library by addition of standard books and also automatize the library for ease of accessibility.	Added more books/journals as required and computerization/digitalization of Library for ease of accessibility is under process.
To include analytical packages and latest software in the Computer Lab for ease of surfing/ learning the computer applications.	Included important and required analytical packages and licensed software in the Computer Lab and it is under further process of augmentation with latest software for advanced research and academic work.
To improve the Faculty Cadre Ratio in the Department of Management.	Put its efforts to maintain the Faculty Cadre-Ratio in the Department of Management.
To maintain the quality of all activities and facilities required for holistic development of the students.	Extended all supports to the students and faculty members by organizing various seminars, workshops, conference, faculty development programs for ensuring continuous learning and quality in higher education.
To upgrade & maintain the infrastructural & instructional facilities of the College.	Installed CCTV Cameras in all classrooms and implemented Biometric Attendance System for students and staff to enable regular monitoring and security.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, SHDCHE	16-Nov-2020

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	16-Mar-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	SHDCHE has adopted and implemented Management Information System and planned to move progressively towards full implementation of the same. At present, the following activity heads are maintained through MIS: • All correspondences with external agencies and internal communiqué • Online meeting platforms and Use of ICT tools in teaching • Biometric Attendance System for students and staff of Education Department • CCTV Camera and Security Systems • Publications of the College in e-version • Student Feedback System • Admission data of students

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

Being an affiliated body under GGSIP University, the Institute offer the curriculum planned and designed by the University for the respective programmes. In order to meet the objectives of the regulating bodies, the Institute has developed robust strategies and action plans to ensure effective implementation of the curriculum mandated by the University so that the fruitful programme outcomes could be ensured as per the activities enumerated below with details of some important steps: ? Lesson Plan Once subjects are allocated to the faculty members, they are prepare-out Lesson Plans of their allocated subjects apportioning entire syllabus over the number of total classes assigned to finish as per the guideline of the GGSIP University with details of pedagogy to be used while covering each topic. ? Time Table On the basis of the credit assigned to the subject by the University and subject allocated to the faculty members, Time Tables pertaining to class & individual both are prepared by the programme coordinators with the supports of faculty members. ? Orientation Programme Before commencement of the class, an Orientation Programme is organised to make the new students and their parents aware about course, class, time-table, faculty, staffs, support system, activities/events, examination, rules & regulation and code of conduct. ? Industrial/plant tour/visit, community visit and educational tour For the development of practical awareness about the Industries and other domain for enhancement of surrounding environment related to the course curriculum all requisite supports being provided by the college. ? Presentation/Test As a part of the pedagogy, students are assigned topics from the subject to give presentation and/or test in the class and being assessed/evaluated for their continuous internal assessment. ? Internal Examination/Assessment (Written) As

per the scheduled date/week given by the GGSIP university, Subject-wise Internal Examination is taken in the form of written test as a part of the Internal assessment. ? Interaction with the students on their performance After written test, faculty members interact with the students with the evaluated sheet on their performance and guide them further improvement, wherever required. ? Preparatory Classes A week before commencement of the End-term examination, preparatory classes are scheduled for the students-in-need and rest all go on their preparatory leave. ? External (End Term) Examination Students are notified for the schedule and centre of the End Term Examination through College Notice Board and website over and above the date-sheet announced by the University. For appearing in the external examination, University issue Admit cards on the basis of RC filled by the students to the college for onward distribution to the students. ? Result Analysis After declaration of the Result by the University on its website, analysis is done for finding out the actual pass percentage and its merit list to know the overall performance. Over and above the college has the following academic activities for wholesome developments of the students under mechanism for Planning and Implementation 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/entrepreneurship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Success Building	09/09/2019	265
Corporate Grooming Programme	08/01/2020	114
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BEd	PSE-I	68
BEd	PSE-II	68
BEd	School Internship	94
BBA	Summer Internship	54
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The feedback obtained from the different stakeholders once in a year after formulating certain questionnaires related to major parameters for overall quality improvement and development of the college. Feedback from Students obtained on the aspects of 'Faculty', 'Infrastructural Instructional Facilities' and 'Facilities for Extra-curricular Activities'. Feedbacks are taken on various parameters like Knowledge of the Subject, Communication Skill, Methods of Teaching, Code of Ethics and Class Room Management for the faculty, status of, Class Room, Various Labs, Library, Transportation and Canteen for Infrastructural and Instructional Facilities and the facilities about Personality Development, Cultural Activities, Games and Sports, Placement Activities and Supports for Internship on the Likert scale. Feedback from Teachers obtained from Students on the various parameters as mentioned below:</p> <ul style="list-style-type: none"> • Satisfaction Level of amenities/facilities provided by the college • Support for attending Conference/Seminar/FDP/Refresher-course in other college/university • Provision for availing leave and vacations as per University norms • Involvement in the activities of University End-Term Examinations (Theory/Practical) • Motivational Encouragement System <p>Feedback from Alumni obtained on various aspects and get suggestions about the quality improvement of the college in respect of Infrastructure, Knowledge, skill and attitude/behaviour of the faculty members staffs. Feedback from Parents obtained about the enhancement of the knowledge and skills of their wards, value addition in their personality for employability and to take future responsibilities. Above obtained feedbacks from the stakeholders are analyzed and utilized to meet the main objectives for finding-out the areas required to be improved further towards enhancing the bench-mark in respect of:</p> <ol style="list-style-type: none"> 1. Quality of teachers and improvement of their credentials 2. Improvement of Infrastructural and instructional facilities 3. Facilities for extra-curricular activities 4. Personality development of the students 5. Understanding the cross-cultural values

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BBA	Management	60	Nil	42
BEd	Education	100	Nil	68
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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	284	Nil	26	Nil	Nil

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
26	26	15	7	Nil	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Students mentoring system available in the college at its beginning stage in the form of Guidance Counselling Cell but it was not having the efforts more than “Giving Advice” however mentoring system should be motivating and empowering and to identify issues and goal and also to help to find-out the ways and resolving the issues so that mentee be able to change or achieve their goals more quickly and effectively. For the purpose The college has created a system named as mentor-mentee in the year 2019-2020 by close monitoring the issues related to academics, non-academics and, if required, personal too and to support each and every student by Mentor-Mentee system so that they could have courage, confidence and ability to be strong during learning inside the campus and during their professional career after college life. For the purpose of proper implementation of the system, total enrolled students of the academic session 2019-2020 have been divided into groups each consisting minimum 10 to maximum 20 students and a teacher is allotted as mentor to each group. 1. Faculty members, as mentors, provide support and guidance to their mentees about curricular, co-curricular, extracurricular and, if required, personal concerns too. 2. The mentors meet their mentees once in a month and monitor the performance of the mentees to find out the bottlenecks and to give all possible ways for rectifications/corrections. 3. The mentors act as a friend, philosopher and guide to their mentees to resolve their psychological, emotional problems and inculcate confidence to them. 4. Mentors also provide the suitable platform for required improvement and development. 5. Mentors also focus to provide all supports to their mentees towards their valuable internship and final placement as per desire.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
284	26	1:11

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
25	26	5	5	8

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
2020	Dr. Jai Bhagwan	Principal	Atal National Award for excellence in Education Folk Literature by Indraprasth Sanjeevani, Regd. NGO
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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
BBA	017	VI/3	03/10/2020	27/11/2020
BEd	021	IV/2	06/10/2020	28/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Being an affiliated college running undergraduate course following semester system, SHDCHE follow Ordinance 11 of GGSIP University for Conduct and Evaluation of Examinations for Programmes leading to Undergraduate following the Semester System of Examination. The overall weightage of a course in the Syllabi and Scheme of Teaching and Examination is determined in terms of credits assigned to the course. The evaluation of students in a course has two components: (i) Continuous Evaluation by the Teacher(s) of the course. (ii) Evaluation through Semester term end examination. Distribution of weightage for various components of evaluation is done as below: a. Theory Courses (i) Continuous evaluation by teacher(s) - 25 (25 marks) (ii) Semester term end examination - 75 (75 marks) b. Practical / Laboratory (i) Continuous evaluation by teacher(s) - 40 (40 marks) (ii) Semester term end examination - 60 (60 marks) c. Project (Minor of Summer Training) (i) Continuous evaluation by teacher(s) - 50 (50 marks) (ii) Semester term end examination - 50 (50 marks) The Continuous Internal Evaluation (CIE) System at Institute level consists of above a.(i) b.(i) prescribed by the University and is done by teachers for their respective subjects in every semester as per details enumerated below: • For Theory Courses: 1. One Internal Class Test in the form of written examination for 30 marks with a weightage of 15 marks out of total 25 marks of a.(i). 2. Presentation/ Assignment/ Quiz/ MCQs with a weightage of 10 marks out of total 25 marks of a.(i). • For Practical / Laboratory: 1. Practical work file on the basis of practical classes on regular basis followed by internal viva with a weightage of 40 marks out of total 25 marks of b.(i). • For Project (Minor of Summer Training): 1. Project file on the basis of project work done by students under the supervision of faculty guides followed by internal viva with a weightage of 50 marks out of total 50 marks of c.(i). Reforms are kept

on initiated by the concerned faculty members by structuring the questions, assignments, practical and projects incorporating the latest developments to make the students ready-to-use perform in their respective industries/market.

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

Before commencement of the academic year, GGSIP University publish Academic Calendar comprising schedule for classes and examination along-with cultural and sports activities at University level and release the same to the institutions for all the programmes for timely and properly completion of the academics. On receipt of University academic calendar, SHDCH prepared the academic calendar by incorporating tentative schedules for the activities related to cocurricular, extracurricular, cultural, sports, conference, seminar, FDP, workshop, various training awareness programmes, teaching practices, social outreach etc. on the basis of inputs from programme co-ordinators along-with internal examination (class test) schedule other related matters fitting in the timeline given by the University. Both the academic calendars, released by the University and prepared by the institution, are shared by with departments to ensure proper implementation and hosted on the website for wider dissemination.

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)

<http://santharidasscollege.com/Download/splo.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
017	BBA	Management	21	12	57.14
021	BEd	Education	95	93	97.89

[View File](#)

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)

http://santharidasscollege.com/Download/students_Consoliadated_2019-2020.pdf

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
Nil	0	NIL	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

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

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

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	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)
Nil	NIL	Nil	0
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
Management	11
Education	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2020	0	NA	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in
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					citation	the publication
NA	NA	NA	2020	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	39	Nil	Nil
Presented papers	1	8	Nil	Nil
Resource persons	1	3	Nil	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Voter Awareness through Wall of Democracy	Chief Electoral Office, Delhi	5	183
Cancer Awareness Program and its Prevention	B.L.K. Hospital, Pusa Road	4	193
Swachhata Pakhwara	MHRD	14	247
Vigilance Awareness Week	Central Vigilance Commission	19	254
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachhata Hi Seva-2019	MHRD	Swachhata Hi Seva-2019	10	184
Cancer Awareness Program and its Prevention	B.L.K. Hospital, Pusa Road	Cancer Awareness Program and its Prevention	4	193

Swachhata Pakhwara	MHRD	Swachhata Pakhwara	14	247
Voter Awareness through Wall of Democracy	Chief Electoral Office, Delhi	Voter Awareness through Wall of Democracy	5	183
Tree Plantation	SHDCHE	Tree Plantation	6	235
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3.5 – Collaborations

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Summer Internship (Batch 2018-2021)	Industries	01/06/2020	31/07/2020	54
Internship	School Internship (Batch 2018-2020)	Schools	22/07/2019	22/11/2019	94
Internship	PSE-II (Batch 2019-2021)	Schools	18/01/2020	01/02/2020	68
Internship	PSE-I (Batch 2019-2021)	Schools	30/09/2019	15/10/2019	68
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12.05	10.74

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NA	Nil	NA	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6822	616000	1216	104000	8038	720000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
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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	69	48	69	0	0	6	13	100	2
Added	0	0	0	0	0	0	0	0	0
Total	69	48	69	0	0	6	13	100	2

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

100 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
NA	Nil

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
14.2	12.81	12.05	10.74

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)

<p>It is very essential for any educational institute to provide estate-of-art Infrastructure, ICT enabled Instruction Facilities and all Facilities for Extra-curricular Activities (Sports, Cultural and Academics). The management of the college has positive approach with full commitment for providing all supports to maintain and utilize them. Accordingly, the college follows the guidelines of regulating bodies. In order to create and enhance infrastructure that facilitates effective teaching and learning, the policy of the institution is • To cope up the contemporary educational environment in order to learn and implement the new developments for improvement. • To get feedback of the stakeholders for improvement and better maintenance. • To comply the suggestions put forward by the internal and external auditors and the regulating bodies. • To provide adequate space for effective teaching and learning process like: 1. Reading room has been allocated for accommodating more students. 2. The computer laboratory has also been expanded and well equipped. 3. The Institution has furnished air-conditioned in the area of Reading Room and ICT Lab and also Final year Classrooms have been facilitated with LCD Projector. 4. Campus is Wi-Fi enabled. 5. Library is updated with latest edition of text and reference books, journals and e-journals to meet the expectations of the teachers and students with the changing time.</p> <p style="text-align: center;">http://santharidasscollege.com/Download/ppm.pdf</p>

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	Support Scheme	9	69000
Financial Support from Other Sources			
a) National	00	Nil	0
b) International	0	Nil	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 implementation	Number of students enrolled	Agencies involved
Workshop on "How to do well in PI with Mock PI"	28/08/2019	103	T.I.M.E., Delhi
Name of the capability enhancement scheme Success Building Workshop	09/09/2019	265	SAS Trainings
Guidance Counselling	30/09/2019	112	Guidance Counselling Committee, SHDCHE
Corporate Grooming Programme	08/01/2020	114	SHDCHE
Workshop towards Learning Professional Skill	07/02/2020	238	Brand Imageneering
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Workshop on "How to do well in PI with Mock PI"	Nil	103	Nil	Nil
2019	Workshop on "Career in Finance" for BBA students	Nil	96	Nil	Nil
2019	Workshop on NTeQ Model for B.Ed. students	Nil	147	Nil	Nil
2020	Workshop On "Learning Professional Skills"	Nil	238	Nil	Nil
2020	Workshop on "Financial Planning for Young	Nil	116	Nil	Nil

	Investors"				
2020	Webinar on "Entrepreneurship Education: Issues & Practices under impact of COVID-19"	Nil	213	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
LIST ATTACHED	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	10	BBA	Management	NA	NA
2019	12	B.Ed.	Education	NA	NA
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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
Nil	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
LIST ATTACHED	LIST ATTACHED	Nil
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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	Nil	NA
No file uploaded.						

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

NA

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

970

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Organized two meetings with Alumni in the year.

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)

Management of the College has strong believed in creating the democratic governance by practicing decentralization and participative management which has resulted into the conducive environment and good working culture in the SHDCHE campus since inception. Though there are many practices of decentralization and participative management during 2018-19 but two of them are as below: 1. Governing body has delegated full authority to principal/director to run both the programmes , B.Ed. BBA, professionally in turn programme coordinators have been given free hands, under proper guidance, to manage the operational parts of the academics with the active support of the faculty members and support staffs as per the rule, regulations and ordinance of the GGSIP University. It has made the system simple, smooth, transparent and effective. 2. College has adopted a system to obtain and utilize the opinions/suggestions of faculty, staffs and students by inviting their participations through relevant meetings and various committees for academics, extra-curricular activities, co-curricular activities, examination, conference, seminar, industrial tour, social out-reach activities, FDP, Knowledge sharing programmes, cultural programmes, plantation drive, sports activities, anti-ragging team, grievance redressal committee etc. Moreover, prompt actions are taken on the feedback from students and other stakeholders to make them feel as the active participants of the system. We have been experienced after adopting such practices for quick decision making, simplification of systems and effective efficient utilizations of resources to get the desired outcomes as per action plan assigned by the Governing Body.

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

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
<p>Admission of Students</p>	<p>GGSSIP University has its own rules, regulations, procedures and guidelines to conduct admission process on behalf of all the affiliated institutions. Aspirant and eligible students apply to appear in the scheduled Common Entrance Test (CET) for their respective programmes. Qualified candidates are called for registration and participation in the online/offline counselling process which, in general, is conducted in Three phases under the strict control of the University. However, Institute provide free counselling, on behalf of the University, to those students/candidates and parents/guardians who either visit college campus and/or make enquiry over phone. At last, College take admission of the candidates for BEd or BBA, who are allotted SHDCHE by the University, under reporting to the Admission Branch/GGSIPU where the enrollment numbers are issued from. Over and above the college has delegated to get admission of 10 CET qualified aspirants of total intake against Management Quota as per the guidelines and ordinance of GGSIPU.</p>
<p>Industry Interaction / Collaboration</p>	<p>Institute has preferred to appoint Educational-sector/ Industrial experienced faculty members to teach groom the students making them to match the requirement of Schools and Industries. Institute also invite person associated with Industries and have expertise in the present scenario of business market to deliver lectures on the contemporary issues and motivate the students to become ready-to-fit in their professional career. Students are also given exposure of Schools through "Teaching Practice" and periodically and also as per their course curriculum.</p>
<p>Curriculum Development</p>	<p>Being an affiliated body under GGSIP University, the Institute offer the curriculum planned and designed by the University for the respective programmes. The University develop the</p>

curriculums of all the programmes at certain interval, usually at every five years, by incorporating the latest developments occurred in the respective areas of syllabi and suggestions from stakeholders in general affiliated colleges in particular. The University, in the academic year 2015-16 updated the syllabus of B.Ed. by incorporating the courses on "Understanding, Discipline Subject" "Knowledge Curriculum" and in the academic year 2017-18, updated the syllabus of BBA by incorporating the courses on "Goods and service Tax" in light of meeting requirements of Education Sector and Industries. Moreover, in order to stay latest, updated relevant the University also add, delete, shuffle and modify certain parts or entire syllabus as and when they feel deemed fit to do so. Over and above, SHDCHE provide Guest/ Expert lecture Training to add further value to the course curriculum.

Teaching and Learning

On the basis of Course Curriculum provided by the GGSIP University, the faculty members design Lesson Plan and Pedagogy for their respective subjects. College provide conducive environment and all the requisite amenities to the faculty members to create effective innovative teaching mechanism so that the students could be benefitted with valued learning. In light of above, besides providing Personal Computer or Laptop to the faculty members, college has 24x7 Internet/ Wi-Fi facility, ICT enabled class rooms and reach library. Remedial classes/classes for weak students' have also been conducted as a part of effective lecture-delivery-mechanism as and when it required to the students. In order to enhance the quality and update the knowledge of the faculty members, college organized various Workshop, FDP, Conference and Seminar during the academic year 2019-2020. Faculty members are also being encouraged to participate in Workshop, FDP, and also to participate and present papers in Conferences and Seminars organized by other Universities/ Institutes.

Examination and Evaluation

Institution follows the ordinance 11 of GGSIP University for conduct and evaluation of the examination and related rules and regulations thereupon

formulated and issued by the University. Distribution of weightage for various components of evaluation, as per the University, are as below:

a). Theory Courses: (i) Continuous evaluation by teachers (Internal Assessment)-25 (ii) Semester end term examination (External Assessment)- 75

b). Practical / Laboratory / Teaching Practices/Summer Training and others: (i) Continuous evaluation by teachers (Internal Assessment)- 40/50 (ii) Semester end term examination (External Assessment)- 40/60

Continuous evaluation by teachers (Internal Assessment) is done on the basis of students' performance in terms of assignments, presentations, class tests, practical file, viva and case studies. Students are communicated their subject wise internal assessment marks before their end term examinations.

Research and Development

Faculty members are encouraged to clear the NET examination, pursue Ph.D., focus on their research works and get the paper published in the Journal. For the purpose college has also provided all relevant knowledge and information through internal resources besides financial support, if any required to them.

Library, ICT and Physical Infrastructure / Instrumentation

Library is equipped with various text and reference books related to all subjects, competitive exams, national and international journals, project reports, newspapers, magazines, e-books, e-journals. College has well equipped computer labs with more than 48 computers with latest requisite software. The class rooms are equipped with LCD projectors to facilitate the Audio, Visual Presentations. The college has a Medical room for first aid facility for students, teachers and staffs. The institution has a canteen which provides quality/ hygiene food and sports facilities for indoor and outdoor games both.

Human Resource Management

The Institute has advertised the vacancy of different posts and recruited the quality and eligible candidates against vacancy. They are given conducive environment for their best performance and retention. The Institute confer the Best Teacher Awards for their contribution towards

teaching, research, publication and academic administration. Faculty members are encouraged to develop their ability, knowledge and skill by encouraging them to participate in in-house and outside organized FDPs, Conference, Seminar, Workshop by granting financial support and academic leaves.

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

E-governance area	Details
Administration	<p>College Administration with proper e-governance have been maintained by Administrative and Liaison officers and updated a data base of all the BBA and B. Ed. students and kept it ready to use and in trackable mode enumerating all the personal and academic details pertaining to each and every student. Similarly, database of all teaching and non-teaching staff is maintained and kept updated. Besides above, records, data and information pertaining to contractors, suppliers and other stakeholders are kept ready by the administration. Over and above, proper utilization of all infrastructural facilities, instructional facilities and facilities for extra-curricular are maintained by designated administrators under control of the Head of the college, Principal/Director with all support by the Chairman of the society.</p>
Finance and Accounts	<p>A proposal for maintaining and developing all areas, an annual budget is prepared under control of Head of college by Accounts Department and put up for approval of the Governing Body in advance i.e. at the beginning of academic year for allocation and proper utilization of fund for improvement and development of quality education. All expenditures, disbursements and purchases are made under the approval of the competent authority. In order to ensure quick, safe and transparent transaction, the Institute has computerized accounting system equipped with Tally Software and is digitalized for fund transaction using Net-Banking, NEFT and RTGS.</p>
Student Admission and Support	<p>SHDCHE extends full supports to the students before and after their admission. Institute provide free counselling, on behalf of the University, to those</p>

students/candidates and parents/guardians who either visit college campus and/or make enquiry over phone. Information, notices, guidelines, links regarding admission issued from the GGSIP University are made available on SHDCHE website to provide instant supports to students, parents and guardians. Programme coordinators, class in-charges, faculty members, Counsellors and administrative staffs are always ready to help, guide and support students during and after admission. College organize an Orientation Programme for new students before commencing the class at the start of the academic year 2019-2020 and make them aware of faculty members, classes, Remedial classes/ classes for weak students, activities, departments, course structure, examination evaluation, labs, library, rules and regulations, Internet/ Wi-Fi facility, ICT enabled class rooms and relevant parts of the University Ordinance, scholarship schemes, sports, canteen etc. Students are also supported through Mentor-Mentee system and Grievance-redressal cell.

Examination

: Internal Assessment Process, as per the guidelines of the GGSIP University, is conducted by the examination department of SHDCHE and kept in records as per the norms of the University. 1. Registration Charts of the students, as provided by the university, are submitted to the university after duly signed by the respective students. 2. Awards sheets of all subjects for the Internal Continuous Assessment pertaining to each student are prepared through the respective faculty members. 3. OMR Sheets of all the subjects, as provided by the University, are filled up with the help of the faculty concerned and submitted on the scheduled time. 4. Student progression is prepared right from the admission of the students. 5. The dates of End Term Exams (Theory and Practical/Viva-voce) are notified by the GGSIP University and conducted by university. 6. Centralized Evaluation is done and results are declared by the university on its website. Semester wise Marks sheets, consolidated marks sheet, provision degree certificates and also original degree certificates

	are issued by the university to the students through the college.
Planning and Development	Besides the planning for overall maintenance and development of the college, academic operations started just immediately after receipt of the Academic Calendar from GGSIP University and planning of the entire semester is done before the beginning of semester by preparing Academic Calendar listing out all academic and other activities scheduled to be organized by the College during 2019-2020. For overall quality development of the students, Mentor-mentee system is implemented to monitor closely and to support and guide the students where ever they required. Moreover, feedback of students and other stakeholders are analyzed to remove the bottlenecks and make the system effective and efficient.

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	Nil	LIST ATTACHED	Nil	Nil
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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)
2019	FDP on Teacher Education: Innovation and Transformation	NA	26/08/2019	02/09/2019	22	Nil
2020	Conference on Entrepreneurship Education: Issues and Challenges	NA	17/01/2020	17/01/2020	24	Nil

2020	FDP on Sustainable Education while Pandemics	NA	26/05/2020	30/05/2020	23	Nil
2019	NA	Workshop on Behaviour Management	30/09/2019	30/09/2019	Nil	8
2019	NA	Five Days Training Programme on Soft Skills for professional effectiveness	25/11/2019	29/11/2019	Nil	9
2020	NA	Training Programme on Effective Office Administration and Team Building during COVID Pandemic	03/04/2020	03/04/2020	Nil	6
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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
Three Days National Level Faculty Development Programme on "Online College Management Online Content Creation Tools"	1	30/04/2020	02/05/2020	6
FDP on Sustainable Education While Combating Pandemics	8	26/05/2020	30/05/2020	5
5-Days Faculty Development Programme on	5	26/12/2019	30/12/2019	6

"Bursting the Myths related to Stock Market"

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
26	26	9	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provision for 40 fee waive-off for wards, Free drop pick from metro, Seed money for Ph.D., Reimbursement of conference fee and fare, Summer and Winter vacations, Diwali and New Year Gift to all faculty and staff members	Provision for 40 fee waive-off for wards, Free drop pick from metro	Book bank facility, Scholarship, Fee concession, Free bus service from metro, Scholarship under EWS scheme granted by the University

6.4 – Financial Management and Resource Mobilization

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

Institute conducts internal and external financial audits regularly through internal and external auditors respectively. Governing Body deputes internal auditors twice in a financial year to check vouchers, entries and approval procedures. Later, after the completion of the financial year, Chartered Accountant firm, as hired by the college/society as external auditor, is to audit entire financial and accounting activities of the college in the previous financial year and to authenticate and certify Balance Sheet and Profit Loss account for presenting the same before Governing Body Meeting for their perusal and regulating bodies like GGSIP University and Directorate of Higher Education, NCT of Delhi for their information and needful.

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	NA
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Academic	Yes	IQAC, SHDCHE

		Audit by GGSIP University, Delhi		
Administrative	Yes	Joint Assessment Committee (JAC) Audit by DHE, Govt. of NCT, Delhi	Yes	IQAC, SHDCHE

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

1. Orientation Programme: Parents of the first year students of both the programmes are invited to attend the Orientation Programme at the beginning of the academic year to make them apprised about academic plan, administrative set-up, co-curricular extra co-curricular activities along-with mission, vision values of the College so that their support could be obtained through-out Programme tenure. 2. Parent-Teacher Meeting (PTM): A Parent-Teacher Meeting is organized per semester to discuss the performance of their ward. Suggestions of the parents are recorded to incorporate in the system to the extend possibility. 3. Parent-Teacher Meeting for weak Students: Over and above the scheduled PTM, Parents of the weak students are called, as and when required, to formulate a joint strategy towards performance improvement of their wards. 4. Parents-Teacher Interaction on Annual Sports Meet: Parents are invited to witness the performance on extra-curricular activities and seek their support suggestions to improve in this regard further. 5. Parents Feedback for College: Every year, Parents are requested to give their feedback on academic, activities and infrastructure to improve the bench-mark of college performance.

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

1. Workshop on Behaviour Management 2. Five Days Training Programme on Soft Skills for professional effectiveness 3. Training Programme on Effective Office Administration and Team Building during COVID Pandemic

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

1. Development Programmes for Support Staffs 2. Corporate Grooming Programme 3. Sports facility for local kids 4. MIS/ Digitalization progress

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	LIST ATTACHED	Nil	Nil	Nil	Nil

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Gender Sensitization	04/10/2019	04/10/2019	173	84
Awareness Program on Women Safety and Respect	03/02/2020	03/02/2020	179	88

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. 30 Appx. Power requirement of the College met by the Newly installed Solar System 2. Water Harvesting as well as Tree Plantation and Floristics

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	04/08/2019	2	Providing Play Ground for Local Kids on every Sunday	Awareness for Sports and Physical Activities	66
2019	1	1	17/09/2019	3		Social	149

			019		Swachhata Hi Seva Campaign	Awareness on cleanliness	
2019	1	1	10/10/2019	6	35th Delhi State Yoga Championship	Awareness for health	640
2019	1	1	25/10/2019	7	Diwali Mela	Awareness for culture	260
2019	1	1	28/10/2019	3	Vigilance Awareness Week	Promotion of integrity and eradication of corruption	272
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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)
Code of Conduct	02/08/2019	<p>Since our college is recognized by NCTE, Govt Of India, approved by DHE, NCT of Delhi and affiliated with GGSIP university, Delhi we follow and do compliance their all the Norms, Rules and Regulations in general. However, we have defined the following Code of Ethics for Teachers to maintain the Discipline, Decency and Decorum and to maintain a healthy and friendly environment of college. They are as follows: The teachers play a role model and ideal for the students who nurture them for their future and accordingly their contribution has been established towards the wholesome development of individual, society and nation at large. Therefore, teachers should have the following duties and responsibilities • to</p>

conduct and manage themselves as a dignified professional and express free and frank opinion by active participation at all levels of professional meetings, seminars, conferences etc towards the contribution of knowledge. • to maintain active membership of professional organizations and strive to improve education and profession through them. • to perform and discharge their duties sincerely and honestly with full dedication at all levels of satisfactions in respect of teaching, tutorial, practical, seminar and research work. • to co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation. • to participate in extension, co-curricular and extra-curricular activities including community service. • To respect the right and dignity of the students in expressing their opinion. • to deal justice with students regardless of their religion, caste, political, economic, social and physical characteristics and maintain equality in education. • to identify and recognize the

differences in aptitude and capabilities among students and strive to meet their individual needs. • To encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare. • To inculcate human values and enhance overall personality of the students so that they may act as bona-fide citizen of the country. • to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason. • to make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward. • To speak respectfully of other teachers and render assistance for professional betterment.

- To refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities. Over and above all the employees of the college should adhere to the code of GGSIPU and conditions of the service contract.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	14/08/2019	14/08/2019	263
Janmashtami Celebration	23/08/2019	23/08/2019	259
Ganesh Chaturthi Celebration	02/09/2019	02/09/2019	257
Teachers Day Celebration	05/09/2019	05/09/2019	273

Gandhi Jayanti Celebration	01/10/2019	01/10/2019	266
35th Delhi State Yoga Championship	10/10/2019	14/10/2019	640
Diwali Mela	25/10/2019	25/10/2019	260
National Unity Day	31/10/2019	31/10/2019	253
Basant Panchami Celebration	29/01/2020	29/01/2020	268
Holi Celebration	06/03/2020	06/03/2020	275
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Solar System 2. Water Harvesting 3. Tree Plantation 4. Say No to Plastic 5. Both Side Printing of Paper 6. Swatchhata Programmes

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Knowledge Sharing Programme by sharing the knowledge of their expertise domain among the Faculty Members on regular basis for their motivation, coordination and cooperation for overall qualitative development and, ultimately, for maintaining healthy environment. 2. Inculcate the sense of responsibilities towards Nation Building by the Students for discharging the duties of self society at large through daily Assembly Session and discussion on Contemporary/Relevant issues and challenges.

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

<http://santharidasscollege.com/Download/bp.pdf>

7.3 – Institutional Distinctiveness

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

The college is having all its endeavour to provide education to the students, mostly residing in the rural areas, by which character is formed, intellect is expanded, strength of mind is increased and so that they contribute towards Nation Building. In this course of action college has its action plan for providing platform with Innovative teaching pedagogy by which students improve their knowledge, skills and attitude by organizing, participating and performing various events and activities through-out the session. In tune of above, students, staffs and faculty members are also involved and given opportunities to extend their footprints in communities and environmental eco-system by various events and activities duly framed at the beginning of the session. Over and above, to pursue Global Standards of Excellence in our endeavours for nurturing the pillars of the Nation, the Institute is committed to design, develop and maintain the value based quality education through the process of self-evaluation and continuous improvement.

Provide the weblink of the institution

<http://santharidasscollege.com/>

8.Future Plans of Actions for Next Academic Year

An Action Plan has been decided for the year 2020-2021 by the Apex Body and accordingly the Core Team Members of IQAC have been directed to put all efforts to complete the maximum possible on the followings: 1. To automatize the library of ease of accessibility. 2. To add more standard books 3. To make available latest software for further augmentation of research and academics. 4. To install Smart Board in few classes and conference room. 5. To enrich the ICT Lab. 6. To strengthen Mentor-Mentee system further. 7. To motivate all the faculty members to take more initiatives for participation and presentation of research paper in seminar, conference at both International and National level and to get published the papers in Indexed Journal preferable UGC recognized and Scopus. 8. To provide some more platforms to the students to prove their responsibilities towards the recent demand of development of community, society and nation at large. 9. To get the feedback online through structured questionnaire covering more areas in details from all stakeholders and evaluate and improve wherever required. 10. To maintain the hygiene and cleanliness of the campus and to be more specific in drinking water facilities, canteen and wash rooms. 11. To focus more on eco-friendly environment. 12. To encourage and motivate all high performers by awarding them time-to-time. 13. To put more efforts on training and placement activities so that more and more students should get placed. 14. To organize more activities relating to mental health of the students. 15. To educate and aware students about environmental issues. 16. To enhance a positive online learning/Teaching friendly environment for the students.