Yearly Status Report - 2018-2019

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.	**01125318735**
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%202017-18,DLCOGN25029-SANT%20HARI%20DASS%20COLLEGE%20OF%20HIGHER%20EDUCATION,%20NAJAFGARH,%20NEW%20DELHI-110043%20(3).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/ac.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
No Data Entered/Not Applicable!!!		
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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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 :	**10**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
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)

Put maximum possible efforts to develop MIS for better understanding, evaluation, its analysis and findings of the course/program/specific program outcomes to maintain the value based education. Developed comprehensive feedback mechanism for quality improvement. Systematized the identification, quantification, recording, reporting and analysis of components of environmental diversity through the help of a constituted Committee for its Audit (Green Audit). Initiated Faculty Development through Knowledge Sharing Program and also motivated supported for the augmentation of their credentials. Strengthened the MentorMentee System and also motivated high performers through awards.

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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 do betterment of infrastructural & instructional facilities of the College through renovation and provisions of more ACs and also to enrich the ICT.	Some of the area has been renovated and made them hygiene and also added two ACs for the comfort of teaching & learning process.
To motivate all the Faculty members by providing the support & facilities (financial and non-financial) to participate and perform standard quality of teaching-learning and through various national, International Conferences, Seminars, etc. and also to create a healthy environment with help of Knowledge Sharing Program.	Supported all the interested faculty members for augmentation of their credentials as and when needed and also provided platform to share the expertise Knowledge among the Faculty members through Knowledge Sharing Program.
To develop the quality of all activities & facilities required for overall development of the students.	Provided various Platforms for organizing, participating & performing the events & activities as scheduled for academic, cultural & sports activities and the students have shown their keen interest and benefited for their overall development to achieve the specific objective of the program.
To install roof top Solar Energy panel for generation & utilisation of electricity and to maintain eco-friendly environment.	Installed the solar Energy System and also put all efforts for maintain eco-friendly environment at satisfactory level.
To augmentate the Computer Lab with latest configuration and also with addition of more system.	Upgraded at maximum possible extent and it is under further process of augmentation with latest software for advanced research and academic work.
To enrich Library by addition of standard books and also automatise the library for ease of accessibility.	Partly achieved and work-in-progress.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body, SHDCHE	07-Jun-2019

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	**2019**
Date of Submission	**28-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**SHDCHE has adopted and implemented Management Information System partially and planned to move progressively towards full implementation of the same. At present, all correspondences with external agencies and internal communiqué have been initiated on email and whatsApp. Faculty members deliver their lectures in class by using ICT tools like overhead projectors, LED Projectors, Laptops and DVD Players to make the class effective. Moreover, all the students preferred to showcase their assignments through powerpoint presentations.**

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 weak 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 curriculum. ? Subject Preference by Faculty ? Subject Allocation to Faculty ? Identification of Weak Students ? Mentor-Mentee System.

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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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	16/08/2018	134
Art Education	07/09/2018	89
Personality Development	08/10/2018	87
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Teaching Practice	97
BBA	Summer Internship	20
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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

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: • 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 Feedback from Employers obtained to know about the knowledge, skills and attitude of the students placed with their organisations and accordingly to take initiatives for the betterment of the quality of the students. 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 analysed and utilised to meet the main objectives for finding-out the areas required to be improved further towards enhancing the bench-mark in respect of: 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
BBA	Management	60	0	58
BEd	Education	100	0	99
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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
2018	304	0	29	0	0

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	Numberof smart classrooms	E-resources and techniques used
29	29	15	7	0	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 201819 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 2018-19 have been divided into groups each consisting minimum10 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, cocurricular, 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
304	29	1:15

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with

positions			the current year	Ph.D
29	29	0	3	6

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
No Data Entered/Not Applicable !!!			
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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
BEd	021	IV/2	31/05/2019	26/07/2019
BBA	017	VI/3	06/06/2019	26/07/2019
BCom	888	VI/3	28/05/2019	26/07/2019
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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, SHDCHE 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
888	BCom	Commerce	4	4	100
017	BBA	Managemnet	27	26	96.29
021	BEd	Education	94	94	100
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/sss.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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!		

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

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
No Data Entered/Not Applicable !!!			
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	10
Education	1
[View File](#)	

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	18	6	0
Presented papers	1	4	1	0

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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
Awareness Prevention of Drug Abuse	Indian Red Cross Society, Delhi Branch in association with National Institute of Social Defence, Ministry of Social Justice Empowerment and Narcotics Control Bureau, Ministry of Home Affairs	9	125
Surgical Strike Day	Shri Azad Singh-Subedar, Indian Army (Retired)	3	298
Nai Talim Week	Mahatma Gandhi Institute of Rural Education, MHRD	15	180
Awareness Programme on Photo Electoral Rolls Intensive Nature-2019"	Chief Electoral Officer, Delhi	4	298

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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
No Data Entered/Not Applicable !!!			

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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 activites	Number of students participated in such activites
Tree Plantation	SHDCHE	Tree Plantation	4	150

| Awareness Prevention of Drug Abuse | Indian Red Cross Society, Delhi Branch in association with National Institute of Social Defence, Ministry of Social Justice Empowerment and Narcotics Control Bureau, Ministry of Home Affairs | Awareness Prevention of Drug Abuse | 9 | 125 |
| Awareness Programme on Photo Electoral Rolls Intensive Nature-2019" | Chief Electoral Officer, Delhi | Awareness Programme on Photo Electoral Rolls Intensive Nature-2019" | 4 | 298 |

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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
No Data Entered/Not Applicable !!!			

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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 Training Projects	Industries	01/06/2019	31/07/2019	20
Internship	Teaching Practice	Schools	01/08/2018	30/11/2018	97

View File

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
No Data Entered/Not Applicable !!!			

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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
20	15.63

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
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

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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 patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	63	46	8	0	0	4	11	8	2
Added	6	2	0	0	0	2	2	0	0

Total	69	48	8	0	0	6	13	8	2

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

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8 MBPS/ GBPS

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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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
21.35	**20**	**27.85**	**26.21**

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)

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.

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http://santharidasscollege.com/Download/ppm.pdf

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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**	**0.69**
Financial Support from Other Sources			
a) National	**0**	**0**	**0**
b)International	**0**	**0**	**0**

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentor Mentee	03/09/2018	298	Faculty Members, SHDCHE
Guidance and Counselling	03/09/2018	10	Guidance and Counselling Committee, SHDCHE
Art Workshop	01/09/2018	89	Pidilite
Success Building Workshop	16/08/2018	134	SAS Trainings

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 passedin the comp. exam	Number of studentsp placed
2018	Seminar on "How to do well in CAT Aptitude Test on CAT pattern"	48	20	0	0
2019	Seminar on E ntrepreneurs hip Skills	100	100	0	0
2019	Career Awareness Program (CAP) for B.Ed. Students	85	85	0	0
2019	Career Oppor tunities in Higher Education for BBA & B.Com Students	36	36	0	0

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

0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

No Data Entered/Not Applicable !!!

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

845

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

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. It has resulted into 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)?

Partial

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
Curriculum Development	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 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 2018-19. 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 45 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.
Industry Interaction / Collaboration	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.
Admission of Students	GGSIP 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.

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

E-governace area	Details
Planning and Development	Besides the planning for overall maintenance and development of the college, academic operations stared 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 2018-19. 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.
	Administration	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 a 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.
	Finance and Accounts	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.
	Student Admission and Support	SHDCHE extends full supports to the students before and after their admission. 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. 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 2018-19 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 are done and results are declared by the university on its website. Semester wise Marks sheets, consolidated marks sheet,

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
No Data Entered/Not Applicable !!!				
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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)
2018	FDP	NA	13/12/2018	19/12/2018	2	0
2018	FDP	NA	22/12/2018	28/12/2018	7	0
2018	NA	Computer Knowledge for Non-teaching Staffs	31/08/2018	31/08/2018	0	10
2018	NA	Literacy Programme for Class-IV Staffs	26/12/2018	26/12/2018	0	4
2019	NA	Awareness Programme on Environ ment for N on-teaching Staffs	27/04/2019	27/04/2019	0	10
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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
5-Days FDP on "Qualitative Research in Education"	4	08/04/2019	12/04/2019	5

1-Week Capacity Building Programme on "Pedagogy: Transaction and Assessment"	1	25/03/2019	30/03/2019	7
7-Days FDP on "Nai Talim, Experimental Learning and work Education in School Teacher Education Curriculum"	7	22/12/2018	28/12/2018	6
1-Week FDP on "Nai Talim, Experimental Learning and work Education in School Teacher Education Curriculum"	2	13/12/2018	19/12/2018	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
29	29	10	10

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

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

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. Computer Knowledge for Non-teaching Staffs 2. Literacy Programme for Class-IV Staffs 3. Awareness Programme on Environment for Non-teaching Staffs

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

1. Development Programmes for Support Staffs 2. Knowledge Sharing Programme (KSP) 3. Corporate Grooming Programme 4. Sports facility for local kids 5. 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
2018	Knowledge Sharing Programme for Faculty	02/07/2018	02/07/2018	07/07/2018	20
2019	Corporate Grooming Programme for BBA Students	05/04/2019	05/04/2019	26/04/2019	98
2018	Extension/ Guest Lectures for B.Ed. Students	26/10/2018	26/10/2018	26/10/2018	169
2019	Extension/ Guest Lectures for B.Ed. Students	13/03/2019	13/03/2019	13/03/2019	174
2018	Value added classes for employabilit y	16/08/2018	16/08/2018	21/08/2018	134
2018	Value added classes for employabilit y	31/08/2018	31/08/2018	31/08/2018	98
2018	Value added classes for employabilit y	08/10/2018	08/10/2018	12/10/2018	87
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2

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
2018	1	1	05/08/2018	2	Providing Play Ground for Local Kids on every Sunday	Awareness for Sports and physical activities	62
2018	1	1	12/09/2018	2	Photo Electoral Roll Intensive Nature Programme	Awareness for Fundamental Rights	278
2018	1	1	03/10/2018	6	Delhi State Yoga Championship	Awareness for health	714
2018	1	1	10/11/2018	7	Deepawali Mela	Awareness for culture	284
2018	1	1	02/09/2018	2	Providing Play Ground for Local Kids on every Sunday	Awareness for Sports and physical activities	65
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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	01/08/2018	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 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. • toperform 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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga	03/10/2018	06/10/2018	714
Aspire-Cultural Fest	29/03/2019	30/03/2019	307
Independence day celebration	14/08/2018	14/08/2018	288
Janmashtami celebration	01/09/2018	01/09/2018	276
Teachers Day Celebration	05/09/2018	05/09/2018	286
Ganesh Chaturthi Celebrtion	13/09/2018	13/09/2018	284
Gandhi Jayanti Celebration	01/10/2018	01/10/2018	269
Diwali Mela	10/11/2018	10/11/2018	284
Lohri Celebration	11/01/2019	11/01/2019	273
Republic Day Celebration	25/01/2019	25/01/2019	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

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 organising, 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 2019-20 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 with Smart Board. 6. To strengthen Mentor-Mentee system further. 7. To explore more senior faculty members. 8. 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. 9. 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. 10. To put more efforts on training and placement activities so that more and more students should get placed. 11. To get the feedback online through structured questionnaire covering more areas in details. from all stakeholders and evaluate and improve wherever required. 12. To maintain the hygiene and cleanliness of the campus and to be more specific in drinking water facilities, canteen and wash rooms. 13. To augment the efforts towards Plastic Free Campus. 14. To focus more on eco-friendly environment.