



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		SARASWATI MAHILA MAHAVIDYALAYA
Name of the head of the Institution		Dr. Alka Sharma
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01275253319
Mobile no.		9466285533
Registered Email		saraswatipalwal@gmail.com
Alternate Email		savita_manchanda@rediffmail.com
Address		Bye Pass Road, Palwal
City/Town		Palwal
State/UT		Haryana
Pincode		121102
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Savita Manchanda
Phone no/Alternate Phone no.	01275253319
Mobile no.	9466285533
Registered Email	saraswatipalwal@gmail.com
Alternate Email	savita_manchanda@rediffmail.com

3. Website Address

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

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	70.80	2003	02-Mar-2003	02-Mar-2008
2	B	2.51	2016	28-Mar-2016	28-Mar-2021

6. Date of Establishment of IQAC	01-Sep-2007
---	-------------

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
UGC Resource Network Centre Started	01-Aug-2016 200	100
Academic Audit Practice	01-Sep-2016	100

started	0	
Special plan to celebrate Ekta Diwas	31-Oct-2016 1	105
Special Admission committee was constituted to accelerate the number of admissions, especially for PG courses	01-Jul-2016 0	200
No Files Uploaded !!!		

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	2017 00	0
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 :	2
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)

Special Admission committee was constituted to accelerate the number of admissions, especially for PG courses
 Special plan to celebrate Ekta Diwas
 Academic Audit Practice started
 UGC Resource Network Centre Started

No Files Uploaded !!!

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				
No Data Entered/Not Applicable!!!					
View File					
14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>30-Jun-2016</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	30-Jun-2016
Name of Statutory Body	Meeting Date				
Governing Body	30-Jun-2016				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	28-Mar-2016				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2017				
Date of Submission	07-Mar-2017				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The institution has a Management Information System which helps in gathering, organizing and storing student's data and also processing and analyzing it for generating various reports. As students are the heart of the educational institution, student behavior can be largely tracked. It monitors the performance of education programs offered by the institute and manages the distribution and allocation of educational resources. The MIS manages plans and strategizes to implement work processes to execute education system smoothly in the institution. In our institution all the stakeholders are maintained connected for all kinds of travel of information and data transfer, we have a specified module of systematic information system. In our management information system it is ensured that precise, accurate, and timely information is communicated to students, parents, faculty university officials, higher				

education officials UGC, and above all NAAC.

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

We are strictly adhered to run the syllabi of curriculum imposed on us by our parent university smoothly. We plan accordingly our teaching plans. The curriculum is within the overall framework are provided by the university as well as functioning of curriculum can be delivered depends on resource potential and institutional goals. After receiving teaching plans, HOD's of respective department distribute workload among their department faculty. Teaching is based on chalk and board and as well as lecture method, Faculty uses teaching aids whenever necessary to make the teaching most effective and comprehensive. Faculty tries to penetrate the curriculum by using different curriculum activities such as project work, assignments, group discussion, sessional etc. To cope with advanced knowledge, ICT is used to provide the current knowledge in respective subject by the concern faculty. We have semester system and we are bound to complete our syllabi with in the period of specific time so that the students can be prepared to face the university examination without any lacuna.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
None	-----	Nil	00	-----	-----

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	IT	01/07/2016
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MCom	Commerce	01/07/2016
MSc	Physic	01/07/2016
MA	English	01/07/2016
MA	Political Science	01/07/2016

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

	Certificate	Diploma Course
Number of Students	683	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
Nil	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	Nil
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Feedback obtained

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
BCA	Nil	60	19	19
BSc	Non Medical, Medical & Comp. Sc.	280	651	325
BCom	Taditional & Comp.App.	300	283	239
BA	Nil	350	400	339
MCom	Nil	40	62	40
MSc	Physics	40	88	40
MA	Political Science	40	37	27
MA	English	40	53	35
BVoc	IT & MMIT	100	35	35
No file uploaded.				

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
2016	2567	260	78	8	5

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
78	18	28	2	4	2
No file uploaded.					
No file uploaded.					

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

Yes, in our institution we have a mentor club specially working in this direction. Mentor Club incharge gives directions and motivation to the students in need of mentoring, counselling and guidance. However in our institution we have developed such conducive environment in which the faculty members informally play the role of the mentor along with their teaching learning practices. To maintain the records of mentor: mentee interactions a special mechanism is adopted. All kinds of problems, issues, challenges and needs are catered to help the students to the best.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2567	78	1:33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
17	13	4	Nil	7

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
Nil	-----	Nil	-----
No file uploaded.			

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-	Date of declaration of results of semester-
----------------	----------------	----------------	---	---

end examination

end/ year- end
examination

No Data Entered/Not Applicable !!!

[View File](#)

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

• To ensure the quality implementation and internalization of the Academic Calendar, Continuous Internal Evaluation(CIE) system is adopted for evaluation of the following performances: ? Academic Results Evaluation. ? Cultural Activities Performance. ? Sports Activities. ? Legal Women Rights related activities performance. ? Outreach programs by N.S.S YRC performance. ? Teacher's performance Review. ? Review of activities of all clubs and societies of IQAC in our Institution.

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

Yes our Institution adheres to the Academic Calendar. • In the beginning of the Academic session, Academic Calendar is prepared by Internal Quality Assurance Cell of our Institution, which includes the Plan of Action for the entire journey of the year. • This Academic Calendar consists of the Dates, Days and relevant plans of our Affiliating University i.e. Maharshi Dayanand University, Rohtak. • To ensure the quality implementation and internalization of the Academic Calendar, Continuous Internal Evaluation(CIE) system is adopted for evaluation of the following performances: ? Academic Results Evaluation. ? Cultural Activities Performance. ? Sports Activities. ? Legal Women Rights related activities performance. ? Outreach programs by N.S.S YRC performance. ? Teacher's performance Review. ? Review of activities of all clubs and societies of IQAC in our Institution.

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://www.smpalwal.com>

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
No Data Entered/Not Applicable !!!					
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)

[practice of sss started later in 21-22](#)**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	00	-----	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

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

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
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
-----	-----	-----	-----	-----	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
-----	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)
International	Political Science	4	Nil
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
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Presented papers	4	76	Nil	Nil
No file uploaded.				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation Drive	NSS Unit	68	105
Seminar on Demonetization	SBI(ADB), Palwal	2	105
7 Day Day/Night Camp	NSS Unit	12	55
First Aid Camp	YRC Unit with Distt. Administration	22	100
Road Safety Program	YRC Unit with Traffic Police	68	800
Red Cross Training Camp	YRC Unit with Red Cross Society	5	105
PCPNDT Camp	Legal Literacy Cell with DLSA	12	100
Seminar on Importance of Lok Adalat	Legal Literacy Cell with Lok Adalat	10	100
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
YRC (Blood Donation)	State Level Red Cross Award	Governer of Haryana	100
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS Unit	Swachh Bharat Shwasth Bharat Campaign	100	105
yrc	yrc unit	blood donation camps	20	100
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
-----	-----	-----	00
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NASSCOM	22/10/2016	Skill Development in IT	100
Austere Ltd.	22/10/2016	Skill Development in IT	100
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3000000	2828564

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

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
Integrated Library Management System Build in PHP as front ends My SQL at back end	Fully	Auster Education Doctor ERP 2.3	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Journals	41	61530	3	6000	44
Reference Books	4658	815094	40	27109	4698	842203
CD & Video	15	1125	Nil	Nil	15	1125
Others (specify)	26	26736	26	30865	52	57601
Text Books	11864	2038683	91	27916	11955	2066599
No file uploaded.						

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	100	4	1	1	1	3	0	35	0
Added	0	0	0	0	0	0	0	0	0
Total	100	4	1	1	1	3	0	35	0

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

35 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

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
3000000	2828564	3000000	2828564

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)

Saraswati Mahila Mahavidyalaya, Palwal has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. 1. For maintenance of library infra-structure and facilities the library committee and the administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the college. The library of college has a wide range of journals both national and international, reference books, CD and video, text books and others. The departments of the college also have a good stock of texts and references in their respective departmental libraries. 2. There are 3 well-equipped computer labs in the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic upgradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. 3. Our institution has well equipped science labs with modern and indigenous equipment. These labs have established with an aim of imparting practical knowledge. These labs provide research environment and strong foundation to students. 4. The Institute has a well-maintained Gymnasium, indoor game facilities and extensive playgrounds for pursuing various outdoor sports. The Department of Physical Education leaves no stone unturned to make the pupils "True Champions" by organizing various activities to promote the physical growth and development of the students. At SMM, the infrastructure has been designed with exceptional facilities for sports as well as recreational activities. We at SMM pride ourselves in providing our students with badminton court, volley ball court, kho-kho, kabbadi and basketball grounds and other athletic activities like jumps and throws. 5. Music stimulates students intellect and imagination. Our music room which is filled with natural daylight and equipped with musical instruments provides a nurturing environment to students and faculty. 6. Our institution also lay great emphasis on widening the horizon of our students. We organize regular interactions with prominent personalities as well as host educative seminars. Our air- conditioned conference hall, fully equipped with the latest projection and audio equipment, enables knowledge sharing and personality development in a comfortable environment. 7. The maintenance and cleanliness of classrooms is also a regular exercise in the college. After the admission process in every semester it is ensured that all the classrooms have adequate desks and benches. The fans and other electrical appliances are checked and wherever requirements are found the purchase committee are appraised of the requirements. The purchase committee makes the purchases after the approval from the Principal. 8. The multipurpose auditorium in our institution provides an elegant, functional and versatile space for assemblies, competitions, workshops, lectures and gatherings of all kinds. The Auditorium can accommodate as many as 700 students. This is an ideal venue for cultural events organized by the student community.

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	Development Charges Exemption RKM Trust Stipended	236	1032010
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	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
PERSONAL COUNSELLING MENTORING	23/07/2016	100	LEGAL LITERACY CELL
SOFT SKILL DEVELOPMENT	13/02/2017	88	RAWAL INSTITUTE OF MANAGEMENT
YOGA MEDITATION	21/06/2016	48	YOGA TRAINERS
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	CAREER COUNSELLING SESSIONS	150	150	4	4
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of	Number of	Number of	Name of	Number of	Number of

organizations visited	students participated	stduents placed	organizations visited	students participated	stduents placed
-	Nil	Nil	Rawal Institute of Management	88	4
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	29	B.Sc.	Science	Saraswati PG College	M.Sc. Physics
2016	38	B.Com.	Commerce	Saraswati PG College	M.Com.
2016	24	B.A.	English	Saraswati PG College	M.A. English
2016	29	B.A	Pol.Sc.	Saraswati PG College	M.A. Political Science
No file uploaded.					

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

Items	Number of students selected/ qualifying
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
Taekwondo	National	1
Atheletics	District	4
Taekwondo	University	1
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	6th Winter Cup Open National Taekwondo Championship	National	1	28	00	Shobha a Team of Cultural Participants
No file uploaded.						

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

Saraswati Mahila Mahavidyalaya provides the centre stage to our future leaders by building a safe space where they can engage in various administrative, co-curricular and extra-curricular activities. The students representatives energetically participate in character-building activities throughout the session. They co-organise all the events be it academics, sports or cultural with our esteemed faculty. Each UG and PG class has class representatives. They assist the teachers in planning, organizing and executing various student-oriented activities. They act as mediators between students and teachers to share, discuss and solve their problems, if any and have free access to the Principal. Our students also get the opportunity to be in the editorial board of our yearly college magazine. They help to collect articles, poems, drawings etc from talented students. They compose, edit and take initiative in printing the magazine. They are guided by the faculties of editorial board in the entire process of printing and releasing the magazine. NSS and YRC are one of the active units in our college that enhances the social and interpersonal skills of the students. Students are involved in planning and executing the year-long activities of NSS and YRC including the field work. The volunteers of NSS and YRC motivate other students to take part in activities organised in the institution. Different types of cultural co-curricular activities are organised from time to time by the various departments of the college. Students are encouraged to actively participate in the various activities such as debates, declamations, quiz contests, various dance and music events, sports events, NSS Women cell, Red Ribbon Club, Youth Red Cross Society etc. Students of SMM also participate in various inter district and zonal festivals, inter-zonal festivals and come out with flying colors and bring laurels to the college. And during these events, they shape their personalities. They also avail the opportunity of developing the soft skills that enhance their employability and make them more confident and presentable. They become better managers, they learn how to communicate with their peers and address their requirements and in doing so they become better leaders. We at SMM believe in our young women and it is our belief that by giving them opportunities that they otherwise might not get at their mostly rural households, we are not only making their lives better but making this world a better place.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

We have got our Alumni Association Registered.

5.4.2 – No. of enrolled Alumni:

120

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

One Day alumni meet organized.

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)

In our prestigious institution we have the system of Decentralisation and participative management. Our worthy Chairman has the vision to walk towards the mission of the college together caring for suggestions, inputs, sincere efforts of all staff members. A very systematic approach of participative management is being adopted, however strategically the policies and plans are being executed to reach successfully towards the goals. The effective leadership of our management is visible in almost all institutional practices. Our management adopts the modal of "Decentralization and participative management" to delegate the duties and responsibilities. The Principal, Head of the departments, teaching and non-teaching faculty alongwith the students representatives concentrate on fostering the progress of the institution by sharing responsibilities and participate growth of the institution and to act according to the aims and objectives of the institution. The Principal in consultation with the teachers of different Committees manage for planning and implementation of different academic, student administration and related policies. The best example case study can be cited here about the role, responsibility and accountability of Internal Quality Assurance Cell. Iqac co-ordinator is believed, trusted and expected to implement and institutionalize the quality practices in all areas of work culture.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Special counselling sessions along with following the directions of Director Higher Education, Panchkula, the admissions are initiated executed.
Industry Interaction / Collaboration	As we are started with skill development courses, B.Voc.(IT) B.Voc. (MMIT), MOUs are being signed with industry interface.
Human Resource Management	In our institution all human resources are well managed from recruitment to retirement, deploying all best human resource management practices in the balanced favour of the employees as well as employer.
Research and Development	As we are UG PG level college with many constraints for research development, efforts are being directed by the research promotion committee to motivate the faculty to attend, to publish to practice research related activities.
Library, ICT and Physical Infrastructure / Instrumentation	Adequate funding and maintenance policies are deployed to maintain well-equipped labs, library other infrastructure facilities.
Examination and Evaluation	Well designed University level tailor made examination system is followed accurately systematically. Evaluation

	of internal results is managed at institutional level, but the evaluation of university level exams is controlled by University.
Teaching and Learning	Efficient effective teaching-learning mechanism to achieve the goal of excellent academic results.
Curriculum Development	Designed at University Level followed accordingly.

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

E-governance area	Details
Planning and Development	All plans are being drafted and communicated to all stakeholders using e-resources.
Administration	All administrative activities are recorded and maintained in e systems
Finance and Accounts	TDS, ITR, Audit, accounts maintenance all are conducted in soft online e modes.
Student Admission and Support	Using the portal of HEI DGHE Panchkula all admissions happen online. examination records like internal assessment are submitted via emails and are uploaded on the portals of dhe
Examination	All internal assessment and results are recoded and submitted online through portals.

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
2016	-----	-----	-----	Nil
No file uploaded.				

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)
2016	-----	-----	Nil	Nil	Nil	Nil
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nil	Nil	Nil	00
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
13	13	7	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Neat clean spacious airconditioned faculty room reading room departments, sanction of extra-ordinary leave in case of need, creche for children of faculty, medical room	Free Housing at Campus, Bicycle for easy access to surroundings, health benefits etc.	Cafeteria, huge lawns, Common room, Parking, Safe secure environment under surveillance, hygienic rest rooms, R.O. plant, Books from book bank for poor students.

6.4 – Financial Management and Resource Mobilization

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

We have a well-established internal audit system and procedure for maintaining physical, academic and support facilities like labs, library, sports room, computer labs, class room etc. For this purpose we have maintained stock registers to record the purchased quantity, price, usage and maintenance of all required in Science labs, Computer Labs, Library. An overall stock register for infrastructure entries is well maintained by the estate manager. An internal audit is being conducted on yearly basis for which special committees are being assigned the task of stock checking. For external audit the services of a qualified chartered accountancy firm are availed annually.

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
none	Nil	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	none	Yes	principal and HODS

Administrative	Yes	MDU Rohtak and cA	Yes	managing committee
----------------	-----	-------------------	-----	--------------------

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

parents and teachers stay connected in the interest of the students. for special need students parents are called and informed about their progress. undertaking from parents is taken on all important declarations for the benefit of the students.

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

housing available on campus. cycle given to support staff health insurance benefits given.

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

Started Academic Audit. sustaining pollution free green campus.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Special Admission committee was constituted to accelerate the number of admissions, especially for PG courses Special plan to celebrate Ekta Diwas Academic Audit Practice started UGC Resource Network Centre Started	01/07/2016	01/07/2016	30/06/2017	17

No file uploaded.

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
NSS Camp	18/04/2017	24/04/2017	50	Nil
YRC Camp	14/10/2016	14/10/2016	100	Nil
Legal Literacy Camp	25/12/2016	25/12/2016	110	Nil

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

Percentage of power requirement of the University met by the renewable energy sources

The institution has facilities for alternate sources of energy and energy conservation measures such as : Solar Energy, Sensor-based energy conservation and use of LED bulbs and power-efficient equipment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	2
Rest Rooms	Yes	2
Any other similar facility	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
2016	Nil	Nil	Nil	00	00	00	Nil
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
published	26/07/2016	code of conduct of the institution is well designed and drafted which is circulated among the students on the occasion of Foundation Day on 26th of July every year.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Nationalism	15/08/2016	15/08/2016	70

Conservation of Plants	15/08/2016	15/08/2016	105
Sustaining Ekta by organizing Ekta Diwas Ekta Rally	31/10/2016	31/10/2016	88
Saving the Girl Child	18/04/2017	24/04/2017	55
Donating the Blood Saving Human Lives	30/01/2017	30/01/2017	140
Road Safety Awareness	08/11/2016	09/11/2016	100
No file uploaded.			

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

lush green lawns are being maintained to make the campus eco-friendly. every year NSS and YRC and eco-club ensure the plantation of more and more trees to sustain the eco-friendly environment. there is a ban on the use of polythenes in our campus use of bins all across the campus. Solar energy used .

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Polythene Free Green Campus. Caring nurturing the plants by adopting these by the volunteers of NSS/ YRC/ Faculty/ Any member of Saraswati Educational Institution.

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

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

As we are the pioneer college for women in our District, the primary goal of women education is supported by almost all activities happening throughout the session. In consideration of vision of SMM, Palwal, various cells societies and all the stakeholders work walk together on the path of inculcating quality in women education upliftment. We not only produce our well equipped students with values and ethics but they are crafted into an all round personality to face the challenges of all spheres of life.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

plan of action prepared in line as per norms of Affiliating university, UGC and NAAC.