SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SADANLAL SANWALDAS KHANNA MAHILA MAHAVIDYALAYA

S. S. KHANNA GIRLS DEGREE COLLEGE 179-D ATTARSUIYA ALLAHABAD 211003
www.sskhannagirlsdc.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sadanlal Sanwaldas Khanna Mahila Mahavidyalaya (S. S. Khanna Girls' Degree College) Prayagraj, a Constituent College of University of Allahabad, hereby presents the Self Study Report for 3rd cycle of NAAC accreditation, showcasing the efforts and intensions for ensuring quality in the field of higher education for women. The college was established In the International year for Women, 1975.The college has grown from a single faculty to composite institution where in education is being imparted in the faculty of Arts, Science, Commerce, Teacher- Education and Law.

The report bears testimony of our passion for excellence and quality in teaching, learning and extension activities. The college strives for the mission of moulding young women from marginalized socio-economic communities, to be catalysts of a social transformation by imparting quality education. This is primarily evident from the fact that more than 65% of our girl students are the first generation in higher education.

The college firmly commits itself to women empowerment by transforming young women as responsible and independent citizen. The well integrated teaching learning that is envisaged here aims at the holistic development of the girl students positively affecting not only their intellect but also emotions, sentiments and the will. In every realm, ranging from teaching – learning to institutional administration and management, the college ensures its mission, a vision driven by focusing on the objectives as they phenomenally characterize the core values the college stands for.

Vision

To help the girl students discover their innate potentials and promote them towards their personal and social benefits.

The college believes in and teaches the philosophy of **UBUNTU**, which simply translated means, **"I am because We are"**
'How can one be happy when the others are sad?'
Let all of us always have this attitude and spread happiness wherever we go.
Let's have a "UBUNTU" Life…..

Mission

Mission:

The mission of the college is:

- To provide monetary support for the education of girls belonging to the lower and middle sections of society as well as minority classes.
- To provide quality education for all round development of the students to make them better citizen.
- The realization & achievement of their goals.
- To make the girls students independent & self reliant.
- To undertake future courses and training programmes in order to make them economically independent

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Efficient and devoted Management with various skills, i.e- Planning skills, Organizing skill, Motivating skill, Directing skill, Controlling skill and Co-coordinating skill.
- Harmonious relationships among all the stakeholders.
- Forward planning and realistic target fixing by the leadership.
- Recognition of individual differences is worth.
- Decentralized institutional administration.
- Democratic organization.
- Building well designed and tastefully decorated.
- Polythene free campus.
- Mentor-mentee system.
- Various types of co- curricular activities as an integral part of teaching-learning process- Academic development activities, Aesthetic development activities, citizenship training activities, cultural development activities, emotional and integration development activities, Moral development activities, Productive activities, Physical development activities, Social value development activities and Multipurpose activities.
- Conducive environment of the college.
- Efficient and dedicated staff.
- Support programmes and services for deserving students.
- Add-on and value based courses.
- Teaching with ICT.
- Wi-fi campus.
- Adequate infrastructure

Institutional Weakness

- Lack of public transportation facility.
- Not able to satisfy the demand from the local communities for admission in science, commerce and teacher education disciplines.
- Not able to attract students from other states as combined entrance examination is conducted by University of Allahabad.
- Majority of the parents being financially weak, they are not able to support their wards in their needs in higher education.
- Lack of space to construct new buildings.
- Many courses under self financing.

Institutional Opportunity

- In keeping with the future plan of the college, a proactive vision for academic and physical infrastructural development.
- Being the only Constituent College with five faculties (Arts, Science, Commerce, Teacher Education and Law) will be of great help for the women empowerment.
- To start more career oriented courses to make the girl students better employable.
- Potential to use more e-learning and e-governance facilities.
- Social acceptance of the college.
- Opportunities of developing self disciplines.
- Creating environmental consciousness among students and community members through extension work.
- Develop a respect for the rights, privileges and opinions of girl students.
- Create group situations which will develop desirable leadership for nation building.

Institutional Challenge

- Provide quality training and coaching to students for competitive examinations.
- Getting more Research Programmes.
- Getting more Research Project form Government agencies including UGC.
- Fund mobilization from sources other than UGC/Government.
- Socio-economically challenged background of the students.
- Indifference of parents rather discouragement to participate in co-curricular activities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

S S K G D C, Prayagraj (Allahabad) offers 33 programmes {B.A.(17 subjects); B.Sc. (5 subjects; B.Com; B.Ed.; M.A. (6 subjects); M.Sc. (3 subjects)} during the post accreditation period, in which 9 PG programmes are running under CBCS with elective system. Apart from this college also offers Diploma in Biotechnology as well as Certificate Courses.

The curriculum delivery is planned and executed with great care so as to ensure optimum output, keeping the students as the centre of the teaching-learning process. A collective and collaborative approach is adopted in disseminating knowledge and meticulously followed through a full proof continuous assessment mechanism. Lectures by experts, field visits, internships, extension activities and scores of other curricular and co-curricular programs help the students to futher explore their academic, social and vocational potentials.

The courses offered here are further embellished with integrating relevant issues in gender equity, environmental sensitivity, values and professional ethics to make the students competitive at the same time sensitive pressing issues around them. Workshops and training programs in skill development and personality enhancement provide a transformative dimension to learning process.

In addition, the college gives value education classes to shape spiritual and human values of students. A lot of sensitization programs are also conducted in the last five years on various other crosscutting issues. The

college has an effective feedback system on curriculum from stakeholders and remedial measures are taken by communicating them to the University of Allahabad through the teachers who are the members of Board of Studies.

Teaching-learning and Evaluation

Admission to the UG and PG programs in the college are done strictly adhering to the University norms through its Combined Entrance Test. Teachers, in general, are aware of the students' need in terms of knowledge and skills due to their previous experiences in teaching similar level students over the years. Student centric method of teaching i.e. the most approved pedagogy is followed by the all faculty members. Regular use of ICT in classrooms makes the teaching-learning process better and effective. Experiential learning, co-operative learning and problem solving methods are part of the pedagogical dimension. Different departments undertake different procedures for innovation and creativity in teaching-learning. A well structural academic calendar is in place with the dates for various academic priorities in advance. Feedback from various stakeholders helps the institution in assessing their satisfaction level, particularly the students. Transparency and accountability characterize the evaluation system of the college.

To ensure effective Teaching-learning environment, Mentor-Mentee system is followed in the college.

Research, Innovations and Extension

The college is committed to the promotion of intellectual rigor and excellence by motivating departments and teachers as well as students to organize seminars, conferences, workshop, skill based courses and to take major and minor research projects in campus.

S S K Girls’ Degree College, the extension wing of the college co-ordinates all the extension activities in the neighborhood with the help of various cells and organizations like NSS & NCC, Eco Club, Women Cell, Students’ Council, Rangering Extension Activity Cell, etc. The extension activities include various socio-cultural, educational and training programs in neighbouring communities. Every outreach activity is followed up by a collective reflection and personal integration process whereby the students critically assimilate the insights gained from the experience in the field.

Infrastructure and Learning Resources

The infrastructure is spread over 14520sqm with red brick building amidst sprawling lawns and trees. The college has three libraries, ICT enabled classrooms and labs, Museums, facilities for divyangjan (lift, ramp, wheelchair).

Sport supporting facilities provide ample opportunities for the students to excel in this area. The college website with timely updates is useful for stakeholders and the public.

Student Support and Progression

S S K Girls' Degree college envisages a wholesome mechanism for student support and progression by offering orientation and motivation, skill development programs, special coaching program, add-on and value added courses and through scholarships and freeships. Apart from this, college has funds for financially weak students and book bank facility. In every summer Vacation, College organizes summer coaching for competitive examinations, free of cost. The placement cell also conducts placement drives in the college. Our library supports students preparing for competitive examinations, with learning materials. The college promotes the formation of a student's council rooted in the dictum of democracy.

Many Rules in the college are made with the consultation of students to ensure their full support. IQAC of the college publishes News Letter quarterly with the help of students. The IQAC of the college has designed wall magazine to display students' poems, drawings, sketches, articles, etc.

The Grievance Redressal cell functions in this college to address the grievance of the students' and their various issues. The college organizes various co-curricular activities.

Governance, Leadership and Management

The vision of the college is well reflected in its leadership and the decision making process. The strategy used is a collective striving to achieve common dreams through teamwork delegation and collaboration in administrative practices to ensure excellent learning outcomes. Participation of staff and students in various decision making bodies unite the college as one unit with a single vision and mission. The college is transparent through decentralized governance, management and leadership. Fair financial practices further embody the dynamics of the vision inspired leadership in this college. Financial management and resource mobilization of the college are as per the standard norm according to the stated policy of the institution. Department, Planning Committees, IQAC, Advisory Committees and Governing Body play an active part in the planning and allocation of financial resources. There is a mechanism in place for internal and external financial audit as well as for the academic and administrative audit. Similarly 'Khatri Pathshala Society' reviews the performance of the teaching faculty and performance appraisal of non teaching staff too is carried out every year.

The college has several welfare measures for its staff for example medical re-imbursement, New Pension Scheme, GPF, gratuity and leave encashment per child per year for first two children, PF loans, LTC. Beside above, under self finance scheme some significant facilities are available for staff for example- Festive bonus, salary enhancement every year, installment system of fee payment for wards of employees, Employees Provident Fund, College uniform for Class IV employees.

Self Appraisal

Performance system is very effective in the college for teachers. Home examination and Mentor-Mentee system is operational in the college.

Institutional Values and Best Practices

One of the core values of the college is gender sensitivity. Special care to ensure safety and security of the students is taken through ID Card, CCTV, Training Programs, Women Cell, Counseling, Vishakha Committee,

Mentors etc.

Through its another core value of eco-sensitivity, the college is committed to green culture in and around the college. Solid, Liquid and E-waste management are introduced in the college. The Rain water harvesting system is installed in the college with the objective of recharge the underground water level. Plastic free campus, minimal use of paper in office, Green landscaping with tree and plants are the efforts towards green practices.

Two best practices of the college is appreciable- (i) Donations for freeship scheme, Fee waiver scheme and scholarship and (ii) Free Summer coaching for competitive examinations. The Damodarshree National Award for Academic Excellence is one of the distinctive program of this college.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SADANLAL SANWALDAS KHANNA MAHILA MAHAVIDYALAYA
Address	S. S. KHANNA GIRLS DEGREE COLLEGE 179-D ATTARSUIYA ALLAHABAD
City	ALLAHABAD
State	Uttar pradesh
Pin	211003
Website	www.sskhannagirlsdc.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	LALIMA SINGH	0532-2659124	7905741279	-	sskiqac@gmail.com
IQAC / CIQA coordinator	RITA CHAUHAN	-	9415351594	-	chauhandrrita@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid , Self Financing and Constituent

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	15-07-1975

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Uttar pradesh	University of Allahabad	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	28-04-1980	View Document
12B of UGC	30-09-2009	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
NCTE	View Document	28-05-2004	24	Validity is represented by Course Duration
BCI	View Document	16-05-2019	60	Validity is represented by Course Duration

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	20-07-2010
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	S. S. KHANNA GIRLS DEGREE COLLEGE 179-D ATTARSUIYA ALLAHABAD	Urban	3.59	8509.42

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,English	36	Intermediate	English	385	260
UG	BA,Hindi	36	Intermediate	Hindi	385	205
UG	BA,Sociology	36	Intermediate	English + Hindi	385	328
UG	BA,Education	36	Intermediate	English + Hindi	385	292
UG	BA,Ancient History	36	Intermediate	English + Hindi	385	186
UG	BA,Painting	36	Intermediate	English + Hindi	31	31
UG	BA,Sanskrit	36	Intermediate	Sanskrit	385	23
UG	BA,Economics	36	Intermediate	English + Hindi	385	139

UG	BA,Music Vocal	36	Intermediate	English + Hindi	31	31
UG	BA,Urdu	36	Intermediate	Urdu	185	93
UG	BA,Medieval History	36	Intermediate	English + Hindi	185	182
UG	BA,Philosophy	36	Intermediate	English + Hindi	385	90
UG	BA,Office Management And Secretarial Practices	36	Intermediate	English + Hindi	46	27
UG	BA,Geography	36	Intermediate	English + Hindi	30	30
UG	BA,Political Science	36	Intermediate	English + Hindi	60	55
UG	BA,Psychology	36	Intermediate	English + Hindi	30	12
UG	BSc,Chemistry	36	Intermediate	English + Hindi	140	140
UG	BSc,Botany	36	Intermediate	English + Hindi	95	95
UG	BSc,Zoology	36	Intermediate	English + Hindi	95	95
UG	BSc,Physics	36	Intermediate	English + Hindi	45	45
UG	BSc,Mathematics	36	Intermediate	English + Hindi	45	45
UG	BCom,Commerce	36	Intermediate	English + Hindi	150	150
UG	BEd,B Ed	24	Graduation	English + Hindi	100	100
UG	BA LLB,Centre Of Legal Studies	60	Intermediate	English	60	0
UG	BA,Music	36	Intermediate	English +	93	17

	Instrumental			Hindi		
PG	MA,English	24	Graduation	English	50	47
PG	MA,Hindi	24	Graduation	Hindi	50	16
PG	MA,Sociology	24	Graduation	English + Hindi	50	34
PG	MA,Education	24	Graduation	English + Hindi	50	34
PG	MA,Ancient History	24	Graduation	English + Hindi	50	21
PG	MA,Painting	24	Graduation	English + Hindi	25	6
PG	MSc,Chemistry	24	Graduation	English	40	19
PG	MSc,Botany	24	Graduation	English	40	37
PG	MSc,Zoology	24	Graduation	English	40	40
Doctoral (Ph.D)	PhD or DPhil,Hindi	60	Post Graduation	Hindi	6	0
Doctoral (Ph.D)	PhD or DPhil,Sociology	60	Post Graduation	English + Hindi	4	0
Doctoral (Ph.D)	PhD or DPhil,Ancient History	60	Post Graduation	English + Hindi	6	0
Doctoral (Ph.D)	PhD or DPhil,Chemistry	60	Post Graduation	English	6	0
Doctoral (Ph.D)	PhD or DPhil,Botany	60	Post Graduation	English	6	0
Doctoral (Ph.D)	PhD or DPhil,Zoology	60	Post Graduation	English	4	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				16				29			
Recruited	0	1	0	1	0	16	0	16	6	21	0	27
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				41			
Recruited	0	0	0	0	0	0	0	0	12	25	0	37
Yet to Recruit	0				0				4			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				22
Recruited	19	1	0	20
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				38
Recruited	32	6	0	38
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				4
Recruited	2	0	0	2
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	2	0	6
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	15	0	5	16	0	37
M.Phil.	0	0	0	0	1	0	0	2	0	3
PG	0	0	0	0	0	0	1	3	0	4

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	7	13	0	20
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	0	3	0	3

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	7	0	8
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	2	0	5

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	0	0	1

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	16	0	0	0	16
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	2403	6	0	0	2409
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	471	0	0	0	471
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	197	0	0	0	197
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	0	0	0
	Female	115	115	93	104
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	2	1	1	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	492	527	420	435
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	565	697	519	619
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1174	1340	1033	1158

Extended Profile

1 Program

1.1

Number of courses offered by the institution across all programs during the last five years

Response: 485

File Description	Document
Institutional Data in Prescribed Format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
33	32	30	21	21

2 Students

2.1

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2880	2965	2778	2369	2588

File Description	Document
Institutional Data in Prescribed Format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1010	981	966	770	798

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
862	998	664	615	831

File Description	Document
Institutional Data in Prescribed Format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
68	68	53	55	55

File Description	Document
Institutional Data in Prescribed Format	View Document

3.2

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
70	70	81	81	62

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 40

4.2

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
197	171	108	122	207

4.3

Number of computers

Response: 98

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Our Institute is a constituent college of University of Allahabad and governed by its guidelines. We follow the University/NCTE/BCI syllabus and academic calendar for admissions, registration, examinations etc.The procedure for delivery of course curriculum is:

- Programme wise syllabus & Academic Calendar is received from University of Allahabad.
- Study of syllabus of all subjects by HOD's/Convener with faculty members are gone through in order to identify the requirement of books, equipment, computer, class rooms etc.
- The Academic Calendar of College is formulated by the Principal with the help of concerned committee and is notified to concerned stakeholders.
- Allotments of subjects/papers are done by the Convener. Faculty-wise yearly teaching plan of lectures/tutorials/lab classes as per syllabus are given before the commencement of semester/session. Yearly load is handed over to faculty for preparation.
- Subject wise Teaching plan is prepared by faculty members containing: Topic wise notes/lectures, relevant videos, PPT, Model question bank etc. Remedial classes, assignments, previous years' question papers, internal test and home examinations are measures to ensure the ongoing improvement of the students.
- The college invites external experts for enrichment of students to ensure quality of education and objectivity in teaching-learning processes.
- Distribution of curriculum for session/semesters & evaluation is informed to the students. Time-table of various faculties is notified through departmental notice-boards.
- During session/semester, lectures/tutorials/lab classes are conducted and monitored by HOD/Convener regularly. Review meeting by Convener with faculty members to monitor syllabus coverage, attendance, etc. is held in regular intervals.
- As per rules of University of Allahabad/NCTE/BCI, prescribed minimum attendance is essential for appearing in final exam. Monitoring of attendance is done by teachers.
- At session/semester end student's feedback is collected on predefined parameters and is reviewed by Principal along with H.O.Ds./Conveners. Any shortfall/improvements required is intimated by respective committee.
- It is important to note that where courses are running on CBCS/Semester system, internal assessment marks are included in the marks of final exam. On the other hand where courses are running annually, internal test/assignment is implied for reviewing the performance of students. These marks are not included in final exam marks.
- At session/semester end, university examinations are conducted by Examination Cell of college for both theory and practical exams in a fair and transparent way. The internal assessment marks are submitted by faculty members (only in case of CBCS/ Semester system). The answer sheets are evaluated by University and the final result is also declared by the University of Allahabad.
- Analysis of performance of students is done by Departmental Committee headed by

HOD/Convener. The results are reviewed by the Principal and the Management, and corrective measures are decided for implementation.

Departmental committees hold meetings at commencement and end of session/semesters to discuss and plan in advance the execution of courses in subsequent session/semester. Teaching focus, class assignments, internal assessments, use of reference materials and other activities for teachers are discussed.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
04	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 45.15

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	5	5	6	2

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 36.36

1.2.1.1 How many new courses are introduced within the last five years

Response: 12

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 27.27

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 9

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 9.77

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
380	274	221	280	172

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

S.S. Khanna Girls' Degree College has its roots embedded in the idea of addressing the problems of social inequities and gender differentiation that had been, and still continues to become hurdle in the attainment of education of women, especially belonging to the socially deprived sections of the society. That makes it imperative for the college to be deeply committed to creating and overseeing programmes that nurture the awareness of and provide visibility to the students towards the issues of social consciousness, like gender disparity in public spaces as well as private spaces, the mountain of neglect facing women in policy-making, the performative emptiness facing the discourses of caste and communal equality, the widening economic gulf of the haves and have-nots in the society, the menace of environmental degradation and the individual role that the students can play in addressing this issue. The college assists its students by developing courses that teach them to analyze the flagship programmes of the government, and in the process helps them to be responsible citizens and enthusiastic lifelong learners.

In addition, the college imparts value education classes to shape spiritual and human values of students. The course, meticulously prepared syllabus is delivered in the form of lectures/ seminars/ conferences/ symposium/ workshop every year. The programme has been really helpful for students, especially those coming from socio- economically backward families and therefore, is in resonance with the vision of the college. A lot of sensitization programmes have also been conducted in the last five years on the earlier mentioned crosscutting issues. Year wise list of these programmes are as follows.

five years on the early mentioned crosscutting issues. Year wise list of these programmes are as follows.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 9

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 9

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 7.05

1.3.3.1 Number of students undertaking field projects or internships

Response: 203

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.18

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	8	7	2	2

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 66.09

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1311	1174	1340	1034	1159

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2042	1982	1952	1557	1611

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 65.86

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
670	609	643	514	539

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The college takes every measure possible to understand the needs and requirement of the students before the commencement of the teaching programme. Students are counseled at the time of admission and an orientation session is organized, in which students are familiarized with the course, mode of internal assessment as well as facilities available in the college. Students with good co-curricular skills are identified by various committees and are nurtured to hone their talents.

Teachers before beginning their classroom teaching, informally try to gauge the potential of the students, their knowledge about the course, and their comfort with Hindi/English language as a medium of instruction. With the increase in number of students hailing from Hindi speaking background, the medium of instruction is bilingual. Spoken English classes are organized for the benefit of these students.

In subjects with practical component, the first practical is used for understanding the basic knowledge level of the students. Teachers during class interaction identify the potential of the students and then devise strategies to reduce the gap in knowledge and skills among the students. Teachers are available in the college premises as well as approachable through e-mail and whatsapp to clear doubts and counsel on one to one basis. Mentoring system is a big help to students. Mentors monitor the academic progress of students with special needs. The entire teaching and non-teaching faculty members are sensitive to the diversity of the certified disabilities. They are provided an appropriate learning environment with the support of peer learning and modification of teaching methods based on their needs. Their academic needs are assessed, and each department makes sure that they provide the required support to the students, to ensure better learning.

Advanced learners are facilitated to read beyond the requirements of the syllabus as well as additional

online courses during vacations. Participation in seminars, conferences and workshops, presentation and publication of write-ups are also encouraged.

2.2.2 Student - Full time teacher ratio

Response: 720:17

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.21

2.2.3.1 Number of differently abled students on rolls

Response: 6

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

Maximum teachers are, in general, aware of the students' need in terms of knowledge and skills due to their previous experience in teaching similar level students over the years. Student centric method of teaching, i.e. the most approved pedagogy is followed by the all faculty members of the college.

Teachers take several measures to help students to improve their academic knowledge and skills, such as:

- The traditional method of teaching is replaced by student participation in the classroom activities. The classes are usually with the students coming up with their own innovative ideas and viewpoints with the guidance of the teacher.
- Engaging students in problem-solving based learning through continuous engagement with issues and challenges is encouraged in different subjects.
- As a part of routine teaching learning process, the departments organize workshop and training programmes for students by inviting subject experts, practitioners, activists from prestigious

organizations. The guiding principle behind workshops is to ensure that students can link theory with practice, apply their knowledge and develop new skills. Workshops also encourage creativity, innovation and adaptation of ideas to yield multiple need-based solutions to meet the challenges of contemporary society.

- In some subjects, students are given projects to find creative solutions to the real world problems and challenges of organizations they work with.
- ICT and multi-media based learning are extensively used in classrooms teaching processes.
- Efficient mentor-ward system is maintained in the departments. Students are encouraged to discuss, clarify and share various problems which may be personal, domestic, academic, etc.
- Mentors have created a Whatsapp group with the students and their peers, so that social network is established.

Each teacher identifies high and low achievers. Teachers take low achievers under sustained supervision and care to assist them to improve their performance. Advanced learners are helped by providing extra handouts/study materials and are encouraged to consult reference materials and websites. Teachers help them in their plans for future development and progress.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 91.18

2.3.2.1 Number of teachers using ICT

Response: 62

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 480:7

2.3.3.1 Number of mentors

Response: 42

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

- To facilitate teaching learning process, the college makes use of ICT. The college faculty uses laptops and LCD projectors in the classrooms to make learning more interesting for the students. Since the college has internet connections, You-Tube assisted learning is being practiced. It becomes easier for a student who understands a subject matter from different perspectives in a convenient and easy way.
- To make the students confident of themselves, paper presentations are encouraged. Sometimes students are divided into groups. They undertake teamwork and finally present papers.
- Another innovative procedure being used in the college; advanced learners of the class help other students to learn. Often there are many students in the class who are slow learners and may need help. The brighter students come forward with peer tutorials. Since they are of the same age group, they can easily connect and guide the slow learners and help them in their academic difficulties.
- Mentoring system is also an innovative procedure. Here the teachers undertake personal mentoring of the students. Teachers discuss academic difficulties with students personally and figure out remedial measures.
- The teachers also undertake tutorial classes to facilitate students' performance. Personal care of teachers gives them courage to undertake challenging tasks. Tutorial classes are allotted in the departmental routine to help the students for better learning.
- Departmental quizzes are frequently held by the departments to encourage learning among students. It makes teaching more interesting for the students.
- Students are encouraged to solve previous 10 years university question papers. This helps the students to appear in the final examination with more confidence and can ensure good result.

Different departments undertake different procedures for innovation and creativity in teaching learning.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 83.27

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 85.5

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
57	56	46	48	48

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 12.35

2.4.3.1 Total experience of full-time teachers

Response: 845

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 26.76

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	5	2	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 1.71

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- The college follows the modalities of conducting the Continuous Internal Evaluation in CBCS courses as prescribed by the University of Allahabad and at UG level, college has a strong mechanism for CIE.
- An examination committee has been formed with the task of conducting the different examinations.
- Taking home examination is compulsory for UG classes.
- Various academic programmes like Quiz tests, objective tests, essay writing and other competitions are organized in which students are assessed.
- Each session of CIE is followed by remedial and doubt removal sessions, parent-teacher meeting and counseling.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- Internal assessment for those courses/subjects is done authentically and strictly where it is needed as per University guidelines.
- The process is constantly monitored by the examination committee.
- The college ensures that all students are aware of the evaluation through foundation classes at the beginning of every semester/session.
- In each department, for every subject (theory and practical) being taught at undergraduate and postgraduate level, a senior faculty member is nominated as convener who then co-ordinates curriculum activities with other faculty members teaching the subject during the semester/session.
- Before the semester/session begins, teaching plans are prepared and discussed along with mode of CIE. The faculty members, however, have a certain amount of flexibility in deciding on the kind of

assessment so that creativity is not compromised.

- Dates of tests/submission of assignments are notified on the classroom display boards and announced by faculty in the respective classes at least a week in advance.
- After checking answer books/assignments, results are shared with students and marking pattern is disclosed. After assessing the students' performance, counseling is done.
- The examination committee has an effective mechanism for redressal of grievances pertaining to internal assessment. Before sending the internal marks to the University, moderation committee checks the marks added on the answer scripts and written on the mark-sheets.

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

Response:

Students need to apply to the University for any correction in marks and revaluation. The examination committee of the college guides the students about the process. For errors like the marksheets indicating that the student was absent, the college promptly sends the duly certified attendance sheet to assist in locating marks in the controller of examination office, University of Allahabad and correcting discrepancy.

College Examination committee follows a well defined mechanism for the smooth running of examination. It has the policy of assigning reserve duty to the concerned subject teacher during final university examination. In case if any question is outside the syllabus then college immediately contacts the Controller of Examination of the University to confirm that if there is any correction so that it can be immediately conveyed to the students.

College provides special assistance to differently-abled students during examination as per their requirements such as giving extra time or providing the writer facility. It also takes special care at the time of making seating arrangement of examinations for physically challenged students so that they don't have to face any difficulty. Sometimes separate invigilator is assigned for them, if it is needed.

Question papers are sent by the University just before the commencement of examination. If it reaches late due to any reason, resulting in a delay, the students are provided full 3 hour time to complete their paper so that they don't have to suffer any loss.

College examination committee addresses all grievances related to internal assessment marks. A Scrutiny committee is set-up under the guidance of examination committee, which verifies calculation of total marks on answer scripts and entry of these marks on the award sheets, which are sent to University of Allahabad as internal marks. If there is any tabulation related error in the assessment, corrections are duly made.

To maintain the transparency in internal assessment, the students are provided with the corrected answer-scripts by the relevant faculty members. The doubt and enquiries of the students regarding the pattern of optimal answers are clarified by the evaluators.

If there is a marked discrepancy between class-performance and performance in examination of a student, the teachers consider it to be their responsibility to identify the cause behind such discrepancy. If

the reason for such discrepancy is purely academic, the teachers try whole-heartedly to provide the students with a broader understanding of the subject of their study (topics already taught in the class are discussed again, students are given time-bound assignment to be checked by the faculty members, more books and journals are suggested to the students for reading and so on). However the cause may be extra-academic too. In case the student suffers from psychological instability or examination phobia, the faculty members try to counsel her.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college follows the Academic Calendar. The examination committee decides the dates for UG home examination and provides the information to stakeholders through prospectus and display boards. The academic calendar specifies the dates of commencement and end of the classes along with the holidays. For CBCS, based on the norms set by examination committee, conveners decide the dates for Test 1 (T1), Mid-term Test and Test 2 (T2) and other academic activities. Regular staff meetings are conducted on the college level as well as on the departmental level to ensure adherence to the schedule. In case of any unusual and unscheduled break in the working days, the staff committee meets again to work out a schedule to compensate the missed working days. Departmental time-table is prepared by each department, facilitating teachers to allot sufficient time for each subject as per the workload allotted by UGC. The college functions and adheres to the minimum number of working days and teaching days. On an average the college has remained functional for more than 200 days each year in the course of the past five years. Classroom attendance register is maintained everyday by the teachers individually according to the classes taken by them as per the college academic calendar. The CIE pattern is as follows:

- The time-table for each internal assessment is prepared with teaching plan well in advance.
- Teachers are given ample time to set the question paper as per the university norms.
- Answer scripts are corrected within a week.
- Within 10 days papers are discussed with the students for better understanding of how to approach the question properly in case their expectations are not met with by the evaluator.

Apart from tests and written examinations, students are also given opportunities to think, examine various aspects of a problem that will boost the teaching and learning process within the stipulated time in each session.Students are also assessed on the basis of seminars, assignments, etc.

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 on website and communicated to teachers and students

Response:

The college website, prospectus, magazine and newsletter state the mission and vision of the college. Each

department has its vision statement which is displayed in the respective classroom. In the orientation/foundation class for the first year undergraduate and postgraduate students, broad programme objectives are explained. At the time of admission, admission committee counsels the students about the programme outcomes.

For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad programme outcomes. Following effective pedagogic strategies, the faculty articulates the learning objectives, and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps students appreciate the topic being covered in the class as they see the relevance.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Attainment of programme outcomes, programme specific outcomes is duly evaluated by the college. One of the methods that our college follows while doing so is by assessing the teaching-learning based on a feedback system in which the final year students of the college are provided with feedback forms to be duly filled up by them providing inputs on teaching-learning drawbacks, limitations constraints and also merits of the department, its faculty members etc. Our college has a grievance redressal cell and mentor-mentee system, where the students can also place their problems at any time while studying. The college deals with students' grievances very deftly by preserving its confidentiality, while at the same time taking concrete steps for resolution. Parent-teacher meetings are organized, whenever required, which is another system through which the college keeps track record of programme outcome achievement. Highlighting merit holders' names on notice-boards, newsletter and college magazine is a regular practice of our college through which attainment of programme outcomes are measured and checked. The advance and slow learners are identified and accordingly outcome attainment target is set by introducing improvement measures. Organizing class tests and subject-oriented quizzes, classroom discussions, etc. are a part of this improvement strategy. In order to achieve programme outcomes, each department takes foundation classes before starting to teach prescribed course. Overall academic report is displayed on the college website, published in college magazine, provided to University of Allahabad through the 'Annual Report' of the college and sent to NAAC through AQAR. There is a reward system in our college, through which students are encouraged to excel in life.

2.6.3 Average pass percentage of Students

Response: 91.08

2.6.3.1 Total number of final year students who passed the examination conducted by Institution. Response: 899
2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution Response: 987

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.58

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 9.64

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.14	0	0.5	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 1.47

3.1.2.1 Number of teachers recognised as research guides

Response: 1

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.17

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 10

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years Response: 299	
File Description	**Document**
Supporting document from Funding Agency	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

We have an established ecosystem to support and promote research and innovation practices in the campus by motivating departments and teachers as well as students to organize seminars, conferences, workshops, and skill based courses and to take up major and minor research projects.

Under the scheme of "**Earn by Learn**" the College has recently started **HUNAR and SWAVLAMBAN.** Under this scheme students are trained in terracotta work (Potteries, sculptures and decorative items) and dress designing.

The college has also sent a proposal for establishing Design Innovation Centre as a Spoke Partner of University of Allahabad under MHRD initiative Program.

Apart from this, The college has IPR Cell which monitors and addresses issues related to research and IPR.

College promotes the transfer of knowledge by including student representatives in the editorial team of College magazine "PRAMA" and provides opportunity to the students to explore and enhance their writing skills . the selected articles are published in PRAMA and quarterly NEWSLETTER.

File Description	**Document**
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	00	00	00	00

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 1.92

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
37	36	20	13	9

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 2.24

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
47	9	25	37	16

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College has four NSS units and one NCC unit. They are actively involved in regular extension activities. Other students also take part in extension activities along with NSS/NCC students. Regular special camps are conducted by NSS and NCC for the neighbourhood community students along with the registered volunteers. They undertake various activities and awareness programmes in the villages.

Shramdan helps the students to develop an idea of dignity of labour and service to humanity. Various activities such as Rally, Poster presentation, Drama, special Lecture, Slogan, Quiz and Speeches are organized by our college throughout the session in order to encourage our girls to participate in various awareness programmes that enable them to be aware towards different social issues relevant to our society. Our College encourages students to take active participation in various government policies and programmes such as Pulse Polio Programme and Swach Bharat mission. It also organizes Environmental Awareness programme run under CPE Phase II scheme of UGC in which students participate in full enthusiasm.

Moreover, these programmes are not only conducted to generate the awereness theoretically but also help them practically to become responsible citizens of India.

Major Extension Activities

1. Say no to Polythene

2. World Environment Day

3. International Yoga Day

4. Ganga swacchata awareness programme and pledge

5. Voter Awareness Programme

6. Adult Education

7. Cleanliness Drive in Blind School

8. Cleanliness drive in Campus

9. Cleanliness Summer intern Programme

10. Pulse Polio

11. National Integration Rally

12. Plantation

13. Beti Padhao, Beti Bachao

14. Ozone Day

15. Pariksha pe Charcha

16. Gender Issues

17. AIDS awareness

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 101

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	15	19	23	22

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 30.14

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
980	530	700	975	840

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 2

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 10

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The infrastructural growth of the college is maintaining pace with the academic development. Our institution strictly adheres to the fact that, with the increasing number of courses and strength of the students, it becomes imperative to develop the infrastructure. It is not only important to build new infrastructure but also it is essential to maintain, renovate and augment the existing ones. The growth of facilities have interestingly also augmented the number of users of these facilities. There is no inadequacy of any facility as the College-Management keeps reviewing everything. Periodic Physical Verification is the key measures to this direction to mark depreciations and replacements, if any.

The Buildings and the other supportive facilities on the campus are conducive to the effective ambience for curricular, extra-curricular and administrative activities. Our Institution has taken utmost care of developing optimum infrastructure facilities as per the demand of course Regulations/Norms. S.S. Khanna Girls' Degree College is spread over 14520 sqm with red brick buildings amidst sprawling lawns and trees. In the college there are four faculties- Prof. Damodar Das Khanna Arts faculty, Saroj Lalji Mehrotra Science faculty, Nand Kishore Khanna Commerce faculty and Dr. Madhu Tandon B.Ed. faculty. In addition to these, for commencing Law Course from the session 2019-20, a new faculty Saroj Lalji Mehrotra Centre of Legal Studies has been established to add a new star to the glory of the College.

At present, there are 38 classrooms and 20 laboratories for all faculties. The college has the facility of central library, separate library for B.Ed., conference hall, common room, and health cell as well as food court. The Department of Ancient History and Department of Zoology have a museum also. The newly introduced Law faculty of the College has a Moot Court & separate library.

There are 151 computers available for the teachers as well as students and 17 laptops exclusively for the teachers. Moreover, the college has 36 printers and 14 class room speakers with collar mikes. Further, there are more than 2000 equipments/ tools / instruments/ systems, which have been placed in the various departments. Infrastructure and amenities do correspond to their respective norms.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Outdoor and Indoor games: The College has facilities for students and staff to play Kabaddi, Kho-kho, Basketball, Volleyball, Tug of war and athletics (hurdle race, relay race, 100 meter race). Indoor-Hall is equipped with indoor games facilities such as table tennis, carom, chess etc. Sports Meet is conducted annually. Students are motivated to participate in inter-collegiate as well as intra-collegiate sports tournaments. In January 2019, the college has initiated Intra-collegiate Chess Championship. The intention was to break the monotony of studies and to help students to refresh their minds.

Open tournaments: Students are officially permitted to attend tournaments at University/State/National levels whenever required. We take effort to reschedule the test for students who are unable to give regular test due to participation in sports and cultural events. Even additional lectures are also arranged for such students if they miss their classes. In addition to this, every year in the month of February, Faculty Cricket League (FCL) is organized in the college.

Yoga: Yoga is practiced regularly in our college under the supervision of Dr. Surendra Kumar (Assistant Professor) who renders his services to the college students once a week. Willing students are allowed to attend his lecture followed by yoga-practice. Every year on the occasion of International Yoga day a huge participation of students as well as faculty members is observed. Yog-Gurus from various Yog-Sansthan have contributed a lot in the expansion and popularizing the practice of Yoga in our College.

Cultural activities: It is remarkable that our college is not only trying to make every student healthy by making them participate in sports and cultural events but at the same time faculty members and the supporting staff are also promoted to participate in exclusive cultural and sports events. Every year the college organizes various cultural programmes such as Anokhi, Independence day, Freshers' function, Annual function, Staff club function, Republic day etc. The students of the college also participate in various cultural programmes and activities organised by other universities and colleges. Every year, Staff-Club Function is organized in December where teachers and supporting staff get an opportunity to break the monotony of their regular work and to explore their talents by participating in Singing, Dancing, Skit-programmes etc.

NSS: The activities of NSS wing of the institute is coordinated by faculty members and various activities are planned by NSS throughout the year. the programmes include various awareness programmes like blood donation, visit to Old age home etc. Every year, special lectures and talks are arranged on topics related to health, hygiene, yoga and safety for the benefit of the students and staff.

NCC: In order to help in the overall development of the cadets, and to enhance their personalities, training of NCC 'B' and 'C' level is given in the college since last 10 years.

Personality Development Programme: The College provides Martial Arts training programme to the students that motivates them to be physically and mentally strong.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 55

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 22

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 21.81

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
110	30	16	16	16

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

• Name of ILMS Software • Nature of Automation	SOUL 2.0 Partially
• Version	SOUL 2.0

• Year of Automation	2018-19

The spacious library of the college is located centrally and is easily accessible to the users. The college library follows set norms of the competent authorities. The library of our College is known as Shyam Nath Kakkar Library. There is collection of more than 27000 Books in Library. The library subscribes 50 journals, 38 Magazines and 13 Newspapers regularly. The library provides services to the students, teachers, and staff of college. The working hour of the library is from 9.00 am to 5.00 pm. The students are able to access the library physically during the library hours. The newspaper and the daily magazines and bulletins etc. are also issued on the college Id card and library card to the students. A dedicated staff helps the students find the necessary informations.

Database like DELNET is actively used in library which is a network of 1000 institutions and access is provided to more than 60 lakh records through online systems. DELNET has been actively engaged with the compilation of various union catalogues of the resources available in members library. It has already created the union catalogue of books, union list of current periodicals, CD ROM database. Our library has authority to access the INFLIBNET resources as a registered member.

The college Library is a registered institutional member of National Digital Library (NDL, An initiative of MHRD, Govt. of India). NDL provides support for all academic levels including researchers and life-long learners, all disciplines, all popular form of access devices and differently-abled learners.

In the session 2018-19 library has obtained subscription to the N-LIST resources. N-LIST is an Initiative of Ministry of Human Resource Development (MHRD) Under the NME-ICT now funded by UGC, as college component under e-ShodhSindhu Consortium. These resources include more than 6000 e-journals and 97,000 e-books.

The name of the software used for the library – SOUL 2.0. SOUL software is software widely used by University Libraries, which provides services of an automated library. It supports the ground level practical requirements of the libraries such as stock verification, book bank, vigorous maintenance functions, transaction level enhanced security, etc. The above mentioned items are used as a part of SOUL software. The library is under process of automation. The access of the library is both computerized and manual. The software SOUL 2.0 contains details about the author's name, title and publishing house. The library also has a special facility called WEB OPAC which allows the user to search library holdings from any location with internet access. A user can access the bibliographic details of book from the WEB OPAC.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college has a huge collection of diverse rare books, manuscripts, special report as well as other

knowledge resources such as *Economic Survey*, Annual Reports on *Archaeological Survey of India, Human Development Reports,* Reports on *Five year plan, University Grants Commission Reports* etc.The total number of collection accounts for 151.

The students as well as teachers are benefitted with these collections as it adds to their existing knowledge. The detailed list of the collection of such reports and manuscripts has been uploaded in any additional information tab.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.58

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
5.3	3.74	1.52	5.66	1.69

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 14.79

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 436

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

In the last few years, the college has upgraded itself into a fully Wi-Fi enabled campus. The college has a BSNL internet connection of (fiber – optic cable) 4 mbps speed. All the departments in the college have internet connectivity. The students of the college also get the opportunity to access the internet during their free time. All the departments, labs and offices etc. are well connected to the internet.

The college has also purchased laptops, desktops, LCD projectors, printer (coloured & black & white). The faculties have been given desktop department-wise. The teachers have been given laptops for performing various academic and administrative works. Most of the faculties use PowerPoint as their teaching method. There are smart classes in the college which is also used for teaching purpose.

Every year numerous students are trained in computer skills like Tally, ‘CCC’ and ‘O’ Level. The college in collaboration with UPTEC computer consultancy makes students computer savvy. The students are also given separate certificate for these courses from UPTEC. The student computer ratio is 29:1 and they use the system during their free time apart from their scheduled classes.

The softwares are updated as and when required. In the current session, the college has purchased EPSON LCD projectors, colored and black & white printers, APPLE Laptop & Desktop and HP Laptops.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 529:18

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Response: 5-20 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 18.39

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
51.17	27.44	21.36	26.96	16.71

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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

Response:

College Building Committee

The College Building Committee is chaired by Principal of the College, Prof. Lalima Singh. The members of the committee are Mrs. Gunjan Sharma, Dr. Meenu Agarwal, Dr. Manjari Shukla, Capt. Dr. Rekha Rani, Dr. Sangeeta Gautam and Dr. Pramila Gupta. It creates necessary arrangements for adding new academic infrastructure in the college as per the needs of the departments/college. It also carries out the required civil works in the college such as whitewashing, constructing / renovating buildings and other repair works.

Finance/ Purchase Committee

The Chairperson of the Purchase Committee is Mrs. Gunjan Sharma. The equipment, instruments and items for use in the classrooms, laboratories, and library are purchased after prior approval and scrutiny to ensure optimal utilization of funds allocated to the respective departments in each academic year. Purchase Committee approves its expenditure based on quotes and technical quotations.

Campus Upkeep Committee

The College has a campus upkeep committee which looks into the matter of cleanliness and beautification of the college. The Incharge of this committee is Dr. Ruchi Malviya. The college campus has been declared as ‘No Poly-bag Zone’. The College has a team of efficient and experienced gardeners to maintain the lawns and flora of the College. Planting of seasonal trees/plants is carried in the college regularly. Lawn is maintained on regular basis. The trees are pruned after due permission from Government under supervision of a qualified staff.

Library Advisory Board

College has a Library Advisory Board which looks into the matter of maintaining and proper functioning of the library. The incharge of the Library Advisory Board is Dr. Rachna Anand Gaur. The issues concerning purchase and up-gradation of library facilities are decided in this committee. The total collection of the books in the library was more than 27000 in 2018. Library provides services to the students, teachers and staff of the college. The reading room is well equipped with Computers having

internet facility for both teachers and students. Library also provides Database through DELNET, INFLIBNET.

Website Committee

The task of designing, monitoring and maintaining the college website is being performed by the 'NT Softech Solutions'. Dr. Anuradha Singh is the website coordinator who manages and looks into the matter of information sharing and uploading on the college website.

File Description	Document
Link for Additional Information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 49.07

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1418	1514	1246	1166	1319

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 6.85

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
240	215	109	189	175

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**

3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 18.18

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
549	343	535	668	332

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 1.14

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
45	0	53	53	0

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 2.86

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
37	13	22	17	22

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 38.52

5.2.2.1 Number of outgoing students progressing to higher education

Response: 332

File Description	Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 18.07

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
27	8	9	3	4

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
100	80	30	30	30

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 12

5.3.1.1 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-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	2	1	3

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

S.S. Khanna Girls' Degree College has a very organized and democratically elected Student council as per Lyngdoh committee recommendations. The student association elects office bearers comprising a president, vice president, secretary, joint secretary and student representatives from each class. The Student Association is guided by Proctorial board and the Principal of the college. The college has constituted various committees and student representatives are appointed in the committees to provide a platform for participation of students in Intra-college as well as inter-college events under the Students' Association. Details of student's participation is as follows:

Students' Council: Student representatives of this committee bring the common problems of students to the notice of authorities and get them resolved. Student representatives organize various co-curricular, extra-curricular activities and alumni meet annually.

Internal Quality Assurance Cell: President of student council is the member of IQAC. Student representative helps in the development of quality culture in the institution. The IQAC of the college publishes News-letter quarterly with the help of students. The IQAC of the college has designed a Wall Magazine to display students' poem, drawing, sketches, articles etc.

Students representatives are also part of **college developme**nt committees like

- Campus upkeep Committee

- Cultural Committee/ Annual Function Committee
- Cycle stand & Canteen
- Eco Club
- Printing & Publication
- Sports & Games Committee,
- Student Welfare Committee,
- Women Cell

Organization, planning and execution of sports and cultural activities are done by students. This participatory approach helps them to develop their leadership skills.

Anti-ragging committee: Students' representatives help in creating ragging awareness among students. Students have displayed anti-ragging boards inside the college, canteen and other places to prevent ragging.

Student Grievance Redressal Committee: Grievances of students related to academics, examination, issue of documents, identity cards and library cards etc. are conveyed by students' representatives to the authority and necessary action is taken.

The college has a semi-structured calendar for Student events within the annual cycle. These events are led by the students and conceptualized in consultation with faculty members. These events broaden the scope of education besides providing a platform to students to show-case their talents, and learn managerial and organizational competencies. The events can be classed as:

- Initiating the new students through Orientation and spotting their talents
- National Memorial days: Gandhi Jayanti, Independence day
- Socio-Cultural events: Teacher’s Day, Fresher function and farewell function of the students.
- The Annual function titled “**Udita”** is held every year in November / December and over the years students have excelled in their performances.
- The college publishes its Annual Magazine – “Prama” with the help of an Editorial Team comprising of student and faculty members. It provides an opportunity to the students to express their flair for writing and creativity through articles, poetry, photographs, paintings, sketches etc. It also highlights the major accolades and prizes won by the students in various national and inter collegiate competitions.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 14.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
21	12	14	12	12

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college has an active alumni association. The College Alumni Association is an integral continuation of the relationship of the students with their alma mater. Alumni Association is an active body with many alumnae as its members. The main contributions are:

- It has an active calendar of activities through which it connects the alumnae with the various activities organised by the collegee and also brings under its fold the alumni for various projects and events.
- It organizes various educational and entertainment programmes.
- All former faculty members and Alumni are invited on all formal events of the college.
- An alumni meet is organised every year.
- An annual event in the form of a welcome party is organized by the Alumni Association for induction of the outgoing batch into the association. The association also participates in the college fests and invites the alumnae to showcase their expertise.
- The college also has a facebook page in order to connect to their alumni.
- Alumni members have been providing financial support to the college by instituting scholarships, building of infrastructure like (book donation) and instituting lectures and public events.
- Some alumni help us in following works/tasks:

  - Hosting of events
  - Providing coaching for sports
  - Providing coaching under the “Earn with Learn Scheme”
  - Extension activities
  - NSS programmes
  - College magazine

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 12

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Sadanlal Sanwaldas Khanna Mahila Mahavidyalaya, Prayagraj, was established In the International year for Women, 1975, with the motto "????????: ??????????????????: *(Let noble thoughts come to us from every side.)*". The college exclusively for women aims to cater needs of women students belonging to diverse socio-economic backgrounds and cultivates moral, intellectual, spiritual, social, emotional and all round development of its students.

Vision: To help the girl students discover their innate potentials and promote them towards their personal and social benefits.
The college believes in and teaches the philosophy of UBUNTU, which simply translated means,"I am because We are" 'How can one be happy when the others are sad?'
Let all of us always have this attitude and spread happiness wherever we go. Let's have a "UBUNTU" Life…..

Mission: The mission of the college is:

- To provide monetary support for the education of girls belonging to the lower and middle sections of society as well as minority classes.
- To provide quality education for all round development of the students to make them better citizen.
- The realization & achievement of their goals.
- To make the girls students independent & self reliant.
- To undertake future courses and training programmes in order to make them economically independent.

Nature of Governance

- The confluent approach of Management, Principal and Faculty develops and implements the quality policy and plans in order to uphold the mission and vision of the college.
- Governing Body of the college works in close collaboration with the Principal to regulate and maintain an amicable and scholastic environment required for this purpose. The Principal as the Head of Institution along with the members of Teaching and Non-Teaching staff implements the decisions and policies of the management. The head of the Institution personally communicates with staff members to ensure that they are not encountering any problem regarding their work.
- Academic and Committee meetings are held regularly to discuss and further implement important decisions regarding academic and co-curricular activities of the college. The institution strictly adheres to the Academic calendar to accomplish its objectives.

Perspective Plans

Furthering its central aim of women empowerment through education the college plans to:

- Introduce more Subjects in undergraduate courses (Biochemistry and Computer science) and Post graduate courses such as M.A. in Medieval History and Urdu (Approval recieved).
- Establish a women study center in the college
- Introduce some more skill development courses and add on courses enabling students to make informed choices about their academic and professional life
- Regularize the self financed courses
- Establish the college as a mentor institution under the PARAMARSH scheme of UGC to help the NAAC aspiring Institutions (Mentee) to prepare for accreditation process.

Participation of Teachers in Decision-Making Bodies:

- Teachers play major role in decision-making, and all decision-making bodies have representation from Teaching Community. Governing Body as well as major committees such as IQAC, UGC, NIRF, NAAC, examination, admission and other Committees, and boards comprise of teachers as chairpersons as well as members. Decision–making ensures total participation of all the faculty members and the people concerned.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

- In accordance with the policy of decentralization adopted by the management, staff members are represented in all committees and boards like IQAC, UGC, admission, examination, academic calendar, purchase, Internal verification and other committees, cells, boards and associations and their opinions are sought in making and implementation of different policies. The meetings are held on a regular basis and help to formulate and implement the strategic plans of the institution. Apart from the meetings, responsibilities are defined and communicated through face to face meetings with teaching and non-teaching staff members of the college as well as by notifications.
- Our institution encourages a culture of participative management by involving staff members in a number of administrative roles. The college promotes a culture of participative management as all college operations are managed by committees constituted for academic and non-academic activities. Major committees comprise of teachers, and many include non-teaching staff and students as well. The college has created a decentralized structure for decision making where departmental committees interface their decisions with college committees.

Case Study:

Sar-La Education Trust, Mumbai has been providing financial assistance for the successful running of the Saroj Lalji Mehrotra Science Faculty that has a joint managing committee having members from the management fraternity, Principal of the college, bursar and coordinator of science faculty.

The decisions regarding the welfare of the faculty are taken jointly with the involvement of all the

stakeholders. Regular meetings are organized from time to time. Discussions among joint managing committee and other stakeholders occur on some pre-decided agenda and any other matter may also be discussed with the permission of the chair.

The meeting of the joint managing committee of Saroj Lalji Mehrotra Science faculty held on 10th February, 2018, proposed for a national conference in the session 2018-19 and was accepted in principle. It was resolved that the conference would be held soon, and the detailed budget as well as the topic and subject themes would be prepared with the consultation of the academicians and be presented in the next meeting.

In the meeting held on 21st April, 2018 a detailed proposal of the national seminar entitled “Sustainable Development in India; Issues and Challenges” to be organized by the science faculty was presented and it was resolved in the meeting that the proposed topic of the seminar may be placed before the advisory board of the seminar for its approval .

Total expenditure of 3,50,000 Rupees, proposed by the coordinator, Science faculty was approved by the joint managing committee out of which 200000 Rupees were sanctioned as contribution from the science faculty.

A detailed plan and brochure of the seminar was presented before the committee and it was resolved that all the papers received for the conference must be screened by the experts before the presentation and proposal for financial assistance must be sent to NASI and other funding agencies. The Seminar was successfully organized by Science Faculty in Collaboration with NASI, Prayagraj on 27-28th November, 2018.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The quality policy of the college is in accordance with the parent University and the UGC. Many of the academic quality policies are framed by the Internal quality assurance cell and implemented through various committees which are monitored by the Governing body.

Activity Successfully implemented on the basis of strategic plan:

- As in the IQAC meeting held on 4th April,2015 project Proposals were invited from the faculty members and it was resolved that research proposals will be evaluated on a four point scale by a committee comprising three members. On the basis of evaluation by the members of research committee the proposals will be selected for financial aid.
- Project proposal of Mr. Sugandh Kumar Chaudhari, Department of Economics and Dr. Rekha

Rani Department of Music were presented before the research committee for screening
- The project proposals from the faculty members were selected and evaluated by Prof.K.K.Bhutani, Prof. R.K.Tandon and Prof. SK. Seth for the financial aid

On 18th October, 2018,the research proposal of Mr. Sugandh Kumar Chaudhari entitled “Role of transport sector in women empowerment: case study of Prayagraj”was approved for the financial aid whereas that of Dr. Rekha Rani some modifications were suggested.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Administrative set-up of the college has been represented by means of organogram of the college. Sadanlal Sanwaldas Khanna Mahila Mahavidyalaya being a Constituent College of University of Allahabad (AU) is maintained and developed by The Saraswat Khatri Pathshala Society which is also subject to sub-clause (f) of clause 3 of AU Ordinance. All rights of the society and authority to exercise all the powers thereof, are vested in governing body which is constituted in accordance with the provisions of sub-clause (a) of clause 5. It administers direction and control of the affairs. Principal, being Secretary of Governing body and head of institution, provides direction and leadership to entire system. Academic, functional and administrative units are organized by the Principal. Committee chairpersons and members of the departments convey requirements, problems, ideas for academic and infrastructural improvements for respective department to the Principal.

The Principal of college is the decision-making authority in all matters and for the implementation of all policies. The Faculty Coordinators/Conveners and committee chairpersons assist her in academic and administrative matters. The ministerial staff of Office and accounts with the help of supporting staff are responsible for the management of office for financial and establishment related matters. Librarian and supporting staff takes care of the library which is one of the most important constituent of an academic instates.

Out of five faculties: Arts, Science, Commerce, B.Ed. and Law; Commerce, B.Ed, law faculty and some of the courses offered in Arts(Office management and secretarial Practices, Political Science, Geography, Psychology and Post-graduate Courses) as well as in Science (Maths, Physics, Biotechnology and Post-graduate Courses) are under self finance. Sar-La education Trust, Mumbai which has been providing financial assistance for the successful running of Saroj Lalji Mehrotra Science Faculty and Saroj Lalji Mehrotra Centre of legal studies also has a joint managing committee. MadhuTandon B. Ed. Faculty is governed by its board of directors.

Various academic and administrative committees have been constituted as per the academic and administration plans of the college such as: UGC, IQAC, AISHE & NIRF, Admission Committee, Women Cell, Alumni Association, Anti Ragging Squad, Finance and Purchase, Grievance Redressal Cell etc. http://sskhannagirlsdc.ac.in/web.php?pageurl=committee

Service Rules (Pg 199-213), Procedures (Pg 122-156), Recruitment (Pg 168-184) and Promotional Policies (Pg 247-254) of the college are as per the AU Ordinance.

http://allduniv.ac.in/upload/127279169557907f74af627.pdf

College has its own **grievance redressal mechanism** for Students, teaching and non-teaching staff. The grievances received are reviewed and resolved by the committee/cell. Based on severity of complaints, it is resolved in time limit suggested by the management. Identity of the complainant is kept confidential. The solution/decision regarding the complaint is communicated to related committee/cell/individual of the College for further action. Grievances received from faculty members are resolved by the Principal and Management. Grievances from non-teaching staff are resolved by grievance redressal cell. Grievances from the Students' are accomplished by proctorial board, anti ragging cell, vishakha committee etc. according to UGC regulations 2019.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

Response: D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Case Study (Involvement of different boards , Cells and Committees to start five year integrated law course):

- On the recommendation of NAAC peer team in it's last visit in the year 2014, a proposal was placed by the Principal of the College before the Governing body on 11th February 2017 to start a

new course in the form of Five Year Integrated Degree Course in Law. .

- A proposal was prepared and presented as on the date before the Governing Body to decide the subject-matter with the due permission of the Chair. Governing Body discussed it and directed for further processing.
- After inception and acceptance of the conceived idea , a full-fledged proposal was prepared for presenting it to the University. Proposal to the University was submitted through the Director, College Development, University of Allahabad.
- An Intimation for University's Inspection was received by the College. A Panel of five members of University's Academicians, lead by the Director College Development, was appointed by the Hon'ble Vice Chancellor, University of Allahabad for inspection. The inspection was held on 22nd June 2018, gave their feasibility report for the Course.
- An approval was received from the Office of the Hon'ble Vice Chancellor along with a favorable report submitted by the Panel Members as they recommended that the College has been found suitable and capable for running the course, and therefore can move for getting affiliation and approval from the BCI, New Delhi.
- On 16thApril 2019, an inspection by BCI was done and approval was received from the Bar Council of India, New Delhi and University of Allahabad to begin 5 Year integrated BALLB course from Academic Session 2019-20 at Saroj Lalji Centre of Legal Studies at the College . An intake of 60 girls' students has been permitted for the course.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

According to the University of Allahabad norms the following facilities are available to **all permanent teaching and non- teaching staff.**

- Medical Re-imbursement through which the staff can avail health benefits and direct hospital payment facility and all other provisions as approved by University of Allahabad/UGC.
- Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty appointed after 2004 is covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms.
- Tuition fee is reimbursed upto 27000 rupees per child per year for first two children.
- Leave to teaching and non-teaching staff are given as per the guidelines of the University of Allahabad and UGC.
- PF loans are sanctioned as per GOI rules.
- LTC/hometown is availed as per GOI rules.

All **teaching and non teaching staff working under self finance scheme** are availed following facilities

- Festive bonus is given to all teaching and non teaching staff by the college management every year.

- The college has a provision of salary enhancement every year.
- During the admissions, eligible students are permitted for fee payment in installments.
- Employees within the norms are covered by EPF.
- Non teaching class IV employees are provided with college uniforms free of cost.

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 3.82

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 8.55

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
24	0	3	1	0

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The performance appraisal system of teaching staff is under the guidelines of University of Allahabad. All teachers fill Self Assessment Proforma every year. One copy of the Appraisal form is sent to the university and other is maintained as record. The annual report is sent to the University in the provided format. The teachers also maintain their records of teaching, examination, college work, research and projects.

Promotion of non teaching staff is done on the basis of their performance and Professional development. In governing body meeting held on 25.08.2018, the approval for promotion of three class IV employees to Class III was given.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has well qualified practicing Chartered Accountants as internal and external auditors who audit the accounts of the college. The internal audit is done every trimester by Mr. Vinayak Tandon and associates. The inspection of the accounts from Science, Arts, Commerce and B. Ed. faculties is accomplished by checking vouchers, bank accounts and other documents. After the audit, the report is sent to the management for review, and if any objection is reported it is resolved in next trimester.

Apart from that, there is an external auditor for overall checking of accounts and balance sheets of the college. At the end of the session the balance sheets of the whole session is checked by Mr. S.K. Kakkar and Co., and the report is submitted to the society.

Last audit was done on 19th June, 2019 and till date no unfavorable remark on the accounts of the institution has been reported. The college has consultants to give opinion on taxation and legal issues and files income tax return every year within the stipulated time.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 105.07

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
16.2	20.6	33.7	18.5	17.07

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization policy and procedures:

The college sends proposals for additional grants to the University Grants Commission (UGC) in order to meet other expenses such as Lab upgradation schemes, environment awareness programmes,routine Government and UGC grants. The institution has been able to secure additional funding from various agencies. After receiving the grant it goes through various processes involving the Principal who is the Chief Disbursing Officer, the Bursar, the Finance Committee, the Purchase Committee and the college Office before it is finally disbursed to the concerned person or the respective department(s). Apart from the funds recieved from government agencies, the college also recieves funds from generous donars which is used for providing scholarship to students and running of self-finance courses.

Strategies for mobilization and procedures of funds: The college has different strategies for Teachers, Students and Non-Teaching Staff which is like this –

For Teachers:-

1. Funds for personal projects.
2. Workshops, Seminars, Lectures of resource persons for their skill development.
3. Computer training for Computer skill.
4. Dr.V.S.Bhatnagar fund for retired teachers.
5. Free laptop and Computers for teaching and learning.
6. DELNET Services.

For Students:-

1. There are 59 Permanent and 28 other Scholarship for the students in which 2,50,000/- every year is given to students.
2. Fee refund facilities for poor background students.
3. Free three months course for Personality Development and Self defense training programme.
4. Free skill Development Program.
5. Free Educational tour.
6. Canteen facilities.
7. Computer Lab and Computer training program.

For Non-Teaching Staff:-

1. Free Computer training program.
2. Free education for their children.
3. Bonus every year for self financing Staff.
4. Free Uniform for all Class-IV Staff.

6.5 Internal Quality Assurance System

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

Response:

Practice I Summer Coaching

From 2016, every year “Summer Coaching Classes” are held from 16th May to 30th June daily from 10 a.m. to 12 noon. The classes are free of cost and it provides free study materials to the enrolled students. The classes are taken by the faculty members of the institution who are expert in their respective fields. Objectives of the coaching are:

- Making girl students aware of their career prospects
- Developing the students’ potential to crack competitive exams
- Making students competent for selection of subjects (competitive exams)
- Providing coaching facility to special community group of students
- Turning summer vacation into an opportunity for learning and overall personality development of students
- Educational efforts towards vocation

Students are provided free coaching classes for appearing in the following competitive exams:

- Post graduate entrance exam
- B.Ed. entrance exam
- S.S.C. entrance exam
- PSC entrance exam
- Various posts in High Court
- Railways
- PCS (pre)
- TET

Practice II Publication of Newsletter

From 2016, the college has started the practice of issuing newsletter. IQAC has started this initiative to provide a link for dissemination of information regarding the college. 4 issues of newsletter are released every year. It not only covers the information of events organized in the institution but also provides a platform for creative writing. It contains articles written by students and faculty members. Students are provided with an opportunity to express their views through this platform. It also acts as a source of inspiration and motivation to students as it highlights their achievements.

File Description	Document
Any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Practice I Home Examination

At undergraduate level, final annual examinations are conducted by the University of Allahabad in the month of March. To make the students aware of the examination pattern, the college conducts home examination in various subjects in the month of December. It provides an opportunity to the students as a mock exam of the final examination as it is conducted on the same pattern. After the evaluation of answer-scripts, results are analyzed and faculty members discuss the problems with the students. They highlight the major shortcomings witnessed in the performance of students and interact with the individual students for depicting their strengths and weaknesses and suggest how to improve the performance. Thus, it acts as an effective platform for students to understand their shortcomings and improving their performance by not repeating the mistakes in final exams. Home examinations are intentionally conducted in the month of December so that students can get enough time, approximately two months for improving their performance for the final examination to be held in the month of March.

Practice II Mentor Mentee System

For relieving academic stress of the students, mentor-mentee system is operational in the college. Under this system, some faculty members have been made mentors and a certain number of students have been assigned to them especially on the basis of their subject specialization. Students can contact them and discuss their problems regarding academic issues. Mentors provide suggestions and try to resolve the issues so that their stress can be relieved.

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 3

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	3	3	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

During the last five years, i.e. after second cycle accreditation in December 2014, the college has successfully implemented many quality enhancement initiatives in academic and administrative domains.

- **Commencement of Post-Graduate classes**

In its endeavour to promote higher education, the college has started post-graduate courses in 9 subjects (Zoology, Botany, Chemistry, Hindi, English, Education, Sociology, Ancient History & Painting) from the session 2016-17.

- **Starting of Law Faculty**

From the session 2019-20, a new feather has been added in the achievements of college with the starting of Saroj Lal Ji Mehrotra Centre for Legal Studies. Five year integrated B.A. L.L.B. (Hons.) course has been started from this session.

- **Diploma in Communication & Printing technology**

From the session 2015-16, a one year diploma course named 'Diploma in Communication & Printing skill' has been started under the community college scheme of UGC.

- **Activities under CPE Scheme**

It is a matter of great pleasure for the college that it has been selected by UGC under 'College with Potential for Excellence' Phase II. The amount of grant received under this scheme has been utilized for lab upgradation, extension activities, research projects and enrichment of learning environment as well as educational development. For the fulfillment of this purpose, many programmes and events were organized under CPE Phase II which can be broadly classified into three groups.

[i] Personality Development—A summary of programmes undertaken under the banner of Personality Development is presented below:

- *Three months certificate course*
- *Self defence training*
- *20 days workshop by Mahindra Pride classes*
- *Educational Tour to Allahabad Museum*

[ii] Environmental Awareness—Another important part of extension activities under CPE Phase II is related to environmental awareness. A summary of programmes undertaken under the banner of Environmental Awareness is presented below:

- Three months certificate course on Environmental Awareness
- *Two days Workshop and power point presentation on environmental issues.*
- *Poster Competition*
- *Educational Tour to DIVYA KUMBH – BHAVYA KUMBHA 2019,*
- *Educational Tour to Ganga Gallery at NASI and pledge for clean Ganga*
- Cleanliness Awareness programme in college premises and at Gohri Village

[iii] Other Activities

- *Educational Tour to Kaushambi, [A Historical site]*

- *One Day Symposium 'Vichar Kumbh' on PrayagrajKumbh 2019*
- *One day workshop on 'CHALLENGES BEFORE SOCIAL SCIENCES IN ERA*
- *One day workshop on* "INTELLECTUAL PROPERTY RIGHTS"
- Research Projects

- **Timely submission of reports**

The college has timely submitted all the mandatory reports such as annual reports to the University of Allahabad, AQAR to UGC, participation in NIRF, AISHE, Swacchata ranking, etc.

- **Organizing courses in summer vacation**

In the summer vacation, following the concept of '*Learn with Earn'*, a clay modelling certificate course 'Maati Se Hunar' was organized in the college. Similarly, dress designing and handicraft making course 'Swavalamban' was also organized to promote skill development programmes.

- **Publication of Journal**

From the year 2018, the college has started publishing "ANVEEKSHA RESEARCH JOURNAL OF SSKGDC" which is an annual multidisciplinary research journal.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 55

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
    1. **Safety and Security**
    2. **Counselling**
    3. **Common Room**

Response:

Gender equity initiative

The College is an all-girls institution with students coming from middle income, low income families and even from poor or deprived sections of society that still harbor traditional outlook and approach towards upbringing of girls. The institution makes varied efforts in spreading gender awareness among the girls in order to help them rise above gender biased practices, both in and outside the campus and at home as well. The initiatives undertaken by the College are:

a) Safety and Security

- At the commencement of each new session, an identity card is issued individually to each student defining their bonafide status both within and outside the campus. Only bona fide student carrying her ID card is allowed entry into the campus. A Meet by the Proctorial Board is held as soon as the process of admission closes. It is mandatory for students across all the faculties to attend the Meet as the Proctor defines the rules of the College and the code of conduct that governs student

behavior.

- A CCTV Surveillance System is installed in the Campus to monitor the security of the students.
- During the Session, one day training program is organized for the students in which policemen from the adjoining Police thana, both male and female, visit the institution and apprise students with issues related to personal safety and tell them to report the problem.
- Students with irregular attendance are identified and the parents are informed about the same and in some cases often called in the College to meet the Principal and the concerned teachers.
- The Women Cell of the College organizes workshops and training programs to create awareness about the legal issues pertaining to gender discrimination and disparities. It also organizes a cultural program so as to provide opportunity to the students to showcase their hidden talents and realize one's potential.
- The College organizes sports both at intra and inter-institutional level so as to promote physical development, build the spirit of competition and sportsmanship and bring about personality development of students.
- The Institution conducts NSS programs, NCC course and organizes Rangering camps
- Personality Development program and Certificate Course in Environmental Awareness is also organized for imparting life skills among students.

At the Departmental level, workshops and lectures are organized toassist in the overall cognitive, social, and emotional development of all learners. Inter-institutional activities are also organized in the Campus wherein participation of either gender from other Colleges is allowed in order to giveequal opportunity to our girl students to participate and compete in the events with confidence, candidly express their views and appreciate that of others. All these efforts are done to promote life skills education among girls, build their emotional resilience and intelligence, participate in decision making, develop leadership skills and learn mutual respect for others.

b) Counseling

The Institution has a Counsellor who conducts counseling sessions with students of different faculties at the group level. Personal counseling is done on the basis of need of the student.

Counseling is done at the departmental level also. The Subject teachers conduct classes in which they make the students aware of the career options available to them after completion of the program.

The Counseling activity is taken care of by forming the mentor-mentee groupsi.e students are divided in groups and each group is mentored by the teaching faculty in the department with reference to their academic, career prospects and personal problems.

c) Common Room

A Common Room exists for students of all faculties. The students can sit, discuss and interact with each other freely. It also serves as a space for interaction between seniors and juniors amongst girls from different faculty. The Common room also has a television(TV) set and a newspaper stand to let the students connect to print and audio-visual media and update themselves with the latest news.

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 180

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 7.62

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 27.82

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 365

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

S.S.Khanna Girls' Degree College is committed to "zero waste" and reducing the environmental impact of its activities through its philosophy of "reduce-reuse-recycle". A prudent budgeting approach is adopted in what we purchase as a first step towards reducing waste.

- **Solid waste management**

The non-biodegradable waste is picked up by the collection van of Hari-bhari The bio-degradable waste is

collected and put in the compost pit to transform it into compost for use in the maintenance of plants and greenery in the campus.

- **Liquid waste management**

1) The liquid waste from the toilets and the science lab passes through sewage drain of the College which in turn is connected to the sewage treatment plant provided by the state.

- **E-waste management**

1) We give our e-waste to an E-Waste Recycler,

2) Give back to the Electronic Company under an exchange policy wherein discount on new purchase is earned.

3) Recycling bins are installed

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain Water Harvesting is a sustainable process that helps in preserving rain water for different purpose and for future needs as well. The System is installed in the Institution with the objective of recharging the underground water table. The catchments on the terrace of the college building receive huge volume of rainwater which runs down through the PVC pipes to the rechargeable tanks and then percolate down to recharge and improve the existing ground water level.

The water collection tanks are installed at 3 places in the College campus where water, from the terrace of all buildings and the fields, slides down through pipes and gets collected for recharging the underground water table.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**

a) Bicycles

b) Public Transport

c) Pedestrian friendly roads
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Efforts towards green practices

Plastic-free campus

The institution is plastic free. Carrying polythene and its use is banned in the campus among students, teaching and non-teaching faculty. Regular drives are conducted by the Student Council Office bearers and members of the Eco-Club to spread awareness about the hazards of using polythene and thus discourage its use both inside and outside the campus. Surprise checks are conducted to ensure polythene-free environment.

The guests visiting the campus are presented with handmade products in handmade paper bags as mementos.

Minimal Use of papers in office

The Institution is in the process of transforming the traditional office into a paperless office.

1)We have minimized the use of paper in office work like all communications with Sar-la-Trust, an organization that funds a part of our Science Faculty and Centre of Legal Studies, are done through email.

2)The previous records maintained in files are being computerized. Whereas new records are being created and stored on external storage devices such as pen drives and hard disks.

3) The Institution has adopted the PFMS and payment of salary to both teaching and non-teaching staff, expenditures on upgradation of the College is done through this system resulting in less use of paper. Disbursement of scholarships to students is done through cheques.

4) The Principal (administrative head) has created a WhatsApp group “SSK PG INFORMATION” for the teaching staff of the entire college. All official information and instructions regarding meetings, declaration of holidays and activities held in the College are notified in the group. The teachers also post their leave on the group for maintenance of official record. A WhatsApp group “Official SSK Non-teaching” for non-teaching faculty (III and IV class employees) is also created for disseminating information about meetings, holidays and any other official instructions.

5) All the Financial transactions are done through modes of NEFT/RTGS/Cheque/PFMS.

Green landscaping with trees and plants

The College is flaunted by lush green lawns in the midst of the campus marked by neatly pruned hedges around. Ornamental and floral plants in the earthen pots adorn the corridors in front of Principal’s Office, the Staff room and the rest of the campus. The greenery is taken care of by a permanent gardener. The dead

leaves are put in the compost pit for preparing manure.

Every year pupil-teachers of B.Ed. Program undertake plantation of variety of plants including medicinal, ornamental and floral as part of evaluative curricular activity and this exercise serves the purpose of motivating students of other faculties to emulate the practice.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.12

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.3	0.3	0.3	0	0

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 12

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 9

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	1	1	1

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: No

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 71

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

We celebrate National festivals and birth/death anniversaries with much enthusiasm and excitement in our college. Students, faculty members and non-teaching staff take part in the celebration with exceptional zeal to enrich their knowledge about Mother India. Students from all the classes take active participation and patriotic slogans and songs are sung by them in the memory of freedom fighters. The campus reverberates with the sound of loud thumping of drums playing the tune of Jana Gana Mana. March past is held by the student's of NCC wing of college. Stage plays in the memory of our freedom fighters are organized. Stage performances, dramas and speeches are conducted in the college. Students dress up in traditional attires and perform on folk songs. Skit and dramas based on our freedom struggle are conducted in the college.On 2nd October, Gandhi Jayanti, teachings of Mahatma i.e. non-violence, love, peace, truth are shared with students. The Lessons from, The autobiography of Mahatma, ‘My Experiment with Truth’ are shared with students.

31st October is observed as The National Unity Day. It is celebrated to commemorate the birth anniverssary of Sardar Vallabh Bhai Patel who is also known as The Iron Man of India. He played a great role in unifying the country. On this occasion, in order to make students aware about the life of Sardar Patel, various types of events such as speech, stage-play and National anthem are organized in the college.

Our college celebrates Vivekanand Jayanti on January 12, as ‘National Youth Day’. In 1984 the Government of India declared this day as National Youth day and since 1985 the event has been celebrated in India every year. The year 1985 was proclaimed by the United Nations as the ‘International Youth Year’. On this day we focus on the issues related to youth. The ideals and inspiring events related to

Vivekanand's life are shared with the students on this day. On the 12th of January, the students begin the day by recounting stories about Vivekananda, his achievements and his famous quotes

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution works as per the Organogram of the College. The Principal is the Academic, Financial and Administrative Head of the institution. She carries out these functions through the Staff Council. The Staff Council comprises of an Administrative Head and an Academic Head.

Financial functions

The Bursar of the College administers and supervises the financial functioning of the institution. The financial needs of the various Committees and the Departments is met by due process of presenting written demand letters before the conduct of an event through the Coordinators of the Faculty or the Chairperson of a Committee or the Head of the Department. The Bursar, in consultation with the Principal sanctions the demand. Then the Office Superintendent- Accounts gives the amount with due acknowledgement of its receipt. After the expenses have been incurred, the department/committee submits the Bill receipts to the Office.

The allocation of College Funds received as grants from the Central government or the University is done by the Principal and the Bursar in consultation with the members of the Governing Body through Scheduled Meetings and the decisions taken are documented as minutes of the meeting.

Academic functions

The Principal as the Academic Head of the College administers and supervises the academic activities aided by the Faculty Coordinators (Arts, Science, Commerce and B.Ed.) and Convener of different Departments through scheduled meetings as well as meetings arranged as per need of the concerned Coordinator/Convener.

At the beginning of the new academic session, the Academic Calendar of the College is prepared in consultation with the various Associations and Committees with due approval of the Governing Body. The planning and regular conduct of curricular activities of the College is executed by Various committees – like Cultural Committee, UGC Committee, Extension Cell etc., as per the Academic Calendar. All the decisions like preparation of Time-Table and conduct of Internal and External examinations, are taken by the respective Chairperson of the Committee in Official meetings and documented as record of minutes of the meeting. The same are conveyed to the Staff and Students via written notices and posted on the College website.

Regular monitoring of the academic progress of the College is done under the supervision of the Internal Quality Assurance Cell.

Administrative functions

The Principal as the Administrative Head administers the non-teaching staff with the assistance of the Office Superintendent-Administrative. The directions given by the Principal are conveyed to the clerical staff by him. The meetings with the Principal are documented.

Auxiliary functions

The support staff functions as per the duties allotted by the Office Superintendent-Administrative in consultation with the Principal and the same are received in written form for the observance of accountability

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice – I

1. **Title of the Practice**

Donations for Freeship scheme, Fee Waiver Scheme and Scholarships

2. **Objectives of the Practice**

The College Management and faculty members have nurtured a dream to impart free education to its girl students both at the undergraduate and post graduate levels and empower them in order to mitigate the gender inequality prevailing in the society. In fostering the academic growth and all round development of the girl students the Institution has instituted scholarships, fee waivers and freeship schemes besides the schemes offered by the government. The objective is to waive or reimburse the fee deposited by girl students who are needy as well as meriotorious. The scheme takes care of the educational needs of girl students both at the undergraduate and postgraduate levels.

3.**The Context**

Once the donations are received and funds generated, the next step is the disbursement of scholarships or granting of fee waivers or freeship schemes. Institution of scholarship, its amount, the decision on the faculty/stream and subject in which it would be given and setting up of eligibility conditions for application by students, the identification, selection and verification of genuine applicants are the challenging issues faced in the implementation of the practice.

4. **The Practice**

To realise this aim the Saraswat Khatri Pathshala Society- the founding body of the College, has generated a Corpus Fund wherein monetary donations from its members, faculty members both serving and retired and other able citizenry, are deposited and invested in fixed deposits. The income generated from interest earned on the fixed amount is utilized for disbursement of scholarships and freeships and grant of fee waivers among girl students both at the undergraduate and postgraduate levels. The facility is extended to needy, meritorious and differently abled students in consonance with the Mission of the College of raising the level of education of girls belonging to the lower and middle sections of the society as well as the minority class so as to help them realize their goals, become self-reliant, economically independent, good citizen and carve a niche for themselves in the society.

The distinctiveness which the institution has attained on this count can be assessed by the growing amount of monetary contributions being made by members of the Management, Faculty Members and other philanthropists from the Community each succeeding year. Consequently, this facility has enabled many girl students to pursue further higher studies or take up a career of their own choice.

Once the scholarship amounts are received the notice inviting application from students is put up on the College notice board. After the receipt of applications the deserving students are identified and called for an interview before the Scholarship Committee. The Committee decides upon the list of selected students on the basis of their regular attendance in the course they are pursuing, their merit and the genuiness of their need as well. Finally the list of selected students is notified on the Notice board and students are telephonically informed in person.The scholarship amount is disbursed through cheques. The meritorious students are awarded the scholarships in the Annual Function of the College to spread the message among large number of students about this facility and motivate them to continue making efforts in the academic field even if they face financial constraints at home. The Institution feels honored to provide the financial support for their educational needs. Various scholarships and fee waiver schemes are mentioned in detail in the Prospectus of the College for each new Academic session.

5. **Evidence of Success**

Each year the list of Voluntary Donors besides the members of the SKP Society is increasing and the increasing donation amounts reverberate the urge to encourage women education irrespective of the financial background they come from.

6. **Problems Encountered and Resources Required:** The entire process right from notification inviting applications to final selection takes much time and the students get the amount at the end of the session, much beyond the time of requirement.

Best Practice – II

1. **Title of the Practice**

Summer Coaching for competitive examinations

2. **Objectives of the Practice**

The objective is to make girl students aware of the career options available to them after graduating, to develop career orientation in them, to train them in skills and develop the potential to succeed in Competitive examinations and to improve their personality. Another objective is to make summer vacation an opportunity for learning and all round personality development.

The free summer coaching facility has been extended to girl students of the College and also to the students studying in other Institutions.

3.**The Context**

The girl students were lacking the confidence and the skills to take up various competitive examinations due to the inability to join coaching institutes as it would mean extra strain on financial resources. In view of the same the institution took up the onus of providing free coaching during the summer vacations. The challenge was to find the faculty for these students to train them according to their needs. The teachers of the Institution who were supposed to stay in the city during the vacations consented to take up classes and the classes are being held as per a schedule prepared before the commencement of the coaching.

4.**The Practice**

The students are coached for job oriented competitive examinations like- the Railways, Banks, Staff Selection Commission, Public Service Commission, High Court, B.Ed. entrance examination, P.G. entrance examination, TET & CTET. The notification of the Summer Coaching is made a month before the commencement of the classes through banners in the Campus and registrations are invited.

The Coordinator of the Programme sets a time table for teaching subjects which are common to various competitive exams like general awareness, inductive and deductive reasoning, mathematical skills, general intelligence, Written Communication skills in English and Hindi language. Specific schedule is designed for preparing B.Ed. students for cracking of TET & CTET exams. The teachers from the B.ED Faculty take these classes and train the students in tackling subject specific and pedagogy related questions. Once they have been taught they are given practice sheets and the same is checked by the teachers. The students are told about their problem areas and given tips to improve it.

5. **Evidence of Success**

The increasing number of students getting registered and participating in the Summer Coaching Classes is highly motivating. In the previous session 19 students from among 25 students qualified TET or CTET examination and procured placement in various schools of Allahabad. Moreover, the results indicate that more emphasis on practice sessions and their increase in quantitative terms has to be made. Time bound model test papers have to be administered to let the students acquire the skill of speedily solving questions correctly.

Some of the students attending the Classes and benefiting from it do not report their success in any competitive job oriented examination. It becomes difficult to assess the rate of success accurately.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The Damodarshree National Award for Academic Excellence

Late Prof. D.D.Khanna was one of the founders of the College. His vision was “to help the girl students discover their innate potential and promote them towards their personal and social benefits”. Prof. Khanna was an arduous promoter of education among the masses, specifically the girl students so that they develop into strong personalities and be able to make significant contribution to the civil society, at par with their male counter parts. To keep alive his dream and transform it into action, The Saraswat Khatri Pathshala Society instituted “The Damodarshree National Award for Academic Excellence” in reverential remembrance of its former President The Late Professor Damodar Das Khanna in 2011.

The Award, an essay writing contest, is a platform and an invitation to young minds from across the country’s centres of higher learning to think seriously over the given topic and to share their thoughts in dialogue with a distinguished group of people from the older generation. It is an opportunity to foster creativity among students in expressing one’s own perceptions and views on an issue.

In this national level essay competition a topic is chosen by the Organizing Committee to provide a kind of tenuous centrality to the dialogue beyond narrow confines. The participation is open to students pursuing their Under Graduate, Post Graduate or Doctoral studies in Central Universities and Universities established more than 75 years old, or their constituent/affiliated Colleges.

Through a careful pyramidal process of scrutiny and gradual elimination, in which ten to twelve University Professors, High Court judges and scholars are involved, ten best participants are selected to present and defend their essays before a panel of thirteen to fifteen judges who come after reading the essays of the finalists, to engage in dialogue with them.

The contest is unlike a debate wherein the participants compete against each other, in writing the essay each writer explores and unfolds his/her own line of thinking and feeling independently. It is held on 2nd October each year since its inception.

The Award carries cash prizes under five categories namely- Winner of ‘Damodarshree Award’ gets a cash prize of Rs.2,00,000 and a trophy, the First Runner up gets a cash prize of Rs. 1,00,000 along with a trophy, the Second Runner up gets a cash prize of Rs. 50,000 and a trophy, Best Undergraduate Award and

Best Special Participant Award carry a cash Prize of Rs.30,000 each. All the ten participants are given books and certificates. Besides this, the organizing committee bears to and fro travel expenses of outstation participants along with one of their parents who accompany them. The lodging and hospitality is also taken care of by the organizing committee.

The popularity of the Award across the country can be assessed by the increasing number of participants being witnessed each year. More than 300 entries are received each year.

The Award hosted on the 2nd of October each year becomes a festival with the entire programme being conducted in two sessions. In the Morning Session, the College confers an Award to a local personality in recognition of his/her services to the society in a specific field. Thereafter, the defense of the essay by the contestants takes place before the panel of judges and they are evaluated. In the second session before the declaration of the award, a Damodarshree Memorial Lecture is delivered by an eminent person invited on the ocassion.

Thus, the conduct of the entire event provides learning experiences not only to the participants but to the students of the College as well. They also get an opportunity to listen to the views of participants from other regions of the country and thus widen the horizon of their own thinking. The special lecture delivered by the invited guests adds to their knowledge and also motivates them to come forward, take up challenges and realize their potential. The contest being open to both boys and girls, gives female participants an opportunity to compete at par with the male contestants and express their views freely.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

- The College has been awarded "College with Potential for Excellence" by UGC and at present running under Phase II.
- Adding to the laurels of college, the college has been also selcted as Mentor Institute under PARAMARSH Scheme of UGC wherein it will guide the NAAC aspiring non-accredited Institutions.
- In 2020 three departments (Chemistry, Botany and Zoology) of the college has also been approved for Star College Scheme of DBT, GoI.
- Recently college has signed MoU with M.J. College, Bhilai to develop academic and educational collaboration.
- The Management committe has approved for establishment of Wellness Centre at college.
- Grieviance Redressal Cell, Vishakha Committee, Anti-ragging cell are operational in the college as per the norms of UGC regulations.
- Recently the college has organized a National level Cultural and Art Youth festival-"Masti Ki Pathshala".
- In the Academic Session 2019-20, the college has started Five year Integrated BA LLB Course and also has recieved approval for 2 new UG and 2 new PG courses.

Concluding Remarks :

S.S. Khanna Girls' Degree College, Prayagraj, a Constituent College of the University of Allahabad, has presented above the self-study report for the 3rd cycle of NAAC accreditation.

The college has ceaselessly taken giant strides toward fulfilling its mission of providing quality education to women hailing from the marginalized sections of the society, thereby laying the foundation of a major social transformation, catalyzing the metamorphosis of young women into mature and responsible citizens.

Tracing its roots to the humble beginnings of 1975, the college now boasts of a campus of 14520 square metre; a well-structured building set amidst a sprawling lawn. The college offers 33 programmes in the post accreditation period in which 09 PG courses are running under CBCS (Choice Based Credit System) with an elective system. The college is the only constituent college which has all five faculties (Arts, Science, Commerce, Teacher Education, and Law) which contributes enormously to the quality of education received by the women in the region and surrounding areas.

The college has an immense reservoir for potential with a dedicated management, a wide array of co-curricular activities, and provides a learner-conducive environment to the students, supported by an efficient and dedicated staff. The curriculum delivery is executed with great care so as to ensure maximum output, keeping the students at the helm of the teaching-learning process.

The college is committed to the furtherance of academic excellence and intellectual rigour, which it achieves by a mechanism of wholesome development of students by offering a personality development course, skill development programmes, special coaching classes, and special summer coaching classes for competitive exams. A well stocked library only adds to the cause.

The college encourages its students to engage with the people and community co-ordinated by the extension wing, fosters the ideas of eco-awareness, gender sensitization, and urges the students to internalize and assimilate these ideas which shape their future. The college has successfully bore comparison to the core values envisaged by the creators and is marching ahead with the motto of women empowerment in mind.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

<table>
<tr><td>Metric ID</td><td>Sub Questions and Answers before and after DVV Verification</td></tr>
<tr><td>2.2.3</td><td>Percentage of differently abled students (Divyangjan) on rolls

2.2.3.1. Number of differently abled students on rolls
Answer before DVV Verification : 6
Answer after DVV Verification: 6</td></tr>
<tr><td>2.4.3</td><td>Teaching experience per full time teacher in number of years

2.4.3.1. Total experience of full-time teachers
Answer before DVV Verification : 840 years
Answer after DVV Verification: 845 years

Remark : As per submitted document.</td></tr>
<tr><td>3.1.1</td><td>Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)
Answer before DVV Verification:
<table>
<tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr>
<tr><td>9.14</td><td>0</td><td>0.5</td><td>0</td><td>0</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr>
<tr><td>1.14</td><td>0</td><td>0.5</td><td>0</td><td>0</td></tr>
</table></td></tr>
<tr><td>3.4.2</td><td>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years
Answer before DVV Verification:
<table>
<tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr>
<tr><td>0</td><td>1</td><td>0</td><td>0</td><td>0</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
</table></td></tr>
</table>

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
13	16	19	26	27

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
7	15	19	23	22

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	3	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Documents are not authenticated by Head of the Institution. Documents are in regional language.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
15.2	20.6	33.7	18.5	17.07

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
16.2	20.6	33.7	18.5	17.07

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
11	11	10	12	11

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Provided documents are not authenticated.

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Answer before DVV Verification : A. 7 and more of the above

Answer After DVV Verification: C. At least 4 of the above

Remark : Lift, Ramps, Rest rooms, Wheel Chair are verified from geo-tagged photos

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	3	2	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

7.1.14	The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : Uploaded documents not authenticated
7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years 7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
17	19	7	11	17

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Uploaded documents not authenticated.

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 33 Answer after DVV Verification : 485