

SARASWATI MAHILA MAHAVIDYALAYA,
PALWAL

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2011-12

I. Details of the Institution

1.1 Name of the Institution

SARASWATI MAHILA MAHAVIDYALAYA

1.2 Address Line 1

BYE PASS ROAD

Address Line 2

NH-2

City/Town

PALWAL

State

HARYANA

Pin Code

121102

Institution e-mail address

saraswatipalwal@gmail.com

Contact Nos.

9215610049, 9466285533

Name of the Head of the Institution:

DR. ALKA SHARMA

Tel. No. with STD Code:

01275-253319

Mobile: 9215610049

Name of the IQAC Co-ordinator: MS. SAVITA MANCHANDA

Mobile: 9215965534, 9466285533

IQAC e-mail address: saraswatipalwal@gmail.com

1.3 NAAC Track ID HRCOGN10327

1.4 Website address: www.smmpalwal.com

1.5 Web-link of the AQAR: <http://www.smmpalwal.com/AQAR2011-12.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.80	MARCH,2,2003	5 YEARS
2	2 nd Cycle	--	--	--	--
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC : DD/MM/YYYY 01/09/2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR (2009-10) 12/01/2015 (DD/MM/YYYY)
- ii. AQAR (2010-11) 12 /01/2015 (DD/MM/YYYY)
- iii. AQAR (2011-12) 12/01/2015 (DD/MM/YYYY)
- iv. AQAR (2012-13) 12/01/2015 (DD/MM/YYYY)
- v. AQAR (2013-14) 12/01/2015 (DD/MM/YYYY)

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College ☐ Yes ☒ No

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law PEI ☐ (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

COMPUTER APPLICATION,
COMPUTER SCIENCE

1.11 Name of the Affiliating University

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty ☒

Non-Teaching Staff Alumni Others ☒

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

X	X	X
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2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
	ANNEXURE-II

2.15 Whether the AQAR was placed in statutory body Yes No ☒

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	02	--
UG	03	--	04	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	1	--	--	--
Others	--	--	--	--
Total	04	--	06	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All Programmes
Trimester	--
Annual	--

ANNEXURE-III

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☒ Students ☒
(On all aspects)

Mode of feedback : Online ☒ Manual ☒ Co-operating schools (for PEI) ☒

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	12	02	10	--	--

2.2 No. of permanent faculty with Ph.D. 06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	--	3	--	--	--	--	--	--	--	3

2.4 No. of Guest and Visiting faculty and Temporary faculty -- -- 50

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	03	--
Presented	--	02	--
Resource Persons	--	--	--

2.6 Innovative processes adopted by the institution in Teaching and Learning:

ANNEXURE-IV

2.7 Total No. of actual teaching days

during this academic year 179

2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

--

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

--	--	--
----	----	----

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

74.24%

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
--	--	--	--	--	--	--
--	--	--	--	--	--	--
--	--	--	--	--	--	--

ANNEXURE-V

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

ANNEXURE-VI

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	X
UGC – Faculty Improvement Programme	X
HRD programmes	X
Orientation programmes	X
Faculty exchange programme	X
Staff training conducted by the university	X
Staff training conducted by other institutions	X
Summer / Winter schools, Workshops, etc.	X
Others	X

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	01	--	20
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC, in all its meetings, motivates and encourages the faculty to pursue research work and publish research papers and reputed journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	01	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution	Level	International	National	State	University	College
	Number	--	--	--	--	--
	Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons ☒

3.13 No. of collaborations International ☒ National ☒ Any other ☒

3.14 No. of linkages created during this year ☒

3.15 Total budget for research for current year in lakhs :

From Funding agency ☒ From Management of University/College ☒
Total ☒

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them ☒
☒

3.19 No. of Ph.D. awarded by faculty from the Institution ☒

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF ☒ SRF ☒ Project Fellows ☒ Any other ☒

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="20"/>	State level	<input type="text" value="X"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="X"/>

3.22 No. of students participated in NCC events: NA

University level	<input type="text" value="X"/>	State level	<input type="text" value="X"/>
National level	<input type="text" value="X"/>	International level	<input type="text" value="X"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="--"/>	State level	<input type="text" value="X"/>
National level	<input type="text" value="X"/>	International level	<input type="text" value="X"/>

3.24 No. of Awards won in NCC: NA

University level	<input type="text" value="X"/>	State level	<input type="text" value="X"/>
National level	<input type="text" value="X"/>	International level	<input type="text" value="X"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="X"/>	College forum	<input type="text" value="01"/>
NCC	<input type="text" value="X"/>	NSS	<input type="text" value="02"/>
		Any other	<input type="text" value="02"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- NSS unit of our college organized camps in a village it to create awareness of health & hygienic & gender bias.
- Women cell organized programmes on women empowerment.

Criterion – IV**4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.44	--	Mgt. Fund	3.44
Class rooms	22	4	--	26
Laboratories	10	--	--	10
Seminar Halls	01	--	--	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

Administrative office is fully equipped with ICT peripherals.

4.3 Library services:**2010-11****2011-12**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6608	775830	308	46219	6916	822049
Reference Books	3773	556113	58	15069	3831	571182
e-Books	--	--	--	--	--	--
Journals	3	2480	01	2400	4	4880
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	15	140	--	--	15	140

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	155	05	Broad Band	--	--	--	--	--
Added	--	--	--	--	--	--	--	--
Total	155	05	Broad Band	--	--	--	--	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computers with latest configurations were added to the computer labs to provide students & faculty with upgraded technology for teaching & learning.

4.6 Amount spent on maintenance in lakhs :

i) ICT

1,27,844

ii) Campus Infrastructure and facilities

58,94,901

iii) Equipments

81,790

iv) Others

9,980

Total :

61,14,515

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC contributes by informing students about student support services available in the campus through sound system installed in the college, through notice boards and by organising interactive sessions time to time.

5.2 Efforts made by the institution for tracking the progression

Feedback forms
and
Follow up meetings

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1911	41	--	--

(b) No. of students outside the state

X

(c) No. of international students

X

Men	No	%	Women	No	%
	--	--		1952	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1463	202	--	248	5	1918	1403	231	--	317	1	1952

Demand ratio 1.10.1

Dropout % 4.64

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Students preparing for competitive examinations are guided by the faculty, and extra help in clearing doubts is provided to them during vacant periods.
- The library is well stocked with books aiding in the preparation of competitive examinations. These are made easily available to such students on a priority basis.
- A special area is ear-marked in the college library for preparing for such exams through group study and discussion.

No. of students beneficiaries Approx

40-50

5.5 No. of students qualified in these examinations

NET	<input checked="" type="checkbox"/>	SET/SLET	<input checked="" type="checkbox"/>	GATE	<input checked="" type="checkbox"/>	CAT	<input checked="" type="checkbox"/>
IAS/IPS etc	<input checked="" type="checkbox"/>	State PSC	<input checked="" type="checkbox"/>	UPSC	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

5.6 Details of student counselling and career guidance

- Career counselling programmes are conducted in the college to create career awareness by the faculty and expert resource persons.
- Students are apprised of the latest career opportunities and employment options through a specially dedicated notice board, “The Career Corner”, where latest newspaper and magazine articles and advertisements pertaining to career enhancement and job opportunities are put up for their benefit.

No. of students benefitted

280

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

5.8 Details of gender sensitization programmes

Women Cell of the college organises gender sensitization programmes such as talks by resource persons, debates and declamation contests, etc. Women’s Day is observed each year by conducting talks on gender issues

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

56

National level

3

International level

X

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	129	415990
Financial support from government	7	24600
Financial support from other sources	21	19800
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students Under NSS/YRC

5.13 Major grievances of students (if any) redressed:

- Security at the college gate and in the campus was revamped in response to security concerns of students who feared eve- teasing near the college. A Woman PCR was also deputed at the college gate with the help of city administration.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To prepare woman for enlightened leading roles in all walks of life, by making them personally and professionally competent and self reliant to face the challenges of life.

Mission

Mission of SMM is to contribute towards excellence in woman education to make the society as well as nation strong in spiritual, cultural and educational heritage.

6.2 Does the Institution has a management Information System

Yes, we have a Management Information System in our institution.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

NA

6.3.2 Teaching and Learning

Every session new A/V aids are purchased and installed to facilitate students & teachers in teaching & learning.

6.3.3 Examination and Evaluation

This system is provided by the university. Our institution tries to follow it in a proper manner, as per instructions of the university.

6.3.4 Research and Development

As such no funds are provided for this purpose but our faculty is given encouragement to pursue research degrees & programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

We have a well stocked library & a state of art infrastructure in the college. There are three well equipped computer labs with latest software to facilitate the teaching learning process. The science department has four fully equipped science labs.

6.3.6 Human Resource Management

ANNEXURE- VII

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is done through newspapers, advertisement and references, as far as possible, as per University norms. There is a data pool to bank on when there is sudden vacancy.

6.3.8 Industry Interaction / Collaboration

NA

6.3.9 Admission of Students

1952

6.4 Welfare schemes for

Teaching	--
Non teaching	--
Students	--

ANNEXURE-VIII

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done



Yes



No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	No	--
Administrative	No	--	No	--

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☒ No ☒

For PG Programmes Yes ☒ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Our Alumni Association holds one meeting in the college every year to remain in touch with ex-students, to get a feedback on the progress of alumni and their opinions about the progress of the institution. The alumni are encouraged to give their suggestions for betterment of students and to stay connected with the college through emails and inform their alma mater about their welfare and placement.

6.12 Activities and support from the Parent – Teacher Association

NA

6.13 Development programmes for support staff

Computer training for non teaching staff mainly for clerks and lab attendants

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree Plantation Drive for a fortnight and caring for planted trees through out the year.
- A strict 'No Littering' policy in college through planned garbage disposal.
- Fogging and spraying the campus with mosquito repellents during mosquito breeding season.

Criterion – VII

7. Innovations and Best Practices

7.1 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

ANNEXURE- IX

7.2 Give two Best Practices of the institution

Self-Defence classes have been started to enable women to look after themselves. A coach has been appointed to teach students self defence techniques and tae-kwon-do to our students.

Meditation and yoga club of the college in order to fulfil the objective of 'a peaceful mind in a healthy body' actively works throughout the year. A room is allotted for this club where students in their vacant periods go to destress themselves and benefit from yoga exercises

7.3 Contribution to environmental awareness / protection

NSS Unit & Eco Club work hand-in-hand towards environmental protection through tree plantation & by organizing cleanliness programmes.

7.4 Whether environmental audit was conducted? Yes ☐ X No ☒

7.5 Any other relevant information the institution wishes to add.

ANNEXURE- X

8. Plans of institution for next year

ANNEXURE- XI

Ms. Savita Manchanda

Name _____



Signature of the Coordinator, IQAC

Dr. Alka Sharma

Name _____



Signature of the Chairperson, IQAC

_____ *** _____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-I

(2.14)

As per the guidelines of National Assessment and Accreditation Council (NAAC), Internal Quality Assurance Cell (IQAC) of our college performs a significant role towards the achievement of following goals:

- Excellence in academics.
- Value System and Ethics in Students.
- Efficient & Effective Examination
- Clear-cut Evaluation Systems
- Plans for development and enhancement of infrastructure and campus maintenance
- Holistic approach in teaching & learning.
- Efforts to inculcate research culture in our institution.
- Focus on extra-curricular activities along with studies.
- Sports activities
- Extension activities

To achieve the above mentioned goals, 28 clubs, societies and cells are working under IQAC, organizing various programmes throughout the session. The plan of action is attached in Annexure-II

	Proposed Date	Plan of Action	To be organized by
1	03/08/2011	Tree Plantation	NSS
2	05/08/2011	Talent Show	Cultural Committee
3	12/08/2011	Poetry Competition	NSS
4	12/8/2011	Rangoli Competition	Cultural Committee
5	15/08/2011	Song & Dance	Cultural Committee
6	05/09/2011	Teachers Day	Cultural Committee
7	10/9/2011	Essay Writing Competition	Science Club
8	14/09/2011	Quiz Competition	Science Club
9	23/09/2011	Poster Making, Declamation & Slogan Competition	Cultural Committee
10	3/10/2011	Group Song, Solo Song	Cultural Committee
11	8/11/2011	BhashanPratigyogita	Cultural Committee
12	12/11/2011 to 13/11/2011	National Students Convention	Self- Finance
13	15/11/2011	Poster Making	Cultural Committee
14	17/11/2011	Inter Zonal Science Quiz	Science Club
15	24/11/2011	Essay Competition	English Department
16	24/11/2011	National Level Essay Writing Competition	English Department
17	24/01/2012 to 30/01/2012	7 Days Special Camp	NSS
18	26/01/2012	Group Dance (56)	NSS
19	26/01/2012	Republic Day Cultural Items	Cultural Committee
20	27/02/2012	Paper Presentation	Maths Club

21	31/03/2012	Environment Awareness	NSS
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Annexure II

(2.15)

Annexure III

An analysis of feedback from students is as follows:-

Though students were well satisfied with the congenial environment of the college, they demanded a separate room facility for group study. They also desired to have a good and hygienic cafeteria with more choices in eatables. They also longed for a well equipped gymnasium with more in- door games facilities.

An analysis of feedback from parents is as follows:-

In this session parents wished that their wards should be given guidance to prepare the competitive exams. Some parents wanted orientation and guidance for their wards in banking sector and in Central and State services. In this respect they suggested the regular career guidance sessions for their children.

An analysis of feedback from alumni is given below:-

The alumni showed great appreciation on seeing the various positive changes in the college and many facilities and more imposing premises. They thanked the motivating faculty of the campus who do not give stress on bookish knowledge but inspire their students to cherish their interest in different fields including sports, music, art, dance, journalism etc. They wished that the college should work meticulously in the direction of women empowerment.

Annexure-IV

(2.6)

Innovative practices adopted by the institution in Teaching-learning.

1. Special IRC Section for weak students.
2. Extension Lecture
3. Educational Tours
4. Broad Band Usage in teaching.
5. Special Book Bank Facility for under privileged students.
6. Mentor System in teaching –learning.
7. Research & projects in some of the classes.
8. Photocopying facility in the IRC.
9. Copies Question papers of previous semesters in college library

Annexure V

(2.11)

2011-12							
CLASS	TOTAL STUD	DISTIN CTION	I	II	PASS	REAPPEA R	PASS %
BCA (1st SEM.)	25	1	10	0	0	14	44
BCA (2nd SEM.)	24	1	9	3	0	11	54
BCA (3rd SEM.)	36	8	25	0	0	3	92
BCA (4thSEM.)	36	9	23	0	0	4	89
BCA (5th SEM.)	63	0	42	8	0	13	79
BCA (6th SEM.)	63	6	48	4	0	5	92
BBA (1st SEM.)	18	0	5	5	1	7	61
BBA (2nd SEM.)	18	0	5	1	0	12	33
BBA (3rd SEM.)	24	1	21	0	0	2	92
BBA (4th SEM.)	24	1	22	0	0	1	96
BBA (5th SEM.)	39	19	15	0	0	5	87
BBA (6th SEM.)	39	6	33	0	0	0	100
B.COM CA (1st SEM.)	56	2	18	1	0	35	38
B.COM CA (2nd SEM.)	56	8	24	5	0	19	66
B.COM CA (3rd SEM.)	48	0	20	23	0	5	90
B.COM CA (4th SEM.)	48	1	30	8	0	9	81
B.COM CA (5TH SEM)	27	0	12	4	0	11	59
B.COM CA (6TH SEM)	27	0	24	2	0	1	96
B.SC CS (1st SEM.)	57	3	25	3	0	26	54
B.SC CS (2nd SEM.)	57	9	31	12	1	4	93
B.SC CS (3rd SEM.)	47	10	27	8	0	2	96
B.SC CS (4th SEM.)	47	13	27	3	0	4	91
B.SC CS (5TH SEM)	30	15	13	1	0	1	97

B.SC CS (6TH SEM)	30	12	15	3	0	0	100
M.A.(English) 1st	19	0	3	1	0	15	21
M.A.(English) 2nd	19	0	0	0	8	11	42
M.A.(Pol.Sc) 1st	14	0	11	3	0	0	100
M.A.(Pol Sc.) 2nd	13	0	5	7	1	0	100
M.A.(Pol. Sc.) 3rd	7	0	7	0	0	0	100
M.A.(Pol.Sc.)4th	7	0	7	0	0	0	100

Annexure V

(2.11)

Course/Programme wise distribution of pass percentage: 2011-12						
Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass%
B.A. IST SEM.	325	0	33	91	33	48.30%
B.A. 2ND SEM.	320	0	14	39	8	19.06%
B.A. 3RD SEM.	247	0	55	138	40	94.33%
B.A. 4TH SEM.	246	0	13	74	61	60.16%
B.A. IIIIRD YR	276	4	67	118	28	78.62%
B.COM. IST SEM.	119	0	32	8	0	33.61%
B.COM.2ND SEM	118	0	35	18	1	45.76%
B.COM.3RD SEM.	98	2	19	39	3	64.28%
B.COM.4TH SEM	96	0	7	26	19	54.16%
B.COM.5TH SEM.	90	0	20	12	1	36.67%
B.COM.6TH SEM	90	0	13	58	19	100%
B.SC.(NM) IST SEM.	48	8	27	6	0	85.42%
B.SC.(NM) 2ND SEM.	48	16	26	5	0	97.92%
B.SC.(NM) 3RD SEM.	40	9	26	4	0	97.50%
B.SC.(NM) 4TH SEM	39	11	22	2	0	89.74%
B.SC.(NM) 5TH SEM.	37	7	26	3	1	100%

B.SC.(NM) 6TH SEM	37	14	20	3	0	100%
B.SC.(MED) 1ST SEM.	30	0	19	4	0	76.67%
B.SC.(MED) 2ND SEM.	30	4	15	4	0	76.67%
B.SC.(MED) 3RD SEM.	19	2	9	7	0	94.73%
B.SC.(MED) 4TH SEM	18	3	4	6	0	72.22%
B.SC.(MED) 5TH SEM.	25	2	17	5	1	100%
B.SC.(MED) 6TH SEM	25	7	16	2	0	100%

Annexure- VI

(2.12)

IQAC performs its duty of contributing/ monitoring and evaluating the teaching learning process by adopting the following mechanism:

- In the beginning of the session, an academic calendar/plan of action is prepared which is followed by faculty and students.
- Syllabi booklet with division of the curriculum to be covered till a specified time-period and tentative dates of the monthly weekly tests.
- Performance in test records is analyzed in meetings with HODs
- Weak students are given personal mentoring
- On the basis of score of students and attendance, internal assessment is prepared.
- Performance of weak students is communicated to parents too, so that they may persuade their wards to do better and give them the required support at home.
- Teaching learning is made more student centric, not only by sincere efforts exercised by teachers, but also by providing good books.
- Teaching-learning is also made effective by adopting latest technology and audio-visual aids in teaching in class rooms.

- Teaching –learning is made more efficient by encouraging faculty to update their knowledge by attending conferences, seminars, workshops etc.
- On the whole, IQAC tries hard to follow all possible measures to work towards making teaching-learning a memorable experience at SMM Palwal.

Annexure VII

(6.3.6)

Human Resources Management is done by:-

- ❖ Providing congenial atmosphere to bring out the best in each individual.
- ❖ Encouraging staff members to work in an amiable environment and organize inter faculty FDPs.
- ❖ Organising induction programs for new entrants.
- ❖ Allocating subjects & duties according to their areas of interest.
- ❖ Providing in Campus facilities like health check-ups, Crèche facility, Comfortable faculty room etc. for making the environment work conducive.
- ❖ Paying heed to official and personal problems and solving them when possible.
- ❖ Providing adequate remuneration as per market rates.
- ❖ Training staff to use technology in teaching learning exercise.
- ❖ Building harmonious relationship between management and employees through informal meetings and lunches twice a year.
- ❖ Providing separate departments to each faculty and reading room facilities.

Annexure VIII

(6.4)

TEACHING

- Crèche facility
- Gym and indoor/outdoor games during free classes and before or after college.
- Flexible working hours whenever possible
- Excellent faculty room and pantry facilities for creating environment conducive to health and work.

NON-TEACHING

- Crèche facility
- Medical Insurance

STUDENTS

- Fee concession to poor students
- Scholarships to meritorious students
- Remedial classes and extra coaching for weak students
- Rewards and incentives.

Annexure IX

(7.2)

At the end of the session, a meeting of IQAC is being hold tender the chairpersonship of our principal. In this meeting Action Taken Reports (ATR) being presented by the basis of the reports submitted by all the in charges of various Clubs, Societies & Cells

Events Organized	Action Taken by
NSS	Tree Plantation
Cultural Committee	Talent Show
NSS	Poetry Competition
Cultural Committee	Rangoli Competition
Cultural Committee	Song & Dance
Cultural Committee	Teachers Day
Science Club	Essay Writing Competition
Science Club	Quiz Competition
Cultural Committee	Poster Making, Declamation & Slogan Competition
Cultural Committee	Group Song, Solo Song
Cultural Committee	BhashanPratiyogita
Self- Finance	National Students Convention
Cultural Committee	Poster Making

Science Club	Inter Zonal Science Quiz
English Department	Essay Competition
English Department	National Level Essay Writing Competition
NSS	7 Days Special Camp
NSS	Group Dance (56)
Cultural Committee	Republic Day Cultural Items
Maths Club	Paper Presentation
NSS	Environment Awareness

Annexure X

SWOT Analysis

(7.6)

Strengths	Weaknesses	Opportunities	Threats
Supportive Management	Transport for students & faculty	UGC funds	Mushrooming of HEI in NH-2 with attractive marketing practices
Effective leadership & governance	Lack of Research funding	DHE Guidelines	Misuse of Advanced Technology & sudden over exposure of rural students to technology
Qualified & dedicated faculty	Non-Research environment	University Proposals	
Peaceful Environment			

Impartial Internal Assessment System			
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Annexure XI

(8.0)

		2012-2013	
	Proposed Date	Plan of Action	To be organized by
1	August	Talent Show	Cultural Committee
2	August	Sadbhawna Diwas	NSS
3	September	Tree Plantation	NSS
4	September	Plant Distribution Program	NSS
5	September	Teachers Day	Cultural Committee
6	September	Inter District Declamation Contest	Cultural Committee
7	September	NSS Day Celebration	NSS
8	September	Participation in Poster , Slogan & Debate (Aggarwal College)	Cultural Committee
9	September	Health Check Up	Health Club
10	September	Slogan	Health Club
11	October		NSS
12	October	Non-violence Day	NSS
13	October	Anti Drug Rally	NSS & YRC
14	October	One Day Camp on Domestic Violence	Legal Literacy Cell
15	October	Blood Donation Camp & Seminar	NSS & YRC
16	October	Quiz	Health Club

17	October	KavitaPaathPratiyogita	Hindi Literary Society
18	October	KavitaPaathPratiyogita	Legal Literacy Cell
19	October	BhashanPratiyogita	Legal Literacy Cell
20	October	BhashanPratiyogita	History Department
21	November	Legal Literacy Week	Legal Literacy Cell
22	November	Slogan Writing	Political Science Literary Society
23	November	Essay Writing Competition	Political Science Literary Society
24	November	Essay Writing Competition	English Literary Society
25		Rally on Female Foeticide	NSS
26	November		Grievances Cell
27	November	Essay Writing, Power Point Presentation & Board Presentation	Science Association
28	December	Aids Awareness Program	Women Cell
29	January	7 Days Special Camp	NSS
30	February	Saral Rozgar	NSS
31	March		NSS