SARASWATI MAHILA MAHAVIDYALAYA, PALWAL

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2013-14

1. 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/AQAR2013-14.doc

1.6 Accreditation Details

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

Affiliated College   Yes [✓] No [X]

Constituent College   [X] Yes [✓] No

Autonomous college of UGC   Yes [X] No [✓]

Regulatory Agency approved Institution   Yes [X] No [✓]

Type of Institution   Co-education [X] Men [X] Women [✓]

          Urban [✓] Rural [X] Tribal [X]

Financial Status   Grant-in-aid [✓] UGC 2(f) [✓] UGC 12B [✓]

        Grant-in-aid + Self Financing [X] Totally Self-financing [X]

1.10 Type of Faculty/Programme

     Arts [✓] Science [✓] Commerce [✓] Law PEI [X] (Phys Edu) [X]

     TEI (Edu) [X] Engineering [X] Health Science [X] 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   X

University with Potential for Excellence   X   UGC-CPE   X

DST Star Scheme   X   UGC-CE   X

UGC-Special Assistance Programme   X   DST-FIST   X

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

UGC-COP Programmes   X

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   03

2.3 No. of students   NIL

2.4 No. of Management representatives   03

2.5 No. of Alumni   NIL

2. 6 No. of any other stakeholder and
   community representatives   NIL

2.7 No. of Employers/ Industrialists   NIL

2.8 No. of other External Experts   NIL

2.9 Total No. of members   13

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. | 04 | Faculty | ✓ |

Non-Teaching Staff | X | Alumni | X | Others | ✓ |

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

If yes, mention the amount | X |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | X | International | X | National | X | State | X | Institution Level | X |

(ii) Themes | X   X   X |

2.14 Significant Activities and contributions made by IQAC

| ANNEXURE-I |

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 | X | No | ✓ |

Management [ ]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

| -- |

Part – B

Criterion – I
1. 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 X Manual ✓ Co-operating schools (for PEI) X

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
14	04	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
02	01	--	--	--	--	--	--	02	01

2.4 No. of Guest and Visiting faculty and **Temporary faculty**

--	--	55

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	08	--
Presented	01	05	--
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

169

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

71.08%

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

Faculty / Staff Development Programmes	*Number of faculty benefitted*
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	--	16
Technical Staff	--	--	--	06

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	04	02	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range ⬚ X Average ⬚ X h-index ⬚ X Nos. in SCOPUS ⬚ X

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. ⬚ X   Chapters in Edited Books ⬚ X

ii) Without ISBN No. ⬚ X

3.8 No. of University Departments receiving funds from

UGC-SAP ⬚ X   CAS ⬚ X   DST-FIST ⬚ X

DPE ⬚ X   DBT Scheme/funds ⬚ X

3.9 For colleges   Autonomy ⬚ X CPE ⬚ X   DBT Star Scheme ⬚ X

INSPIRE ⬚ X CE ⬚ X   Any Other (specify) ⬚ X

3.10 Revenue generated through consultancy ⬚ X

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number	--	01	--	--	--
Sponsoring agencies	--	ICSSR	--	--	--

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

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

3.14 No. of linkages created during this year X

3.15 Total budget for research for current year in lakhs :

From Funding agency X   From Management of University/College X

Total X

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 X
     who are Ph. D. Guides
     and students registered under them X

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

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

JRF X   SRF X   Project Fellows X   Any other X

3.21 No. of students Participated in NSS events:

University level | 11 | State level | X

National level | X | International level | X

3.22 No. of students participated in NCC events: NA

University level | X | State level | X

National level | X | International level | X

3.23 No. of Awards won in NSS:

University level | 02 | State level | X

National level | X | International level | X

3.24 No. of Awards won in NCC: NA

University level | X | State level | X

National level | X | International level | X

3.25 No. of Extension activities organized

University forum | X | College forum | 01

NCC | X | NSS | 02 | Any other | 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	3.53	5.25	Mgt. Fund	8.78
Class rooms	34	--	--	34
Laboratories	11	--	--	11
Seminar Halls	01	--	--	01
No. of important equipments purchased (≥ 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: 2012-13   2013-14

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7400	914130	346	72693	7746	986823
Reference Books	3922	591977	133	39152	4055	631129
e-Books	--	--	--	--	--	--
Journals	05	9680	--	--	5	9680
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	17	1590	--	--	17	1590

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	145	06	Broad Band	--	--	--	--	--
Added	--	--	--	--	--	--	--	--
Total	145	06	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   5,052

ii) Campus Infrastructure and facilities   9,92,62,400

iii) Equipments   2,80,393

iv) Others   NIL

Total :   9,95,47,845

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
2219	97	--	--

(b) No. of students outside the state

X

(c) No. of international students

X

Men

No	%
--	--

Women

No	%
2316	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1424	239	--	362	--	2025	1612	257	1	441	5	2316

Demand ratio   1.11.1   Dropout %   2.46

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 X   SET/SLET X   GATE X   CAT X

IAS/IPS etc X   State PSC X   UPSC X   Others X

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   300

5.7 Details of campus placement

On campus			Off Campus
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 our college organizes various programmes sensitizing the girls students of our college about Female Feticide, Dowry System, Sexual Harassment, Domestic Violence etc.

5.9 Students Activities

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

State/ University level   25   National level   05   International level   X

No. of students participated in cultural events

State/ University level | X | National level | X | International level | X |

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

Sports : State/ University level | 02 | National level | 04 | International level | X |

Cultural: State/ University level | X | National level | X | International level | X |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	181	747750
Financial support from government	170	1172184
Financial support from other sources	11	9900
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level | X | National level | X | International level | X |

Exhibition: State/ University level | X | National level | X | International level | X |

5.12   No. of social initiatives undertaken by the students | 04 | Under NSS/YRC

5.13 Major grievances of students (if any) redressed:

- Grievance Redressal Cell of our college redresses the inter personal problems of students in the campus and works towards amiable atmosphere by helping them in patching up their differences.

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

2316

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   X 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 ☐ X   No ☐ ✓

For PG Programmes   Yes ☐ X   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.
> - Paper Bag Making workshop and cloth bag making for 7 days every year.

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

> Participative management is a practice in our institution that has led to enthusiastic co-operation and innovative methods of approach to problems. Staff members have shown greater zeal and commitment which has led to a radiant environment and greater output. Even the students are given responsibilities through which they recognize their capabilities and perform leadership roles.

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 $\boxed{X}$ No $\boxed{\checkmark}$

7.5 Any other relevant information the institution wishes to add.

ANNEXURE- X
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8. **Plans of institution for next year**

In Progress.

Ms.Savita Manchanda   Dr. Alka Sharma

Name _____   *Name* _____

Signature of the Coordinator, IQAC   *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

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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

Annexure II

(2.15)

2013-2014

Sr.No.	Proposed Date	Plan of Action	To be organized by
1	22/1/2013	Voter's Day	History Association
2	7/8/2013	Talent Show	Cultural Committee
3	23/8/2013	Dental Checkup	Health Centre
4	2/9/2013	An Extension Lecture on Women Safety	Women Cell
5	5/9/2013	Teachers Day	Cultural Committee
6	9/9/2013	One Day Camp Tree Plantation	NSS
7	11/9/2013	Bharat Jago Daud	NSS
8	14/9/2013	Hindi Diwas	Hindi Literary Society
9	8/11/2013	Declamation Contest	History Association
10	8/11/2013	A programme on Women Empowerment	Legal Litrecy Cell
11	8/11/2013	Celebration of Legal Litrary Week	Legal Litracy Cell
12	23/1/2014 to 29/1/2014	7 Day Special Camp	NSS
13	25/1/2014	National Voter's Day	Voter's Club
14	25/1/2014	Yoga Shivir	Health Centre
15	25/1/2014	Sweep Programmes	Voter's Club
16	23/2/2014	Closing Ceremony	NSS
17	26/2/2014	National Science Day	Math's Club
18	28/3/2014	Declamation & Quiz & Poster Making on Aids	YRC
19	31/3/2014	National Seminar on 'Human Rights'	Political Literary Society
20	31/3/2014	Women Human Rights-A	Women Cell
21	23/4/2014	Legal Rights of Women	Women Cell

The Plan of Action was timely executed.

Annexure III

(1.3)

An analysis of feedback from students is as follows:-

In order to make their learning more absorbing, comprehensive and fruitful, the students expressed their desire to be technosavy. They wished to have a language lab in the campus and separate reading rooms in the library for UG and PG students. Library automation and e-books and journals were in their demand list.

An analysis of feedback from parents is as follows:-

In this session some parents put their request to provide transport facility to their wards. They praised the various steps taken by the management of the college regarding the security of their wards such as PCR Van, Women helpline no., ban on mobile, strict discipline etc.

An analysis of feedback from alumni is given below:-

In this session the alumni admired the brilliant faculty and supporting environment of the campus that had embedded positive approach toward life among them. They appreciated the multidimensional activities organized by the campus like NSS, Sports, Extra Curricular activities that focus on bringing out the latent talent of the students. They wished that their alma mater would reach at the zenith of success in the field of academic and co-curricular activities.

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
10. Use of projects/PPT in teaching
11. Use of visualizers in science labs
12. Smart Classes

Annexure V

(2.11)

2012-13							
CLASS	TOTAL STUD	DISTIN CTION	I	II	PASS	REAPPEAR	PASS %
BCA (1st SEM.)	19	5	4	1	0	9	53
BCA (2nd SEM.)	19	5	5	0	0	9	53
BCA (3rd SEM.)	24	5	13	6	0	0	100
BCA (4thSEM.)	24	1	14	1	0	8	67
BCA (5th SEM.)	35	11	22	0	0	2	94
BCA (6th SEM.)	35	4	24	5	0	2	94
BBA (1st SEM.)	12	1	3	3	0	5	58
BBA (2nd SEM.)	12	0	7	1	0	4	67
BBA (3rd SEM.)	15	3	11	0	0	1	93
BBA (4th SEM.)	10	2	13	0	0	0	100
BBA (5th SEM.)	25	24	1	0	0	0	100
BBA (6th SEM.)	25	2	23	0	0	0	100
B.COM CA (1st SEM.)	67	0	4	26	6	31	54
B.COM CA (2nd SEM.)	65	7	32	0	0	26	60
B.COM CA (3rd SEM.)	54	3	36	11	0	4	93
B.COM CA (4th SEM.)	54	1	42	7	1	3	94
B.COM CA (5TH SEM)	48	4	37	3	1	3	94
B.COM CA (6TH SEM)	46	0	23	22	0	1	98
B.SC CS (1st SEM.)	69	0	4	14	19	1	99
B.SC CS (2nd SEM.)	70	27	2	0	0	41	41
B.SC CS (3rd SEM.)	57	15	34	3	0	5	91
B.SC CS (4th SEM.)	57	13	34	0	0	10	82
B.SC CS (5TH SEM)	47	1	23	18	4	1	98
B.SC CS (6TH SEM)	47	3	18	18	4	4	91
M.A.(English) 1st	18	0	4	8	2	4	78
M.A.(English) 2nd	18	0	5	3	3	7	61
M.A.(English) 3rd	15	0	2	5	3	5	67
M.A.(English)4th	14	0	8	2	0	4	71
M.A.(Pol.Sc) 1st	22	0	12	8	0	2	91
M.A.(Pol Sc.) 2nd	22	0	14	8	0	0	100
M.A.(Pol. Sc.) 3rd	15	0	8	7	0	0	100
M.A.(Pol.Sc.)4th	14	0	8	5	0	1	93

Annexure V
(2.11)

Course/Programme wise distribution of pass percentage: 2012-13						
Title of the Programme	**Total no. of students appeared**	**Division**				
		Distinction %	**I %**	**II %**	**III %**	**Pass%**
B.A. IST SEM.	286	2	59	70	30	**56.29%**
B.A. 2ND SEM.	280	1	54	76	18	**53.21%**
B.A. 3RD SEM.	275	0	15	30	2	**17.09%**
B.A. 4TH SEM.	271	0	51	93	17	**59.40%**
B.A. 5TH SEM.	239	0	6	48	15	**28.87%**
B.A. 6TH SEM.	237	0	16	111	87	**90.29%**
B.COM. IST SEM.	135	0	16	64	2	**60.74%**
B.COM.2ND SEM	133	1	25	41	6	**54.88%**
B.COM.3RD SEM.	103	1	38	32	7	**75.72%**
B.COM.4TH SEM	102	0	50	37	3	**88.23%**
B.COM.5TH SEM.	94	0	26	30	13	**73.40%**
B.COM.6TH SEM	94	0	5	43	40	**93.61%**
B.SC.(NM) IST SEM.	79	9	28	24	2	**79.74%**
B.SC.(NM) 2ND SEM.	79	12	35	7	0	**68.35%**
B.SC.(NM) 3RD SEM.	49	16	27	5	0	**97.95%**
B.SC.(NM) 4TH SEM	49	21	21	0	0	**85.71%**
B.SC.(NM) 5TH SEM.	40	10	25	1	0	**90%**
B.SC.(NM) 6TH SEM	40	6	25	6	0	**92.50%**
B.SC.(MED) IST SEM.	38	5	8	13	2	**73.68%**
B.SC.(MED) 2ND SEM.	37	5	22	2	0	**78.37%**
B.SC.(MED) 3RD SEM.	28	2	19	5	0	**92.85%**
B.SC.(MED) 4TH SEM	28	11	16	0	0	**96.42%**
B.SC.(MED) 5TH SEM.	18	2	9	7	0	**100%**
B.SC.(MED) 6TH SEM	18	3	5	10	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 FDP's.
- ❖ Organising induction programs for new entrants.
- ❖ Allocating subjects & duties according to their areas of interest.
- ❖ Providing in Campus facilities of health cheek-ups, Crèche facility, Comfortable faculty room
- ❖ Paying needs 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 and library 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

Action Taken by	Events Organized
History Association	Voter's Day
Cultural Committee	Talent Show
Health Centre	Dental Checkup
Women Cell	An Extension Lecture on Women Safety
Cultural Committee	Teachers Day
NSS	One Day Camp Tree Plantation
NSS	Bharat Jago Daud
Hindi Literary Society	Hindi Diwas
History Association	Declamation Contest
Legal Litrecy Cell	A programme on Women Empowerment
Legal Litracy Cell	Celebration of Legal Litrary Week
NSS	7 Day Special Camp
Voter's Club	National Voter's Day
Health Centre	Yoga Shivir
Voter's Club	Sweep Programmes
NSS	Closing Ceremony
Math's Club	National Science Day
YRC	Declamation & Quiz & Poster Making on Aids
Political Literary Society	National Seminar on 'Human Rights'
Women Cell	Women Human Rights-A
Women Cell	Legal Rights of Women

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			