YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	**A.P,SEN MEMORIAL GIRLS COLLEGE, LUCKNOW**
• Name of the Head of the institution	**Prof. RACHANA SRIVASTAVA**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**9450355908**
• Mobile No:	**9450355908**
• Registered e-mail	**principalapsen@gmail.com**
• Alternate e-mail	**rachanaapsen@gmail.com**
• Address	**A.P.SEN MEMORIAL GIRLS COLLEGE, Near KKC, Charbagh**
• City/Town	**LUCKNOW**
• State/UT	**UTTAR PRADESH**
• Pin Code	**226001**
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	**Women**
• Location	**Urban**

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• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**UNIVERSITY OF LUCKNOW, LUCKNOW**
• Name of the IQAC Coordinator	**Prof. MONIKA SRIVASTAVA**
• Phone No.	**9415913181**
• Alternate phone No.	**9415059195**
• Mobile	**9415913181**
• IQAC e-mail address	**iqacapsen@gmail.com**
• Alternate e-mail address	**principalapsen@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.apsencollege.org/pdf/AQAR%202020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://apsencollege.org/pdf/Academic%20Calendar%202020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.72**	**2013**	**25/10/2013**	**24/10/2018**

6.Date of Establishment of IQAC	**20/07/2015**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	07	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Library Automation 2. Booster Dose camp for COVID Prevention 3. Successful implementation and completion of NEP 4. The only Degree college in Lucknow to become a GREEN BOOTH for UP Election 2022 5.Solar Panel. 6.Kaushal Vikas Yojana 7. Biometric Attendance

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Improvement in Existing Facilities .a. Upkeep and maintenance of classrooms. b. Play fields. c. Provision of safe drinking water. d. Auditorium. e, Medical Facilities. f. Smart classes. g. Automation of Library. h. Cafeteria.	All other points have been achieved except Auditorium and smart classes and for this we are trying our best.
2. Teaching Curriculum. a. Optimum utilization on modern teaching aids. b. Organising lectures, seminars, yoga sessions, demonstration on health and hygiene.	Achieved
3. Creation of additional facilities. a. Digitalization of Library. b. Vocational courses	Achieved
4. Social Education. a. Games and sports competition. b. Visit to important places. c. Organizing social / religious functions.	Achived
5. Instituting Standard Operating Procedure. a. SOP on collage Curriculum. b. SOP on Organizing of various religious and social function .c. SOP on role and duties of various committees. d. SOP on organizing of various Co- curricular. e. SOP on handling of an untoward incidence. f. SOP on handling of medical emergencies. g. SOP on repair and maintenance of college infrastructure .h. SOP on daily college routine.	Achived

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	29/01/2022

15.Multidisciplinary / interdisciplinary

NO

16.Academic bank of credits (ABC):

Academic Bank of Credit is a virtual / digital storehouse that contains the information of the credits earned by individual students throughout their learning journey.

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

NO

Extended Profile

1.Programme

1.1   03

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1   **213**

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2   **50 for GEN, 21 for SC, 27 for OBC, 2 for ST**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	No File Uploaded

2.3   **297**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1   **17**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **24**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	03
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1	213
Number of students during the year	

File Description	Documents
Data Template	No File Uploaded

2.2	50 for GEN, 21 for SC, 27 for OBC, 2 for ST
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	297
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1	17
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2 Number of Sanctioned posts during the year	**24**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**14+ 2**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**11.21**
4.3 Total number of computers on campus for academic purposes	**09**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College has a well structured curriculum, as prescribed by the university of Lucknow. Under New Education Policy it has changed the curriculum according to the changing situations and challenges of the society. M any new practical and vocational courses have been aded on all the disciplines of the colllege courses. Computer course, Cutting and sewing clothes, boutique course, Cultural activities, Environmental Awareness Programmes etc. are functioning in our College. Teachers make teaching plans in every month. They show it to the principal. Teachers use various effective teaching methods like lecture, presentation, Notes Prepration , online classes, seminars, debates, project, est and study tours.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including for the conduct of CIE Before the commencement of each semester, University notifies an academic calendar for allthe programs, which contains the date of commencement, last working day of the semester,and dates for semester-end examinations.

A.P.Sen college follows calendar issued by the University of Lucknow to which we are associated,and plans all its activitiesi,ncluding the conduct of Continuous Internal Evaluation (CIE).

The Collegeprepares anCollege-level calendar which is uploded on the college website and subsequently every department prepares its calendar.

Calendar of events includes details like the total number of working days and holidays, CIE dates.The department calendar comprises guestlectures, workshops,and extra-curricular activities.

The academic activities, CIE, and all activities are conducted in adherence to the calendarexcept unforeseen circumstances.

The academic calendars help faculty members to plan their respective course deliveryand co-curricular activities.

Department heads closely supervise andmonitor the completion of the syllabus as per the lesson plan prepared by faculty members.

Syllabus coverage for each CONTINUOUS INTERNAL EVALUATIONis decided well in advance and faculty members adhere to it.

Internal Assessment tests, assignments, quizzes, and seminars are part of theContinuous Internal Evaluation (CIE) of students. There is a well-defined process for theconduct of CIE .

The internalassessment test timetable prepared by the examination committee, and students are notified.

The Principal,frequently reviews thesemester's progress and provides suitable suggestions. In case of revision of academiccalendar by the university, collegeincorporates the necessary changes accordingly.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University | B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

02

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

02

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

Nil

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

No

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

01

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

1.3.3 - Number of students undertaking project work/field work/ internships

Nil

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

675

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**No File Uploaded**

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college take care to ensure that the students receive the best help to maintain academic pace. The students possess different levels of learning which are assessed through regular assessment and doubts solving and question answer sessions in class. After understanding the level of progress different programs are used for advanced learners and slow learners. For the slow learners extra classes and remedial classes are organised. In the pandemic, online classes were taken and once things got better, we took offline query sessions for students who had doubts and wanted extra classes. Many processes make the WhatsApp group and provide resource material such as YouTube channels for understanding things in a simple way. Workshops are organised and they are group with Advanced Learner who mentor them and help them out with that problems as seen in the sociology department. For the advanced learners various initiative are undertaken by providing extra advance level resource material. The Sociology and the political science department made WhatsApp groups and telegram groups to help them out with opportunities that will have them grow. They are also encourage to take part in international conference state and college level program into the department conference seminar and workshop. Many online courses are provided to help them out.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
Nil	**Nil**

File Description	Documents
Any additional information	**No File Uploaded**

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

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	http://www.apsencollege.org/pdf/Notes_220327_002542.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers use ICT enabled tools for teaching. Teachers use projectors to show them certain video to help the visual learner. Various e-books are provided to the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

Nil

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<u>View File</u>

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

Data Temlate

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

It is ensured that the internal assessment process in the college is transparent and robust in terms the frequency and mode, regular assessments are taken in form of group discussion class seminar assignment and presentation. The students who weak are provided remedial classes to help them overcome the mistakes that they make. They can also approach the teacher for the review of the assessments. Certain topics from the syllabus are pick up for the same. The students are instructed and guided well regarding the internal assessment process. The teachers examine the weekly and monthly assessment that are taken and calculate the overall performance. The record for the assessments are maintain by the teachers of the college. They are

evaluated in class where they can ask the queries and doubts in the sequence and the students of wish to discuss their assessment separately in detail can do so by approaching the teachers. The teachers take regular feedback to make improvements in the methods of assements and teaching.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[http://www.apsencollege.org/pdf/Notes_2203 28_011408.pdf](http://www.apsencollege.org/pdf/Notes_220328_011408.pdf)

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

The college has an effective examination cell. It has dealt with grievances effectively. Every department has a monitoring learning process and also internal examination. There are regular

assessments in various forms like written assignment or oral discussion. The college examination cell committee checks the whole process if any students appeals for the same. The grievances are handled by the committee who sits with the students and discuss the problem and the possible solution. The committee also holds meetings with HODs and teachers concerned. They check every step of the process within the stipulated time period and solve the problems.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	http://www.apsencollege.org/pdf/Notes_2203 28_011916..pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

NA

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

NA

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

601

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.apsencollege.org/pdf/Form%20Responses%201.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

17

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

To inculcate social responsibilities and bring holistic development of the students our college's NCC / NSS units do voluntary services in the adopted Basti and neighbouring slum areas. Our Cadets / volunteers help the society in many ways like:

They spread awareness among the people about multiple governments welfare missions, schemes & programs like fit india, movement, tree plantation, yoga for sound health, jan dhan yojana, kaushal vikas, gender discrimination, Swatchh Bharat, Beti Bachao, voters awareness etc.

Following Extension activities were carried out during the year:

Mission Shakti (in University) Poster Competition

Floral Tributer to the Lagacy

National Youth day

Exercise on Makar Sankranti (Under the azadi ka Amrit Mahotsava)

Noise Polution making poster by cdts

Webinar ; topic on Netaji Subhash Chandra Bose

First Ever Green Booth

Webinar ; By Col. Vinod Joshi ,Topic on Awareness of SSB

Woman Day

Road Safety Day /poster making by cdts

World Earth Day

Inauguration of an Automated Library

International Day for Biological Diversity

Anti Tobacco Day under Azadi Ka Amrit Mahotsava

Visiting of DG NCC

Bicycle Rally

World Enviornment Day

Puneet Sagar Abhiyaan

Yoga Camp 1 to 14 days/ 1 month

Day 3 of Amrit Yoga Shapath

Practice of Yoga

International Yoga Day

Mission Shakti

Quize Contest ' Anvesha' under Azadi ka Mahotsava

Har Ghar Tiranga Abhiyan 10 to 17 days under the A.Ka A.M.

World Population Day

Independence Day

National Sports Day

Tree Plantation

Azadi ka Amrit Mahotsava

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

02

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

20

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

`NCC- 100, NSS -200`

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`NO`

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

`NO`

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

A.P. Sen Memorial Girls Collegewas established in 2,45 acres in the year1955..The college has 14 classrooms and 2 seminar halls for imparting education to the students . The college is deprived of modern teaching aids like LCD , wi-fi video etc. The college has the facility of photocopy machine, submersible water pump , water purifire to provide drinking water for the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

There are 2 halls for cultural programs in the college premises.There is a huge playground for sporting events for the girl students. The college under it's weekly cultural program initiative organised various inter-college competitions and celebrated Anandmela, Saraswati Puja (Vasant Panchami), Hindi Day, Republic Day, Independence Day .Various government and non-government programs and seminars were also organized from time to time . Despite the absence of yoga and gym room in the college, the girls are trained in yoga on the stage itself. But in this session due to corona epidemic, some programs were organized in online mode and some were organised offline .

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

51050/-

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	**No File Uploaded**

4.2 - Library as a Learning Resource

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

A,P, Sen Memorial Girls PG Collage have automated Library.Library Automation is used to automate the procedures of the library such as cataloging and circulation. It makes the work of the librarian easy.

Due to automation of Library staff and students have following advantages: 1.Easier Access to system. 2.It improves Cataloguing. 3.Systemized data collections. 4.Customer Service. 5.Reduce staff

load. 6.Increase the productivity. 7.Advancement of technology.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

8606/-

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

8 to 10 Teachers and 50 to 60 students

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Yes

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

07

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

629817/-

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

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.

There is no Annual Maintenance Contract in the college. But as and when the need arises the college hire expert from outside.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

208

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

15

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

01

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

02

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Proctorial Board- The College has a Proctorial Board where administration of the students related matters pertaining to all acts of indiscipline are delegated to the board, the board is chiefly responsible for ensuring that rules and regulations framed by the college or board are being followed by the students.

Saurabh Manch- The election of the students as a college President, Secretary, Treasurer and Class Representative comes under Saurabh Manch. The selected students assist the teachers in various college function and activities.

Grievance Redressal Cell- The College has a Grievance Redressal Cell to redress the grievances of the students, the students approach the cell to voice their grievances regarding academic matters, health, library etc. The Grievance Cell comprises of Principal , one Head of the Cell Two Teachers, Clerk , Class IV employee and Students

Cultural Committee- The Committee is one of the best link between the college and students in the field of Cultural Activities.

Alumni Association- The Alumni Association is not registered but running at the College level where the college students are connected to the Teachers through Social Media, Telephonic conversation and personally too.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

07

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

NO

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Higher education basically deals with deep knowledge of a specific field and research. The management board and administration remain eager for betterment of girls students by providing good facilities and environment to get quality education. Beti Bachao beti padhao is the motto of Central Government full stop by providing necessary facilities. The college tries its best to create a sound atmosphere to empower them by class teaching either online or offline and buy extra curricular activities. To ensure that the Institution is efficiently managed and administered the college follows a time tested and successful as well as a competent secretarial constitution comprising of: The Management The Principal The Heads of the Departments The Faculty Members The managing trustee holds the executive committee meeting with the principal and head of the department to review the academic administration, research and development, academic activities, students progress, placement and training details, industry interaction, Alumni interaction and any other agenda planned for the growth of the Institution. this meeting is held every month in the college premises and the major policy decisions are taken in these meetings. the principal ensures that in all these reviews the decisions taken in the executive committee meetings are effectively enforced.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

College has distributed the administrative work among the various committees like Proctorial Board Gravels Redressal Cell Barent

Teacher Association Alumni Association Every committee has 2-3 teacher members and 2-3 student members headed by a teacher in charge. The involvement of students and teachers contribute towards improvement in academic, ragging free campus, empowerment of women The motto of our institution is to develop leadership quality among the staff and students. Students elect a cultural Council Saurabh Manch which looks after the various activities of the college. Teachers' Day, welcome party for freshers and farewell party for final year students is organised by the Sarabh Manch. Apart from this most of the committee depute students in various managerial tasks which helps them develop their personality. All students are advised to participate either in NCC or NSS. These two schemes of the government enable students to participate in various events and programs of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Being a girls' Institute college focuses on girls empowerment through their education and other activities. The UP government has launched a Mission Shakti program to make girls students aware about their rights, government schemes and how to cope with all related problems. The college organised the Mission Shakti programme very systematically.

Regional Officer of Higher Education, experts from different NGOs and teaching fraternity interacted with students online and offline according to the situation.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

According to society registration act 1860 college is run by its management board. a regular principal oversees all activities concerned with classes and extracurricular. The academic calendar is uploaded on the college website. Several committees such as admission, examination, grievances cell, proctorial board, women harassment counselling cell, career counselling cell and placement cell, NCC, NSS, sports, Eco club, voters awareness club etc effectively work in college through participatory method . Teachers are selected by Higher Education Commission Prayagraj. service book GPF, NPS are recorded properly . arrears are given according to the Government budget. Pensions are also provided according to pension norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Institution has adopted all rules regulation of UGC, State

Government, Higher Education Commission, Directorate of Higher Education etc. Salaries are made according to the UGC pay scale and credited to teachers and nonTeachers personal accounts. GPF GLIC and Income Tax amounts are deducted from salary according to financial norms. GPF, NPS accounts are maintained properly. Arrears are given according to the Government budget. Pensions are also provided according to OPS and NPS norms.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

NO

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly.

Three types of audit are followed in the college- C A Level- conducted annually

Local level- conducted annually by government AG office whenever auditor comes to audit

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Nothing special to be mentioned Except Salary, arrear etc salary, arrear and other dues are cleared according to financial norms.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The IQAC has been performing the following tasks on a regular basis:

1. **Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.**
2. **Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.**
3. **Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.**

Students and staff give their feedback and suggestions on teaching and administration.

IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels.

The Institute IQAC regularly meets every three months.

The Institute IQAC prepares, evaluates and recommends the following for approval by the relevant Institute and Govt. statutory authorities:

1. **Annual Quality Assurance Report (AQAR)**
2. **Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)**
3. **Stakeholder's feedback**
4. **Action Taken Reports**
5. **New Programmes as per National Missions and Govt. Policies**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 and recorded the incremental improvement in various activities

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process.

The Academic Calendar is prepared in advance, displayed on college website.

Examination schedule and declaration of results are notified in the Academic Calendar.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co- curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities.

Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.

Important announcements are made ,and attendance and conduct of classes are monitored.

The Chief Proctor and the Discipline Committee members make random visits to ensure smooth functioning of classe

Feedback from students is also taken individually by teachers.Students are also free to approach the Head of the Institute for feedback and suggestions.

The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major

initiatives taken arefollowing:

- Introduction ofHome Assignments
- Automation of Library
- Green initiatives in Campus – tree plantation, solar power plants, e-vehicles

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our college is purely a girls" institution, therefore safty and security o f our students are top priority. Ccollege has take several measures to enhance saftey and security in the campus by installing CCTV Cameras.

Women Harassment cell and Internal grievance cell is functional in the college.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

NA

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

C. Any 2 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

1. AP Sen Memorial Girl's PG College Lucknow enjoys immense pride in promoting and ensuring an inclusive environment synonymous of

tolerance and harmony towards cultural, regional, communal, socioeconomic and other diversities. 2. Students are well advised to get rid of all the aforestated inhibitions of diversities outside the College Campus and enter the College Gate with a singular motto "Enter to learn , exit to serve " 3. The students are amply sensitised about " ?????? ??? ????, ???? ?? ??????? " by way of organising regular seminars,presentations ,screening of documentary films , organising lectures by eminent speakers , organising debate , declamations and extempore on relevant topics . 4. The college follows a strict dress code and exercises "zero tolerance " to any overtures detrimental to tolerance and harmony towards cultural, regional , communal , socioeconomic and other such malice to ensure " Unity in Diversity "

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

1."Today's students are tomorrow's Nation Builders " Their entry to the college is very much akin to a crop being sown for the Nation . Hence ,the popular proverb "What you sow ,so , shall you reap " is very much relevant here . Needless to say that AP Sen Memorial Girl's PG College Lucknow is extremely sensitive to this "National Duty " of sensitising it's students and employees about Constitutional obligations comprising values ,rights, duties ,responsibility of citizens . 2. There is no better way to sensitise than "leading by personal example "and hence , the importance of training the trainer that is training the employees of the institution becomes important. The same is achieved by sending regular circulars on Constitutional Obligations and organising seminars and lectures on the subject for the employees . Special presentations on Constitutional Obligations are also organized for the employees to make them aware and updated about Constitutional Obligations . 3. It would be relevant here to quote the historic words of John F. Kennedy . Quote " Ask not what your country can do for you - ask what you can do for your country " Unquote. This very well sums up our ethos of nurturing our students and inculcate Constitutional Obligations, values, rights , duties and responsibility of citizen in them . The students are

sensitised on the subject by guest lectures , organising plays and skits , visit to army establishments, participating in various Constitutional events organized by various government agencies and miscellaneous other relevant activities .

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. The best way to develop " esprit - de - corps" and spread awareness among the students about our political , cultural , social , religious and historical heritage , be it national or International , is achieved by celebrating these national and International commemorative days , events and festivals in a

befitting manner. 2. AP Sen Memorial Girl's PG College Lucknow is extremely proud of educating our students about national and International events of significance by celebrating them in great style and befitting grandeur to make it an interesting subject for the students to comprehend. We have been celebrating many such events from time to time . To name a few are as under:- a. Independence Day and Republic day on 15th August and 26 January respectively . b. Teachers Day on ... c. Gandhi Jayanti on 2nd Oct. d. Maulana Azad Birth Anniversary on ... e. Sardar Vallabh Bhai Patel Jayanti on .... f. Children's Day on 14 November . g. Swamy Vivekanand Jayanti on ... h. Subhash Chandra Bose Jayanti on .... 3. We also pride ourselves in organising Saraswati Pooja " The Goddess of knowledge and wisdom ". Besides the above we also celebrate all important religious festivals like holi, Diwali , Eid and Christmas. 4. We also commemorate important theme days. To name a few are:- a. International Day of Yoga b. World Environment Day c. Women's Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1.AP SEN MEMORIAL GIRL'S DEGREE COLLEGE has endeavoured successfully to implement various pragmatic practices to ensure imparting quality education by quality teachers to its students. Besides education the college also lays due emphasis in imbibing good human values , good health and hygiene, secular practices ,respecting religious practices and acknowledging our cultural heritage . 2. The quality of teachers is ensured by continuous professional development, uniformity in imparting education,instructional leadership, nurturing sports, integrating ICT, promoting reading habits and taking care of students counseling needs, mental and psychological health . 3. Successful implementation of above practices are ensured by the institution by the way of the following :- a. Organising regularlectures

seminars and conferences for the students and teachers. b. Availability of a good and well stocked library , open throughout the college timings. c. Sanitary Pad bank for the students for ensuring good health and hygiene . d. Provision of neat and clean toilets for students. e. Counselling team comprising of teachers and expert counsellors to meet the counseling needs of the students. f. Training the trainer (teachers) to ensure their continuous professional development by regular seminars and workshops. g. Regular briefing and debriefing of teachers to ensure uniformity in imparting education . h. Regular sports events to develop "esprit de corps" j. Organising social , cultural and religious events regularly and ensuring participation of all the students. k. Active participation of the college in all the government initiatives in this regard.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution was established with the Chief aim of providing education to girls students. Our priority has always been to reach out to the important 'half' of society-The Girl Students, In the recent years the cut throat competitions at all levels in the job market demands a support system that enables the students of an institution not only the attainment of academic excellence but to find a comfortable placement in life.

The career Guidance of our college plays a important role in guiding the students to various job opportunities. Since the students intake is from different social, economic and academic backgrounds the students require a well planned and organised career counselling at the institutional level. Through this cell we try to give training and guidance to students on career related matters.

We invite companies for campus interviews and organised various types of training programs like mock interviews, group discussions, lecture by eminent persons. In similar way we have skill development cell. The aim of this cell is to encourage proficiency and skill development of girls by conducting approved

training programs.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1.To enhance the number of smart classrooms. 2.Construction of new Administrative Block Construction of Auditorium 3.To provide better infrastructure To ensure 100% classes 4.To introduce online system for different administrative work 5.Strengthen the liaison among the stake holders like teachers, students, parents etc. 6.To support students (Both and meritorious and weak) To keep guardians update about their ward performance.

7.To conduct great numbers of seminars and workshops Encourage Inter institutional collaboration Orientation program for teaching/ non teaching staff and students 8.To protect the environment 9.To strengthen alumni participation and get this association registered. 10.To increase number of lectures by eminent personalities.