



# **YEARLY STATUS REPORT - 2023-2024**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**A P Sen Memorial Girls College**

- 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. **05227118745**
- Mobile No: **9450355908**
- Registered e-mail **principalapsen@gmail.com**
- Alternate e-mail **rachanaapsen@gmail.com**
- Address **Charbagh, Jubilee Road**
- City/Town **Lucknow**
- State/UT **Uttar Pradesh**
- Pin Code **226001**

#### **2.Institutional status**

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Women**
- Location **Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **University of Lucknow**
- Name of the IQAC Coordinator **Prof. Monika Srivastava**
- Phone No. **05227118745**
- Alternate phone No.
- 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))**

[https://apsencollege.co.in/WebDoc/PDF/IQAC\\_AQAR%202022-23.pdf](https://apsencollege.co.in/WebDoc/PDF/IQAC_AQAR%202022-23.pdf)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://apsencollege.org/WebUploads/Academic\\_Calendar\\_2024\\_25.pdf](https://apsencollege.org/WebUploads/Academic_Calendar_2024_25.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.72</b>	<b>2013</b>	<b>25/10/2013</b>	<b>24/10/2018</b>

**6. Date of Establishment of IQAC**

**01/07/2015**

**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
<b>NA</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>0</b>

**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**

**7**

- 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 **No File Uploaded**

**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)**

**IQAC has taken initiative to organise various cultural and cocurricular activities**

**IQAC organised health check-up camp**

**IQAC has maintained regular correspondence with various stakeholders of the College to ensure the smooth running of the administrative and academic functions of the Institution during the year & ensure the timely disbursal of various scholarships/stipends that the students used to receive.**

**The college is also constantly trying to develop better student mentoring system, conduct Student Satisfaction Survey, laking systematic and concerted efforts for entrepreneurship, promoting environmental consciousness and Green Campus campaign, promoting student's participation in co curricular and other activities that impart leadership training and universal values.**

**Continuous focus on improving teaching-learning infrastructure and ICT equipments and their maintenance for quality enhancement**

**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
Institutional Collaboration	MoU
Promotion of inclusiveness and better environmental practices in the College such as greater adoption of solar energy, Solid Waste Management and Water Resource Management.	Solar Panel
Developing and Promoting Teaching- Learning Innovation in the College	Smart Panels are installed
Curricular Planning and Implementation	<p>1. Academic activity calendar will be prepared by IQAC for the Annual and Semester patterns. 2. IQAC will ensure that Departmental Calendars of Activities (Academic and Co-curricular) are prepared and followed by every department. IQAC will ensure that Teaching plans are available and 3. meticulously followed in every department. Objectives of the curriculum will be achieved by departments and ensured by IQAC.</p>
Academic Flexibility	Value added courses in various departments
Curriculum Enrichment	<p>1. IQAC will ensure that Study tours, field visits, group H discussions, and seminars are conducted in various departments</p> <p>2. At least 1-2 Sensitization programs courses on cross-cutting issues like gender, environment, human values, and professional ethics will be organized. No. of projects for students will be enhanced.</p>
Feedback System	Feedback will be obtained from teachers, students, alumni, and Employers Feedback will be

	analyzed and new initiatives will be introduced.
Catering to student diversity	Remedial classes for slow learner
Teaching-Learning Process	IQAC will observe the following teaching-learning methods in departments- Teaching through LMS Classroom teaching. Interactive teaching-learning methods, Teaching by using PPT

**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**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>A P Sen Memorial Girls College</b>
• Name of the Head of the institution	<b>Prof. Rachana Srivastava</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
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• IQAC e-mail address	iqacapsen@gmail.com				
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<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
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<p>IQAC organised health check-up camp</p>	
<p>IQAC has maintained regular correspondence with various stakeholders of the College to ensure the smooth running of the administrative and academic functions of the Institution during the year &amp; ensure the timely disbursal of various scholarships/stipends that the students used to receive.</p>	
<p>The college is also constantly trying to develop better student mentoring system, conduct Student Satisfaction Survey, laking systematic and concerted efforts for entrepreneurship, promoting environmental consciousness and Green Campus campaign, promoting student's participation in co curricular and other activities that impart leadership training and universal values.</p>	
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<b>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</b>	



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<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
YES	24/01/2024
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>The Vision of National Education Policy, to provide high quality education to develop human resources in our nation as global citizens, is well implemented by the college. A discussion among the faculty members were initiated on the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. Further, in view of the NEP, affiliating university has initiated new interdisciplinary centres integrating different departments in addition to the existing inter/multidisciplinary research and academic departments through Choice Based Credit System Pattern. In order to attain holistic academic growth of students, Interdisciplinary curriculum has been proposed by the university which gives freedom to the student to choose their</p>	

preferred options from the range of programmes offered by the institution. Academic programmes are redesigned to include Multidisciplinary /Interdisciplinary courses as electives. The college has adopted the policy of University of Mumbai that will support students to get maximum flexibility to choose elective courses offered by the college. The college is proactively working towards implementation of the guidelines given in the NEP.

#### **16.Academic bank of credits (ABC):**

The college is affiliated to University of Lucknow and follows a choice-based credit system for all of its programmes as per the guidelines of the university. The implementation of Academic Bank of Credits will be institutionalized as per the guidelines of University of Lucknow and Higher Education Department. University has defined specific credits for each course. Academic Credits earned by the students in each semester are maintained by the examination committee of the college. The affiliating university stores the academic credits earned by the student enrolled for various courses digitally for declaration of final results of degree programme. The stored ABC can be used for credit transfer of students who wants to avail the benefit of multiple entries and multiple exits as expected in NEP. Department of Examination and Evaluation Board of University preserve ABC and provide technical support system for the same. The college has been registered on the ABC portal as per the guidelines of University.

#### **17.Skill development:**

The Institution has introduced 5 Certificate Courses, and 04 Skill / Career Oriented Courses for the promotion of technical skills, soft skills and employability among students. Communication Skills in English and Skill Enhancement courses. The structure and contents of aforesaid courses are designed as per the guidelines of UGC and National Skill Qualification Framework (NSQF). The college strives for synergy with industry to provide required platforms to its students and develop their skills. The college aims at providing quality vocational education combining class room centered formal education and training with experience sharing of Industry practitioners and internships in business houses. Hence, the college has signed MoUs with nearby industry, NGOs or firms and strengthened collaborations and linkages with agencies of national and international repute. The focus is towards integrated knowledge acquisition and upgrading human skill towards creating a new league of employable youth. The college runs skill based Short

Term and Certificate Courses such as- 1. Hand Embroidery (Ministry of Textiles, Government of India) 2. Assistant Dress Maker (Ministry of Skill Development, Government of India) 3. Beauty Care Assistant (Ministry of Skill Development, Government of India) 4. Fashion Jewellery Artisan (Ministry of Skill Development, Government of India) All these steps are the initiatives taken by the college for effective implementation of NEP.

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

The college has been promoting Indian Knowledge System since its establishment in May 1955 in terms of classroom interaction in Bangla (Due to Bangali Management) and Hindi (National Language) with respect to UG of Humanities and Social Sciences. The college conducts discussions/symposiums/seminars in local and national languages which support the learners to acquire cultural values and respect the national heritage. Organization of periodic field trips, study tours and visits to local heritage sites, monuments, museums are also taken care of by the college to teach cultural values to students. Integrating Indian Knowledge Systems (IKS) in modern education foster a deeper connection with culture, heritage, and traditional wisdom. One key aspect of this integration is teaching in Indian languages. It allows students to access ancient texts, philosophies, and sciences in their original form, preserving nuances that may be lost in translation. Language is a gateway to understanding cultural identity and values, and promoting Indian languages in education ensures continuity of linguistic diversity. Furthermore, incorporating cultural practices and philosophies into curriculums provide students with a well-rounded view of history, ethics, and indigenous ways of thinking. Topics such as Ayurveda, Sanskrit, Yoga, and traditional art forms are practised. Celebration of Hindi Diwas, Indian Festival and various activities conducted under Saurabh Manch and Cultural Club of the college which ensure appropriate integration of Indian Knowledge system expected in NEP.

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

Institution has well defined Program Outcomes (PO), Program Specific Outcomes (PSO) and Program Education Objectives (PEO) for each program. The POs, PSOs and PEOs are satisfied through the teaching-learning process and the additional programs conducted at the Institute. As the part of curriculum, each course has defined Course Outcomes (CO) which are mapped to POs

and PSOs. Assessment tools are designed considering the requirements of POs. The activities and programs are organized in the Institute to achieve POs. At the end of the semester, analysis of PO, PSO attainment is done by each department.

## 20.Distance education/online education:

The Institute is affiliated to University of Lucknow. As per the guidelines of University, all lectures and practicals are conducted in physical mode. Google drive, Google classrooms are effectively used for course conduction and evaluation process. Each course contents are available on Goggle classroom including syllabus, PPTs and notes. The assessments of the courses are done through online assignments, quizzes. The MCQ tests are conducted using Moodle platform. Online sessions are conducted and recorded on Google meet. Various student activities are conducted online using Google meet.

## Extended Profile

### 1.Programme

1.1	3
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	238
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	339
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	186
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	20
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	24
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	657953.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	18
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<b>The institution prepares the academic calendar for commencement and</b>	

conclusion of the semester for UG and PG programs referring to Lucknow University academic planner. Every faculty member prepares the course plan at the starting of the semester, mentioning text and reference books with a practical plan of experiments. Faculty members regularly upload their course material such as unit wise power point presentations, handwritten notes, lab manual, additional material as content beyond syllabus, assignments and question bank on Google drive folders shared with all the students. Academic monitoring committee continuously monitors the schedule of classes, practical and tutorials through daily attendance. Webinars are organized by the institution in collaboration with industries for effective curriculum delivery. A teacher guardian is assigned to every practical batch of 20 to 25 students. They regularly take feedback from students and counsel them for betterment.

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 and every department prepare the academic planner by referring to the university calendar mentioning unit tests after completion of a unit, In-semester examination, practical examinations, and preliminary examinations. Every course coordinator prepares a detailed question bank for entire syllabus. The detailed assignments are prepared by every course coordinator by providing the hint for the answers for solving numerical problems and shared to every student through Google Classroom. Academic monitoring committee conducts an inter and intra departmental faculty audit for ensuring the syllabus completion, unit test conduction, unit wise notes for every course. The corrective actions are initiated for improvement and delivery of contents. Oral, practical and term work examinations are conducted time to time as per the circulars received from affiliating university.

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**

**A. All 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**

**3**

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)**

5

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**

The institution affiliating to the university which prescribes the syllabus and curriculum. The institution integrates crosscutting issues relevant to professional ethics, gender, human values, the environment, and sustainability through curriculum delivery and co-curricular and extra-curricular activities for students.

Various programmes are conducted for women and girls students such as :

Cultural competition, health awareness programmes, women empowerment, laws for women's rights, celebration of women's day. The Institution conducts different extension activities not only in institution premises but also in nearby slum area with the

theme of major gender issues are focused and addressed through the activities like save girl child campaign etc.

Institution promotes environmental protection through tree plantation and other sustainable development programmes. 01-day Awareness Programme conducted on "Importance of Sustainability". Institution organizes various activities in the nearby areas during the special drives such tree plantation, cleanliness, adaptation of slums, organized to create awareness about nature, bio-diversity and environment sustainability. The Institution conducts awareness among Students, Teachers and all employees for Proper Waste collection and disposal system.

Programmes are conducted under various clubs, like Social Service and Green Audit Cell, and some departments help to inculcate human values amongst students. National festivals like Independence Day, Republic Day serve as a platform to inculcate patriotic and moral values. Various social activities initiated by institution like Health and Hygiene Awareness Programme and Eye Check-up camp etc. Hindi Department celebrated Hindi Saptah every year. College celebrated an International Day of Yoga

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

1

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

190

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	C. Any 2 of the above
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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

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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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	<a href="#">View File</a>

#### 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

187

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

**Efforts taken for weak students:** Weak students are identified on the basis of performance in the university examinations, internal examinations, practicals, theory lectures and attendance. Students are counseled to identify reasons for their performance. Action is taken upon the reasons. E.g. If students have low confidence then counseling sessions are recommended. A full time counselor is appointed by the Institution. Teacher is assigned after every 20-25 students. Teacher monitor the progress of students under them and convey the progress to the ward's parents. Teachers also motivates the students for their academic as well as overall improvement. The actions like extra lectures, extra assignments, University question papers solving are taken for improvement. Remedial lectures are conducted for the failed students. Encouragement for bright students: Online courses, training, and internships are recommended for them. Bright students are motivated to participate in various technical events, project competitions, paper publications, hackathons etc. Toppers of university examinations are felicitated. Alumni association of the Institute provides scholarships to bright students. The best outgoing students are awarded.

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
643	20

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

The institution adopts student centric methods to enhance learning experiences, particularly in today's education landscape such as -

- **Experiential Learning** which involves hands-on experience, observation, and reflection to acquire knowledge and skills. Students engage in practical activities, experiments, or simulations that mirror real-world scenarios. This method encourages active learning, develops critical thinking, and fosters problem-solving skills.
- **Participative learning** promotes social skills, encourages peer-to-peer learning, and develops communication skills. It also helps students develop leadership skills, build confidence, and work towards a common goal.
- **Problem-Solving Methodologies** involves presenting students with complex problems or real-world scenarios and asking them to come up with creative solutions. This method helps students develop critical thinking, problem-solving, and analytical skills. It also encourages collaboration, communication, and time management.

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

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

The Institution provides following ICT tools to make learning more interactive, accessible, and engaging for students

- **Learning Management Systems (LMS):** Platforms like Google Classroom facilitate online learning, assignment submission, and communication.
- **Video Conferencing Tools:** Such as Zoom, Google Meet, allow for virtual classrooms, live lectures, and discussions.

- **Interactive Whiteboards:** Digital boards like SMART Boards or interactive displays that enable multimedia presentations and collaborative activities.
- **Online Resources:** Websites, digital libraries, and repositories for accessing educational content, research materials, and multimedia resources.
- **Social Media and Collaboration Tools:** Platforms like Twitter, Facebook Groups, or Slack for communication, collaboration, and sharing resources.
- **Assessment and Feedback Tools:** Online quizzes, surveys, and grading platforms that streamline assessment and provide timely feedback to students.

By integrating these tools into teaching practices, facilities provide more dynamic and personalized learning experiences that cater to diverse learning styles and enhance student engagement and achievement.

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

20

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

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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**

15

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)	<a href="#">View File</a>

**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**

20

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

We have adopted mechanism of internal assessment in our institution for transparent and robustness

**Transparency:**

**1. Clear Communication of Criteria and Expectations:**

- All stakeholders are well aware of the assessment criteria, objectives, and the methods used to evaluate performance.
- Assessment rubrics, guidelines, and timelines are communicated to stakeholders.

**2. Access to Feedback:**

- After assessments stakeholders are provided with feedback enabling individuals to understand their strengths and areas for improvement.

**Robustness:**

**1. Frequent Assessments:**

- Assessments are held at regular intervals to allow ongoing monitoring of progress and performance for e.g., quizzes, assignments, projects and summative assessments for e.g., exams, final evaluations.
- Frequent assessments are done which ensure that no individual is judged on a single instance but rather on a broader view of their performance over time.

**2. Varied Modes of Assessment:**

- A variety of assessment methods are used to cater to different learning styles and to provide a more comprehensive understanding of an individual's capabilities.
- These methods include written tests, practical demonstrations, presentations, peer assessments, and group work.

**3. Continuous Improvement:**

- Feedback from previous assessments are used to improve future assessment practices, ensuring that they remain effective, fair, and aligned with educational or organizational goals.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Institute conducts unit tests, mock practical/oral exams as part of internal assessment of students. The assessed internal test papers are shared with the students for self-assessment and marks are displayed in time to maintain transparency. In case of any discrepancies regarding internal assessment, the student is free to interact with the teacher and get it resolved immediately.

Continues Assessment System (CAS) is used laboratory experiments. Performance of the student is evaluated by the faculty members based on the rubric defined by the AMC and course coordinator. The laboratory submissions are made through Google classroom/Offline mode, marks are assigned to student by the faculty member after receiving submission.

This provides a transparent way for students to reflect on their strengths and areas of improvements. Project / Seminar assessment is done by the panel (group of faculty members). The rubrics for Project/Seminar are designed and shared with the students.

Grievances of internal examinations are addressed on the same day through the respective course coordinators.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 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.

**Mechanism of Communication :**

Information related to academics is available on institute website.

Course outcomes (COs) of all courses are finalized through regular meetings of Module coordinator, Subject teachers at University Level.

Subject teachers communicate COs to the students during the introduction lecture of the subject at the start of the semester.

The course outcomes (COs) for all courses are disseminated through college website, course files.

Program Outcomes, Program Specific Outcomes (PSO) of all programs offered by the institution are displayed on prominent places of each of the department.

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.

PO and PSO assessment tools are categorized into two types.

1. Direct Assessment Method: Through CO attainment in relevant courses.

- Internal (Unit Tests, CAS)
- External (University Theory Exam, University Practical/Viva Exam.)

2. Indirect Assessment Method

- Student Exit Survey (After completion of final year)
- Alumni Feedback (Once in a year)
- Extra-Curricular Activities Feedback (After each activity)
- Co-Curricular Activities Feedback (After each activity)
- Employer Survey (Regularly)
- Parents Feedback (Once in a semester)

Survey and feedback question are framed based on PO for indirect assessment method.

Target attainment levels are set for all courses based on previous years university examination results and complexity level of the subject. Target is set for attainment levels.

The CO-PO mapping with proper justification is prepared by the respective course coordinator. CO attainment is used for PO attainment as a direct tool.

Every program has set higher targets for subsequent years as a part of continuous improvement. If targets are not achieved for any course, an action plan is prepared to attain the target in subsequent years.

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

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)

<https://docs.google.com/spreadsheets/d/1RPrL-v-c5heIDNMVuEWuVKlDuzpKMhPSlwFKaI6fj0Q/edit?usp=drivesdk>

### RESEARCH, INNOVATIONS AND EXTENSION

<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
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
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
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
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
0	

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

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

For the holistic development and sensitizing to social issues Institution carry out extension activities in the neighborhood community. These activities typically include community service,

environmental awareness campaigns, educational outreach, and health initiatives. By engaging in such activities, students not only learn about the challenges faced by different sections of society but also develop a sense of responsibility, empathy, and social consciousness.

Throughout the year, these initiatives allow students to apply their classroom learning in real-world contexts, fostering practical skills such as leadership, teamwork, and problem-solving. For instance, students involved in health awareness drives or sanitation programs gain insights into public health and environmental issues, while those working on educational projects contribute to bridging learning gaps in underprivileged communities.

The impact of these activities is far-reaching. Students become more aware of the social realities around them and are better prepared to contribute positively to society. Their personal growth is marked by increased self-confidence, a sense of purpose, and improved interpersonal skills. Furthermore, these activities create a ripple effect, as the awareness and knowledge gained by students inspire others in the community to take action, fostering a culture of social responsibility and active citizenship.

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

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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**

**28**

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)	<a href="#">View File</a>

**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**

**450**

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)	<a href="#">View File</a>

**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**

**0**



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

6

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	<a href="#">View File</a>

## 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.

An adequate infrastructure is provided at the institute to provide the infrastructure to facilitate effective teaching and learning to the students. Modernization and updating of infrastructure resources is carried out from time to time. The Institution provides modern infrastructure likesmart classrooms, updated laboratories, library with reading room. Classrooms: are well ventilated with natural air and are having abundant sunlight along with LCD Projectors, Smart Boards. Timely purchase, Maintenance and repairs is carried out and write off is also done for irreparable equipment. All the rooms are having proper lighting and ventilation. The performance of equipment is monitored on a regular basis and the stock verification committee takes care of

verification of instruments, its record in dead stock register and right-off of the equipment before the commencement of each semester of an academic year. Computer laboratory: Sufficient number of computers with latest configuration along with printers, scanners and photocopiers.

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.

Cultural activities help students to build an all-rounder personality and improve their psychological as well as physical health. Overall development of students is enhanced through cultural activities which are carried out at college level through different clubs.

Annual Magazine, 'Surabhi' is also published annually wherein articles, poems, sketches etc. by students are included. Annual cultural festival, "Anand Mela" is celebrated with great enthusiasm. This annual fest provides platform for students to exhibit their skills such as singing, acting, cooking.

Sports activities (indoor and outdoor): The Institution has adequate facilities for cultural activities, sports as well as for indoor, outdoor games and yoga centre.

Teacher of physical education looks after all sports activities in the college. The institution has playground of 30 m x 30m for outdoor games.

Open Gym is also established in the Institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.apsencollege.org/ViewGallery.aspx?gid=Evg60RsYXgaOV1bt4sJsdh974JgNjK7JRUsiYjkablw=">https://www.apsencollege.org/ViewGallery.aspx?gid=Evg60RsYXgaOV1bt4sJsdh974JgNjK7JRUsiYjkablw=</a>

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

3

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.apsencollege.org/ViewGallery.aspx?gid=Evg60RsYXgaQV1bt4sJsdh974JgNjK7JRUsiYjkablw=">https://www.apsencollege.org/ViewGallery.aspx?gid=Evg60RsYXgaQV1bt4sJsdh974JgNjK7JRUsiYjkablw=</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

0.58143

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)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library Management System (L.M.S) handles the Circulation process for books available in college Library. This System is designed and organized to ensure smooth working to manage their entire Library management process starting from Book inventory management

, Book Issuance, Circulation & reporting and related tasks!

- This System also support a separate login for Students to view the allotted book against their Library Card.
- In this System books can be searched by their Title, Subject or Author and also books can be seen in appropriate categories.
- This System also support a separate login for Students to view the allotted book against their Library Card.

Nature of automation: Fully Automated with bar code technology. Various search options available are: General Search (wherein Users can search the library resources using Title, Author, Publication, Keywords and Classification number), Advanced Search (facilitates search through various combinations such as Title, Author, Publication, Keywords, Classification number), Accession Search (which is Quick search of books can be done by using accession numbers).

History of users and library resources: It is the main concern for tracking the library resources.

A register is maintained at the library wherein students/ faculty sign at the time of entry and exit, too. This system ensures the security of books as well as the individual.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://www.apsencollege.org/ViewGallery.aspx?gid=Evg60RsYXgaQV1bt4sJsdh974JgNjK7JRUsiYjkablw=">https://www.apsencollege.org/ViewGallery.aspx?gid=Evg60RsYXgaQV1bt4sJsdh974JgNjK7JRUsiYjkablw=</a>

**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)

0

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

70

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

Institute has updated configuration and LAN connected computers.

WiFi facility is also available at college premises.

All computers are connected to a broadband internet connection

having speed more than 100 MBPS.

A separate, dedicated 'Computer lab' with 10 computers available in campus.

Sufficient number of computers is allocated to all departments with necessary software and hardware configuration.

Institute is having a Face recognition machine for taking Attendance of faculty and staff members.

Today's students have risen up communicating and sharing experiences on social media sites like Facebook & Instagram. Using the power of different networks and engaging content, institutes are using social media to attract students, interact with current students and stay connected with alumni.

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

#### 4.3.2 - Number of Computers

18

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)**

2.13390

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)	<a href="#">View File</a>

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.

The college is committed to provide required and sufficient infrastructural facilities for the smooth conduct of curricular, co-curricular and extracurricular activities on campus.

**Maintenance of Library Facilities:**

The books and journals are maintained against disfiguring. Book shelves are regularly cleaned and also pest control is carried out regularly to keep in control the growth of termites, mice etc. to avoid further damage.

Stock verification is done as a part of regular monitoring and control.

**Computers:**

The institute has an adequate number of computers with internet connections and utility software's.

**Classrooms, Seminar Hall:**

Cleanliness of class rooms and Seminar hall is done on regular basis by the support staff.

Maintenance of audio system, LCD projectors etc. is done on

regular basis.

#### Laboratory:

Laboratories are regularly maintained by the Laboratory attendant.

Records of equipments are maintained in Dead-stock Register (DSR) as per the process.

Equipments are maintained properly, calibrated and serviced periodically Major maintenance of instruments is carried out by external agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.apsencollege.org/ViewGallery.aspx?gid=Evg60RsYXqaQV1bt4sJsdh974JgNjK7JRUsiYjkablw=">https://www.apsencollege.org/ViewGallery.aspx?gid=Evg60RsYXqaQV1bt4sJsdh974JgNjK7JRUsiYjkablw=</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

136

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

#### 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**

0

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)	<a href="#">View File</a>

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

1

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

0

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

<b>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>	<b>B. Any 3 of the above</b>
---	------------------------------

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

0

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

<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>22</b>	
<b>File Description</b>	<b>Documents</b>
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>
<b>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)</b>	
<b>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</b>	
<b>1</b>	
<b>File Description</b>	<b>Documents</b>
Upload supporting data for the same	No File Uploaded
Any additional information	<a href="#">View File</a>
<b>5.3 - Student Participation and Activities</b>	
<b>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</b>	
<b>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.</b>	
<b>3</b>	

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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 )

The college has Student Council as a statutory body constituted every year. Selection of the members of the Student Council is made purely on merit basis and outstanding performance given in extension activities like NSS, NCC and Cultural as per the guidelines laid down by the affiliating university. Besides Student Council, the college facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities.

Students have active representation on following bodies:

1. Internal Quality Assurance Cell
2. Student Council
3. NSS Committee
4. NCC Committee
5. Arts Circle and Cultural Committee
6. Internal Complaints Committee
7. Competitive examinations and guidance
8. Women Development Cell
9. Library Committee
10. Anti-ragging

**11.Canteen Committee****12.Health and Career Counselling**

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**

4

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)	<a href="#">View File</a>

**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

A P Sen Memorial Girls College fosters a strong bond with its alumni through a dedicated Alumni Association. This network plays a key role in the college's continued success.

**Financial Support:** As our Alumni was registered on 16-01-2023 the financial contribution is nil  
**Knowledge Sharing and Mentorship:** Alumni participate in guest lectures, workshops, and career counseling sessions, sharing their industry expertise and preparing students for future careers. This knowledge exchange bridges the gap between academics and the professional world.  
**Motivation** The Alumni Association provides information about job

opportunities available in their fields. The association also motivates the students for research activities by arranging motivational lectures. The institution's Alumni Association plays a very supporting and constructive role in the overall development of the institution through suggestion and encouragement towards the working the Institution.

File Description	Documents
Paste link for additional information	<a href="https://www.apsencollege.org/AlumniList.aspx">https://www.apsencollege.org/AlumniList.aspx</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## **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

We welcome GIRLS - rich and poor; privileged and underprivileged; able and differently abled; Hindi medium and English medium; regular and private students; extroverts and introverts; UP Board and any other Board, from within and outside Lucknow...

- To empower Women to assume leadership.
- To develop critical thinkers and concerned citizens.
- To contribute to the evergrowing knowledge.
- To ensure quality education.
- To increase accessibility and inclusivity to knowledge seekers.
- . To make our girls worldly wise.
- To develop the overall personality of our girls.
- To instill a sense of responsibility among students.
- To sustain democratic spaces for creative exploration.
- To provide an education that helps girls earn their bread after leaving the institution.
- To ensure an enabling environment that provides both roots

and wings.

File Description	Documents
Paste link for additional information	<a href="https://www.apsencollege.org/VisionMission.aspx">https://www.apsencollege.org/VisionMission.aspx</a>
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.

The college promotes decentralization and participative management through involvement of all its stakeholders. The Principal, IQAC co-ordinator, HoDs, office superintendent, and support staff look after academic and administrative leadership of the college. Some of the participative practices are as follows:

1. Nomination of senior faculty members in administrative committees such as IQAC, NIRF, ASHE, etc.
2. Appointment of Head of departments and teachers for planning and execution of curricular, co-curricular and extracurricular activities.
3. Office Superintendent tackles correspondence with government, university, the clerk handles financial matters,
4. Senior and Junior Clerks look after admission, scholarships, salary, enrollment and examinations.
5. Lab Assistant and Lab Attendants take care of laboratories.
6. Library Clerk and Library attendants look after administration of library.
7. Peons shoulders the responsibility of cleanliness of college premises.
8. Members of Examination Committee look after the smooth conduction of examinations.
9. Students Council supports in organizing various activities.
10. Statutory and non-statutory committees contribute in smooth

functioning of the college.

11. The participative governance of the institution is reflected through Student representation on various committees.

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

The Perspective Plan is prepared by the IQAC based on NAAC Peer Team recommendations, short term and long term goals set for quality improvement. The plan is shared with all academic departments and support services for its effective deployment. All the department and support services conduct planned activities throughout the year and submit Action Taken Report to the IQAC. The IQAC take periodic review of the execution of the Perspective Plan through Individual Faculty Presentations, Departmental, Presentations, Document Verification, Internal Academic and Administrative Audit by the IQAC and External Academic and Administrative Audit.

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.

The functioning of the institutional bodies is effective and efficient. The college follows the policies framed by UGC, State Government of Uttar Pradesh, University of Lucknow and NAAC.

The institute has different decision making bodies like General



body, Managing Council, Executive Committee, Higher Education Committee, Co-ordination Committee. The College Development Committee (CDC) is constituted according to the Lucknow Universities Act.

Appointment of faculty and staff and their Service Rules are looked after by Director, Higher Education Department

Institute recruits approved teaching and non-teaching staff through selection procedure as per

the norms laid down by UGC and Govt. of Uttar Pradesh.

The Principal is academic and administrative head of the college.

The head of departments look after academic planning and its execution. The same mechanism is adopted for other support services.

The Administrative Office mainly looks into matters related to accounts, admissions, scholarships, eligibility and examinations.

Statutory and Non-statutory Committees help the college in monitoring and facilitating daily administration and organization of various activities.

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)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

#### Welfare Schemes by the College:

1. Provision of Casual Leave, Duty Leave, Medical Leave, Study Leave and Maternity Leave, Child Care Leave
2. Encouragement for promotion under Career Advancement Scheme
3. Felicitation of staff members on superannuation.
4. Timely submission of proposals to get financial benefits in terms of pension, Provident Fund, Gratuity
5. Organization of Health Check-up camp.
6. Best Performer Award for outstanding contribution in the academic year.
8. Provision of Medicines in Health Centre and First Aid Box in College.
9. Provision of Vending Machine for ladies staff members.

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**

1

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)	<a href="#">View File</a>

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

#### Academic Performance Indicator (API) Performance based

Appraisal System (PBAS) for Faculty: Performance of each faculty is evaluated with the help of Performance based Appraisal System as per the guidelines of UGC and affiliating university.

Performance of faculty under Teaching, Learning, Evaluation, Curricular, Extension, Professional Development and Research Contribution is assessed by the IQAC for

promotion under Career Advancement Scheme.

#### Confidential Reports for Non-Teaching Staff:

Confidential Reports are used to evaluate performance of nonteaching staff. The Principal assesses the performance and communicate the same to institution each year with his observations and recommendations. The Confidential Reports are considered by the

Institution for promotion of non-teaching staff.

Best Performer Award to Teaching and Non-teaching staff is given on the basis of students' feedback and outstanding performance in teaching, research, extension and support to college

administration.

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

##### Internal Financial Audit:

The institution has heired a Chartered Accountant to conduct internal audit of all the branches. The Auditor is appointed by the management to look after the Internal Financial Audits. The members of Audit Department visit the institution twice in a year to verify financial transactions during the year and submit Audit Report for the compliance of queries. The college submits Compliance Report to the Management after fulfilling the queries raised by the members of Audit Department.

##### External Financial Audit:

External Audit of the college for the year 2023-24 is conducted by Government Local Fund. The auditor verifies all the financial transactions during the year and gives Audit Report to the college for its compliance in stipulated period.

Further, the External Audit of the college is conducted by the government agencies like Accounts General (AG) and Account Officer, Higher Education, Government of Uttar Pradesh.

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)

0

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

#### Institutional Policies for mobilization of funds:

The college receives salary grant from Government of Uttar Pradesh for permanent employees.

In addition to this, the following strategies are used for mobilization of funds:

Fees collected from students as per the prescribed fee structure by Government of Uttar Pradesh.

Donations received from stakeholders.

Submission of proposals to different funding agencies.

Monitory support / hand in help under CSR of nearby banks and NGOs.

#### Procedures for Optimal utilization of resources:

The college prepares budget for each academic year considering expected expenditure at different departments and support services.

The prepared budget is sent to management for the approval.

Infrastructure augmentation and renovation are carried out under the supervision of Architect and Building Supervisor.

The approved budget is utilized for required development of the college.

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 adopted following quality assurance strategies and processes:

Prepared Perspective Plan for Academic departments and support services.

Prepared Plan of Action for year 2023-24.

Prepared Action Taken Report on the Plan of Action.

Conducted more than 5 meetings of IQAC.

Submitted NIRF 2023-24

Reviewed Teaching Learning process through Syllabus Planning, Lectures Notes and Syllabus Completion Reports.

Analysis of academic results of UG and PG classes and corrective measures are suggested to concern departments.

Monitored Teaching-Learning and Evaluation process.

Collected feedback on academic activities and ambience from the stakeholders, analyzed the feedback and suggested corrective measures for quality improvement.

Organized presentation on Self-Study Report

Organized Faculty Training Programme

Conducted Academic and Administrative Audit for academic years 2021-22 and 2022

Organized Document Validation and Verification Drive.

Organized Departmental.

Organized Orientation Programmes for students, alumni and parents.

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 Internal Quality Assurance Cell of the college was established on 01/07/2015 as per the guidelines of NAAC. The IQAC has been playing pivotal role in channelizing and systematizing the efforts and measures of the institution towards academic excellence. The

IQAC conducts periodic meetings to plan quality-oriented activities and review their outcomes.

Teaching Learning process is reviewed by IQAC through Syllabus Planning, Lectures Notes and Syllabus Completion. Reports submitted by each faculty member.

A separate Lecture Observation Committee has been formulated to monitor the teaching learning process of the college.

Reports submitted by Lectures Observation Committee, Feedback by students and Students Satisfaction Survey are used to evaluate Teaching-Learning process.

The IQAC also collects reports on CIE and Attainment of Programme/Course Outcomes from respective Head of Departments. Analysis of academic after declaration of results and corrective measures are suggested to faculty for improvement.

The IQAC conducted Departmental Presentation and Document Validation and Verification Drives to evaluate the academic performance.

Reports on curricular, co-curricular and extension activities conducted by academic departments and support services are collected, analyzed and used for improvement.



Organization of Academic and Administrative Audit is done at the end of each academic year to evaluate the overall incremental growth of the academic, administrative and support services.

Periodic Meetings of IQAC are conducted to review the teaching learning process, structures & methodologies of operations and learning outcomes.

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)**

**B. Any 3 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)	<a href="#">View File</a>

## **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

The college has established a separate Women Development Cell and Women Harassment Cell . WDC, NCC andNSS oragainze various gender equality, gender sensitization and self-defense awareness

programmes such as International Women's Day, Self-defence training programme, Save Girl Rally, Health Check-up Camp, Raksha-Bandhan Celebration and webinars on Women Empowerment.

**Awareness Programmes:**

Self-Defense Training Workshop for girl students

Celebration of International Women's Day

**Safety and Security:**

Provision of Security Gate at college entrance.

Provision of CCTV surveillance on a college campus.

Provision of Security Guard for safety and security checks.

Use of Identity Cards by all staff and students on the college campus.

Provision of a separate two-wheeler parking area for girl students and staff.

**Common Room facility:**

Provision of separate staff rooms and washrooms for staff.

**Formation of Statutory and Non-statutory committees:**

Internal Complaint Committee (ICC) and Anti-ragging Committee to solve problems of girls students and women.

Discipline Committee and Passage Supervision Committee to maintain discipline.

Nomination of girl students on various committees.

Provision of faculty-wise dress code for students.

**Sports Facility:**

Provision of separate halls for indoor games, changing rooms, washrooms in sport complex for students.

Gender Equity Awareness through Curriculum

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**

**Efforts for Solid Waste Management:**

Dust bins have been provided for waste collection. The waste on the campus is disposed off in an eco-friendly manner without polluting the environment. Dry waste is collected regularly with the help of the non-teaching staff of the college. Paper waste is sold to purchasers. There is a compost pit with sizes of 5 x 5 x 3 ft. which generate adequate manure for the gardens on campus. 'Swachha Bharat Abhiyan' was implemented by our NSS and NCC students.

Fire extinguishers are refilled periodically.

**Efforts for E-Waste Management:**

The life of electronic equipment is extended by appropriate upkeep and minor repairs carried out by experts and reused on the campus

itself. Computers, software and hardware are maintained by outsourced technicians as per the MoU signed.

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**

C. Any 2 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

A. Any 4 or All 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**

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>C. Any 2 of the above</b>										
<table border="1"> <thead> <tr> <th data-bbox="86 443 529 506">File Description</th> <th data-bbox="544 443 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 512 529 645">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="544 512 1436 645" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 651 529 748">Certification by the auditing agency</td> <td data-bbox="544 651 1436 748" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 754 529 851">Certificates of the awards received</td> <td data-bbox="544 754 1436 851" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 857 529 913">Any other relevant information</td> <td data-bbox="544 857 1436 913" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	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	
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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										
<b>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</b>	<b>B. Any 3 of the above</b>										
<table border="1"> <thead> <tr> <th data-bbox="86 1473 529 1536">File Description</th> <th data-bbox="544 1473 1436 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1543 529 1639">Geo tagged photographs / videos of the facilities</td> <td data-bbox="544 1543 1436 1639" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1646 529 1778">Policy documents and information brochures on the support to be provided</td> <td data-bbox="544 1646 1436 1778" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1785 529 1881">Details of the Software procured for providing the assistance</td> <td data-bbox="544 1785 1436 1881" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1888 529 1944">Any other relevant information</td> <td data-bbox="544 1888 1436 1944" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	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	
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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										
<b>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</b>											

diversities (within 200 words).

The NSS, NCC, Extra Curricular Committee (ECA) of our college organizes different programs for an inclusive environment. The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination.

Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic

and other diversities. With great fervour the national festivals, birth anniversaries and memorials of great Indian personalities are celebrated in the institute. Rashtriya Ekta

Diwas (pledge is taken by staff and students on National Integration Day) every year. The institution organizes an Annual Cultural function ensemble along with sports competition.

Motivational lectures are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration. Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the

physical development of the students.

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.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 such as honesty, integrity hard work, punctually, 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, holistic curriculum, instructional leadership, innovative pedagogy, nurturing sports, integrating ICT in all areas of curriculum, 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:-

- Organising regular presentations, lectures seminars and conferences for the students and teachers.
- Availability of a good and well stocked library, open throughout the college timings and facilities of book issue for home.
- Provision of neat and clean toilets for students for good health and hygiene.
- Counselling team comprising of teachers and expert counsellors to meet the counseling needs of the students and attend to their mental and psychological needs.
- Regular sports events to develop "esprit de corps" and improve physical health of the students.
- Organising social, cultural and religious events regularly and ensuring participation of all the students.
- Active participation of the college in all the government initiatives in this regard.

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**

**B. Any 3 of the above**

**and other staff 4. Annual awareness programmes on Code of Conduct are organized**

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 5th Sept.

c. Gandhi Jayanti on 2nd Oct.

d. Maulana Azad Birth Anniversary on 11th Nov.

e. Sardar Vallabh Bhai Patel Jayanti on 31st Oct.

f. Children's Day on 14th Nov.



g. Swamy Vivekanand Jayanti on 12th Jan.

h. Subhash Chandra Bose Jayanti on 24th Jan.

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.

### Best Practice: I

"A Step towards Women Empowerment and Gender Sensitivity" The fundamental goal of the practice is to attain empowerment of all woman stakeholders of the college through self-awareness and realization by providing them with all possible space and opportunities. The college believes that women empowerment is the prerequisite of national development. Hence, the college is committed for women empowerment and gender sensitivity. The college has taken initiatives for Gender equality, women's safety and empowerment through various activities conducted during the year.

Many girl students and ladies staff members achieved success in academic, research, sports, cultural and social fields.

**Best Practice - II****"Mentor-Mentee Scheme"**

The prime purpose of the practice is to attain overall development of all students admitted in the institution. Students being one of the significant stakeholders are undisputedly at the centre of the education system. Around 75 to 80% students of the college belong to a socio-economically backward class. They need more attention to foster global competencies. Guidance and counselling provided under the practice help them to cope with rapidly changing perspectives of educational field. The teacher acts as a guide, philosopher and friend of mentees and strive for their overall development throughout the year. Students have achieved laurels in curricular and extra-curricular activities due to effective implementation of the scheme.

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 distinctive area of the institute is "Socio-economic upliftment of Reserved Category Students through Quality Education". The college was established in May 1955 in the purview of the Institution's splendid aphorism to educate students of farmers, workers, daily wagers and below poverty line workers of Lucknow District.

Our college was the sole option made available for higher educational opportunities to the children of the aforesaid populace at the time of its establishment. It has successfully been marching ahead and taking efforts endlessly for the betterment of the socio-economically backward sections of our society. The institute has been playing a pivotal role in the development of such students through the means of education.

Around 75.00 % of students enrolled in college belong to economically and socially backward sections of society. The continuous efforts taken by the institution has resulted in splendid outcome of the students belonging to socioeconomically

backward sections of the society.

90% students received scholarship under OBC, SBC, VJNT, SC, ST, categories during

academic year.

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

To submit proposals to start new academic programmes.

To collect feedback on curriculum, academic facilities and ambience.

To conduct Student Satisfaction Survey.

To conduct activities under Government Scheme.

To strengthen ICT enabled Teaching-Learning.

To organize Seminars / Conferences / Workshops.

To sanction Institutional Minor Research Projects to inhouse faculty.

To provide Research Inspirational Awards.

To encourage faculty to publish patents and research papers in UGC Care List journals.

To sign MoUs with academic institutes.

To conduct extension and outreach activities.

To strengthen library facilities.

To upgrade ICT facility and Internet Bandwidth from 100 Mbps to 500 Mbps.

To sign a MoU for maintenance of IT infrastructure of the college.

To provide Merit Award to deserving students.

To organize campus placement drives.

To provide competitive examination and career guidance to the students.

To organize sports and cultural events.

To promote faculty members for Promotion under CAS.

To conduct Periodic Meetings of IQAC.

To Submit AQAR for academic year 2024-25.

To Participate in NIRF 2024-2025.

To Organize Academic and Administrative Audit.

To organize Faculty and Staff Training Programmes.

To renew Green Audit, Energy Audit and Environmental Audit Certification.

To adopt Green Campus initiatives.