Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SHYAMA PRASAD MUKHERJI COLLEGE (FOR WOMEN)**
Name of the head of the Institution	**Dr. Sadhna Sharma**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01125225598**
Mobile no.	**7011108290**
Registered Email	**spmcollegedu@gmail.com**
Alternate Email	**sadhnatyagi0310@gmail.com**
Address	**Panjabi Bagh West Road NO 57**
City/Town	**New Delhi**
State/UT	**Delhi**
Pincode	**110026**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**central**
Name of the IQAC co-ordinator/Director	**Dr. Veena Kapur**
Phone no/Alternate Phone no.	**01142411360**
Mobile no.	**9810334275**
Registered Email	**iqac.spmc@spm.du.ac.in**
Alternate Email	**veena@spm.du.ac.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://spm.du.ac.in/index.php?lang=en

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://spm.du.ac.in/images/college_academic_calendar_-_2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.26**	**2019**	**28-Mar-2019**	**27-Mar-2023**

6. Date of Establishment of IQAC	**21-Jan-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Multi-disciplinary FDP	**22-Sep-2018**	**72**

	7	
A Workshop on Office Automation	07-Jan-2019 1	50
Installation of QR Code	10-Jan-2019 2	22
NAAC Accreditation	28-Jan-2019 2	3750
Introduction of three Certificate Courses	21-Jul-2018 180	110
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SPMC	Maintenance	UGC	2019 365	301816000
SPMC	Maintenance	Delhi Administration	2019 365	3100000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File

10. Number of IQAC meetings held during the year :	**6**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Organisation of inter-disciplinary FDP in September 2018. • One Week FDP was on Effective Teaching and Learning Practices. • It was interdisciplinary in nature and engaged 72 participants • Its aim was to redefine the role of educators by honing their teaching learning and research skills. • The course modules included behavioural psychology, counselling, pedagogy and teaching plans, research methodology amongst others.

A workshop on Office Automation for administrative staff of the institution in January 2019 • The main objective of the workshop was to orient the administrative staff of the institution towards e-governance • The resource person, Ms. Keyah Mukherji, initiated the staff on how to organise data with help of software • Streamlining of Office data for effective functioning was highlighted

Installation of QR Code in the institution in January 2019 • The institution installed QR Code outside all the classrooms, auditorium, committee rooms • The primary objective was to facilitate easy access and use by the visually challenged faculty, students and guests • It was a two-day process and on its completion, the campus, with the ramps, differently-abled toilets, was transformed into a more inclusive space

NAAC Accreditation on 28th March 2019 • The institution was visited by the NAAC peer team on 5 th and 6 th March 2019 • It was a three member team and they inspected the institution and interacted with the faculty, the Principal, students, alumni, parents and Governing body. • A cultural evening was also organised for the peer team.

Introduction of B.A. (Hons.) Geography from the Academic Session 2018-19

[View File](#)

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

Plan of Action	Achivements/Outcomes
To establish Language Support Cell	Language Support Cell has established.
Introduction of more Certificate Courses	Three more certificate courses has been introduced.
Introduction of B.A. (hons.) Geography	B.A. Geography (Hons) has been introduced successfully.
NAAC Accreditation	Successfully accredited with B grade.
Installation of QR Code	Successfully installed in the institution.
A workshop on Office Automation for administrative staff of the institution	It was successfully organised.
To organising a Multidisciplinary FDP in September 2018.	It was successfully organised.
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Extended IQAC	20-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	27-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Yes, the institution has established a partial management information system and IQAC is engaged in its evolution. The MIS is related to the area of finance and budgeting, library information system, planning and development. The institution gathers data pertaining to parameters such as teachers, achievement, student enrolment, the program run by the institution, examination results, library and its related information, finance, infrastructure etc. for effective decisions making and implementation. Library and Information Centre: The institutions 'Library and Information Centre' is fully automated through an Integrated Library Management System: Alice for Window. With this software, students' library membership data, library book database, the database for the purchase of books, journal and magazine, etc. are all electronically maintained. Students' Enrollment and academic program: The admission process in the University of Delhi is fully online. The University has an established centralized admission data processing procedure and the individual affiliated institutions of the university are an integral part of it. The entire admission process, including receiving the student application, verification of documents, fee payment, etc. in the institution is also completely online. Our institution has a well maintained student's database that includes program, category and domicile data of each student. Examination and Result: The institution centralized data management

system for examination and results of all the academic programs. The entire process of the examination the displaying of the date sheet, the commencement of the examination, declaration of the result is all notified on the institution's website. The internal assessment of each student is also communicated electronically and displayed on the website of the institution.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As a constituent college of the University of Delhi, Shyama Prasad Mukherji College for Women follows the syllabi prescribed by the University. The prescribed curricula in various courses are available on the website of the University of Delhi. Each department at SPMC works towards melioration of teaching practices in an attempt to facilitate the cognitive development of each student. At the beginning of each academic session, college-level and department-level orientation programmes are organized to familiarize students with their curriculum. The institution has well-planned and documented pedagogic systems and procedures in place for effective transaction of the prescribed curriculum. The traditional format of lectures is supplemented by classroom discussions, student presentations and project work. The integration of ICT and digital resources with traditional pedagogy enhances the learning experiences of students. The following activities are also incorporated as part of the academic schedule: ? Workshops, Conferences, Seminars ? Interactive sessions with eminent scholars, experts, activists ? Industrial and field visits ? Research activities ? Certificate Courses ? Intercollegiate events ? College Society and Club Activities All the departments hold meetings at the beginning of each semester to plan modalities to transact curriculum along with departmental activities for the upcoming semester. The calendar of departmental activities is submitted to the Principal. At the end of every semester, an inter-departmental audit is conducted to ensure that the stated objectives of the curriculum have been achieved. To fulfill its broad visionary goals as well as to effectively transact the prescribed curricula, the college employs various mechanisms: 1. Workload Committee Departmental teachers-in Charge (TICs) prepare the workload of their departments - on the basis of each teacher's areas of specialization and interests – in accordance with the norms of the UGC and University of Delhi, and submit it to the Workload Committee. For professional courses, the norms of various statutory bodies that govern these courses are also kept in mind. The Workload Committee examines, analyzes, and then approves the workload. 2. Timetable Committee The Timetable Committee prepares the timetable for the entire college in accordance with the given workload as well as the guidelines of the UGC and University of Delhi. It is then uploaded on the college website. 3. Internal Quality Assurance Committee IQAC effectively monitors the transaction of academic activities in the college and supervises the implementation of the curriculum. 4. Individual Departments Each TIC ensures that the prescribed curriculum is implemented through regular teaching. The TIC submits detailed teaching plans prepared by each teacher, along with a calendar of proposed department activities, to the IQAC. The

teaching plans are a blueprint of the teacher's visualization of how s/he will transact the curriculum, and include student assessment procedures. To strengthen the teaching learning process, the Principal holds regular meetings with every department discussing the results and pedagogic strategies, as well as exploring viable techniques for curriculum transaction.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Journalism in Hindi Language	Nil	28/08/2018	180	yes	Nil
Travel and Tourism	Nil	09/01/2019	180	yes	Nil
Women and Legal Literacy	Nil	09/01/2019	180	Nil	Yes
French and German Language	Nil	12/07/2018	180	Yes	Nil
Employabil ity Skill	Nil	01/10/2018	90	Nil	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	B.A. (Hons.) Geography	21/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	0	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	210	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Hindi Journalism	28/08/2018	22
French Language	12/07/2018	34
Women and Legal Literacy	09/01/2019	16
Travel and Tourism	09/01/2019	16
Employablity Skill	13/10/2018	100

German Language	12/07/2018	22
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Teachers' Training Education	52
BElEd	Teacher's Professional Course	46
BA	Political Science	1
BA	Applied Psychology	42
BSc	Computer Science	96
BA	English	3
BCom	Hons	11
BA	General	21
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Student feedback mechanism: 1. Feedback from students has always played an important role in the maintenance of quality and standards in higher education. Initially, each teacher took feedback informally from her students at the completion of an academic session or as she deemed appropriate. 2. As quality assurance arrangements have themselves become more formalized, so too have the arrangements for the collection, analysis, and use of feedback. There are a number of other contextual changes that have influenced feedback mechanisms. The expansion and differentiation of higher education has had major implications for its transaction and the students who work and study here: 1. A steady decline in student/staff ratios has adversely impacted the traditionally close relationships between teacher and student, which have all but disappeared in most institutions. Thus, informal means of communication between students and their teachers have become less effective in securing reliable feedback. The extreme pressure on academic staff of added administrative responsibilities coupled with their regular teaching and research load have reduced time available for face to face interactions between staff and students. 2. Student feedback proposes to: ? Enhance the student's experience of learning and teaching ? Help with monitoring and review of standards ? Ensure effectiveness of course design and transaction ? Enable a dialogue with students ? Ensure teacher accountability and development ? Measure student satisfaction IQAC has evolved a system of garnering student feedback through an online form that is

available to the students to measure and analyze their satisfaction regarding: ? The teaching-learning process ? Teacher and content transaction ? College infrastructure ? Library facilities The above parameters help the college administration review the students' interaction with the college on the academic and administrative aspects. The feedback mechanism becomes an effective system for ensuring quality and excellence in the functioning of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	(Hons.) Political Science	92	802	126
BA	(Hons) History	39	405	48
BA	(Hons.) Hindi	39	363	58
BA	(Hons.) Geography	46	277	44
BA	General	385	1822	424
BCom	General	119	1186	100
BA	(Hons.) Applied Psychology	39	325	44
BA	(Hons.) Commerce	78	814	94
BA	(Hons.) Economics	39	440	34
BA	(Hons.) English	39	749	37

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3410	47	165	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

| 163 | 163 | 9 | 36 | Nill | 8 |

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

IQAC introduced the student mentorship programme in which, every year, each student of the college is allotted a teacher mentor. Regular sessions are held in which students can openly discuss their problems with the assigned mentor. IQAC in close collaboration with the Mentorship Committee has drafted a proforma to be filled up by the mentors at the end of each semester detailing the problems discussed with mentees and their resolution. The programme has helped students in many different ways such as resolving their academic and non-academic problems through conversations and by getting support from organized bodies if required. The students get to work on their shortcomings and resolve their problems without any inhibition. The mentors act as facilitators encouraging students to participate in events, competitions and activities which they have interest in and aptitude for, thereby boosting their self-confidence. The student mentorship programme, due to its close and collaborative nature, helps students to discover and improve themselves. At one level it is a mechanism for understanding the needs and ambitions of students, mentoring them in this aspect of their personality. At another level, it is a forum for aligning students with their socio-cultural ethos while being able to critique its social processes. The programme thus serves the valuable purpose of acting as an incubation centre for the identification of social needs. The students, with facilitation by the teachers, explore pockets that require help and generate intervention programmes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3457	165	1:21

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
165	165	Nill	74	82

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Chandrakanta K. Mathur	Assistant Professor	Service Loyalty Award, CRPF, Ministry of home Affairs.
2018	Mr. Rishiraj Pathak	Assistant Professor	Yuva Sahityakar Samman from Bhaurao Devras Seva Nyas, Lucknow
2018	Mr. Rishiraj Pathak	Assistant Professor	Maithili Vibhuti Samman by Maithili Brahman Sabha, Delhi
2018	Mr. Rishiraj Pathak	Assistant Professor	Sanskrit Samaradhak Samman by Delhi Sanskrit Academy

2018	Dipti Sharma	Assistant Professor	Young Scientist Award from Biologix Research and Innovation Centre Pvt. Ltd.
2018	Dr. Chandrakanta K. Mathur	Assistant Professor	Radhakrishnan Memorial National Teachers Award 2018 by Indrapastha Shiksha Evam Khel Vikas Sangtham
		[View File](#)	

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	526	IV	20/05/2019	28/06/2019
BA	518	IV	20/05/2019	28/06/2019
BA	516	IV	20/05/2019	28/06/2019
BA	529	IV	20/05/2019	28/06/2019
BA	527	IV	20/05/2019	28/06/2019
BEd	364	2	20/05/2019	18/07/2019
BElEd	363	4	20/05/2019	23/07/2019
BCom	504	VI	20/05/2019	28/06/2019
BCom	503	VI	20/05/2019	28/06/2019
BA	501	VI	20/05/2019	03/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A well planned internal assessment procedure helps in giving the students pertinent feedback, pointing out their strengths and weaknesses while giving them support for future development. As a constituent college of the University of Delhi, SPMC adheres to the internal evaluation guidelines laid down by the university. The institution held house examinations till 2012. Subsequently they were replaced by class tests, as per the University directive. We have an Internal Assessment (IA) monitoring committee, which regulates and guides the implementation of the evaluation process. It was decided by the IA committee and the TICs that in addition to class tests, internal assessment would also incorporate learning through problem solving and projects. Assessment strategies that apply real life situations are now an integral part of the institution's evaluation process. The system and procedures formulated by the committee ensure that the internal assessment of each semester is uploaded on the college website, to ensure transparency. Positive Impact of the Formative Assessment System Internal assessment marks given on the basis of formative assessment have impacted student performance positively. The positive impact is evidenced by: ? Increase in students' attendance and participation in classroom learning transactions. ? Effective preparation of the students for the final

summative exams. Enhanced participation of students in curriculum enrichment activities of departmental and college societies.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college follows the University of Delhi academic calendar for the conduct of CIE and other related matters. Accordingly, the Workload Committee studies the workload of each department carefully and the Time Table Committee uses it to prepare the time-table which is displayed on the college website before the beginning of semester. Internal Assessment Committee, in conformity with University internal assessment and re-evaluation norms, which are displayed on the University and the college websites, fixes dates for internal evaluations and verification of assessment marks of the students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://spm.du.ac.in/index.php?option=com_content&view=article&id=111&Itemid=286&lang=en

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
131	BA	Hons. Economics	21	19	94.73
132	BA	Hons. History	39	37	97.67
134	BA	Hons, Political Science	83	83	100
161	BA	Hons. Mathematics	43	37	93.61
114	BA	Hons. English	32	28	96.42
115	BA	Hons. Hindi	48	46	100
147	BCom	Hons.	64	61	98.38
148	BCom	Nill	75	70	98
103	BA	Programme	304	278	89.5
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://spm.du.ac.in/index.php?option=com_content&view=article&id=159&Itemid=335&lang=en

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	Nil	0	0

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
None	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
None	NA	NA	Nill	NA

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not applicable	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Applied pschology	2	Nill
National	Computer Science	3	Nill
National	Education	3	Nill
National	English	1	Nill
National	Geography	1	Nill
National	Philosophy	1	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication

Political Science	6
Computer Science	11
Education	2
Food Techonology	1
HDFE	3
Philosophy	2
Music1	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A novel framework to improve the performance of c rowdfundin g platform	Dr. Jaya Gera	ICT Express, Elsevier	2018	6	NA	10
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A novel framework to improve the performance of c rowdfundin g platform	Dr. Jaya Gera	ICT Express, Elsevier	2018	1	10	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	Nill	32	20	Nill
Presented papers	Nill	26	11	Nill
Resource persons	Nill	8	26	Nill
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Drive	Red Cross Society	3	86
Cancer Awareness	Bal Ashray Ashram	2	100
Cloth Donation Drive	We Clothe Them- NGO	2	300
Kerala Flood Donation Drive	Society for Attaining Vibrant Earth	3	180
Voter ID Registration	Election Commission	2	Nill
CPR Training	Ministry of Youth Affairs and Sports	3	150

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
None	Nill	NA	Nill

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Cloth Donation	We Clothe Them-NGO	Cloth Donation Drive	2	150
Flood Donation Drive	Society for Attaining Vibrant Earth	Kerala Flood Donation Drive	3	300
Voters Awareness Campaign	Election Commission of India and NSS	Voters ID Registration	2	110
First Aid Training	Ministry of Youth Affairs and Sports	CPR Training	2	120
Blood Donation Awareness Campaign	Red Cross Society	Blood Donation Drive	2	86

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

None	0	0	0

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 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
None	NA	NA	Nill	Nill	0

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 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
YUVA Seva Foundation , Delhi	01/03/2019	AN MOU was signed with YUVA Seva Foundation, Delhi for organizing programs, events and tours for cultural exchange programmes with North Eastern States	3500
Ekal Sansthan, New Delhi	28/02/2019	An MOU was signed with Ekal Sansthan, New Delhi for collaborating and organizing socially useful events including an orientation session and IB Bridge Programme.	3500
Sustainable Initiative	01/02/2019	AN MOU was signed with YUVA Seva Foundation, Delhi for organizing programs, events and tours for cultural exchange programmes with North Eastern States	3500

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
79	79

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Nill
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Alice for Window	Fully	6.00	2007

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	31514	7712239	1163	707008	32677	8419247
Reference Books	2784	1674769	45	66289	2829	1741058
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	2487	Nill	28	73829	2515	73829
e-Journals	7	Nill	7	37180	14	37180
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	829	5210	16	Nill	845	5210
Library Automation	Nill	1694260	Nill	119126	Nill	1813386
Weeding (hard & soft)	5484	267843	Nill	Nill	5484	267843

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	1228	4	157	2	1	21	30	100	0
Added	32	0	0	0	0	0	30	0	0
Total	1260	4	157	2	1	21	60	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
None	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
40	39	40	39

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution works to ensure optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities. The primary objective is to confer maximum benefits to the students, the teaching and the support staff of the institution. Both the teaching and administrative staff members are appointed as members of various committees such as Purchase Committee, Library Committee, Infrastructure Committee, Sports Committee, Website Committee, Garden Committee, Canteen Committee etc. Regular meetings are conducted to ensure proper maintenance and augmentation of these facilities, based on the requirements of the institution. Laboratory: The teacher in charge of the department that has a laboratory supervises its smooth functioning and is assisted by the laboratory in-charge. They ensure that instructions for lab usage are pasted in the laboratory. All the laboratories within the institution maintain stock registers and accounts records. The verification and checking of the accounts and stock registers is

undertaken during the annual Inter Departmental Audit. Library: In keeping with the institutional policy of digitization, the Library at SPMC is fully automated with Alice Window 2007 version. The library committee is responsible for the maintenance and augmentation of library infrastructure. • The requirement and list of books is gathered from the concerned departments accompanied with the approval of the departmental TICs. The approved list of books is duly signed by the Principal. The Library then purchases these books. • To ensure the timely return of books, a fine of Rs.1/day is imposed to the defaulters. • A suggestion box is situated at the entrance of the library for users' feedback. The feedback is essential to generate new ideas that will ensure that the library growth is a continuous process. • The library staff is responsible for maintenance of the reading room and stock verification of library books. They weed out old and unused titles. • Open access journals facilities are available. Sports: - The maintenance of sports equipment and infrastructure is supervised by the department in charge. New equipment and essential sports items are purchased through Sports Committee in consultation with Purchase Committee. Computers: - The institution has 1260 computers in the college. They are maintained through AIMS. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant. Internet and WIFI Enabled campus. Infrastructure: The college infrastructure committee takes responsibility for maintenance and upkeep of infrastructure. Regular cleaning of water tanks, proper garbage disposal, pest control, maintenance of lawns, garden is done by support staff of the college. The maintenance and upkeep of the institution is monitored through regular inspections by the concerned committees. The institution outsources the maintenance and upkeep of the cleanliness of the premises, the upkeep of the furniture, electricity and plumbing. Regular maintenance of the water coolers and water purifier is done through AIMS.

http://spm.du.ac.in/index.php?option=com_content&view=article&id=161&Itemid=336&lang=en

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid and Fee Concession	44	50000
Financial Support from Other Sources			
a) National	Post Matric-Scholarship and others	303	Nill
b)International	World Brotherhood Organization Grand of Education Scholarship	10	100000
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
FCC	02/07/2018	25	Central Social Welfare Board (CSWB), Delhi

Language Support Cell	21/07/2018	Nill	English Department
Vocation Education and Training Centre	01/07/2018	87	Nill
Yoga Centre	01/07/2018	110	Physical Education Department

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	None	Nill	Nill	Nill	Nill

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
GENPACT AND OTHERS	71	31	Nill	Nill	Nill

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	7	B.A. Political Science	Political Science	University of Delhi	M.A. Political Science
2018	10	BA	General	University of Delhi, IGNOU, etc.	M.A. Education, B.Ed.
2018	8	B.A Sanskrit	Sanskrit	University of Delhi	MA Sanskrit
2018	10	B.A. Hindi	Hindi	University	M.A. Hindi

Year	Number	Programme	Department	University	Higher Studies
				of Delhi	
2018	10	B.Com	Commerce	University of Delhi, Guru Govind Singh Indraprastha University, IGNOU, etc.	M.Ccom, M.B.A,
2018	11	B.ELEd	Education	University of Delhi, JMI, IGNOU, etc.	M.Ed
2018	10	B.Sc. Computer Science	Dept. of Computer Science	Indira Gandhi Technical University, Maulana Azad National University of Technology	MCA, Master of Information Technology
2018	11	B.A. English	English	Delhi University, Ambedkar University, IGNOU, etc	M.A English, LLB, etc
Nill	5	B.Ed	Dept. of Education	University of Delhi, Amity Univerity	M.A. Hindi, M.A. English,

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nill

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Talent Hunt for the Differently abled students	Local	20
Slam Poetry	Local	20
Sanskrit Geet	Local	20
Classical Singing	Local	20
Street Play Competition	Local	60
Rangoli Compitition	Local	80
Western Stage Competition	Local	25

Storytellers	Local	50

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Best Comic Actor in National Drama Comp etition organised by Shakesp eare Society of India	National	Nill	1	Nill	Nill
2018	Best Classic	National	Nill	1	Nill	Nill
2018	Hockey/F loor Ball Hockey	National	1	Nill	Nill	Shivani
2018	Handball	National	1	Nill	Nill	Rekha, Pragati, Meena
2018	Yoga	National	1	Nill	Nill	Himanshi, Annu, Pooja Yadav
2018	Baseball	National	1	Nill	Nill	Aashiya
2018	Kabaddi	National	1	Nill	Nill	Inter-Un iversity

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

SPMC has an active Students' Council, an elected body duly formed through a democratic process of election. The Student Advisory Committee works as Advisor to the council and helps organize elections as per rules/procedures announced by the University for Delhi. Our student council actively engages in organizing and formulating various events that showcase the innovative methods and creative ingenuity of our students. During the academic year 2018-19, the council worked steadily for the betterment of the student body and contributed effectively by engaging in a structured partnership with the management, teaching and non-teaching faculty. The Students Advisory Board under the able guidance of the principal conducted this year's students' election. The winning candidates participated in the Oath Taking Ceremony in October 2018. It was followed by the popular annual Miss SPM contest, where students participate to showcase their talent and personality. Apart from promoting an environment

conducive to educational and personal development, the council promoted friendship and secular values by celebrating several festivals in the college. One such occasion was the 'Diwali Mela' in which students were given the opportunity to exhibit their creative products by putting up various stalls and celebrating the joyous festive occasion with enthusiasm. On occasions such as Republic Day and Voters Day, union members reinforced respect for constitutional values among students by educating them about the same. The council actively contributed in assisting, organising and developing sports and cultural activities in the college. It also collaborates with the Cultural Council in organizing the three-day Annual Cultural Festival – SRIJAN which was organized from 28-29 March 2019. During the festival, several inter-college competitions such as Western Dance, Debate, Rangoli, Street play, Classical Singing, Sanskrit Geet, Slam poetry etc were organized, giving a platform to showcase students' talents. The cultural festival is a perfect opportunity for students to organise events within the institution and for involving the wider community for the purpose of raising funds for various events and programs. Students Council actively participated in organizing Sports Day in March and also publishing college magazine, Shyama. Four students are selected as editors of the magazine. Students are represented in various administrative and academic bodies of the college such as IQAC, Admission Committee, Anti-ragging Cell, Internal Complaint Committee and Discipline Committee, etc. Apart from representing the views of the students on matters of general concern, their representation in such bodies helped students to acquire the sort of communication, planning and organisational skills which will be of benefit to them in their future lives. The council regularly took on the responsibility of initiating and organizing projects and demonstrated that they can manage and bring such projects to successful conclusion.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college promotes participatory culture in management at all levels. The decision-making process of the college is highly democratic in nature. Faculty members are represented in the management of the institution through the Governing Body, Staff council and the committees constituted under it. The students are also represented in important committees such as Admission, Anti-ragging, and Prevention of Sexual Harassment and also hold key positions in various societies. ? In the Governing Body, the highest decision making body of the institution, there are ten nominees of the Delhi Government along with two representatives of the University, two representatives of the teachers and one

representative of the non-teaching staff as special invitees. ? The Provident Fund Committee constituted by the Governing Body has representation of two elected subscribers' nominees. ? All important decisions pertaining to student admissions, organization of students' activities, time tables and purchase of books for the library are taken by the Staff Council. ? All the purchases in the college are done by the Purchase Committee which consists of teachers and one member from the administration. ? The Academic Supervisory Committee looks after all the issues related to academic matters. ? IQAC: The composition of the IQAC includes the Principal, staff members, two members from the administration, two members from the Governing Body, an alumnus and a student representative. The diverse inputs from its members ensure that IQAC works towards developing and establishing systems and procedures dedicated to quality and excellence. ? Every department has a teacher-in-charge to coordinate its activities for a period of two years. The appointment is made on rotation in the order of seniority. ? The functioning of the college is handled by different committees constituted by the Staff Council. Each committee has a Convener and a Co-convener. The Convener is given full freedom to plan the activities and events within the budget allocated to them. ? Appointment of the Canteen Contractor is done by the Canteen Committee which consists of the teaching and non-teaching staff. The management generally accepts the recommendation of the Canteen Committee. ? Students under the supervision of the Council Advisor, in the Students Union, plan and execute extra-curricular activities throughout the year.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	As a constituent college of University of Delhi, the college follows admission rules and regulations laid down by University of Delhi. Delhi University has a centralised admission procedure which is available at http://www.du.ac.in/adm2019/index.html. However for the smooth admission procedure at the college, a committee, comprising a Principal, Convenors, TIC, Liaison Officers and AO is formed. All the information is available at http:// spm.du.ac.in/index.php?optioncom_conten tviewarticleid14Itemid127langen.
Industry Interaction / Collaboration	Industry Interaction/ Collaboration are integral for the smooth transition of student fraternity from HEIs to the world of work. Moreover, industry collaboration is also essential for financial support and field experience for transacting the curriculum. Our institution focuses primarily on upon collaborations that create strategic synergies for community service and outreach programmes through strategic MOU

Library, ICT and Physical Infrastructure / Instrumentation	An institution's core strength lies in its Library, ICT and Physical Infrastructure/ Instrumentation. SPMC has completely reviewed and refashioned its Wi-Fi system in the academic year 2017-18 to become completely Wi-fi enabled. In terms of infrastructure, two conference rooms, a multi- purpose auditorium, and a separate parking lot have been constructed to facilitate student and teacher activities.
Research and Development	Taking into cognizance the growing importance of Research and the need to channelize the research aptitude and skills of faculty members and students, the IQAC, initiated the Best Practice, CONTINEW. This practice provides seed money as motivation to undertake research at the institutional level coupled with organisation of FDPs, workshops and conferences focussing on fostering the research aptitude and widening the academic horizon of faculty members.
Examination and Evaluation	As a constituent college of the University of Delhi, SPMC adheres to rules and guidelines laid down by the university for the conduct of examination and evaluation. Adhering to the internal evaluation norms and guidelines set by the University, SPMC, has constituted a committee for internal assessment which guides and monitors internal evaluation processes. Internal assessment has three components: attendance, assignment and written test, with the weightage of 5, 10 and 10 marks respectively. Assessed project assignments and answer scripts of each student are shown to them along with the assessment criteria. The college also follows a transparent mechanism to address students grievances pertaining to exams which is available at http://spm.du.ac.in/index. php?optioncom_contentviewarticleid30Ite mid147langen
Curriculum Development	As a constituent college of the University of Delhi, SPMC follows the syllabi prescribed by the University. The college has no authority to develop curriculum. All the academic activities with respect to restructuring and reviewing of curriculum are carried out at the University Department level with inputs from all the stakeholders. The prescribed curricula in various courses

	are available on the website of the University of Delhi. Each department in the college works towards planning documenting pedagogic systems and procedures for effective transaction of the prescribed curriculum.
Teaching and Learning	The institution has well-planned and documented pedagogic systems and procedures in place for effective transaction of the prescribed curriculum. Before the commencement of semester, Academic Supervisory Meetings are held and discussed modalities to transact curriculum along with the departmental workload. The integration of ICT and digital resources with traditional pedagogy enhances the learning experiences of students. The following activities are also incorporated as part of the academic schedule: ? Workshops, Conferences, Seminars ? Interactive sessions with eminent scholars, experts, activists ? Industrial and field visits ? Research activities ? Certificate Courses ? Intercollegiate events ? College Society and Club Activities

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The institution uses its electronic database and information systems to ensure a data driven approach to decision making. The stakeholders, including students, members of teaching and non- teaching staff, alumni, parents, employers (during and post-graduation), industry representatives are engaged through various electronic channels in the planning and development process of the institution. Students are asked for their feedback via google form. The time table and other academic communication are uploaded on the website as well as mailed to the faculty members.
Administration	Streamlining and organisation of administrative work is achieved through maintaining records in the database electronically. Notices and correspondence pertaining to administration are communicated via electronic channels to respective stakeholders. The initiatives are given below: The implementation of e-governance is in progress in our institution. Certain measures have been

	adopted, that include: ? Time Tables are displayed online ? Official notices are circulated through email ? Leave records of faculty are submitted through email
Finance and Accounts	The college maintains transparency and efficacy in finance and accounting by displaying its audit report on its website. Besides all the fee transactions related to students and payments for the maintenance of physical and academic facilities are made through electronic transactions. Salary slips for its employees are sent through email and the staff salary is transferred to bank accounts through RTGS.
Student Admission and Support	As a constituent college of the Delhi University, the college has also adopted a centralised admission procedure under which the university invites online applications for admission from all over India. All the admission related FAQs and information are published on the college as well as university website. The college also circulates the admission bulletin in the form of a prospectus on the website. The university, in consultation with its constituent colleges, brings out cut-off marks for admission.
Examination	The University of Delhi administers the examination schedule, while it is the institution that proactively disseminates examination related information prior to examinations on the college website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	None	None	None	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

	organised for teaching staff	organised for non-teaching staff				
2018	One Week Faculty Development Programme on Effective Teaching and Learning Practices	Nill	22/10/2018	26/10/2019	72	Nill
2019	Nill	One Day Workshop on Office Automation	07/01/2019	07/01/2019	3	50
2018	Two Days Workshop on Scientific and Technical Terminology	Nill	29/10/2018	30/10/2019	90	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
One Week Faculty Development Programme	20	22/10/2018	26/10/2019	6
Refresher Course	2	Nill	Nill	15
2 Day FDP "Introduction to Big Data Analytics" for teachers in collaboration with ICT academy	12	06/12/2018	07/12/2018	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
84	83	41	41

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Residential Facilities for Teaching Staff 2. Medical Facilities 3. Bank Facilities 4. Yoga and Gym facilities 5. Book Store 5. Photocopy facilities 6. Canteen Facilities 7. Counselling Facility 8. All the other facilities entitled under rules of Central Government Employee	Residential Facilities for Teaching Staff 2. Medical Facilities 3. Bank Facilities 4. Yoga and Gym facilities 5. Book Store 5. Photocopy facilities 6. Canteen Facilities 7. Counselling Facility 8. All the other facilities entitled under rules of Central Government Employee	1. English Language Support Centre 2. Medical Facilities 3. Bank Facilities 4. Yoga and Gym facilities 5. Book Store 5. Photocopy facilities 6. Canteen Facilities 7. IT support facilities (Laptops are issued.) 8. Common room 9. Counselling Facility

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

All the accounts of the College are internally audited by a Chartered Accountant duly appointed by the Governing Body with the approval of the University of Delhi. External audit is conducted by the Directorate of Audit, Govt. of N.C.T. of Delhi. Accounts of the College have been audited up to the financial year 2018-19 by the college-appointed Chartered Accountant. The details of internal and external audit conducted for the last five years are as follows: Internal Audit: External Audit: Director of Audit, Govt. of N.C.T.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
None	0	None

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC Peer Team	Yes	IQAC
Administrative	Yes	NAAC Peer Tear	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

None

6.5.3 – Development programmes for support staff (at least three)

1. One Day Office Automation Workshop for Administrative Staff on 07/01/2019. 2. Organised a Multi-Disciplinary Faculty Development Progamme on 22-26, September 2018. 3. Organised a Two Days Workshop on Used of Technical Language in Education, Conducted by Commission of Scientific and Technical Terminology,

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Strengthening Alumni Institution 2. Initiating Interpreneurship and Incubation Cell 3. Strenthening research and publication endeavor of faculty

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	A Multi-Disciplinary FDP	18/01/2018	22/09/2018	26/09/2018	72
2018	Language Lab	18/01/2018	21/07/2018	29/06/2019	752
2018	Introduction of three Certificate Courses	18/01/2018	17/08/2018	Nill	110
2019	QR Codes	18/01/2018	10/01/2019	11/01/2019	19
2019	NAAC Accreditation	18/01/2018	03/09/2018	28/03/2019	3000
2018	A work Shop on Office Automation	18/01/2018	07/01/2019	07/01/2019	53
2018	Introduction of B.A (Hons.) Geography	18/01/2018	21/07/2018	Nill	44
2019	Installation of Solar Panel	Nill	Nill	Nill	3600

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Lecture on Anti Ragging and Sexual Harassment by Honourable Judge Shri Vinod Kumar Meena	08/08/2018	08/08/2018	200	Nill
Talk on Himmat App for Women's Safety by Sameer Sharma, DCP, West Delhi	27/07/2018	27/07/2018	200	Nill
Book Discussion on Breast Stories by Mahashweta Devi	23/10/2018	23/10/2018	300	Nill
Students' Seminar on "Women, Margins, and Literature'.	05/10/2018	05/10/2018	100	Nill
Movie Screening, 'Being Male, Being Koti'	18/02/2019	18/02/2019	150	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Percentage Lighting through LED bulbs Percentage Lighting through other sources 0.01 0.011

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	19
Provision for lift	Yes	19
Ramp/Rails	Yes	19
Scribes for examination	Yes	11
Braille Software/facilities	Yes	11
Rest Rooms	Yes	19
Any other similar facility	Yes	11

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

and disadvantages	contribute to local community						
2019	Nill	2	23/01/2019	1	Walk for Sustainable Development and Poster Campaign for Environmental Awareness	Campaign for Environment Awareness amongst the people	100
2018	Nill	1	31/10/2018	1	Run for Unity	National Integration	120

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Ethics Students Union Election (University of Delhi)	05/09/2018	http://www.du.ac.in/du/uploads/DUSU/2018/Code20of20Conduct202018.pdf
Code of Professional Ethics for Teachers and Employees (University of Delhi)	01/07/2018	http://du.ac.in/du/uploads/Rules_Policies_Ordinances/Acts/24032014_Amendments_632014.pdf
Ethical Guidelines in Research Followed in the University (University of Delhi)	01/07/2018	http://du.ac.in/du/index.php?pageacademic-integrity-and-ethical-guidelines
Code of Ethics SPM College	01/07/2018	http://spm.du.ac.in/index.php?optioncom_contentviewarticleid92Itemid273langen

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Lecture on DISASTER MANAGEMENT	Nil	Nil	75
International Yoga Day	22/06/2018	22/06/2018	150
Independence Day Celebration	14/08/2018	14/08/2018	3000
Talk on Road Safety Rules	23/08/2018	23/08/2018	160
Voter ID Registration Drive	27/09/2018	28/09/2018	110
CPR Training	23/10/2018	23/10/2018	120
Run For Unity	31/10/2018	31/10/2018	200

Vigilance Week	02/11/2018	02/11/2018	250
Walk for Sustainable Development	23/01/2019	23/01/2019	100
Diwali Mela	05/11/2018	05/11/2018	2000
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Paperless Campus : We are geared towards minimizing the use of paper. In this direction, IQAC has played a significant role by shifting office correspondence through emails, sharing information about time table, upcoming events, and important notices on website, maintenance of students' and faculty records online as far as possible. The centralized admission and electronic fee payment system has largely contributed towards the reduction of paper usage. All financial transactions have also shifted to electronic mode.

Reduce, Reuse, Recycle: We have undertaken several practices that address the fundamental principles of optimum resource utilization. The college is running a paperrecyling unit. The energy consuming bulbs are being replaced with energy saving LED bulbs in a phased manne.We regularly organize e-waste collection drive which is then sent to appropriate recycling organisations. Students, faculty and administrative staff are encouraged to bring e-waste from their homes, such as discarded mobile phones, computers, radios, disk and pen drives, chargers, data cables etc.

Saur Urja: The construction of the college building is such that it maximizes on the natural light in classrooms, in turn saving electricity. One of our achievements in the direction of energy conservation has been to install solar lights in our college. We have also recently successfully installed solar panels that will not only reduce electricity bills but also make optimal usage of the vast space available on the rooftops of the college buildings.

Jagriti: Spreading Environmental Awareness Measures to spread awareness about environment are part and parcel of the everyday institutional life. Celebration of Hariyali Diwas and organising tree plantation drives are some of our most vibrant annual activities. Hariyali Diwas features students' competitions that encourage usage of eco friendly products including rangoli competition. We also set up food stalls and foster tapping into natural dyes for adornment. The entire college ethos is geared towards celebrating oneness with environment. Our Eco Club in collaboration with the Department of Environmental Science conducted a tree census. The tree census was conducted in 2017 with the help of a taxonomist. 423 trees present in the college campus were numbered. Each tree not only carries a number, but also the common name and scientific genus that enable students to gain adequate knowledge as they walk through the college campus. Tips on eco-friendly practices that can be used at home and in college are prominently displayed in the college.

Waste Segregation and Management The institution practices waste segregation at the time of collection itself. Students are informed to separate out wet and dry waste into different colour waste bins. The waste from canteen and garden is duly disposed-off in a pit in one corner of the college campus. We are converting this into a usable compost pit through vermin-culture. This will largely contribute to the reuse of waste in beautifying the college lawns. Students are encouraged to practice minimal food wastage in the college canteen through offering eatables in various portion sizes.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

I Paryavarniya Samvednansheelta: Sensitivity towards the Environment Developing appreciation of the natural habitat is central to developing sensitive students. The violation against environment perpetrated by previous generations needs to be reversed. It is crucial that today's generation is mobilised, and their attitudes transformed. The focus of educational institutions has to be towards sensitising students to the criticality of generating a viable world ethos, inviolable biodiversity, and a green haven for tomorrow. Goals of the Practice The intended outcomes of 'Paryavarniya Samvedansheelta: Sensitivity towards the Environment' are to instil environment consciousness in the students, reduce the carbon footprint on the environment, and bequeath a legacy of a sustainable environment to the future generations. It is the constant endeavour of the college to help students understand and appreciate the linkages that can be forged between what they study about the environment and what they witness being practiced. Although we have been environmentally sensitive since our very inception, the growing urgency to address environmental concerns has necessitated that our Golden Jubilee festivities are supplemented with an ode to youth that progresses towards sustainable development. The Context The past few decades have been marked with rapid industrialization, alarming levels of pollution, and disconnect of human beings with their immediate environs. Our initiatives and designated green spaces in college have made our students environmentally conscious. Our campus has been conferred "The Green Campus" award in 2017, bearing testimony to the keen sensitivity of our administration, faculty and students. The Practice Some of the initiatives that have been undertaken by us are geared towards spreading awareness, judicious use of resources and energy conservation. ? Energy Conservation and Use of Renewable Sources of Energy Saur Urja: The college building is constructed to maximize natural light in classrooms. We have also recently successfully installed solar panels that will reduce electricity bills. ? Reduce, Reuse, Recycle: We have undertaken several practices that address the fundamental principles of optimum resource utilization. The energy consuming bulbs are being replaced with energy saving LED bulbs in a phased manner. We are geared towards minimizing the use of paper. The IQAC has initiated shifting office correspondence and records to online mode. The centralized admission and fee payment system has largely contributed towards the reduction of paper usage. All financial transactions have also shifted to electronic mode. For more than a decade now, the college has been recycling paper and using it for sending out invites for special events. We are actively working towards reviving this practice. We also organize e-waste collection drive, which is then sent to appropriate recycling organisations. We are also introducing setting up of vertical gardens in reused plastic waste bottles from the college canteen, around the college boundary wall. ? Jagriti: Spreading Environmental Awareness Measures to spread awareness about environment are part and parcel of the everyday institutional life. Celebration of Hariyali Diwas and organising tree plantation drives are some of our most vibrant annual activities. Invited guests are felicitated with planters instead of traditional mementos or flower bouquets. Our Eco Club in collaboration with the Department of Environmental Science conducted a tree census in 2017 with the help of a taxonomist. Each tree carries a number, a common name and scientific genus. Tips on eco-friendly practices that can be used at home and in college are prominently displayed in the college. Every year students are taken to Yamuna Biodiversity Park and Aravali Biodiversity Park to help acquaint students with the rich biodiversity of our country. Talks with environmental activists and film screenings also help students reflect on the impact of unbridled advancements in the name of development in places. ? Efforts for Carbon Neutrality We maintain two lush green lawns and have a well-kept sports ground. The herbal garden comprises of Tulsi, Mint, Ashwagandha, Aloe Vera and Turmeric plants. The college is equipped with two 10,000 litre underground tanks, which economizes the usage of water. The playground acts as a natural rain water

harvesting conduit. ? Waste Segregation and Management The institution practices waste segregation at the time of collection itself. The waste from canteen and garden is duly disposed-off in a pit in one corner of the college campus. Evidence of Success The success of the project can be gauged from the fact that the college keeps making considerable efforts to widen the ambit of the project. Another yardstick for measuring success is student participation. Problems Encountered Environment conservation isn't anything new but its application at the scale of an entire organization is a novel idea for the students. This challenge is tackled by the college by holding environment related events as outlined above. II Prayaas- Towards Creating Inclusive Physical and Mental Spaces Goals of the Initiative Prayaas is an initiative towards empowering students from different cultural and socio-economic backgrounds. The college firmly believes in Tagore's conception of a fearless mind. It strives towards creating an environment: "…where knowledge is free and the world has not been broken up into fragments by narrow domestic walls." We strive towards creating an environment that is free from physical, psychological, and financial barriers. We empower students to become change agents. Accordingly, the theme of the Golden Jubilee Year of the college is Youth for Sustainable Development. The Context It is the responsibility of the college to ensure that every student who gains admission here explores her maximum academic and creative potential. It is only when they break the hierarchies emanating from stereotypes of caste, class, gender, and region that they will be able to ask informed questions about socio-cultural structures. The idea of focusing on slum areas came from students. Having lived through the difficulties of urban poor locale, our students are able to empathise with the living conditions of the residential area around the college. The Practice Sambal: Scaffolding Equal Opportunities: Sambal is focussed on initiating a systemic process of scaffolding students and building an inclusive physical and social environment in the college. The programme works through three clear strands: financial assistance scheme, Chetna, the Enabling Unit of the college, and Samta, embracing Social Diversity. The college provides financial aids to students who find accessing education difficult. Partial or full fee concession is granted to economically weak students and students belonging to Scheduled Caste/Scheduled Tribes are awarded Post-Matric Scholarships by the Directorate of Education, Delhi Administration. Students Aid Committee also provides various ad hoc grants. The second focus in Sambal is on embracing diversity and removing hindrances in learning processes. Chetna, the Enabling Unit, actively works towards ensuring that students have barrier free access to education. Developing a bank of audio books and resources, making ebooks available to students and collaborating with NSS to arrange volunteers for peer reading and learning for students with (dis)abilities are some of the regular activities of Chetna. It is not just physical but psychological barriers that we aim to address through Samta: Embracing Social Diversity. Students from diverse regional, cultural and linguistic backgrounds are welcome in the college through special efforts of the North East Students Cell. With the specific purpose of preventing and addressing discrimination within the institution, we have set up a committee for students from Scheduled Caste and Scheduled Tribe backgrounds. Infrastructure: The college boasts of having one of the best infrastructural facilities in the University of Delhi in a low fee charging higher education institution.. Further, the building is equipped with ramps, tactile pathways, elevators (both in the main college building and the library), and wheel-chair friendly classrooms and restrooms that make the college a disabled friendly space. Samavesh: Program for the Welfare and Upliftment of Slum Areas: The program was devised as an opportunity for students to realize their belief in the strength of education and initiative by intervening in real life hardships to make a tangible difference. A number of in-house workshops were conducted prior to slum visits. Some of the key on-field activities conducted during the course of the project are listed below: •

Community Service Events at Peeragarhi Refugee Camp, PaschimVihar • Sab Padhein Accha, Sab Badhein Accha: Creating awareness regarding the importance of education through organized teaching in slum areas. • Stop Crackers, Save Environment: sensitizing people to the importance of living in harmony with natural environment. • Stop Violence against Women: Interaction with people about addressing the problem of sexual harassment • SEVA at ESI Hospital, Raja Garden: Sensitizing people about the importance of regular check-ups and good dietary habits. • Clean India Day: Spreading awareness about cleanliness and recycling Evidence of Success The first measure of the success of all such projects is the holistic development of individual personality of the students. Each individual project also comes along with spontaneous, immediate as well as long-term structural results. Problems Encountered The college makes constant effort to counter problems that are slowing the progress of this practice. Inadequate ability of funds often restricts us from initiating more financial aid programs for deserving candidates. These problems are countered by an abundance of human resources who have a willingness to contribute in all possible ways.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://spm.du.ac.in/index.php?option=com_content&view=article&id=96&Itemid=277&lang=en

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Since its establishment in 1969, Shyama Prasad Mukherji College for Women has continuously fostered the cause of higher education by offering young women opportunities to explore and excel in academic and professional spheres. Over the years, our college has spearheaded a paradigm shift in young women's perception of their own future and its realisation. Established on the principles of ethics, hard work and dedication, SPM College is committed to shaping the social consciousness of its students so that they evolve into effective citizens. It is essential that our students, who more often than not, come from modest backgrounds, are able to avail each opportunity that acts as an enabling factor in their evolution and growth. SPMC had started with a small student community of five hundred learners and the courses offered were B.A. Pass with six optional subjects, namely, Hindi, English, Political Science, History, Economics and Sanskrit. Though the inception appears to have been humble, it was in fact, a path-breaking venture. It threw open the doors of knowledge to girls living on the peripheries of Delhi, so that they could engage in formal college education. This was a unique endeavor at that time. Today the college boasts of a strength of 2962 students. Over the years, the college has fostered the cause of women empowerment. In this regard the year 1996 is a landmark in the history of our college. It was in this year that the four year B.El.Ed course was introduced followed by B.Ed. in 2009. Keeping in mind the demands of industry and corporate houses, Applied Psychology was also added in 2006 to the growing list of courses that were being offered in the college. In 2018, we have also introduced Geography Honours to enable students to explore yet another avenue. The aim was to prepare a professionally qualified workforce to meet the demands of a changing economy. In an environment that amalgamates the rigor of liberal education with the discipline and pedagogical perspective of a professional one, SPMC, is fully committed to the cause of empowering its students. The self-financed B.Sc. (Hons.) Computer Science course was established in the year 1999 so that the students had viable options to prepare themselves for a highly competitive world. The introduction of these courses was truly in the spirit of the technological changes that were

taking society in its wake. With the aim of preparing students to meet the demands of the contemporary world, Shyama Prasad Mukherji College offers myriad academic as well as professionally oriented courses. The institution endeavors to provide a strong foundation for building quality culture within the confines of the four walls of the institution. In accordance with its vision of empowering women and transforming society, the college attaches utmost importance to curriculum implementation. The Extension activities offered in the college, while fostering all round development of students, also provides a viable interface between the theoretical and practical domains of knowledge that accrue in the classrooms. Value added programs, seminars, workshops, conferences, cultural and

Provide the weblink of the institution
http://spm.du.ac.in/index.php?option=com_content&view=article&id=158&Itemid=334&lang=en

8.Future Plans of Actions for Next Academic Year

The growth of every educational institution can be measured in terms of its academic progression of its students, the professional development of its faculty and its vision for institutional progression. Even as our institution moves forward, it does so, giving due importance to its legacy and dreams of building an institution that empowers its students and faculty. In our plans for the future we propose that the teaching learning environment is strengthened in terms of quality that isn't restricted to the classroom alone but includes a variety of activities. SPMC, working within the constraints of being a constituent college, is focussed towards creating enabling and empowering experiences for the students through an addition of a plethora of add on and certificate courses . Aligned with the objective of enriching and empowering the learning environment and strengthening institutional growth our departments organize diverse enrichment activities for its faculty and students. A strong tutorial system that incorporates space for remedial and accelerated teaching and learning is a huge support for the students. Our linkages with renowned resource persons from diverse fields are being leveraged to empower our student and faculty alike. In accordance with the national mission of skill development for youth, we propose to build new competencies through fostering of skill development of each of our students through goals of entrepreneurship and developing vocational skills. SPMC impacts the lives of its students in a myriad of ways, ways that are over and above academic learning. Environmental consciousness and social responsibility are two of the key objectives of our institution. It is our aim to help students acquire abilities of socially responsible individuals. In this context, we propose to expand the eco club of our institution, in order to enable our students to understand their environment – social and natural, so that they can help it evolve positively. Environmentally impactful practices are the overarching goals of the Eco club and to further develop the paper recycling unit so that waste paper is utilised and the objective of less paper campus can be realised by its student fraternity. Inclusive Education and Women empowerment two important goals of a socially sensitive academic institution. The Equal opportunity cell, North East cell and Family and Child Centre are all focussed on creating an enabling, empowering and inclusive environment for the less advantaged and marginalised sections of our society. A Technologically enabled environment is the crux of an institution that is oriented towards the future. SPMC has its eyes firmly turned towards this goal with our Faculty and students increasingly making a discerning use of technology, in accessing knowledge from best institutions across the world and from Swayam Portal in the near future. SPMC is aware of its responsibility towards the faculty and Enabling their professional development and facilitating the research ethos of the institution is an area that will be focussed upon in the years to come.