YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ST. JOSEPH'S GIRLS DEGREE COLLEGE
• Name of the Head of the institution	Dr. Sr. Christina Louis
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01237237845
• Mobile no	7037366485
• Registered e-mail	stjosephs1981@gmail.com
• Alternate e-mail	christina.rjm@gmail.com
• Address	Tehsil Road, near thana
• City/Town	Sardhana, Meerut
• State/UT	Uttar pradesh
• Pin Code	250342
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Rural
• Financial Status	Grants-in aid

	• Name of the Affiliating University	**Chaudhary Charan Singh University, Meerut, Uttar Pradesh**
	• Name of the IQAC Coordinator	**Dr. Meenakshi Agarwal**
	• Phone No.	**01237237490**
	• Alternate phone No.	**9410286126**
	• Mobile	**9412578094**
	• IQAC e-mail address	**minaxi_agarwal2000@yahoo.com**
	• Alternate Email address	**anjalimittal1745@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)		http://www.stjosephscollegesardhana.com/NoticeFile/AQAR_2019-20.pdf
4.Whether Academic Calendar prepared during the year?		**Yes**
	• if yes, whether it is uploaded in the Institutional website Web link:	http://www.stjosephscollegesardhana.com/NoticeFile/College_Academic_Calendar__2020.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.04**	**2016**	**02/12/2016**	**01/12/2021**

6.Date of Establishment of IQAC	**19/09/2014**

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

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

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

9.No. of IQAC meetings held during the year	03	
• 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)
• **Seven days Webinar on Mission Shakti Abhiyan and National Webinar on NEP 2020. • Various Add-on certificate Courses (Journalism, Cookery, Hand-Ball Coaching, Art and Aesthetics) • Mask bank and Covid-19 test done in the college for Staff and Students during Corona Epidemic. • Online classes and E-Content uploaded on UP Digital Library. • AQAR preparation for the Academic year 2020-21**

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
Staff Orientation	Staff oriention was conducted by the principal and responsibilities and duties were assigned for various Cells .
Training for the Covid-19 volunteers	due to pandemic online training was done for the covid -19 volunteers
ICT Training	the staff was trained to make use of various ICT platforms to conduct online classes
Webinar on NEP	A Webinar was conducted on Zoom to clarify the concept of NEP
Mission Shakti Abhiyaan	seven day webinars were conducted to empower the women and safety of girl child
Green and clean drive	The NSS and Eco Club volunteers initiated the green and clean campus under IQAC
Add on course	English speaking and Hand ball coaching was introduced for the studentrs
Ramp for the college	the college planned for the ramp for the convenience for the exceptional students
preparing E-content for the students and uploading on UP digital library	The E-content was prepared by the staff to make teaching learning more effective.
waste water management	Proper and efficient use of waste water of RO and borewell is done and a tank is constructed to harvest rain water.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the college	**16/11/2020**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	**15/12/2021**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**178**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**694**

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1108**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**236**

File Description	Documents
Data Template	[View File]

3.Academic	
3.1 Number of full time teachers during the year	**20**

File Description	Documents
Data Template	[View File](#)

| 3.2

 Number of sanctioned posts during the year | **24** |

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**38**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1066314**
4.3 Total number of computers on campus for academic purposes	**23**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The new academic session commences with meticulously planned staff meetings by the IQAC and principal in which the achievement and lapses of the previous year was discussed and effective measures were suggested for quality improvement in the new academic year. The college adheres to the parameters laid down by the UGC and the state government in general and Chaudhary Charan Singh University ,Meerut in particular. Being an affiliated institution, the curriculum that is drafted and approved by the university is implemented by the college. Some of the staff members also contribute their expertise

in the drafting of the curriculum as the member of the Board of Studies. The college is in constant touch with the university and takes all the necessary measures to keep abreast with the university guide lines and there by provide quality education to the students.

Implementation : A well planned time table is chalked out in the beginning of the academic year and is followed thereafter. The academic calendar depicting the schedule of the various curricular and co-curricular activities of the year, internal and final exams and other programmes is circulated among the staff and is in the knowledge of the students. Departmental meetings are conducted time to time for the proper follow up of the schedule. The syllabus is very well planned and executed accordingly. Time to time students are given assignments and projects to evaluate their outcome. Value education, remedial and counselling work is also taken up by the staff for the overall and healthy grooming of the students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://www.stjosephscollegesardhana.com/NoticeFile/College_Academic_Calendar__2020.pdf

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

A committee is constituted for the preparation of the Academic calendar. The committee is chaired by the principal and the respective committee members. The committee starts its work on the preparing of the academic calendar prior to the commencement of the academic session. The academic calendar contains all the information regarding academic and extra curricular activities. It also has the information of the examination and assessment criteria of all the courses run by the college. Every department prepares its own schedule as per the activities and syllabus of the specific course. Tentative dates pertaining to all the activities are mentioned in the calendar. Internal exams, days of importance such as sports day, foundress day, college feast, youth fest and other important events are mentioned in it. The academic calendar of the institution is uploaded on the college website and college prospectus , which is circulated to the students at the time of admission.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.stjosephscollegesardhana.com/Academic.aspx

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	View File
Any additional information	View File

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

NIL

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)

06

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

360

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 college has been working for the development and the enhancement of the students. The various programmes are arranged related to gender equality, sustainability, human values and ethics. The college teachers mentor and engage the students in various activities through experts' talk , awareness campaigns, NSS, Eco Club and SJSEP (St. Joseph's Societal Extension programme) for various extension activities inside and out side the campus. The environmental issues are dealt in the class rooms through theory subject entitled ' environmental education' and the practicum work by providing opportunities to participate in various field work and awareness issues. Besides, various lectures and talks on human values, gender equality, women empowerment and skill development are organized time to time for the better development of the students. Special 10 days camps are organized by the respective teachers and students to familiarize them with the prevailing social issues. These camps and extension services imbibe in the students the

feeling of oneness, co-operation and generosity towards one another. The students are also engaged in value added programmes to make them aware of the responsibility and the professional ethics. Daily moral classes and Yoga practice helps them harness positivity, mindfulness, being focused and patient. The college works with the objective of generating social awareness among the students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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	View File
Institutional Data in Prescribed Format	View File

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

235

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	http://www.stjosephscollegesardhana.com/NoticeFile/Action_taking_Report_from_the_Feedback_of_Parents.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.stjosephscollegesardhana.com/NoticeFile/PARENT_FEEDBACK____2020.pdf

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 students admitted during the year

251

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

197

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Education, to be meaningful needs to be delivered in ways that are relevant and comprehensible to the students. The institution's policy in this regard is not only to help the advanced students in their quest for excellence but to preserve especially with the more modestly endowed students that they too may understand their abilities and prepare themselves for the larger world.

Initiatives taken:

- The institution provides personalized attention to each and every student who takes admission.
- After admission and commencement of classes each department conducts time to time class tests to access the level of learning of the students.
- Regular interactions are taken in to account to assess the extent of progress met by the students
- Slow learners are identified and provided with more intense attention both inside and out side the class room.
- Special assistance is provided to the slow learners through remedial classes to help them cope up with the curriculum.

- **Students are motivated and encouraged to use reference books, library, E-content and digital portals.**
- **Yearly parent-teacher meeting (PTM) is organized by each department to sensitize parents about the progress of their wards.**
- **Communication is maintained between the parents and the teachers so that proper solution can be provided to the students when they are in distress.**
- **Mentor- mentee scheme is provided to the students to cater them in their academics as well co-curricular and extra curricular activities.**
- **Advanced learners are motivated to support their less proficient class mates through peer teaching, as peer support is a great morale booster.**
- **Advance learners are supported by the staff to prepare for the competitive examination in order to qualify various teaching level exams (NET/ CTET/TGT/PGT).**
- **Peaceful and harmonious environment is encouraged in the campus to support inclusiveness.**

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/Gallary.aspx?galleryid=1
Upload any additional information	View File

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

Number of Students	Number of Teachers
696	20

File Description	Documents
Any additional information	View File

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 vision and mission statement clearly states that the entire process of the college student-oriented and focused on the over all development. As the college is situated in the Semi-urban backdrop, majority of students are from near and far off villages. Teaching-

learning method adopted by the faculty members includes lecture method, interactive sessions, project-based learning, computer assisted learning, experiential learning etc.

The teaching-learning activities are carried out effectively through illustrations, discussions and group activities. The students are often engaged in field work to gain practical knowledge. Besides adopting traditional lecture method, lessons are delivered interestingly through the use computer assisted learning, smart board, model, charts and power point presentations.

- Lecture method: this conventional method is commonly adopted by all the teachers. This method facilitates the teacher to interpret, explain and revise the content of the text.
- Interactive method: the faculty members make learning interactive with the students by motivating the students to actively participate in group discussions, role play, subject quiz, analysis of content, discussions of questions and answers etc. this method encourages participative learning.
- ICT enable teaching: ICT enable teaching includes Wi Fi, smart boards, E-learning classes, online classes, digital platforms etc. the institution adopts modern pedagogy in line with emerging trends to enhance teaching -learning process. Online classes, use of PPTs and smart boards, educational videos, accessibility of E-content enhances and enriches the teaching-learning process. All the departments provide instruction material to the students for understanding the concept better on the UP digital library, University and college E-content portal.
- Group learning method: Group learning allows the learners to develop problem solving , presentation and communicational skill. It fosters Peer tutoring.
- Experiential Learning: the faculty members foster learning environment by engaging in rich experiential content of teaching trough experience. teaching through demonstration , visual aids, industry visits, exhibition, tours and participation in internship enhances experiential learning. To develop the writing skills, the students are encouraged to express their thoughts and views in the yearly published college magazine' Jijvisha'. This makes the learning more active and long lasting. Internship develops valuable job skills and provide excellent work opportunities.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.stjosephscollegesardhana.com/Gallary.aspx?galleryid=1

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

The institution follows ICT enabled teaching-learning process in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide E-learning atmosphereinside and outside the class room.

- **In addition to traditional chalk and talk method of teaching, the faculty members are using the ICT enabled learning tools, such as PPT, video clippings , audio system, various digital online patforms like Google Meet, Zoom, Google classroom etc. to expose the students for advanced knowledge and practical learning.**
- **Three of our rooms are fully furnished with smart boards and projectors, there the teachers present the content in an interesting manner to make the teaching-learning process more effective.**
- **The faculty members have also uploaded the e-content of different subjects of the various courses run by the college, so that the students can easily access to the concerned topic of the study and get benefitted.**
- **Most f the faculty uses interactive methods of teaching that includes debate, group discussions, assignments, quiz, extempore etc. in which the students participate actively.**
- **The college campus is equipped with a computer Lab where students get updated in terms of technology. The computer teacher mentors the students and at the completion of the course a certificate is also provided to the students as their achievement or learning outcome.**

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

20

File Description	Documents
Any additional information	View File
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)	View File

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

242

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment , the system of internal assessment is communicated well with the students in time. They are guided regarding the blue print of the paper and also the distribution of marks of different units and topics as per weightage. The principal holds timely meetings of the faculties and direct them to ensure effective implementation of the evaluation process. After the admission, during the orientation programme, the students are well explained about the syllabus, various activities and evaluation process for the over all development of the students. Students are assessed continuously through various evaluation process at college and the university level. Continuous evaluation is done through annual exam, internal exam, unit tests, google questionnaire, assignment, field work, project work, practical work,quiz,presentation and other sources. The schedule is followed regularly as per the academic calender . the weightage of the evaluation varies as per the concerned department and course. The

performance of the student is communicated to the student as well as to their parents.Personal guidance is given to the students who could not perform well in their exam.

For transparent and robust internal assessment the following mechanism is followed:

- Internal examination committee
- Question paper setting
- Conduct of examination
- Result delivered
- Interaction with students regarding their internal assessment
- Involvement of parents about the progress and achievement of students

The method of internal assessment helps the teacher to evaluate the students more appropriately.

Due to internal assessment, the interest of students towards learning and attending the class has been also increased. It helps in creating the interest among the students to take active participation in various co-curricular and extra curricular activities for their over all personality development. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.stjosephscollegesardhana.com/NoticeFile/Mechanism_of_Internal_Assessment_in_the_college.pdf

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

Internal assessment is a completely transparent process. The evaluation criterion adopted is as per the norms of the university for annual exams and for internals, as per the norms at the college level. All the students are familiar with the transparency of internal assessment. After assessment of answer sheets, these are shown to the students by the subject teachers and they are given a chance to clarify, if they have any doubt regarding the allotment of marks. Further subject teachers prepare the final mark sheets which is then submitted in the principal's office to maintain the record.

The evaluation process for the courses are followed as per the norms and the regulations of Chaudhary Charan singh university, Meerut. The college has established an examination committee for the smooth conduct of internal and external examination. The examination committee comprises of well experienced members who follow their assign duties with utmost diligence and sincerity. To prevent malpractices during examination the invigilators are exclusively appointed as I ncharge for the invigilation of students during internal, periodic as well university, semester and annual exams. The examination committee is responsible for conduct and monitoring of the students during the examination. The Invigilators check the students before entering the examination hall so as to avoid any malpractices and insist not to use any of the unfair means during the examination. Institute has taken additional measures to avoid malpractices during examination by installing CCTV camera in each room, footage of which is under continuous supervision of examination in charge and head of the institution. Besides examinations, assignments, projects, presentations, interactions and other activities help in the continuous internal evaluation of the students, thus building their creativity and skills. Inter-disciplinary approach applied by all the departments also monitors the over all development of the students.

File Description	Documents
Any additional information	[View File]()
Link for additional information	http://www.stjosephscollegesardhana.com/NoticeFile/Grievance_cell_meeting.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college is permanently affiliated to Chaudhary Charan Singh university and it follows the programme wise curriculum designed by the university. The learning outcomes of the programmes and courses are stated clearly by the university. The same is published in the official website of the university which can be downloaded by the affiliated colleges. The college has its own mechanism to communicate the learning outcomes of the curriculum of the teachers and the students. The following measures are adopted –The college has its own printed prospectus which clearly details the vision, mission and various programmes carried by the institution. Hard copy of syllabus and learning outcomes are available in all the

departments for ready reference to the teachers and students. A web link of the curriculum and learning outcomes of the programme and couses (UG and PG) is also provided on the college website for reference. The department also arrange orientation programmes and meetings to make the students aware of the curriculum and the learning outcomes. The learning outcomes of all the programmes develop the confidence, knowledge, skills, competency, understanding, leadership quality, team work, co-operation, empathy, values etc.

- Communication skills
- Reflective thinking
- Critical thinking
- Analytical reasoning
- Self -learning
- Team work
- Problem solving
- Effective use of ICT
- Leadership quality
- Innovative skills
- Research related skill
- Moral and ethical values
- Social interaction
- Creative writing skill
- All round development
- Health and hygiene

Programme name

Programme specific outcome

B.A. English

After completingthe programme successfully, the students will be well-versedin oral and written communication. They can express fluently in English language and its linguistic structures. They can apply critical frameworks to analyze the linguistic, cultural and historical background of texts written in English.They will be familiar with the conventions of diverse textual genres including fiction, non-fiction, poetry, autobiography, biography, Journal, films, plays, editorials etc.

B.A. Hindi

The students who studied Hindi as the subjectwill be skilled in both oral and written communication after the completion of the programme.They will be familiar with the conventions of diverse textual genres including fiction, non-fiction, poetry, autobiography, biography, Journal, films, plays, editorials etc.This course helps the students to have a better understanding of the society. They are able to comprehend human behaviour with all sorts of causes and effects, which helps them to become good human beings. Other career avenues open for Hindi graduates are pursuing Master's Degree, Journalism, Media, news reading, reporters, interpreters, B.Ed., Nursery Teachers Training and sitting for competitive exams.Students can work anywhere in India, as they know Hindi – Our National Language. In many other countries also, Hindi is used as second Language. So they can easily gain employment in those countries.

B.A. Economics

The study of Economics deals with societies, governments, businesses, households and how individuals can allocate their scarce resources. This discipline has two important features. First, it helps to develop conceptual models of behaviour to predict responses to changes in policy and market conditions. Second, rigorous statistical analysis is used to investigate these changes. The work of Economists is well known for advising the government on financial issues, formulating policies and analyzing economic conditions for investment banks, brokerage houses, real estate segment and other private sector businesses. Many policies of public welfare including health care, welfare, and social reform and efforts to reduce inequality, pollution and crime is also formulated by them. The study of economics can also provide valuable knowledge for making decisions in everyday life.

B.A. Political Science

The study of Political Sciencehelps the students to Identify thegovernment processes, the functions of political systems, the structures and roles of institutions and constitutions, the political economy of the countries, international relations and foreign policy, and the challenges of globalization. The programme also aims to enhance students' ability to think critically, to write with clarity, to orally communicate effectively and increases their ability to make sound judgments through analytical reasoning.

B.A. History

This programme helps in Sound Knowledge of different Historical Periods: Under the Historyin each year are devoted to the study of particular Historical phase in the historical in the events along with the study of a few major works by some master Historians of that period. These not only help the students to understand a historical period better, but also reduce the load of study in the concerned area.Knowledge of the Development of Historical perspective: The students may acquire knowledge of the historical events of the Ancient, Medieval, Modern and European history in new aspects. The current syllabus is well chosen to represent different events from different angles. They are not only meant to make the students familiar with the dominant events of different ages, but also to open out new perspectives. The student may acquire a knowledge of the changing nature of politics or regions of the changing times.

B.A. Sociology

The study of Sociology helps the students to understand integrated and inter-disciplinary approach to society and human interactions. It intends to familiarize the students with the social, political, economic and intellectual contexts in which sociology emerged as a distinctive discipline. It helps students gain an understanding of some of the classical contribution in sociology, and their continuing relevance to its contemporary concerns. It also helps in interpretation of culture and society and enables students to develop soft skills required for future perspectives. This discipline focuses not only on the knowledge building but also community engagement.

B.A. Sanskrit

This programme is designed to develop a first level comprehensive understanding of the Sanskrit language, the grammatical aspects pertaining to the language and philosophical school of thoughts in India. The study focuses on three streams Vyakaran, Vedanta and sahitya. It helps them to understand the rich cultural heritage of the country. The study of Sanskrit enables the students to have a great career scope in the field of academics and writings and also prepare them for various jobs in archives and places with rich cultural heritage.

B.A. Home Science

The study of Home Science enables the learners to improve the quality of their personal and professional life and contribute towards the betterment of the family and community. It helps in achieving and maintain the welfare and well-being of home, social and family life in an ever changing society. It helps the students recognize their own strengths and weaknesses and work on them to achieve their maximum potential. It helps them orient with the educational and vocational scope and help them practice entrepreneurship. The students can develop their personal skills. Home science enables them to learn various skills to manage home, childcare, personal finances, food, clothing, beautification, tradition, etc. Food and nutrition is an important subject in home science which deals with the art of preparing a balanced meal using fresh andnatural ingredients.Introducing home science as a subject will aid to close the gender gap as both boys and girls can learn the nuances of running a home as well as taking care of the community at large.

B.A.

Drawing & Painting

The study of Drawing and painting enhances creativity and imagination of the students. It develops motor skills and sense of aesthetics in the students. It helps to

B.Com

The curriculum planning of B.Com course envisages the students demonstrating inclusive knowledge of the areas related to human resource management international business, corporate and business laws, marketing etc. the students will be made capable of using modern ways and means of dealing with issues arising in t dynamic business world and will also help them tackle the resistances. This programme will instill in the students the knowledge and capability of understanding the business world and its complexities. It will also make them able and competent enough to have a problem solving approach towards the issues which accompany the dynamism attached to the business world. This degree course intends to make future managers and aims at enhancing employability options of the students. The curriculum helps instilling learnability among student upskilling and reskilling even in later part of life.

B.Ed.

The B.Ed. course is intended to provide a conceptual understanding of relevant concepts and processes in teacher education and also situate them in the broader perspective of education and development.it deals with the understanding about issues of diversity, inequality and marginalization in Indian society and the implications for education with analyses of significant policy debates in Indian education. It deals with philosophical and sociological issues and provides an opportunity to understand and reflect on the vision of education as well as cultural context within which education operates. This course deals with individual development, nature and process of learning and understanding. It also helps students to learn ethics and the nature and various aspects of the teaching process. It also helps in understanding the cultures, politics and practices that need to be addressed in order to create an inclusive school. This course pertains mainly tohelp the student-teachers become effective teachers, counsellors, coordinators, tutors and can also open their own coaching centers.

M.A. English

The study of English at post graduate level will heighten the awareness of correct usage of English grammar in writing and speaking. It will improve the speaking ability in terms of fluency and comprehensibility. The students will increase their reading skill and retention power. Students will enlarge their vocabulary and will strengthen their ability to write academic papers, essays , summaries and articles. They will develop their abilities as critical readers and writers. They can serve as academicians, writers, authors, free lancers, translators, news readers, reporters, tourism, Massmedia, corporates etc.

M.A. Hindi

- ○ The study of Hindi Literature at post graduation level helps the students in being creative, write prose, poetry, plays and also develop their critical acumen. They will learn the relationship between literature and society and how one affects the other directly or indirectly. They can establish themselves in the field of Mass communication, social media, advertisement, drama, translation, script writers etc. Posts like Hindi Officer, Hindi Translator, Hindi Assistant, Manager (Official language) in different departments and units of Central and State government. They can also look for govt jobs in Hindi literature.

M.A. History

The study of History at post graduate level helps students to understand the historical background our country and world at large. It gives a clear picture of our culture and the glorious past. It helps students to connect with our heritage and traditions and culture. It also helps the students to build various abilities such as the study of problem-solving, critical thinking, advanced research skills, cultural awareness, strong communication abilities, interpretation of written and visual materials, understanding and analysing the cause of events and actions.

M.A. Political Science

The study of Political Science at post graduation level helps the students to understand the political situation of our country. It helps in gaining the knowledge of fundamental rights , constitution, human rights, new policy of government, State politics in India, Ancient political thinkers and politics. A Political Sciences Master's programme will help the students to better understand how governments operate and interact, the impact of government policies on economic stability and growth, and how laws affect social and political change. Politics influences every aspect of our lives and contributes to the wellbeing of a nation, including education, employment, healthcare, and housing.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.stjosephscollegesardhana.com/NoticeFile/Programme_out_come_2020-21.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

St. joseph's girls degree college has adopted outcome based education mechanism to ensure the attainment of course outcome and programme outcome. The objective and outcome are properly mapped for testing and evaluation of students so that programme specific

objectives are attained through the competency enhancing in terms of knowledge and skills.

The departments adopt both direct and indirect methods of assessment to ensure the attainment of PO's and CO's .

Direct Assessment methods:

- Internal examination
- Group discussions
- Student projects
- Assignments
- Semester tests
- End term examination
- Symposium
- Quiz
- Extempore
- Debate
- Seminar/webinar

Indirect assessment methods:

- Feedback
- Alumnae
- Co-curricular activities
- Extra curricular activities
- Industrial visit
- Sports activities
- NSS activities

Feedback mechanism is used to improve teaching-learning process in outcome based education. Internal assessment is the requirement of the continuous assessment is essential for the fulfillment of PO's and CO's. there is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of the course outcomes and programme outcomes. The committee initiates a few steps such as unit tests, field survey, study tours, practical work, seminar, symposium and internship etc. besides , the college also tries to attain the course outcome and programme outcome by conducting the activities such as cultural programme , NSS, Eco club, career counselling, organizing scholarly lectures, health and hygiene related programmes, various social awareness activities and its extension activities through SJSEP.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.stjosephscollegesardhana.com/NoticeFile/Action_taking_Report_from_the_Feedback_of_students.pdf

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

222

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://www.stjosephscollegesardhana.com/NoticeFile/Result_of_final_year_students_2020.pdf

2.7 - Student Satisfaction Survey

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

http://www.stjosephscollegesardhana.com/NoticeFile/St. Joseph s Girls Degree College Sardhana Student Satisfactory Survey Responses .pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

nil

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

03

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

nil

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Innovation and Initiative for transfer of knowledge

St. Joseph's Girls degree (PG) college provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted through various cells and associations to nurture and nourish the minds of young women of our college. These activities help students to understand the various issues faced by the society. It enables them to be come aware of the social issues prevailing in our society helps them to be more realistic. In the institution there is women cell, counselling cell, grievance redressal cell, NSS, SJSEP, Eco club, Literary association, Library committee, Sports Cell and Entrepreneurship development cell through which students and faculty members are encouraged to undertake innovative activities which are helpful for creation and transfer of knowledge. Activities conducted by these are helpful to develop leadership qualities, various skills, planning, budgeting, marketing and organizing. Activities conducted by language association are helpful to enhance the skills of languages and creative thinking. Women cell is a very good platform for girl students to express themselves. Activities conducted by it are helpful to build the confidence in them. N.S.S. conducted various activities in innovative ways ,tree plantation, Swacch Bharat Abhiyan , awareness programmes about cleanliness eradication of superstition, literacy campaign, Beti bachao beti padhao. All these activities are with the help of local society. They are free to express their views , skills, creative thinking through writing articles and poems. The college magazine has touched various current issues as well as neglected issues which may prove in the context of rural society. News paper clippings are displayed and students are made to express their views and participate and debate on such issues. Various competitions, essay writing, debate ,elocution, poster making quiz, talks, guest lectures, workshops and webinars, awareness campaigns are organized to bring out the hidden potentials of the students. Eminent personalities who have significantly contributed in research, social activities, industries, are invited as resource persons . These persons are mentors to our students. Workshops, webinars and seminars are conducted on ICT which have proved helpful to the rural students. The classes are equipped with smart board in each floor and it is great help for students and teachers. The use of ICT has raised their confidence and expanded their horizons of creativity. Due to the prevailing pandemic situation the classes were being carried through various platforms such as google meet, google class, Zoom

etc and E-content was developed by the staff and uploaded for the transfer of knowledge for the students. To enhance innovative ideas, students and teachers are encouraged to participate in extension activities in near by villages. Our students have made remarkable contribution in rendering selfless service done in our locality by bringing awareness in them. Three of our senior faculty members are research guides. They encourage students and teachers to undertake research activities. Four of our faculty members are engaged in research project. It is usual practice of the institution to allow admissible leave facilities to attend seminars workshops, training programmers etc. Adequate provision is made for library to procure books and journals e-journals references. Library is automated and well equipped with Wi fi, scanner, coloured printer, photocopier machine and other modern technologies. This is helpful for creation and transfer of knowledge.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stjosephscollegesardhana.com/Gallary.aspx?galleryid=1

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

07

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

File Description	Documents
URL to the research page on HEI website	http://www.stjosephscollegesardhana.com/NoticeFile/Research_Supervision_details.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

05

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

08

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

3.4.1

The college has made its note worthy contribution to the society and environment by making a participation to promote college neighbourhood community network. Major emphasis is given on student engagement ,service orientation and holistic development of students contributing to the society. The college organises a number of extension activities to promote institute, neighbourhood and community to sensitize the students towards community needs. The Students of the college, actively participate in social service activities leading to their overall development. The college runs effectively NSS ECO club and SJSEP. Through these units the college undertakes various extension activities in the nearby communities and areas.

NSS organizes 7 day camp in nearby area and several activities are carried out by NSS volunteers addressing social issues which include cleanliness ,tree plantation, water conservation, shramdaan ,social interaction, group discussions ,eradication of superstitions, Beti bachao beti padhao, environmental awareness ,Aids awareness, blood check up camp ,health check up , road safety, female diet etc. The extension service of the college SJSEP aims at providing its selfless service to the different section of the society and works for the overall development of women students. The SJSEP, besides organising awareness programs on various issues such as Beti bachao beti padhao ,population control through NGO Surabhi , women empowerment . It also creates awareness about emerging situations to deal with covid-19, sanitizing and sensitizing people about protocols issued in pandemic time. The Mask Bank is set up in the college premises. Time to time talks are organised related to female health issues and social issues. Along with the local community and organisations such as Rotary club, Bharat Vikas Parishad and other agencies SJSEP work for the betterment of the college and community. That team SJSEP also contributes to the local school in rendering their services in terms of providing education and create awareness among the children and people of the weaker section of the society. They also visit local orphanage to sensitize students about human values and develop holistic attitude in them. The eco club of the college works to enhance the initiative of green campus clean campus.

Various issues like environmental awareness personal health tree plantation ban on plastic cleanliness drive etc. The awareness is being created through awareness programs and by conducting rallies. Besides these extension units, the various departments of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programs. All these mention activities

have positive impact on the students and develop in them community relationship, leadership skills and enhances their self-confidence and esteem. Also nurtures hidden talents and personalities of students and create awareness among them.

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/Gallary.aspx?galleryid=1
Upload any additional information	View File

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

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

15

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - 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

3.4.3.1 - 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

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1491

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

06

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The infrastructure and physical facilities for teaching- learning, library, classrooms, laboratories, computing equipment etc.

The college campus is spread over 4.00 acres area. The College has good infrastructure facilities in terms of building, spacious class rooms, seminar halls, laboratories, administrative block, canteen, car parking, two-wheeler stand, staff-rooms, sports room, medical room, girls' hostel, spacious play-ground, badminton court, basket ball court, volleyball field and luxurious green lawns. Generator, CCTV Cameras are installed in the campus, overhead water-tank, water-cooler, RO purified water coolers, Refrigerators, permanent electricity supply system, computers, smart boards, LCD facilities, photocopier, Fax, telephone, internet, Wi-Fi, etc. are available in this institution. The college ensures adequate facilities for teaching-learning. The college has promoted the use of ICT tools for teaching-learning processes. The semester system is only for post-graduate level and midterm internal evaluation of students have been adopted at the post-graduate and graduation level also. Involvement of students in research activities has been increasing steadily over the years, specially post graduate level.

Class rooms : We have three floors. At ground floor we have four class rooms. At first floor we have three class rooms. At second floor we have 5 class rooms. (Total 12) The room size is 24'x3'x30',

two windows with ventilators, window 6'x4' – (6'2' ventilation) 2 doors 4'x7' with two ventilators 4'x2'. Every room has the capacity of about 100 students. In every room there is 1 chair and 1 Big table with drawers for teacher 1 Dias, 1 Black board with duster and chalks, display board one cubical partition having one table 2 chairs and one Almirah for keeping registers and books. There are five fans, four light connections, two switch boards with rockets. Rooms are big and spacious with proper ventilation and sunlight.

Technology enabled learning space, computer lab, seminar halls:

The institution has a computer lab to keep the students updated with the latest technology and to help them in e-learning process besides this there is one technology room, a seminar and guest lecture room. These rooms are technically equipped with Smart Board, overhead projector, LED projector, cordless mike, laptop, inverter, large conference table, chairs, carpet, Dias, fans, LED lights, C.D. and DVD players, blue tooth device and pen drives etc. Through Smart board our teachers deliver power point presentation, E-content for the benefit of our students. Tutorial spaces : We use our classrooms as tutorial space. In their free period teachers guide, help and solve the problems of weak students. Time to time remedial classes are conducted in the common room, seminar room and class rooms.

Laboratories :The college is well equipped with necessary labs : home science lab, cooking and bakery lab, drawing and painting lab, computer lab, Science lab, Psychology lab, Technology lab, Language lab.

Library - It functions on all the working days from 9:00 am to 4.30 pm. It is well equipped with text books, reference books, journals, magazines, encyclopedias, news papers, local and national. The library is fully automated and all the books have unique bar codes. The library user can locate the required material through Wi fi computer facilities. The process of membership, issue and return of books is computerized. This has enabled the user to know that the book has been borrowed and is issued to whom. Separate reading spaces are maintained for students and teachers. Display Board, Newspaper-Reading stands, computer, internet, regular power back-up and CCTV cameras are some other important possessions of the library. Soul 2.0 software is used for Library information & management. Photocopier is for the use of all to get copy of the material required from the library. The library also has a suggestion box for staff and students to help in order to improve library facilities. The college library is connected to INFLIBNET for transfer and access of information to all.

Hostel facility : (Accommodation available) The institution has hostel facility for the students who take admission in the college for various courses. The hostel building is three floored building .There are 17 rooms in ground floor, including kitchen, common wash room, study room, dinning room, sickroom, equipped with beds, tables, chairs, benches, stool, inverter, cupboards and adequate electricity in every room. First floor has 17 rooms and 3 washroom. It has facility of submersible pump, inverter of 1kv, refrigerator, RO water. All rooms are connected with inverter for the proper back up so that the study of the students in the hostel may not get affected. There is solar panel system to provide the hot water facility to the hostel girls. On first floor there are 17 rooms, 3 washrooms. On second floor it has 2 big halls, an auditorium , two wash rooms. 8 water tanks with a capacity of 1000 litre are available for girls. The hostel can accommodate around 100 students at a time.

Botanical Garden : The college is surrounded by the natural environment. Our campus is surrounded by many types of trees and plants, such as ornamental and herbal. We have lush mango orchard along with various trees such as neem, guava, curry leaves, grape fruit, peach, custard apple , muringa, goose berry, mulberry, Ashoka, eucalyptus, trees. We have Rose and herbal garden. In our institution we have Eco club in which all the students of the institution participate enthusiastically. Our N.S.S .and SJSEP volunteers ,help in watering plants, cleaning grass and maintain the beautification of the campus.

Display Board: Black board, Roller board, chalk board, Bulletin board Peg board, Flannel board, Magnetic board, White board, Marker board ,Glass notice board,and mobile display board are used for better teaching-learning process.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.stjosephscollegesardhana.com/CollegeFacilities.aspx?galleryid=1

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

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

Sports and games activities

St. Joseph's girls degree College, has a sports grounds to provide sports facility to our college students. The athletic culture in the college instills healthy competition and teamwork among students. The college has play ground, basket ball court, badminton court, hand ball court, kho-kho, table tennis etc. Intensive training is imparted under expert guidance and numerous sports activities are organized every year. On the Annual Sports Day, various tournaments and competitions are organised for students and faculties. Each year our students achieve notable distinctions and many of them are selected for district level sports. Standard quality and safe sports equipment are provided to prevent sports related injuries. Facilities like changing rooms, lockers, drinking water, medical or first aid, sports kit and games equipment are provided to college team members. The college has played a proactive and supportive role in grooming students. Central part of the track is utilized as grounds for hand ball, Volleyball and Kho-Kho. They are used alternatively as per requirement. Along with this, plenty of space is available on the playground for warm up, exercise and athletic events. The college students have participated in sports competitions and tournaments at collegiate, university , district and zonal level.

Cultural activities

The Cultural part is one of the major activities in the college. With the changing times, college has realized that cultural activities are not only to entertain or exhibit one's performing skills but they can provide ample career opportunities and an effective tool for community awarenessand over all development. The students' performance in cultural activities is outstanding in the near by areas. The college has fully equipped stage for cultural activities. The Cultural committee for students who have genuine interest in creative activities. Students prepare and practice at the time of functions and competitions. The college has purchased necessary instruments and costumes for classical and modern cultural activities and events like Dance, Group Songs, Vocal and Classical Singing are organized time to time. The activity room is furnished with Musical instruments such as harmonium, key board, tabla, triple and other accessories. The College takes the participation in different events like debate, plays, skits, dance, one act plays,

street plays etc. This is in keeping with the vision and mission of the college to support the holistic development of students that focus on not just academics, but also on all-round personality development.

Gymnasium and Yoga

Physical fitness and health of girls has always been given utmost importance. The college has facility for gymnasium and yoga in the campus. Necessary equipment for Gym is available in the college gym room. It helps the students to remain fit and healthy. Daily Yoga classes are held for student in the morning to improve strength, stamina and flexibility. Yoga mats are provided to the girls and it helps them to perform yoga properly. Yoga dress is also provided

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stjosephscollegesardhana.com/Gallary.aspx?galleryid=1

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

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stjosephscollegesardhana.com/CollegeFacilities.aspx?GalleryId=14
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

638987

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Integrated Library management system (ILMS)

St. Joseph's Girls Degree college, Sardhana has a Library which is fully automated. The library is located on the first floor covering the area of around three rooms. The collection includes more than 19,000/- books, 30 journals, 11 magazines, 176 CD's, 25 DVDs, 500 back volumes of the periodicals, 80 dictionaries, 195 encyclopedia, and book bank with the collection of 3000 books.. During the last five years 4500/- books were bought. The collection of books include documents covering a wide range of subjects from English literature, political science, History, Home Science, Drawing &painting, Sports, foundation course, Hindi, Sanskrit, Economics, Sociology, Education, Account, Business studies, general books, Entrepreneurship etc. The library is automated, and has a spacious reading hall and reference section with a large reading area. The reading area can accommodate 100 users at any point of time. The library is equipped with photocopier machine, 100 chairs, 72 shutter almirah, 12 open safe, Godrej almirah, 17 tables, 3 magazine display stand, 3 bag stand, 3 catalogue cabinet, 3 new paper stand, 4 computers and 3 printers, one counter, The library is automated with integrated library management software SOUL 2.0 (Software for University Libraries) and is well connected to INFLIBNET. The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins, ID cards printing, maintenance of accession register, verification of the books, student entry register, feeding the data on soul software, book card entry, barcoding, spine label, book slip entry etc. are done through the software as well as manually. The Books are classified according to DDC Dewey Decimal Classification. OPAC (Online public access catalogue) service is also provided where the users can search the collection of books by title, author, publisher etc. The books are being bar coded and the users are given unique barcode ID. Apart from the printed books the

library is having access to e- resources of list which is a part of shodhsindhu consortium of INFLIBNET, where the users are given awareness and made to access browse and download e -books, e-journals, e-content, databases etc. The new magazines ,journals and news paper are displayed on the display stand. User orientation is provided at the beginning of the year regarding the various facilities services and resources available in the library. The library provides reprographic service and internet service. The library is well connected to WIFI and internet.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://www.stjosephscollegesardhana.com/CollegeFacilities.aspx?GalleryId=9

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	C. Any 2 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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)

0.64

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

246 :18

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college has a well-established system for development and maintenance of IT infrastructure in the premises. The college constantly improves the internet and technical facilities. The library is IT enabled with Wi-Fi connectivity. The college is increasing the number of smart class rooms. The antivirus in laptop and desk tops is regularly updated.

The college has well established mechanism for upgrading and organizing Information technology infrastructure. The college has 03 smart boards, 19 computers and 02 laptops with access to internet that are updated with latest versions of essential soft wares. The computers are connected with Wi-Fi facilities. As per the requirement and the maintenance of the IT equipment, college has a Digital Committee which uses their skill to update and repair the equipment. However, for major disorder and damage, computer technicians and service providers are hired for the up keeping and replacement. The steps like installation of anti-virus periodically, formatting of computers on the basis of corrupt operating system and replacing of hardware of old computers to new computers are taken for maintaining and utilization of IT resources. The institution has 3 broad band connections of Airtel.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stjosephscollegesardhana.com/CollegeFacilities.aspx?GalleryId=14

4.3.2 - Number of Computers

23

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

638987

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has policies and procedures in place for maintenance and utilization of infrastructure and facilities. Staff council committees are responsible for decision-making for up gradation and maintenance of the same.

Physical and academic facilities -

While the caretaker is responsible for general maintenance of classrooms, ICT facilities are maintained by digital committee. Instructions are displayed outside classrooms to maintain silence in the corridors. Electrical equipment are switched off after use and classrooms and labs are locked in the evening. Students are oriented to take care of the college property. Computers are password protected and are to be used only for academic purposes. No software, apart from the curriculum is allowed to be downloaded. Computers are shut down after use. Laptops or desktops, licensed software, CCTVs, and ACs are maintained and upgraded based on annual maintenance contract. Teachers-in charge, committee conveners, office administration give the requirement for furniture to the Purchase committee and purchase is done after necessary review. Maintenance of the same is done annually. The library is marked as "Silence Zone". Shelves are provided inside the library for keeping personal belongings or bags, which is looked after by library staff. Library hours are fixed for all members and books are issued on production of valid library cards for limited period. Books and journals in the library are properly catalogued. Policies entail payment of fine in case of loss, damage, misuse of books and membership cards and for late return.

Maintenance of labs and laboratories

Budget is allocated to every department and books are purchased as per departmental requirements. All laboratories are maintained by the laboratory staff. Daily cleaning and dusting of all equipment are done. Laboratory wastes are managed as per government norms. Fifteen Fire extinguishers are placed at different location : outside laboratories, generator room, principal office and all the floors for emergency. Physical verification of laboratories is done at the end of each session by a committee appointed by the Principal. The Eco club is in charge of garden maintenance. It includes weeding, watering, grass cutting, pruning, landscaping, beautification etc.

Sports facility

In sports, the volleyball, badminton and basketball nets are checked regularly for any damage or repair. Sports equipment are purchased and upgraded as per requirement. Students use the sports ground for training purpose with prior permission and under the guidance of physical instructor. Students utilize the sports kits and equipment for practice and games from the Physical Education department. Basic fitness equipment are available for use.

Support Facilities-

Dustbins are placed at various places to avoid littering and the agency cleans the premises twice a day to maintain hygiene and cleanliness. There are sanitary pads vending machine in girls' washroom. The college cafeteria caters hygienic food to staff and students. The food menu and the rate are decided by the Canteen Committee. Observance to norms for cleanliness, quality and hygiene of food is monitored by the Canteen Committee.

Safety and security

The college has various committees and cells to support staff and students to maintain safety measures. To check the safety measures, the college has CCtv cameras and it under surveillance during the college hours. Ragging is completely prohibited in the campus. The college boundary wall is high enough to ensure protection of girls. It is mandatory for the college girls to enter the college campus in prescribed uniform and college ID card.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.stjosephscollegesardhana.com/CollegeFacilities.aspx?galleryid=1

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

282

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

15

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	http://www.stjosephscollegesardhana.com/Gallary.aspx?galleryid=1
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

31

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

31

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

31

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

49

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

38

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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 a culture of overall development of students through student centric activities. The college believes in democratic values and gives opportunity to students and support in curricular and co-curricular activities conducted in the college for UG, PG and B.Ed programs. Students have been actively engaged in various activities related to academic and non academics.There are Various cells and committees in the college in which students represent themselves along with their mentors. The college has an active student council which is an elected body,represented by the students from the entire college from all the departments. Student council is mentored by the team of faculty members. The election for badge holders of the institute is conducted during the first week of the academic year. Student council is responsible for all the cultural and academic activities that takes place in the college and is also responsible for maintaining discipline. At the time of election the students are elected for the post of president ,vice president, secretary ,cultural head and discipline from UG, PG and B.Ed departments.Selected students for various post are adorned with badges and duties are assigned to them. Timely meetings of the badge holders is called upon pertaining to the welfare of the students. Student council is the voice of the student body, so it helps in organising the institutes curricular and co curricular activities. It also assists in orientation of the library along with the faculty members. The NSS national service scheme wing of the college is actively organising various social activities with the motto of ' to learn learn to serve.' NSS camp of 7 days is held every year. students are involved in various activities like donation of labour self-defence,cleanliness drive, health checkup , blood test, tree plantation initiatives, campus cleaning and social awareness campaigns that includes right to vote, population control, save

water, save girl child etc. The NSS volunteers perform Street plays focusing on social evils and create awareness among students and society. Every NSS volunteer receive a certificate after the completion of its term. The institution has an active eco club which promotes the participation of students in sensitizing about the environment and issues pertaining to it. Eco club is a wonderful opportunity to create awareness, build attitude and help students take up activities in real world. Eco club can thus help students to extend their boundaries and scope of the formal educational system encouraging creativity and empowering students for constructive action.The club awares and motivates the students to imbibe habitsand adopt lifestyle for minimizing of waste . The club is engaged in tree plantation programs, awareness campaigns along with a observing of various days as environment day, water day, save electricity day, say no to plastic , cleanliness day,green drives etc. The college has an extension service program by the name of SJSEP (St. Joseph's Societal Extension Program). This is the program to prepare the students to serveb the society. SJSEP along with its volunteers , visit to the nearby localities and areas and try to teach the people about the hygiene, cleanliness water borne diseases and also about female health issues. The students visit to the nearby small school and help those children in their studies as well as various activities. The SJSEP volunteers distributes books and stationaries to these children.The students also visit to the college and learns about moral values and other issues.

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/Gallary.aspx?galleryid=1
Upload any additional information	View File

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

39

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

Alumnae are a valuable assets of the college. In order to have continuous and formal interaction with the alumnae , it was decided by the college to have an alumni association. St. Joseph's girls degree (PG)College has a functional alumnae by the name of SANGINI which has almost 150 members. The college alumnae has been playing a vital role in its concern for the students future both in career and life.

Sangini is a non registered alumni run by the college and the faculty members on its own who are committed to strengthen their relationship with the old students.

Association provides comprehensive support to the students and institution in ways that enhances the skills of the students in a qualitative manner by providing opportunities.

Relations between the faculty and the students has kept the alumni association alive ,running and active.

Coordinator and members of the faculty of alumnae association plays a vitalrole in binding this group for the development of the college and works for the overall development of students.

The functional alumni association meets periodically to discuss the ways and means to improve the academic environment of the college as well as to exchange views on the employment, opportunities and scope for higher education.It also deliberate upon the role of the alumnae in positive interaction with the society through participation of

young students under the guidance of senior teachers.

Alumnae of the college contributes both financially and non financially over the year in growth and development of the college.

Objectives of the Alumni association:

- To encourage and promote close relations between the Institution and its alumni and among the alumni themselves.
- To promote and encourage friendly relations between all members of the alumni body, an interest in the affairs and well-being of the Institution.
- To provide and disseminate information regarding their Alma Mater, its graduates, Faculties and students, to the alumni.
- To initiate and develop programs for the benefit of the alumni.
- To assist and support the efforts of the Institution in obtaining funds for development.
- To serve as a forum through which alumni may support and advance the pursuit of academic excellence at the Institution.
- To guide and assist alumni who have recently completed their courses to obtain employment and engage in productive pursuits useful to society.
- To organize and co-ordinate reunion activities of the Alumni and let the Alumni acknowledge their gratitude to their Alma Matter.
- To collect, publish and distribute such information as may be useful to the alumni and their Alma Mater

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/NoticeFile/Alumni_New.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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

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

The vision of the institution, St. Joseph's Girls Degree college, is to educate the young girls of rural and backward area and help them to be a good human beings through moral classes on regular basis. In this way enabling the girls to gain confident in our society and be a responsible citizen of our country at large. The mission of our institution is to avail higher education to the girls in rural area and enabling them to become responsible citizen of our country. This is the vision of our institution to empower the young girls and support them to have a better future. To have a genuine love for God almighty, fellow human beings and the whole creation of God. To enable them to contribute to the society with clear of their skills and intellectual benefits. To be able to face the difficulties and struggle of life and be the messenger of peace and goodness all around. The institution is able to carry out its mission by admitting the girls in the college from nearly 35 villages especially SC category and backward classes.

The students from rural areas and villages cannot get admission in city colleges and far away places due to lack of proper conveyance. Being the minority institution, all the minority students are admitted in the college. In order to inculcate goodness in them we have daily assembly where moral values are stressed upon. News reading is done so that students are in touch with reality of our society. The governance of the institution is reflected in and through the vision and mission our institution such as the various practices in the college. The college organizes time to time talks on current topics affecting the society, talks on environment, rallies, cleanliness and environment. Workshop on skills so that the students are able to have their future secure. Moral classes on regular basis, yoga and computer training, culinary course, journalism and Art& Aesthetic course. The institution takes care of the physical need of the students by having regular sports classes, coaching and the various games played outdoor. Regular health check up and camps and the talks by doctor also help the students to grow physically strong. The NSS programme in the Institution is a great source of help where the college is able to carry out various activities inside and outside of the college. The nearby backward villages is adopted by the NSS students in our college in

collaboration with the local municipality department. The college has yoga in the morning and physical exercises for the students. Inter-religious prayer during assembly and the talk on peace and harmony also is a great help for our students to live in harmony and generate love and respect for all religions.

Yearly planner for the whole year is designed during the staff meeting before the college reopens and new session begins. Student orientation and staff orientation the activities of college which helps them to be united and to have love and commitment for the mission. The professional course like B.Ed. helps the girls to stand on their feet. The institution helps our B.Ed. students to get a job through personal contacts with schools. Value education classes are conducted in departmental Assembly. The management of the institution is with the principal and staff in order to fulfill the mission and the plans. The main policy of the management is to ensure quality education, discipline, proper building and a clean hygiene and eco-friendly atmosphere and it is carried out well. The principal and the staff has time to time meetings with the management of the institution. The faculty of the institution plays an important role in the campus. The main policy of the management is to ensure quality education, discipline, proper building and a clean hygiene and eco-friendly atmosphere and it is carried out well.

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/Detail_Visionmission.aspx
Upload any additional information	View File

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

The effective leadership in various institutional practices

The institution has several practices that reflects the leadership carried out in the college and the sharing of responsibility and decentralization of the leadership.The principal delegates the leadership to the faculty by making them incharge of various activities and the committees of the college. Thus the staff is able to carry out the responsibility in freedom and friendly atmosphere. In return the staff is accountable to principal for the responsibility given to them. The staff is also able to work freely

and organise various departmental activities. The daily assembly also is done under the supervision of each teacher incharge. The staff incharge takes the responsibility of student-council and the cultural and academic events of the year. The principal allows the teacher to use their innovation and modern technology in their teaching, learning process. The management holds meeting time to time to see if the responsibility is carried out faithfully and with the sense of commitment. The staff meetings are the occasions when evaluation is normally done for every event of the college. The faculty exercises responsibility and leadership in their own departments. Events planning and the class representatives are directly guided by the staff. The staff also exercises leadership in their given committees where they use their freedom to organise talks and seminar and other activities. The principal takes round of the college in the morning along with the coordinators or teacher in charge ensure that discipline of the college is maintained. During staff meetings the principal gives responsibility to staff to be the coordinators of various cells, committee and associations. The staff maintains the records of cells and specially the record of departmental activities. The staff organizes talks, workshops, seminars and webinars which reflects their leadership quality. The staff conducts assembly and takes responsibility for various associations in the college. The classroom teaching is also observed by the principal regularly in the morning. The staff meetings are great help to plan out the activities of the college and thus it is carried out very successfully. Each teacher is given different responsibilities and thus co-ordination and well balanced relation is maintained between the staff and the principal. The meetings of non-teaching staff and the student council is also helpful to have a balanced approach to the mission of the Institution. Academic calendar is well maintained as it is printed in the prospectus and timely changes are done during staff meetings according to the requirements. In order to contact the parents, group sms, telephonic contact and e-mail and WhatsApp group is also used. There is also a grievance redressal cell in the institution which serves the purpose of better communication with the students. The management of the institution takes great interest in wellbeing of the staff and students. The management of the college is with the principal and staff in order to fulfill the mission and the plans. The main policy of the management is to ensure quality education, discipline, proper building and a clean hygiene and eco-friendly atmosphere and it is carried out well. The principal and the staff has time to time meetings with the management of the institution. The faculty of the institution plays an important role in the campus. They are dedicated and committed to the mission of the institution. The management arranges talkes and orientation programme for the staff

so that the mission of the college is carried out smoothly. It is a beautiful practice of the institution that every activity of the college begins with a prayer and in a prayerful atmosphere every activities is planned well. The principal maintains a notice register and time to time notices and information is given to staff through this means. Staff room, notice boards are also used for better communication between principal and staff. Outside notice boards are placed in the campus to communicate with the students. In order to maintain proper functioning twice a year managing committee meeting is held.

The college is able to exercise leadership very efficiently at various levels.

1. Principal – Through meetings & Assembly
2. Staff – Head of the department, NSS, committee, cells, Associations
3. Students – student council and class representative
4. Non – teaching staff – representative committees, librarian and clinical staff time to time give information to staff and the students. They keep contact with the principal and the principal inform the staff.
5. Departmental activities and association activities
6. Through departmental activities.
7. Through NSS activities.
8. Through Scout / guide camps.
9. Through various committees and Cells in the college
10. Teaching and learning process in the class room
11. Selecting reference books, library books / journals
12. Organising of tour / picnic
13. Academic activities
14. Exhibition and competition
15. Extension servicesand Eco club
16. Various rallies and talks on social issues.
17. Awareness campaigns

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/Admission.aspx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed

Yes the institution has a quality policy - The policy is to admit all the students of close by 35 villages all those who apply. They are not discriminated because of cast, colour and religion. The fees is taken in installment from the students of poor background. Some students have fees concession and many have free ships also. The quality policy is to give the students clean and healthy atmosphere to have overall development and excel in their academics and extra curricular activities. The students who are not ready to pay full fees at the time of admission they are not denied but rather given admission either fees concession or fees in installment or feeship according to the economic condition of the students. Attendance is made compulsory in the college. Every month attendance of the students is checked by principal and sent to the university. The evaluation is done after every activity. Informal feedback from the staff and the students is done on regular basis.

- Daily assembly in the college in order to concentize the students about God, society, environment and our country.
- Talks, seminars workshops and orientation programmes are carried out in the college regularly.
- Sports classes, outdoor games, yoga, physical exercises are means to ensure physical development and an education tour is helpful too.
- Assembly prayer and prayer before any activities, moral classes and tanks on spiritual matters, Inter religious talks and seminar are the means through which the institute carries out and ensures the spiritual growth of the students.
- The institution time to time conducting G.K. Quiz, departmental quiz and debates, talks on social issues, symposiums, essay writing competition are the activities which are helpful for the students to develop the intellectual capacity.
- The students are involved in social activities through NSS (National Service Scheme) in the college and outside the campus. Through rallies, poster making, street play and awareness programmes the students are able to get in touch with the reality and render services to the needy brothers of our society.
- Teaching poor children of the locality and admitting few

children to school who do not go to school is also done by the students and the staff incharge of NSS.

- Through computer class and the skill workshops the students are able to learn the skills which will ensure their future besides the syllabus given by the university.
- The waste management skills are also great help for the future of our students.
- The institutional strategic plan is carried out by the regular staff and student meeting and teachers are given their responsibility.
- Student council is also various responsibility to carry out the mission of the college.
- There arevarious functioning bodiesin the college eg. cultural committee, discipline committee, grievance cell, exam guidance, literacy committee, sports committee and art and decoration committee etc. In these committees the heads and the IIIrd yr students incharge is the president of the college. The staff is incharge of these committees to guide the students and to give suggestions to them. The principal conveys the message to the staff during meetings and writen notice in notice register and thus sharing the responsibility together by appointing them incharge of various committees.
- The institution shares the responsibility and interacts with stakeholders through notice boards, sms, staff meetings, emails, whatsapp msg, notice register and through orientation programmes and seminars etc. Parents meeting, staff meetings, and alumuni meetings are the some of interaction.
- The principal and administrative committee interacts with the parents during admission for the selection of subjects and financial problem on special ocassion of the college programme inviting old students and parents are great help to our institution to interact with them.
- The annual prize distribution day and farewell day the old students and parents are invited to join with the college to bless the outgoing students.
- Personal contacts of the staff with parents are also great help for interaction.
- The staff is engaged in guiding the students. Assignments, tests, projects, seminars and debates are same means through which the college carries out the need for analysis and consultations.
- The stake holders help the institution to carry out the plans and varioous activities. stakeholders participate ininstitutiona policy and plans by giving their suggestions and inputs during their departmental activities and during the staff and student council meeting.

- During the daily assembly, the message is conveyed to the students through principal and the staff.
- The quality education is maintained by giving students assignments, tests and projects time to time.
- Use of library is one of the most powerful means of creating sense of self study and importance of research methods. When they leave the institution they are ready to face the society and world at large and become a better daughter, sister, wife and a mother in the society.
- In order to fulfill this motto the college takes great interest in morning prayer, assembly and moral education for the students. Once in a day having a seminar on good behaviour, mannerism and love for God and the creation.
- The debate, street plays, and essay competitions are also main source for giving them a better atmosphere. The culture of excellence is not only study matters but extra curricular activities and skills too.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.stjosephscollegesardhana.com/NoticeFile/College_Academic_Calendar__2020.pdf
Upload any additional information	View File

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.

Effective and efficient functioning bodiesof the institution

The Organizational Structure of the College consists of the Management, Governing body, the Principal, the teaching staff, the non-teaching staff and the students. The Management of the College constitutes of the Congregation of the Sisters of Jesus and Mary. It is the highest decision-making body which is in constant touch with the Principal on all matters pertaining to the smooth functioning of the institution. This is followed by the Governing Body of the College which meets at least twice a year to discuss issues relating to finance, infrastructure, faculty recruitment and the matters related to the overall development of College . The Principal is assisted by the Teachers-in-Charge (TIC) of the Departments, the Staff Council (all teaching faculty) and the Non-Teaching Staff which comprises of the Office superintendent , Section Officers (one

for Accounts Office and one for the General Administration), Senior and Junior Office Assistants and manual staff. The TIC oversees the smooth functioning of the department for which meetings are held on a regular basis to discuss issues and concerns relating to curricular and extra-curricular activities. Staff Council meetings are held at least twice every year for the effective planning and implementation of programmes like teaching, learning, academic administration, curricular and extracurricular activities. The College also has Internal Quality Assurance Cell (IQAC) which works towards realization of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution. http/www.stjosephscollegesardhana.com . Student Council meetings are held regularly to address the student related issues and organizing extracurricular activities through various Cultural Societies. The Library organization includes Librarian, Assistant Librarian and library attendants. Various committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes. Each committee consists of the coordinator and its members. The Grievance Redressal Committee, Women cell and Counselling cell are functioning in our college. The objective of these committees is to ensure that no violation of rules takes place within the College and work towards addressing and settling grievances if any.

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/History.aspx
Link to Organogram of the institution webpage	http://www.stjosephscollegesardhana.com/NoticeFile/ORGANOGRAM.pdf
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Effective welfare measures

Teaching Staff

Sanctioning leave for seminars and workshops, orientation and refresher course, maternity leave, picnics and outings for staff, gifts and appreciation, encouraging them for evaluation of examination in the university, medical leave, examiner for practical, subject expertise, leave for research work, faculty development programmes, guest lectures .

Non teaching

Sanctioning leave, orientation programme, training, workers day celebration, gifts and incentives, appreciation, picnics and outings, helping them with financial help , sanctioning loan, helping their children financially.

Students

Fee concession, freeships, fee payment in instalment, helping students for govt. scholarship and management gives the needy students JM scholarship, free health check ups and eye test, RO water facility for drinking water, picnic and educational tours with minimum charge, helping the needy students from poor fund, medical room for any sick student, hostel facility for the students

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/CollegeFacilities.aspx?galleryid=1
Upload any additional information	View File

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

05

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

52

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Institutions Performance Appraisal System for teaching and non-teaching staff

Teacher's Self Appraisal

Self-evaluation is very important practice in the college to ensure

quality education. The College focuses that the teachers fill up a self-evaluation form every year, available on the College website. This provides an insight into one's own assessment of effectiveness of the teaching style and its impact on the students. It highlights how the teacher handles different situations that affect the learning progress of the students. It also makes known the involvement of the teacher in both academic and administrative activities . Through this form, a teacher can showcase his/her continuous professional development (paper presentations, publications, webinars, seminars and conferences attended) etc. Departments maintain the details for appraisal of teaching-learning activities of teachers in the form of departmental reports which are then forwarded to the Principal. The IQAC of the college assesses the report submitted by the faculty/department and does an academic audit which is then shared with the departments. Next, the departments fill a self assessment proforma and prepare an Action Taken Report, appraised by the external auditor who is an expert in the discipline. If there is a scope for improvement on the part of the teacher, they are advised to upgrade themselves. The whole system is carried out in a confidential manner. The principal writes the appraisal comments on the notice register and during the vote of thanks after the cultural and literary programme. The principal also appreciates the staff during assembly for their excellent performance. Each employee fills and submits online the Annual Performance Appraisal Report (APAR) A constructive feedback is given to the employee so that they can further enhance their performance level and efficiency. The administrative audit is conducted by IQAC and external agency. Teacher's Evaluation by Students are given the opportunity to provide their feedback of the teachers. As per the procedures outlined by the IQAC, the feedback forms are available online on College website and the Teacher-in-Charge (TIC) ensures that the students of the department fill the feedback questionnaire. The questionnaire is structured to elicit responses for parameters like communication skills, subject knowledge, discipline, work-ethics, curriculum to provide effective mentoring and career guidance to students and grade the teacher's ability in creating an interactive, discussion-oriented and democratic classroom. These forms are then evaluated by TIC and the Principal of the institution with the help of IQAC who analyses all the reports and meets with teachers with constructive feedback and corrective measures.

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/Gallary.aspx?GalleryId=34
Upload any additional information	[View File](#)

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 and external Audit

Our Institution conducts internal and external financial audits on a regular basis. Mechanism for Internal Audit and External Audit is as follows.

Internal Audit: Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit. In the initial stage, the officer in-charge scrutinizes and verifies the financial data. This is again scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy. Income/Expenditure is closely monitored by the Bursar, the Principal and the Section Officer (Accounts). The Institution is liberal, yet follows the strategy of restraint as far as the expenditure is concerned. Proper procedure for purchases is adopted. Quotations are called for and prices are compared. The Institution has formed a Purchase Committee for the purpose. The audit wing of the society which governs the college visits the college periodically and inspects all the files pertaining to the financial matters that the college has availed of and all the receipts and payments in the college. They, in turn, submit the audit report to the college authorities. Corrections are effected on the basis of the audit report and clarifications called by them are submitted as an audit reply. For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads.

External Audit: The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is appointed by the College. The govt auditors from Prayagraj,visit the college for the auditing for a week. During

the month of May. The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified. Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically checked. The Utilisation Grant Certificates are also audited by the external auditor. Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by the Govt auditors. The audit objections/compliance, if any, is handled by the Accounts Department.

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/QuickLink.aspx
Upload any additional information	View File

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)

03

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The college mobilizes funds for its regular activities and development from different agencies and individuals. The mobilized fund is optimally used by the college. Major sources of institutional receipts/funding: 95% funds are through UGC Grant 5% trust share is generated by the College Fees from students for regular and add-on courses. Rent for Canteen . The College has a

Governing Body, Planning and Purchase Committee, Library and various associated bodies which help in the preparation, division, allocation and utilization of funds. UGC funds are deposited in a separate bank account. The utilization of these funds is ensured through financial auditing at the end of each financial year. Fees received from students are used for development of the college, non-grant faculty and staff salaries, and are properly audited. Physical and Academic facilities are augmented for students. Library services and Sports services are strengthened. Laboratories are augmented and IT infrastructure is increased. Number of workshops , seminars and webinars are organized. The Purchase Committee decides the policy and procedure for purchasing any item. Each and every transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through Cheques/Electronic mode. Only authorized persons by management can operate the transaction through the bank. The accounts are done by Tally Software, so all the entries can be monitored by authorities. For each and every financial transaction proper permission is taken from the Principal of the College.

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/NoticeFile/PURCHASE__COMMITTEE_2020.pdf
Upload any additional information	View File

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

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

St. Joseph's girls degree college has a rich culture of institutional functioning through participation among all stakeholders especially faculty, students and the non-teaching staff. The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college. In order to make the students aware of the current and futuristic challenges and opportunities, the teaching faculty is encouraged and motivated to develop a scientific temper so as to propagate a

research culture.

Online feedback system

1. Feedback System

IQAC has developed an online proforma of student feedback to gather information from the students about the courses of their study, their objectives, relevance, availability of learning resources, teaching methodology and so on. Before the online concept feedback system was done manually in the college but now the online feedback system has been introduced and implemented as a quality initiative and a way to make student feedback system more effective and efficient, as it involves all the students of the college to assess and improve the curriculum of the programmes of study, and quality of teaching and learning in the institution. The students' feedback is accessible to all the teachers on college website , so that they bring improvement in their teaching and strengthen it. Nevertheless, the students' identity remains concealed from the teachers.

The feedback form remains available on the website to all the students, who are required to provide feedback on every course that they pursued in any programme at the end of each year/semester before they take their examinations.The entire system has been developed and implemented byIQAC and maintained by Shubham Software Solution. The online feedback system has been implemented with the 2020 December examinations, and the report has been conveyed to all the concerned for reflection and improvement.The decision to go online for feedback had been taken in the meeting of the IQAC held on 26th November 2020.

2. Implementation of Green practices in the campus:

The IQAC proposed to initiate various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Paperless Work, Plastic Eradication, Clean and Beautiful Campus, No Vehicle Day, Save Power, Paper Bag Workshop, Awareness Programme on Renewable Energy and E- Waste Management. For the better implementation of green practices, IQAC distributed these activities among various departments. IQAC constantly takes the feedback about the proper result oriented implementation of these activities through academic audit every year. Because of these practices, eco-friendly and pollution free college campus and social awareness about renewable energy and e-waste management is developed in the community.

3. The use of ICT tools has become an integral part in teaching -learning process.

IQAC always encouraged teachers to utilize these tools in classroom teaching and learning. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non- teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument,Smart board etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

File Description	Documents
Paste link for additional information	https://docs.google.com/forms/d/e/1FAIpQLSeT7DoIYpTtqiTyuqUB_my25G352sBY4Kd_NhUdReZ6jhLv2Q/viewform?usp=sf_link
Upload any additional information	View File

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 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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process. This plays an instrumental role in enhancing the quality of the academic and co-curricular endeavours of the College in keeping with its vision and mission. IQAC achieves this through mainly two practices.

Collecting feedback from stakeholders like students, parents, staff

and alumni to facilitate teaching-learning reforms. This helps in obtaining an unbiased and honest opinion about the institutional performance especially in academics. Student feedback of teachers is conducted regularly. A careful analysis of the feedback received is done and communicated to the teachers to enable them to enhance their teaching skills and their relationship with the students. Departments are encouraged to organize talks and Seminars/webinars on themes relevant to the educational needs and futuristic growth of the students. This helps to widen the horizons of the students enabling them to gain in depth understanding of the course content. St. joseph's girls degree college, offers certificate for add-on courses. These courses impart life skills and are transacted by practitioners, thus providing opportunity to students for hands on experience and building bridges with the world of work.

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. All students are provided with the college prospectus that provides all details relevant for students. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the course commences. Important announcements are made in the assembly and attendance and conduct of classes are monitored by the faculties of various classes. The principal and the Discipline Committee members make random visits to ensure smooth functioning of classes. Class Committees are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually as well as through online google form y for their respective courses. Students are also free to approach the principal of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the IQAC members. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:

- Effective Use of ICT in Teaching and Learning through smart

board has enhanced the teaching-learning process.

- Vocational training to B.Ed students
- Yearly Home examination on regular basis
- Automation of Admission Processes - Provision for online fee payment
- Automation of Examination Processes
- Curriculum Development Workshops in many subjects
- Introduction of add on courses
- Green initiatives in Campus – tree plantation, herbal garden, solar panel, use of bicycle, decomposing, plastic free campus, use of LED light, save water and electricity, pollution free campus and awareness campaign
- MoUs with prestigious Institutes and industries
- students exchange programme

File Description	Documents
Paste link for additional information	http://www.stjosephscollegesardhana.com/NoticeFile/IQAC_meeting_2020-21_online.pdf
Upload any additional information	View File

| 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) | C. Any 2 of the above |

File Description	Documents
Paste web link of Annual reports of Institution	http://www.stjosephscollegesardhana.com/NoticeFile/AQAR_2019-20.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Measures initiated by the institution for the promotion of gender equity during the years

The institution has been showing gender sensitivity in various ways:

- **Safety and security:**
- **The college has statuary bodies in the form of various cells and committees, such as women cell, grievance cell, counseling cell etc to cater the needs of the students.**
- **The college is very sensitive and particular regarding the safety and security of the girls students and women faculties.**
- **College offers admission to downtrodden media and economically weaker sections of the society.**
- **The college has discipline committee for continuous monitoring of the security of students in the campus. The complaints related to the violation of the disciplines are reported to the concerned staff and placed before the principal and the members of the discipline committee.**
- **The confidence building is done among the students for organising workshops and programs on use of sophisticated gadgets for girls students**
- **The college campus has enough of light and other facilities.**
- **The college has a women cell to take necessary action on sensitive issues of the girls students which help to ensure their vibrant presence.**
- **The entire campus is covered under cctv cameras. The footage of the recording is often seen and necessary actions are**

taken, if any suspicious activity is observed.

- The college has adopted mentor mentee scheme to solve the individual problems at both academic and personal level of the students. Each faculty acts as a mentor to the specific group of students. In the scheme, the mentor follows the development of the mentee by providing personal counseling at the different stages. The problems of the girls students are discussed with the mentor and is kept confidential. The faculty members try to solve all kinds of problems pertaining to students.
- The college organises lectures of eminent personalities to create legal awareness health and hygiene among the students.
- Women cell and counseling committee of the college organises all important activities associated with the counselling of the students. Attention is paid on both formal and informal counseling. Faculty members motivate the students to improve their overall personality by participating in various activities organised by the college.
- The students are Issued with the ID cards which they have to wear in regular basis for easy identification by the security guard, teaching staff and non teaching staff.
- Medical room is well equipped with first aid box and other requirements to provide first and medical aid to the students. BA women's college sanitary pad vending machine is also a stupid interval for the usage of the girls.
- The emergency helpline numbers ie of police station, women helpline , hospital etc are displayed on the board in the college.
- Various programmes for safety and security of the students are conducted time to time to create awareness regarding the safety and security of the girls.

Common room:

- The institution has provided a common room for the students....
- College also has girls hostel for the accommodation of rural students and students coming from far off places.

File Description	Documents
Annual gender sensitization action plan	http://www.stjosephscollegesardhana.com/NoticeFile/NSS_Merged_File.pdf
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	http://www.stjosephscollegesardhana.com/Gallary.aspx?GalleryId=41

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Pollution from waste is aesthetically unpleasing and results in large amount of litter in our communities which can cause issues pertaining to health. The college is managing the basic waste disposal on its own with the available resources.Solid waste can be categorised into three types- bio degradable, non biodegradable and hazardous waste. Biodegradable wastes include food waste, canteen wastes, wastes from offices in the form of paper, waste from toilets etc.Non biodegradable wastes include plastic,tin and glass bottles etc Hazardous waste is waste that is likely to be a threat to the health or environment like cleaning chemicals, acids, laboratory chemicals and e wastes.

Solid waste management:

- **Institute practices the segregation of solid waste and its effective management in the campus through various methods and sources.**

- The collected waste is segregated at the source of the generation. The waste bins are placed seperately for dry and wet waste at every corner and required place of the campus. Separate dustbins are been placed in the washrooms on all the floors along with proper dustbins in each classrooms for the usage of the students. These bins are color coded specific to a category of type of waste. Green bin is used for biodegradable organic wastes like cooked food, vegetables and fruits peel, leaves etc. Yellow bin for the disposel of mask and covid-19 related items andred bin for plasteic wastes.
- Students are encouraged to use waste paper and newspapers in creative practices during various extra curricular activities.
- Biodegradable kitchen waste from the hostel and , horticultural waste such as dried leaves twigs and plants collected from all around and is used for vermicomposting.
- In the currently use of steel or glass utensils is preferred in place of plastic.
- Use paper bags cloth bags and five creatable disposal bags instead of polythene.
- Usage of organic waste for agriculture as manure.
- Dry leaves of plants are collected and burnt to keep away the mosquitoes.
- Various talks and programs are organised to make the students sensitize about cleanliness health and hygiene.
- The college observes swachh Bharat abhiyan in which students are in calculating the value of a river by keeping the campus clean and green

Liquid waste:

Liquid waste generated from the campus goes directly to the drainage system created in the vicinity of the college. The toilet waste from the septic tanks is moved with the drainage lines to STP (sewage treatment plant) located outside the campus by the municipal corporation .

Hazardous waste:

- E waste like CD's and floppies are used by the students to make some productive product such as coasters photo frames and stands paper holders etc.
- Products left unused or some issues are returned to their respective companies.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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

`B. Any 3 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

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**

`A. Any 4 or All of the above`

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

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

7.1.6.1 - The institutional environment and

`B. Any 3 of the above`

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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. Any 3 of the above`

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

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

College has been organising many programs for inclusive environment in college campus as well as in society like road safety cleanliness drive etc.

Industrial visits expose students to the practical challenges and also make the students from different backgrounds adopt to one another to create a tolerance and harmony in the organisation.

SJSEP, eco club and NSS activities of the institution mitigate the social economic diversities and progress them towards leading to a taller and and harmonious living.

Cultural and literary committee organises various place skits debates between nearby colleges to educate the students and make them aware of their social responsibilities and understand the implications of their actions. Cultural and literary activities to teach the students to respect the tradition of various regions.

Then sorry involved and encouraged to participate in various curricula and co-curricular activities to make them mingle with one another and share their opinions and views in a harmonious manor.

The institute provides JM scholarships as financial support and also organises aptitude and general knowledge quizzes for the interested students to help them for the competitive exams.

Along with curriculum additional certificate courses such as computers art and aesthetics cookery etc are conducted to make the students confident and develop the feeling of self efficiency.

Various committees and sells a match social protection insurance tolerance and harmony reducing vulnerability empowering women and girls cultural and regional inclusions.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

India is a vast country with many languages subcultural religions and ethnic diversity is governed and guided by the constitution irrespective of caste religion race and sex.

The college sensitizes the students and employees of the institution to the constitutional obligations about values rights duties and responsibilities of citizens which enables them to conduct as a responsible citizen.

The Vision of the institution is "karmanaiv hi sansiddhi" that is work and only work." These are the only way to lead towards success" .

To achieve this vision the students are provided with opportunities to recognise and develop their hidden talents to make and honorable living and contribute to the socio economic development and welfare of the society. Is elements are inculcated in the value system of the college community.

The institute of germs and national festivals 37 and days of great men inspire the students and staff I rent in the qualities of such personality and to emphasize the duties and responsibilities of citizens.

The students and inspired by conducting various programmes on social issues values duties and responsibilities for inviting people from rotary club serving foundation and from other relevant areas.

Personality development of the citizens in the aspects intellectual mental physical and spiritual is a rich heritage of our composite culture and is a penance for all social ills. As an initiative of this institute conducts yoga daily prayer and moral value classes. One in National seminar on social justice and world peace was organised to strengthen the roots of corporation duties and responsibilities.

Besides various programs such as….. .

Are organised in which the staff and students together share all the responsibilities thereby the feeling of oneness and service.

Besides this guest lectures are arranged to deliver lecture on ethical values duties health issues and saving environment

The institute organise programs on road safety by eminent

organisations to give guidelines to students on road safety and to emphasize their responsibility of following rules

Ethical values rights duties and responsibilities of citizens are some of the topics that are enlisted in elocutions, debates or in communication activities

SKSEP and NSS activities of our institution of land traffic initiatives which include sparing of time and selfless service at local levels to aware and benefit the society.

The institute conducts various programs and grades on plastic cleanliness safe water planting of trees remain health and hygiene etc involvements.

On orientation dayminance because are invited to speak about the ethical norms and deities and responsibleities of valued citizens.

The college has been taking initiatives for sensitization of students and employees through conducting various programs and activities related to values rights duties and responsibilities of citizens. The teacher and students also participate in various programs conducted by the government bodies.

Feedback and questionnaire is taken after discussion on its value in daily life and duties in office and college.

There are sensitization program such as. ..

Gender issue related programs cleanliness classroom and office.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.stjosephscollegesardhana.com/Detail_Notice.aspx
Any other relevant information	http://www.stjosephscollegesardhana.com/Gallary.aspx?galleryid=1

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	A. All of the above

of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

Maintain harmony and healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage the National international commemoration days are regularly being celebrated and observed in the campus.

Institution organises national festivals and birth and death anniversary of great Indian personalities with enthusiasm. Our students are on a mission towards better India by breaking all the barriers of religion and caste. Thoughts of great personalities are so din to the young minds to exhibition and programs conducted on these days. The institution practices pluralist approach towards all religious functions and encourages the students and faculty to showcase the same. Every year our institution organises national festivals and birth and death anniversary of the great Indian personalities. Staff and students get to know the importance of national integrity in general and their role in it in particular.

Every year the college celebrates national festivals like independence day on 15th August and republic day on 26 January with pomp and gaiety by hoisting the national tricolour. After unfurling the flag students sing the national anthem and other patriotic songs. Competitions related to national festivals are organised and the principal delivers the message to the students.

College celebrates teachers day every year on September 5 in memory

of Dr s Radhakrishnan…….

- The institution organises exhibition and cultural programs to celebrate 2nd October birth anniversary of the father of the nation Mahatma Gandhi and the first prime minister of India Shri Lal Bahadur Shastri ji. Mini competitions like essay writing elocution and poster competition are organised as a part of national drive on the issues related to swachh Bharat mission a clean India initiative….
- National unity day is observed to commemorate the birth anniversary of sardar Vallabhbhai Patel on 31st October.run for unity theme is celebrated to observe harmony and brotherhood.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

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 1:

Title: Access of education to the deprived sections of the society through the SJSEP Cell (St. Joseph's Societal Extension Program)

Objective: To provide education to the deprived sections of the society and help the weaker sections of the society.

Context: The mission of the college is to impart education to all especially the marginalized sections of the society. Its major focus falls on the uplifting students from poor background. In keeping with its , the college caters the needs of the students from the socially and economically backward communities.

The Practice: The college established extension service SJSEP (St. Joseph's Societal Extension Program) in 2015. SJSEP was formed keeping in mind the mission of rendering selfless service to the needy and weaker sections of the society. Students of the college

visit to the nearby localities to aware the people about the value and importance of education. College through its extension service facilitate these children with, school bags etc and time to time support them by visiting to the school. Girls of B.Ed department often visit to the school to foster the young minds through education and other activities. The institution under its SJSEP program also visit Prem nivas and Jyoti nivas that caters the children and women and provide them with education food and shelter. The team SJSEP spends quality time with such children and people and support these homes with food clothing toiletries and other necessary requirements.

Evidence of success: most of the students of the deprived section have taken admission in HS public school and other nearby schools. The parents have understood the value of education and are now sending their children to school. Team supports the school through college students and, in terms of stationary, which has generated greater interest in the students. The help rendered is wholeheartedly appreciated by the school management. The frequent visits made by the college students has created more awareness and developed a sense of responsibility towards the society.

Problem Encountered: financial crunch is the major problem encountered in the pursuit of this activity. Finding the time for such activities in the middle of the hectic academic schedule is another constraint.

Best Practice 2:

Title of the practice: All round development of girls along with academic excellence.

Objective: To empower young women to grow as valuable assets of global society by providing them quality education and opportunities for all round development and enable them to develop high intellectual level with spiritual cultural and ethical values.

Context: The best practices in the institution have been promoted in full zeal and enthusiasm. Institution has internalized the best practice in order to empower young women to grow up as valuable assets of society by providing them quality education and opportunities for all round development.

The Practice: The institution offers expert sessions, talks and guest lectures on various issues pertaining to health, social cause

and personality development. Various awareness camps on issues such as women rights, women safety, awareness and protection of girls human rights, clean India initiative ,, save girl child, women empowerment, female foeticide, environment and water conservation campaigns are organised and depicted through posters ,rallies, skits etc. to a can help the girls to deal with the social threats and how to overcome them. Personal counselling sessions are organised time to time regarding wellness and life management.In order to build self , street safety awareness ,toned muscles and fighters reflexes, self defence classes are organised. To ensure feeling of oneness and cultural bonding, festivals of all the religions are celebrated with great zeal and enthusiasm that help the girls to grow up as a better citizens of the society. Various debates and speech competitions are organised which develops the speaking skills of the students that helps them to usebecome more confident and verbose. Annual college magazine is a platform for students to express their creative writing skills on various topics in the form of articles and poems. Yoga and sports classes are organised for students for the all-round fitness ,stress relief, inner peace, improved immunity, increased energy ,better flexibility and better intuition. Workshops are organised for imparting vocational training to the students for better practical approach.

Evidence of success: The college girls got inspired by various awareness and gender sensitization programs of the institutions. Various cells and committees are working for the women students on gender issues to relieve them of their negative feelings of inequality, diffidence and shyness on varied socio cultural contexts. The modest and defendant students were reluctant to cross their academic borders affecting the successful contact of awareness programs. Active participation of girls in academic and co curricular activities enhanced their creativity and thought process of being an individual entity as the outcome of the efforts of faculty and students.

Problem Encoutered: organising various programs during working hours, sometimes lead to sacrificing the class work. Implementation of the annual plan and its monitoring has become a tough task in view of tight academic schedule.

File Description	Documents
Best practices in the Institutional website	http://www.stjosephscollegesardhana.com/Best Practices.aspx
Any other relevant information	http://www.stjosephscollegesardhana.com/Gallary.aspx?galleryid=1

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

Distinctiveness of the Institution

St. Joseph`s Girls Degree (PG) College, Sardhana is situated in rural area, catering the needs of the girls coming from almost 35 nearby villages. It is indeed a blessing to provide education to girl students who are unable to visit far off colleges in Meerut. The college has an affluent position among the students and the local people of the society. It has a name and fame and is considered one of the best and safest institution for girls. Various courses run by the institution benefit the girl in various ways.

Empowering women through knowledge and Education

We strongly believe in the age old dictum that Knowledge is Power. Good and value based knowledge leads to emancipation. This is more pertinent for us as ours is a women college. B.Ed. training in itself is a marked step in providing vocational education to the student. Various activities like field visits, industries visits, schools visit and other social visits are carried through NSS and SJSEP. The staff provides special assistance to the weak student through remedial classes. Different cells and committees are dedicated to help the students. Women students are made aware of their rights and leadership quality is imbibed in them. Various opportunities are created for the students to participate actively in curricular and co-curricular activities. We visualize our students as integral part of the society who work towards eradication of gender inequality while acquisition of higher education. We are always conscious of the quality of education provided to the students. For this purpose, apart from the traditional methods of teaching and learning different types of innovative methods and techniques have been adopted by the college likeICT enabled presentations, use of Smart Board, guest

lectures,publication of the college Magazine,interdisciplinary seminar and workshops, theme based exhibition by different departments of the college, educational tours and so on. During the lockdown in the pandemic situation due to COVID-19, online classes were conducted efficiently anddifferent links for use of E-content were provided to the students. Value education class every morning and daily prayer during assembly imbibes ethical and moral values amongst students. Half yearly exams conducted in the college are good practice to evaluate the performance of the students of class room teaching. overall development and excellence of students mark the success of the college. The college is able to educate the rural girls and help them to stand on their feet due to B.Ed. training and other add-on courses run by the college.

Empowerment through financial assistance

Our objective is to enlighten the girl students from socially and economically backward sections of the society and ensure that financial disability is not a constraint for the needy learner to pursue college education. Hence the college strives to provide different types of financial assistance, scholarships and endowments to the students or help in facilitating scholarships and financial assistance provided by the government and different non-governmental organizations. Students who are financially backward are able to complete their studies in our college through free ships, scholarship and fee concession.

The college during the lockdown also helped several students hailing from financially weak background through partial or complete waiver of examination fees, Practical fees, Laboratory Fees, Library fees and caution money etc.Through SJSEP (St. Joseph`s Societal Expansion Program) the weak students of schools in our locality are helped by teaching and providing necessary things for studies.

Empowerment through co-curricular, extra-curricular and extension activities

We believe that education entails comprehensive development of the learners personality. The learners are encouraged to participate in co-curricular, extra-curricular and extension activities like participating in seminars and workshops, group discussions, cultural programme, Sports, NSS, participate in educational tours. The college also motivates the learners of the college to help the children of neighbourhood locality. These activities play a significant role in developing the personality of the student, increase their self-esteem, built their confidence, make them

socially aware of current burning issues in the society and practically empower them to handle the larger issues and problems of the society. They also develop a sense of gratitude and indebtedness to the institution and respect for the society. College sports team has proved it to be winning team in various sports. Seminars and webinars are organized to help the students to express their views confidently on different topics. The college magazine and competition provide a platform to express the thoughts and views of student and enhance their confidence and develops writing skill.

Empowerment through skill development and rendering the learners employable

The college offers skill development courses through various add on courses such as computer, Art &Aesthetics, Culinary, English Speaking, Yoga etc. we added 2020-21 new Add on course in tailoring for girls. These skill development courses are open to the learners of the institution as well as women participants of the institution. These courses createoff-campus employmentopportunities forthe beneficiaries or inspire them to become self-employed. The unique outcome is that , the learners of our institution, immensely benefited from enrolling in these courses in previous years. This practice in itself distinguishes us from the rest. AMemorandum of Understanding has been signed with Surabhi Foundation, St. Charles School, Lokpriya Inter college, Christ deemed to be university, Spinning Mill Pvt Ltd, to enhance skills of the students making them financially independent, irrespective of their education or social standing.

Empowerment through Student Counselling and Career counselling

The college creates a platform for student counselling through mentoring system. The students can also avail the different opportunities in career counselling that are arranged by the college authorities from time to time. The students and their guardians also benefit from informal counselling with the Principal and the teachers on specific problems of continuing education, early marriage and other social and sensitive issues. During the lockdown, various webinars on women empowerment (mission Shakti) , titled Mental Health of Students and Parents, especially for Girls Students and Mothers, safety and security of women, raising voice on domestic violence, coping up with emotional trauma during the Pandemic Situation were organized The institute has a practice of mentor-mentee system and peer teaching. Every teacher mentors a specific group of students and assists them in their academics and issues pertaining to life.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

Future plan of action for next academic year 2021-22

- **Set up of gymnasium for health and wellness of students**
- **Yearly fete and exhibition to promote culture and unity**
- **Biometric attendance system for staff and students**
- **UGC and NAAC sponsored Webinar/seminars on different topics**
- **Coaching of various sports**
- **More focus to promote reseach publication**
- **More Placement services**
- **Add on course in stitching and tailoring to promote entrepreneurship**
- **Collaboration with NGOs and other organizations**
- **Waste water management rain water harvesting**
- **Extending the area of car parking**
- **Research related activities**
- **Annual updating of website**
- **Ramp to be extended to second floor**
- **Composting for organic manure**
- **Waste paper recycling**
- **More computers to add in computer Lab**
- **Airtel Wi fi cable to be installed**
- **Preparation SSR for cycle 2**