



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

## **DEEN DAYAL UPADHYAY GOVERNMENT POST GRADUATE COLLEGE**

**D.D.U. GOVERNMENT POST GRADUATE COLLEGE NEAR CMO OFFICE,  
LUCKNOW ROAD**

**261001**

**[www.ddugpgcsitapur.com](http://www.ddugpgcsitapur.com)**

**SSR SUBMITTED DATE: 24-01-2021**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2021**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Deen Dayal Upadhyay Government Post Graduate College, Sitapur believes in a value driven organizational culture that motivates students, staff and our faculty members to think of education as something that helps to unfold and express oneself to be performer and achiever through learning and self-realization. The campus propagates a family culture where members accept each other's strengths and weakness, pain and pleasures and thereby support and groom its family members to be mentally stable and physically agile to live, learn and lead. The Institution induces cent percent hard work, self-regulation and self-discipline so that its members should be known as outstanding, situational decision makers when faced with dynamic changes.

Deen Dayal Upadhyay Government Post Graduate College, Sitapur understands that there are no short cuts to becoming achievers in their personal and professional life. The value system inoculates young minds to help them to be prepared for paradigm shift from literacy to education, being reactive to proactive, being led by others to being initiators, competition to collaboration, self-contentedness to team contentedness, casualness to creativity, inactiveness to competency to become exceptional professionally and personally. The institute induces self-discipline rather than supervision.

### Vision

Deen Dayal Upadhyay Government Post Graduate College, Sitapur is a government institution with a vision to achieve excellence in higher education, and to strive for empowerment through knowledge, inclusive growth for socio-economic change and sustainable development.

**Our Vision:-** Our institution, a temple of higher education, possesses all the tools to carve, shape and beautify each and every disciple stepping into it. We focus to prepare every student to grow as an intellectual, logical, trust worthy, self-dependent and courageous in all walks of life.

### Mission

**Mission:** The mission of the institution is:

- To equip and empower students with relevant knowledge, skills, competence and creativity to face global challenges and be a global citizen.
- To focus on personality development by inculcating the skills of problem solving, leadership and interpersonal communication along with taking care of personal health and well-being.
- To ensure that students reach 100% potential by imparting value education encouraging positive attitude towards life and its problems so that they build a strong character.
- To create awareness of human rights and inculcate national spirit & respect for our rich cultural heritage.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- A multi-faculty Institution with undergraduate and post-graduate courses.
- The Institution maintains strict discipline and the number of working days are always above the norms stipulated by the University and UGC.
- Strict adherence to the Academic Calendar. Pre-planned syllabus for the year is prepared and submitted to the Principal at the starting of each academic session. A Monthly Report is also submitted by every teacher.
- Continuous Internal Evaluation (CIE) through assignments, projects, quizzes, trips and invited lectures.
- All the Faculty members are appointed by Uttar Pradesh Public Service Commission, Prayagraj on regular basis.
- Students and faculty members come from different parts of State - a sign of unity in diversity.
- Transparent mechanism for handling grievances of students, Attendance and Evaluation.
- Strong network of NCC, NSS and Rovers Rangers activity. Average percentage of students participating in these activities is impressive.
- Catering to the needs of socially and economically backward students.
- The eligible students get one or the other type of scholarship.
- Promotion of leadership among students by forming “Departmental Student Council”.
- Boys Hostel with Warden Residence and 49 Rooms that can accommodate 98 students.

### Institutional Weakness

- Resource constraints
- Very high Students-Teacher ratio
- Limited flexibility and opportunity in the curriculum design and development..
- Limited research facility for teachers.
- Limited field area for indoor & outdoor games
- Two positions vacant for teaching staff.
- Nine positions vacant for non-teaching staff.
- No affiliation in Arts, Science for Post-Graduation Course.
- No Hostel for Girls, Residence for Teachers and Multipurpose Hall
- Controlled procedures to introduce new age programmes, add on courses, certificate and diploma courses at UG and PG level due to affiliation with University and State Government.

### Institutional Opportunity

- Improving the soft skills and employability among students, in view of their rural based background.
- Borderless knowledge scenario in the wake of liberalization and use of ICT to reach out to the global ocean of knowledge.
- Improving teacher quality by virtue of making them pursue Ph.D and attend seminars/conferences and write books and research papers.
- Providing counselling for competitive exams for Government and Non-Government.
- Making the entire campus Wi-Fi enabled.
- Replacing conventional Energy with Solar energy.

## **Institutional Challenge**

- Limitations and constraints in acquiring financial support.
- Promoting creative and innovative spirit among students and faculty.
- Encouraging faculty members to stay focused on Research.
- To achieve academic excellence.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Deen Dayal Upadhyay Government Post Graduate College, Sitapur is affiliated to Chhatrapati Shahu Ji Maharaj University, Kanpur, so the institution has limited flexibility in the development of the curriculum. At the beginning of every academic year, all the departments chalk out an academic calendar which includes lecture hours, topics to be taught and other co-curricular activities to be conducted during the year. The faculty members complete the scheduled syllabus within the stipulated time by taking extra classes if required.

Keeping in view the challenges posed by the global environment, the institution endeavours to equip its young students with well-developed personality by not only enhancing their academic and intellectual acumen but also polishing their talents in multidimensional activities. The Institution offers a range of course-options at the undergraduate level. Keeping in view the growing needs at state, national and global levels and considering the unprecedented need of making the environment eco-friendly, the Institution imparts education at undergraduate level in available branches of Arts, Commerce, and Science.

### **Teaching-learning and Evaluation**

The institution aims at improving the quality of teaching learning process. The Institution has taken major steps towards improving the quality of teaching learning by focusing on Power Point Presentations, charts, graphs, videos, visual audio aids. The Institution aims to make teaching and learning “student-centric” which helps students to think, analyze, be creative and unique. Certain steps are taken to address the needs of individuals. Not only the students, but also the Institution ensures the competence of staff and help the faculty to develop continuously. Faculties conduct group discussions, quiz, debates and presentation on different topics by students in the class to help the students understand the curriculum better.

An academic calendar is prepared before the commencement of the Academic session and teachers are encouraged and expected to follow the Academic calendar. The Institution follows the process of continuous assessment of students using direct or indirect method by evaluating their marks in the exams and tests conducted at Institution level. The admission process involves both online and offline method, complying with all the government and the university norms. The Institution offers admission to all category of students of different background and with different abilities- EWS, SC, ST, OBC, poor, rich and differently-abled students. The Institution has no gender discrimination. All the staff are regular. The Institution has developed the POs (Programme Outcomes), PSOs (Programme Specific outcomes) and COs (Course Outcomes) . It has instituted a transparent mechanism for handling students’ grievances. The average pass percentage is above 95%.

## **Research, Innovations and Extension**

Deen Dayal Upadhyay Government Post Graduate College believes that an institution can become a center of academic excellence only when a research culture exists and proliferates amongst faculty and students. The Institution plays a very proactive role in promoting this culture.

The Institution has a Extension lecture **committee** that works towards encouraging the faculty members to organise various lectures. The Institution has provided necessary infrastructure like Computers, Laptops, Printers, scanners etc. in each department, free internet access to help the faculty members in research work. The teachers are also encouraged to attend Seminars, Conferences, Orientation, Refresher and other Faculty Development Programmes. Duty Leaves are sanctioned to teachers when they go for attending lectures and Seminars.

## **Infrastructure and Learning Resources**

The Institution is located in the most picturesque environment. It has good infrastructure like smart classrooms, labs, library etc. The Institution has facilities for sports and games like – Chess, Carrom Board, Kho kho, Kabaddi, Volleyball, Strength lifting and Power lifting etc.

The Institution has well equipped library that is upgraded from time to time and updated with the latest curriculum. The work of library automation has started under RUSA. The institution has computer facilities with easy access to all its constituents. Spacious reading room, CD/DVDs, access to resources, magazines and research cubicles with internet connections cater to the needs of users. The Institution has CCTV equipments with voice recorder for surveillance.

## **Student Support and Progression**

The Institution aims at providing necessary assistance to students for facilitating their holistic progression. The Institution stands committed to provide support to students in terms of scholarships, health care facilities etc. The Placement & Counseling Cell of the Institution helps students become employable. The placement and training cell of the Institution conducts various workshops and training programmes to enhance their personality and help them get the jobs. Invited Lectures and Educational Trips are organized to facilitate progression. A special attention is given to make sure the availability of sanitary napkins and dustbins in Women toilet.

Remedial classes and tutorial classes are also offered to students. The Counseling Center provides counseling services to the students in the form of personal and vocational guidance. The Women's Cell of the Institution provides counseling to women students. There is a Grievance Redressal Cell which is entrusted with the authority to mediate any type of grievances raised by the students. The Anti-Ragging Committee and Anti-sexual Harassment Committee are in place and make sure that there are no issues on this account. These committees also work for spreading awareness in the society. There are many associations and societies which

organize academic and co-curricular programmes for students throughout the year. Members of the faculty strongly encourage extracurricular and co-curricular activities. Feedback is taken from the students and analyzed.

### **Governance, Leadership and Management**

The college is an Uttar Pradesh Government Institute. The vision, mission and goals of the institution are achieved through strategic action plan prepared. Focus is laid on future development, effective leadership and participative decision making process. The Institution takes inputs from all the stakeholders, upholding the principle of quality improvement and assurance. The Institution has a systematic organizational structure to manage the functions of the college. The feedback is obtained to keep a check on quality of teaching and learning. The same is also used for faculty performance appraisal. The organization structure is properly designed and relative roles of functionaries defined.

The Institution has an effective Internal Quality Assurance Cell (IQAC) which facilitates quality teaching-learning environment in the institution. The Institution has instituted number of Excellence Awards for Students. Internal and external audit is carried out time to time.

### **Institutional Values and Best Practices**

The Institution has adopted many best practices in the Campus focusing on spreading environment awareness among students and faculties aiming at having a green and clean environment. There are many innovative practices introduced by the Institution in the areas of teaching-learning, governance and for the improvement in the quality of the overall processes.

Career opportunities are enhanced by providing workshops, seminars, projects, internship programmes in collaboration with NGO's and other reputed agencies.

The Institution is undertaking Environmental awareness programmes like tree plantation, cleanliness drive, seminars and work projects. Blood donation camps are organized. Our Institution organizes many programs to create 'Gender Awareness' among all students. The Institution has necessary eco-system in place in terms of rain water harvesting, waste management, energy conservation, and maintenance of nursery.

The two best practices quoted by the Institution are –

1. Neat, Clean and Green Surroundings

2. Women Empowerment

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	DEEN DAYAL UPADHYAY GOVERNMENT POST GRADUATE COLLEGE
Address	D.D.U. Government Post Graduate College Near CMO office, Lucknow Road
City	Sitapur
State	Uttar pradesh
Pin	261001
Website	<a href="http://www.ddugpgcsitapur.com">www.ddugpgcsitapur.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rabindra Kumar	05862-252006	8840453436	-	dduprincipalstp@gmail.com
IQAC / CIQA coordinator	Jyoti Sah	-	9451250315	-	jjyotisah67@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	22-10-1992

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Uttar pradesh	Chatrapati Shahuji Maharaj Kanpur University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	26-04-1999	<a href="#">View Document</a>
12B of UGC	05-09-2007	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No



Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	D.D.U. Government Post Graduate College Near CMO office, Lucknow Road	Semi-urban	4.08	4533.57

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Science	36	Intermediate	English,Hindi,English + Hindi	558	400
UG	BA,Arts	36	Intermediate	English,Hindi,English + Hindi	1116	992
UG	BCom,Commerce	36	Intermediate	English,Hindi,English + Hindi	372	318
PG	MCom,Commerce	24	B.Com	English,Hindi,English + Hindi	126	56

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				14			
Recruited	0	0	0	0	0	0	0	0	7	5	0	12
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	6	0	0	6
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	5	3	0	9
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	1	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	612	2	0	0	614
	Female	961	1	0	0	962
	Others	0	0	0	0	0
PG	Male	23	0	0	0	23
	Female	33	0	0	0	33
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	136	141	147	235
	Female	165	170	173	167
	Others	0	0	0	0
ST	Male	4	3	5	1
	Female	2	1	1	5
	Others	0	0	0	0
OBC	Male	218	220	237	337
	Female	418	487	462	493
	Others	0	0	0	0
General	Male	155	125	136	175
	Female	277	274	222	260
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1375	1421	1383	1673

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the institution across all programs during the last five years

Response: 04

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
04	04	04	04	04

### 2 Students

#### 2.1

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1446	1421	1383	1673	1720

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1040	1040	1040	1040	1040

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.3****Number of outgoing / final year students year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
374	378	391	547	518
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

**3 Teachers****3.1****Number of full time teachers year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	13	13	12
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

**3.2****Number of sanctioned posts year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
13	13	13	13	13
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**4 Institution****4.1****Total number of classrooms and seminar halls****Response: 14****4.2****Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
13.94593	8.43585	9.52998	12.73000	8.60160

**4.3****Number of computers****Response: 28**

NAAC



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

The Institution cannot design the curriculum, being affiliated to Chhatrapati Shahu Ji Maharaj University, Kanpur. The curricula are framed and approved by the Academic Council of the University. The institution has to abide by and follow the curriculum designed by the University.

The faculty analyses the needs of the students before the beginning of every session and plans the curriculum in such a way that it includes activities and sub activities related to the prescribed syllabus.

The institution constantly keeps in touch with its affiliated university. Regular formal and informal meetings are conducted throughout the academic sessions to keep abreast with the latest trends in their fields of study. The faculty members visit the University for Discussions, Workshops and for professional interactions with Professors. Moreover, most of our faculty members participate in workshops, seminars and conferences at State, National and International levels, thereby inculcating the ability for curriculum development and its effective operationalization.

To ensure the effective delivery of the curriculum the heads of each department submit a workload statement at the beginning of every session based on which time table is prepared. Through a series of interactive activities like group discussions, power point presentations, quizzes, debates, academic fests, the students are given practical insight into the curriculum that helps the students to develop their high order cognitive skills such as critical analysis, problem solving, evaluation and synthesis. The following are the attempts of the Institution towards curriculum planning and development-

- Preparing a planned work schedule keeping in the mind the weightage given for each paper and the number of hours allotted as per the university norms.
- Preparing slides for important topics.
- The minimum number of working days as stipulated by the university is deeply adhered to every year.
- Continuous assessment through Internal Tests is followed.
- Periodic tests are conducted in the effective delivery of the curriculum and assessment of the students.
- All the laboratories are upgraded every year as per the requirement of the curriculum.
- Industrial visits are organized to provide practical exposure to the students.
- Internet based activities and assignments are given to both undergraduate and post graduate students to make them have the latest knowledge in their respective subjects.
- Organizing seminars, conferences and workshops.
- Special lectures are arranged to develop the personality of the students, hone their soft skills to equip them to compete with others in the job market.
- Organizing interdisciplinary competitions, fests or exhibitions.

- Copies of the curriculum are made available to the students in the class and through the Institution webpage.
- Teachers are provided with sufficient freedom to supplement the content given by the University.
- Feedback received from students is gainfully employed to strengthen curriculum planning and development.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 9

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	02	02	02	01

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 145.16

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	2	5	1	1

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

**Response:** 0

#### 1.2.1.1 How many new courses are introduced within the last five years

**Response:** 00

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 0

#### 1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

**Response:** 00

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

**Response:** 5.21

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
136	86	70	45	49

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

#### Response:

The under graduate and post graduate programs within the Institution represent a rich diversity of students whose needs are shaped and addressed by the various programs that are imbibed in the curriculum. The Institution adopts the following programs to supplement the university curriculum.

1. Innovation and creativity 2. Personality development 3. Indian constitution 4. Environmental studies. 5. Computer fundamentals. 6. Science and society.

**Innovation and creativity** is taught to the students and is structured to bring out the innate skills of every student. The students are taught various methods to tap their creativity and innovation either formally or informally. The subjects teach the students about the economy, society, politics and governance of the society in which they are living and how their creativity and innovation can change the world for their personal and societal growth. **Personality development** classes are organized to teach personal as well as professional ethics to the students. To support this the Institution has various Cells such as Anti-ragging Cell, Student Counselling and Career Guidance cell, Anti-sexual Harassment Cell of which both the students as well as the senior faculty are members. The subject is supported by the practical exposure through these cells and ensures that the students shape their own self-individually. **Environmental Studies** is another compulsory paper that creates awareness among students about global warming, deforestation, and depletion of natural resources. The syllabus is framed by University in such a way that students take very active part in various activities created for this course. The students are encouraged to participate in debates, quizzes, group discussions, model preparation or chart presentations. The above courses are imbibed into the curriculum and are taught to the students along with the course structure to create awareness among the students about the rights, behaviors, health and hygiene, overcoming hardships, discrimination etc. Apart from this the Institution also adopted a village Dhanipur during NSS Camp in January, 2019. During the camp, the students divide themselves in groups and employ themselves in various tasks like educating the women, children and the senior citizens to read and to write in periodic visits to develop their interpersonal skills and socio economic and environment sustainability. The NCC (National Cadet Corps) helps to imbibe the moral, disciplinary, patriotic and ethical values among the students. The program is open to both boys and girls. Especially girls are encouraged to take part in the NCC program to empower them with mental and physical sustainability and to make their employability easier. Programs for women students in self-defense are organized periodically.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response: 2**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 02

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships**

**Response: 0**

1.3.3.1 Number of students undertaking field projects or internships

Response: 00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**1.4 Feedback System**

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**Response:** B. Any 3 of the above

**1.4.2 Feedback processes of the institution may be classified as follows:**

**Response:** C. Feedback collected and analysed

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.01

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	01	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 73.49

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1447	1421	1386	1673	1716

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2080	2080	2080	2080	2080

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years****Response:** 98.85

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1013	1022	1025	1040	1040

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The Institution admission committee takes into consideration the academic background, medium of education, economic status, curricular and extra-curricular activities of the students while taking the admission. The individual requirement of each student is analyzed and the students are classified as per the following:

Details of the academic performance and achievements of the students such as College ranks, medals, and appreciation certificates are scrutinized, and based on the information collected the students are categorized as slow and advanced learners. A bridge course is conducted for the students to tackle difficulties in languages, accounts, computers and such similar subjects. For example the department of English adopts a bilingual approach to make the students to overcome their hesitancy towards English. The commerce department conducts an exclusive bridge course for the students from other streams of education to help them through the initiation process. Feedbacks are collected from the students and tests are conducted to find out the problem areas of the students and root them out in the initial stage itself. Poor performance in the class room due to absenteeism is intimated to the mentors and parents either by SMS or by phone calls and through meetings. Corrective steps are taken accordingly. Remedial classes are conducted for the academically disadvantageous students to provide them with an opportunity to improve their subject knowledge. Contents beyond the syllabus but pertaining to the core of the subject are discussed in the class to make the student aware of the trending topics relevant to the subject of teaching. The slow learners are encouraged to take effective part in whatever subjects that interests them to motivate them into learning all. Slow learners are constantly encouraged to meet up with their mentors for extra classes or take up assignments like preparing a collage or chart or a PPT to gather in-depth knowledge about the subject. Teachers also help these students by tutorials, one to one discussions and supplying books. Students from other states are constantly encouraged to take part in the activities of the class room to make them feel at



ease and to shed the cultural barriers. The advanced learners are identified during the class room discussions, performance in the internal assessments, feedback from mentors and teachers. The advanced learners are encouraged to participate in seminars and present papers and to take classes for the juniors or their peers to motivate the other students to reach up. The advanced learners are given proactive leadership, class representatives, cultural coordinators etc. The advanced learners are encouraged to organize college fest and are groomed to represent the Institution in state or national level academic, sports and such activities to foster their competitive spirit.

Our admission process also reflects the same. Government/ university norms are strictly adhered to:

Government/University norms for reservation in education	
1. SC	21%
2. ST	02%
3. OBC	27%
4. Women	20%
5. Differently abled	2%
5. EWS	10%

1. SC	21%
2. ST	02%
3. OBC	27%
4. Women	20%
5. Differently abled	2%
5. EWS	10%

### 2.2.2 Student - Full time teacher ratio

**Response:** 121:1

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0.21

#### 2.2.3.1 Number of differently abled students on rolls

**Response:** 03

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>

## 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**



**Response:**

The faculty members are, in general, aware of the students' need in terms of knowledge and skills due to their previous experience in teaching similar students over the years. Student centric method of teaching is the most approved pedagogy followed by all the faculties of the institution. The institution takes several measures to help students to make fast development in their syllabus and also improve their general academic knowledge and skills. The traditional method of teaching is replaced by student participation in the class room activities, experimental learning, participative learning etc. which is undertaken in the following ways: - The classes are usually interactive with the students coming up with their own innovative ideas and viewpoints with the guidance of the teacher. The students are encouraged to prepare models, charts, collages and they are displayed on the notice board or kept for the view of other students at a noticeable spot in the campus. This process makes other students feel motivated. The students are encouraged to attend seminars and conferences and present papers. Students are taken on industrial visits to get hands on experience and clarify their doubts on whatever is happening in their related field. Group discussions, excursions are conducted to promote academic excellence and psychological relaxation to the students. The library has a good collection of books to cater to the needs of the students.

Students are given case studies and problem solving topics to encourage them to think out of the box. Students are encouraged to take a topic of their own interest and write a paper or do a presentation on that topic to their peers which motivates the other students to cultivate independent and collaborative learning. Students are given task based responsibilities like organizing Departmental Seminar, hosting cultural events or any function within the campus to make them leaders, organizers and team players. Industry experts are brought in periodically to enlighten the theoretical knowledge of the students with their practical experience. Students are orally guided regarding the various career oriented courses, competitive examinations and special choice based subjects throughout the year. Contents beyond the syllabus are also taught to the students to make them aware about the recent trends in their disciplines. Through the various clubs such as Cultural club, Eco-restoration Club, Literary Club, students are given opportunity to participate in many activities thereby promoting independent learning.

### **2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response:** 91.67

#### **2.3.2.1 Number of teachers using ICT**

**Response:** 11

<b>File Description</b>	<b>Document</b>
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### **2.3.3 Ratio of students to mentor for academic and stress related issues**

**Response:** 131:1

## 2.3.3.1 Number of mentors

Response: 11

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Innovation and Creativity are becoming increasingly important for the development of the students in the 21st century class rooms to develop creative approaches and find new methods, solutions and practices to grab the attention of the students. The Institution is committed to innovations in knowledge delivery through an optimal use of available technology. The teachers use various innovative methods to make the class room appeal more to the students than the conventional chalk and board class room. The pedagogy used by the teachers is aimed at developing the creative and critical temper among the students in the following ways:-

The teachers conduct group discussions and role plays periodically in the class room to provide an opportunity for the students to understand the subject. The teachers employ experiential learning process such as taking the students on industrial or site visits to make them understand the practical problems and finding solutions to sort them out. The students are encouraged to participate and show their business models or scientific projects in exhibitions or competitions. To promote the creative and innovative spirit, the Institution organizes functions internally as well as sends students to participate in debates, youth festivals and competitions. To commemorate the great leaders, the students are encouraged to participate in debates, discussions, making human chains or go on rallies promoting social awareness, etc. Various departmental activities are conducted every year to bring out the students individuality and to update the students on the contemporary developments in their respective field of study through discussions or seminar and such activities. Students are encouraged to use E-books and E-resources. Students are also motivated to use the internet, YouTube and such tools to know the latest developments. They are also encouraged to formulate groups in WhatsApp or in social media to share new ideas and clear their doubts. Organizing academic exhibition is another practice to make students involve in the preparation of models, charts, etc. Student fests are organized to create awareness on the latest trends on the subject and also to encourage the students to socialize for academic purposes.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

## 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 95.38

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 59.87

##### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
09	08	07	07	06

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 7.25

##### 2.4.3.1 Total experience of full-time teachers

Response: 87

#### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 0

##### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 7.69

##### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	01	01

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

Evaluation of the skills gained by the students is the focal point in attaining a degree. Continuous assessment and evaluation helps to improve the quality to ensure that the student meets up with the prerequisites expected of a graduate. The college is affiliated to Chhatrapati Shahu Ji Maharaj University, Kanpur and it adheres to the norms prescribed by the University. The university has both internal and external evaluation to assess the students on various aspects. The students are informed of the internal and external assessment system at the beginning of every academic year through orientation program and circulars on the notice board. Though the external assessment comes at the end of every year, the Institution adopts various methods to assess the students through continuous internal evaluation. The evaluation process is both conventional as well as modern, depending on the skills of the admitted students which are as follows:

The conventional method includes conducting pre-declared written tests and the innovative method varies from class room discussions, student seminars, presentations, quiz, etc. The result of written internal tests records are maintained.. Multiple written as well as oral assignments are given to the students to cultivate their comprehensive, cohesive communicative skills both oral and written.

The students are encouraged to use all the search tools either from the internet or by visiting libraries to think beyond their prescribed text books and explore the plethora of knowledge awaiting them. The final

internal marks in Practical exams also include the average attendance, class room performance and the participation of the students in the extracurricular and co-curricular activities.

Students are encouraged to be creative in the presentation of their subjects to boost their self-confidence.

Each student is given individual opportunity to practice the lab work, so that he would be able to perform better in the final practical exams and in future endeavors.

The evaluation and assessment system adapted by the University and the Institution is geared toward mapping the individual capabilities of the students to identify the written and oral expression, comprehensiveness and accuracy of information. It takes into account the individual student's progression and improvement over a period of time over the performance parameters set by the faculty or the respective department. The written examinations, assignments, class room presentations have developed the communication skills and interpersonal skills of the students of the Deen Dayal Upadhyay Government Post Graduate College. The Institution has increased the benefits to the students by adhering strictly to the vision and mission of the institution and improving the quality of the students by the continuous internal evaluation, the central force behind it.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

Internal assessment for all courses and subjects is done strictly as per university guidelines. The Institution conducts internal assessment throughout the year. The students' performance is constantly monitored by the concerned Professors. The class tests are conducted time to time. Attendance and assignments are also considered.

To ensure transparency, students are asked to write the tests in their notebooks or separate sheets provided by the Institution. Notebooks are valued and returned to the students while sheets are collected by the concerned Professors sometimes. Post internal tests, the students are given the test papers to check whether they have rightly answered the questions and they are justly valued. The relevant subject teachers counsel the weak students to perform well in the final exams. The progress of the students is discussed in a parent-teacher meeting also. Assignments include a variety of activities like classroom seminars conducted by the students on each relevant topic allotted to them in groups or as individuals, PPT presentations for the practical subjects, writing assignments on theoretical subjects for all courses, model making either as business plans and official presentations, chart making to explore the creative sides of the students and help them combine art with ability to convey important aspects of the topic, group discussions to improve cooperative quality and also exchange knowledge and surprise quiz to keep the students interested and up-to-date with topics.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

The Institution has an effective system to address the grievances of the students after the result is announced by the university at the end of every session. The mechanism is transparent, time-bound and efficient. The students are free to approach the University through the College for the redressal of their grievances to evaluation of different papers in the following manner:

They can ask for a photocopy of the Answer sheet to check whether the paper is justly valued by the examiner. In case, the evaluation is found to be defective, the students are legally eligible under the university rules for the re-evaluation.

They can also make a written request for the re-totalling of the marks within the stipulated time, after the publication of the results along with a fee.

The Registrar or the Controller of the examination makes the final decision with regards to exam related grievances at the university level. The Institution plays its role very well by addressing the University the concerned problem in writing.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

#### Response:

The college is affiliated to Chhatrapati Shahu Ji Maharaj University, Kanpur and hence the pattern prescribed by the university is strictly followed. The university provides an academic calendar that specifies the date of commencement and end of the classes for each year along with the government holidays. Based on the norms set by the University, the Principal and the HODs decide the dates for other academic activities like workshop or seminar or ethnic/cultural/food/ sports fests. Regular staff meetings are conducted to ensure adherence to the schedule given in the academic calendar. In case of any unusual and unscheduled break in the working day as in *national bandh*, the death of a VIP or election, the staff committee meet again to work out a schedule to compensate the working days. Department timetable is prepared by each department, facilitating the teachers to allot sufficient time for each subject as per the workload allotted by the University. This timetable is given to each and every student of the department to ensure that they stick to the schedule. The calendar is well planned in advance and is outlined in a detailed



fashion. The Institution functions and adheres to the minimum number of working days and teaching days. On an average the Institution works for **220 days** each year in the course of the past five years. A monthly report is maintained by the teachers individually according to the classes taken by them as per the academic calendar.

The timetable for each internal assessment is prepared well in advance as per the calendar schedule. Apart from the written tests, students are also given opportunities to think, examine various aspects of a problem that enables both the teacher to enhance the teaching and learning process within the stipulated time. Students are also assessed on the basis of seminars, assignments, practical tests and projects. A seminar week is allotted for each department wherein the students are encouraged to participate in a competition of their choice. Students are encouraged to select topics for classroom presentations which is outside the curriculum to make it more interesting and non-monotonous. The Institution has an excellent work culture and therefore it seldom faces difficulties in completing the curriculum within the planned time frame of the calendar.

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

#### Response:

The institution has established the PO,CO, PSO for each program which clearly states the objectives and outcomes. The guidelines are circulated to all faculties and displayed on the notice board for the information of the student.

Teaching is planned in such a way so as to bring out the desired outcomes as stated in the syllabus. Expected course outcomes of all courses are prepared and distributed to the students at the beginning of the academic year. Students are motivated towards course outcomes throughout the course of the Programme by concerned teacher.

We communicate the PO'S CO'S and PSO'S by the following ways.

1. Program outcomes are communicated to stakeholders especially parents.
2. We publish in the Departmental page in Institution website.
3. Program objectives are printed & pasted in Departments and on the Institution noticeboard.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are

**evaluated by the institution****Response:**

The institution ensures the outcomes stated by the institution are received by the stakeholders in the course of three years. The evaluation system and student feedback ensures that the course objectives are received through proper channels to the students. It is proved by various indicators that our students are well placed in the various options available in the job market either in the public or government sector. The departments conduct written tests time to time to check whether the stated objectives of the curriculum are achieved during the implementation. Class tests are arranged to gain confidence in the relevant subject and the weaker areas are identified and discussed with the student. Each faculty takes care of students and observes their development, gives counselling if required, calculate the attendance and communicate with the parents periodically if needed to discuss the growth of the students. Preparation of monthly teaching plan also helps the teacher and the student to focus on the predefined activities to achieve the outcome. Apart from the written tests assignments and seminars are given to the students to enable them to gain more knowledge on the subject. The subjects in which the student seems to lag behind are taken for remedial classes. If the student is from a socially or economically deprived class, they are given scholarships by the Government to enable them to progress through knowledge which is the motto of the institution. Regular seminars, debates, case studies, quizzes pertaining to the relevant subjects are conducted in the class room to make learning an integrated and interesting process. Various departments and committees develop activities like departmental fests such as Hindi Day, or Science exhibition during fests, chart and model preparations which are displayed in the college premises for a period of time to motivate and appreciate the students to perform and aim higher in their subjects. Extension activities such as awareness rallies, cleanliness campaigns, eco clubs, and such activities enable the students to think out of the box and be creative, proactive and inculcate the values of ethics. As a result of this continuous and constant mentoring from the qualified and enthusiastic faculty members, the institution is able to make many students to score distinctions, medals and honors. Many of our students have participated in inter collegiate fests, sports meets of state and national level and have brought accolades to the institution. The extracurricular activities such as NSS and NCC has made our students achieve many awards and grades which are highly exemplary of the attainment of the outcomes as mentioned in the outcomes.

**2.6.3 Average pass percentage of Students****Response:** 99.21

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 375

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 378

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>



## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 0

3.1.2.1 Number of teachers recognised as research guides

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

The institute is only UG for Science and Arts which limits our research function. Still the college teachers make maximum use of the limited resources present on the campus. A total of 11 teachers publish research papers/articles in reputed journals every year. The institute also organises seminar, webinar, workshops and

quizzes on various topics. A huge number of participants participate in the above activities. The college magazine published by the institute brings out the creative talent of the students and the teachers. Many teachers give projects to the students for the better understanding of the topic concerned to their subject. The departments organise debates, speeches, group discussions, powerpoint presentations, role-plays, skit performance, recitation of self composed poems, dance, singing and mehendi competitions to augment the learning of the students. Yoga, psychological counselling and meditation camps increase the mental strength of the students. Career counselling and soft skill development program runs in collaboration with MEDHA an NGO. The college maintains a greenery on the campus through an eco restoration club. The institute also organises educational trips to industries like Parag dairy, historical institute like Imambara, scientific institute like CDRI, management institute like IPM Lucknow, wild life conservation like Kartanighat. Our NCC, NSS and Rovers & Rangers work amazingly in our college to inculcate the feelings of patriotism, self help, self discipline and serves the need of society. Many of the students are selected for the Republic day parade and participate in blood donation camp and female health checkups. The institute is located on NH-24 so the institute organises many programs on road safety with collaboration with RTO Sitapur. Heading towards saving electricity the institute has installed solar panels and saving water through rain water harvesting system.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 0

#### 3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3.2 The institution provides incentives to teachers who receive state, national and international

**recognition/awards****Response:** No**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

**Response:** 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 2.5

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	6	5	6	5

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

**3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 1.77

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	1	8	1	2

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

##### Response:

Our institute is not only a seat for higher learning but also a responsible center for the development of community and neighbouring area. The above function are carried out through various committies like NCC, NSS, Rovers & Rangers, Women cell and Eco restoration club. The institute organises various programs to develop awareness of social responsbility and environmental sustainbility through invited lectures, group discussions, nukkad natak, human chain formation, poster making, quiz, slogan writting, debates, speeches, seminars, webinars, essay writting, eduactional trips, heath camp and blood donation camps.

List of extension activities perfomed under varios committies of the institute:

- NSS- Blood Donation camp, Yoga and Meditaion, Psychological Counselling, Road Saftey, Debate and speech competition, Nukkad Natak, Fit India
- Rovers & Rangers - First Aid Awareness
- Zoology Department- AIDS Awareness
- Commerce Department - GST Awareness
- Women Cell- Discussion on women safety, Heath check-up
- NCC - Shram Dan, Cleanness Abhiyan, Front like workers in during COVID lockdown
- Career guidance cell- Mock interviews, soft skill development
- Eco-restoration club- Tree plantation, Rain Water Harvseting
- Cleanliness Committee - Maintainance of the cleanliness on campus
- Proctorial Board - Anti-ragging
- Women Cell - Sexul harrassment, heath check-up, women safety measures
- Physical Education Department- Self defence training

The institute thus brings the students, teachers and the community closure so that the students are able to understand the needs and challenges of the society and under privileged. Apart from this the student also become aware of the social responsibilities of cleanliness, saving electricity through solar energy, saving water through rain water harvesting and road safety, The girls become more confident through self defence training and heath check-ups, the become more aware of there safety and rights. Yoga and meditation keeps the stiudents fit. The plantaion drive every year enhances the nature loving part in each student. Thus the institute is working in the direction to develop our studetns on each level, mentaly, physicaly, emotionally and spiritually.

**3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years****Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

**File Description****Document**

Number of awards for extension activities in last 5 years

[View Document](#)**3.4.3 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 last five years****Response:** 34

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., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	6	8	5

**File Description****Document**

Reports of the event organized

[View Document](#)

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)

Any additional information

[View Document](#)**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 17.9**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
290	293	296	240	225

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response: 0**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

NAAC



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The Institution is purely government, so strictly adheres to state government norms in the construction of new buildings. The Government approves and sends budget for new building. This Institute was established in the year 1993 with Bachelor of Commerce (80 students). In the last 26 years many courses have been added with the combinations provided by the University like Bachelor of Arts and Bachelor of Science with more than 1750 students. To cater to the student strength the Institution sends proposals to state government that takes proactive steps to provide various facilities to develop the infrastructure in the campus in terms of classrooms, laboratories and for sports, extra and co-curricular activities. At the beginning of each academic session respective HODs of the various departments have a meeting with the principal to discuss the requirements of the current academic session and whether any addition to the infrastructure is needed. The Art Block has been handed over to the College on 29th September, 2019. Now each department in the Faculty of Arts has separate lecture halls and offices.

All the staff members of the institution are involved in the creation of a healthy learning environment and all the students are valued equally during their tenure in this institution. The curriculum designed by the university aims at a student centric learning approach that aims at the holistic development of the students. The students are provided with ample opportunities to bring out their skills through various co-curricular and extracurricular activities. The students are encouraged to use the available facilities optimally. All the departments are given separate computers with internet facilities to have access to the contemporary data in their respective subject. The computer lab is well equipped with more than 20 computers. The students are encouraged to use the lab beyond their class hours to gain knowledge. The Institution is well equipped to conduct competitive exams like TET, Police, UPPSC and other such exams. The examination area is under CCTV surveillance and adequate facilities are provided to make the participants of the competitive exams to feel at ease. The Institution at present has the following facilities.

Classrooms-14 (including 6 Smart Classrooms), laboratories – 04, library with 7986 books and 5 subscribed Magazines, computers (for students and staff)- 28, Internet connection(wifi) of AEROCAS having 20 to 30 MBPS , LCD monitors – 02, projectors – 06. The institution intends to upgrade its standards every year to cater to the needs of the current generation of students.

Keeping in view the current dynamics of effective teaching and learning, the Institution makes a policy to renovate the existing infrastructure every year as per the grant available by the state Government.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga**

**centre etc., and cultural activities****Response:**

The Institution has limited facilities for games and sports. The open area in the campus and rooms allotted to Sports department are used for indoor and outdoor games. The games facilities include the following-

1. Good equipments for Power lifting and Strength lifting
2. Carroms and chess
3. Gym with good equipment for boys and girls.
4. Badminton (Outdoor arena)
5. Open ground for playing Kho-Kho, Kabaddi and Volleyball
6. Annual Sports are organized

Utilizing all these facilities, the Institution has been conducting the above tournaments for encouraging sports talent among the students. The Institution encourages the students to participate in Physical trainings like Judo, Taiquando etc. The cultural fest, sports day, athletic meet, yoga training and other such activities are also conducted time to time. The participation of the students in various sports events is huge and appreciated on all levels.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 78.57

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

**Response:** 11

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Response:** 99.95

## 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
13.94	8.43	9.52	12.73	8.60

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

The library of Deen Dayal Upadhyay Post Graduate College, Sitapur UP is serving efficiently the needs of its users. Till now we are using traditional system for circulation and other library services. Due to lack of funds we were not able to automate our library services. Last year our college was considered for grant from RUSA (Rastriya Uchchatar Shiksha Abhiyan). So now we are in the process to automate our library. E-tender has been done for the same. Very soon we will issue work order for the library automation and work will be completed very soon. We are also in the process of subscribing e-books and e-journals for the benefit of academic community. We are also planning to take the membership of DELNET (Developing Library Network), New Delhi and N-List of INFLIBNET (Information and Library Network), Gandhinagar of UGC, New Delhi. It may be noted that our faculty members are actively using various open source documents such as e-journals, e-books etc. to fulfill their academic needs. Students are encouraged to use various databases such as National Digital Library of India, Vidyagyan and e-Shodh Sindhu, digital library of UP Higher Education Department to enhance their knowledge. They are also advised to see the websites of IGNOU (Indira Gandhi National Open University), New Delhi and UPRTOU (Uttar Pradesh Rajarshi Tandon Open University), Prayagraj for their study material.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

**Response:**

The college library has good collection of books to cater the needs of students and teachers. We have a nice collection of reference books in Humanities, Science and Commerce. We have nearly two thousands reference books. We also have some collection of rare books in Humanities. We do not have collection of manuscripts. We are trying to collection rare documents from the public libraries where the facility of conservation and preservation is not available. We are also planning to contact various Non-Government Organizations to donate reference material such as research reports, social surveys etc. to strengthen our reference section. Many renowned persons such as doctors, lawyers, academicians of the town have been requested to donate the books for the library. We hope to find the same very soon. We are in touch with Hindi Sabha Sitapur and Purushottam Rajarshi Tandon Hindi Sansthan, Lucknow to get the collection of Hindi books and also other books in Hindi language.

After automation of our library we are planning to make a union catalogue of all the Public libraries, Academic libraries and Special libraries of the Sitapur and Khairabad towns to provide the good collection to the society.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**4.2.3 Does the institution have the following:**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**

**Response:** 0.2

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.99	00	00	00	00

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 2.4

4.2.6.1 Average number of teachers and students using library per day over last one year

**Response:** 35

### 4.3 IT Infrastructure

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

**Response:**

Inspite of being located in rural area and limited resources our institute has made best out of the limited IT structure. The campus had a BSNL wifi connection since 2012 and now it has been replaced by AEROCAS (Wi-Fi) for better functioning of connectivity so that the students and the faculty is able to use ICT facility. Our institute has also arranged 28 computers and 2 laptops through higher education department. A computer laboratory is also established by the college in collaboration with DOEACC to upgrade the skills of the students. However, now a map of computer laboratory has been approved through our RUSA committee and the work is in progress. Presently most of departments have desktops with UPS and some also have printers with scanners. The institute also has a Sharp Photocopier, fax and scanning device.

The process of library automation has also been started in the college through RUSA so that students are able to get free access to the amazing world of research world wide. The scholarship is online and the institute has started online admission from the session 2020-2021. The institute has promoted cashless system of fee collection also from this session. The institute is affiliated to CSJMU University, Kanpur, the result . WRN and the examination scheme are all online .

Presently the institute has 06 projectors with screen, 02 interactive panels, 03 digital boards in various smart classes and the multipurpose hall has one E podium . These facilities are used regularly by the faculty members to make teaching learning more effective. Many pdfs and ppts are made available to the students by our faculties. Different e content and lectures and links of you tube channel of our teachers and

webinar are available on college website. 24 CCTV cameras are installed in the campus out of which 8 of them also have voice recorders to keep a vigilance on the various activities. The college has a website.

Most of the faculties use Google Classrooms and WhatsApp group to update the students of the latest assignments. The website is managed by Aventa Infotech and is quite interactive to take alumni feedback from students. Very few of the students have emails and smart phones to interact with the teachers and college. The college has a facebook page to update latest information for the benefit of the students.

#### 4.3.2 Student - Computer ratio

**Response:** 52:1

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**Response:** 20-35 MBPS

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 99.17

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
13.944	8.43	9.52	12.73	8.26

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

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

##### **Response:**

The college adopts a transparent mechanism for the maintenance of the physical, academic and support facilities through college level committee. Annual physical verification of stocks of Laboratories, office equipment, furniture, computers and Library is done by different committees constituted by the principal of the college. All the departments have stock registers where new things are added and used commodities of stock are write off. Annual financial audit is conducted at college level by the department of Higher Education, Uttar Pradesh. Most of the expenditure for maintenance is done through college fund and grants received from UP Government. The purchase committee handles the repair, maintenance and calibration request given by various departments from time to time.

Generator and electricity facility – the college maintains a power backup to generator. Minor maintenance of electricity, furniture, taps is carried out by prior approval of the committee concerned and office staff. The cleanliness is maintained on the campus by temporary staff hired on daily wages. The Laboratories also have fire-fighting equipments. Water tank is cleaned on regular basis.

Computer maintenance and photocopy machine maintenance is conducted by the college for the smooth functioning. Antivirus software is purchased and renewed for the healthy working of the computers within the college campus.

Water facility is provided in the college campus for safe drinking water. This is maintained and cleaned regularly by the agencies that are outsourced by the college from time to time.

The Laboratories, classrooms, multipurpose hall and Library are being utilised by the students for effective learning process. The time table is followed by the respective faculties. The maintenance of cleanliness of the classroom and college campus is taken care by the non-teaching staff and the staff on daily wages. Laboratories are maintained by the teacher-in-charge, and the librarian maintains the library very well.

The college website is maintained by the committee at college level and AventaInfotech.

The physical education department maintains the volleyball court, the Khokho, Kabaddi Grounds and the gym. Physical education department also has various indoor games like Carrom and chess that are maintained by the Department itself.

For security of the college premises CCTV Cameras have been installed and maintained by the college.

During examination, police Personnel from khairabad Chowki are also called.

The library automation and appreciation of Sports facilities, Laboratories is being done under RUSA based upon the requirements. E-tendering is being done for updation of the college.



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 55.42

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
559	887	1002	787	972

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0.07

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	0	02	01	01

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling



3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**Response:** B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 8.23

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
540	20	15	10	12

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 0.4

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	00	01	04	01

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 8.02

#### 5.2.2.1 Number of outgoing students progressing to higher education

**Response:** 30

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations

**during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 1.98

**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) year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	1	3	1

**5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
73	95	83	86	90

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 7

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	02	02	01

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

#### The Institute has the following Departmental Association:

1. Physics Association
2. Chemistry Association
3. Mathematics Association
4. Zoology Association
5. Botany Association
6. Economics Association
7. Hindi Literature Association
8. History Association
9. Political Science Association
10. English Literature Association
11. Physical Education Association
12. Commerce Association
13. Swachchata Committee
14. Sports Committee
15. Eco-Restoration Committee
16. IQAC Committee
17. RUSA Committee

**18. ALUMNI ASSOCIATION**

Note- All the students actively participate in the above associations and Committees throughout the session. The Departmental Associations have the following RANKS for students -

1. Chairman - (Final Year Student)
2. Vice-President (Second Year Student)
3. Secretary (First Year Student)

**5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**

**Response: 9**

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
09	09	09	09	09

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

**5.4 Alumni Engagement**

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

The Alumni Committee has been working in the Institute since last five years, but the Alumni Association has been formed since last two years. Most of the students in the alumni association are basically from rural and economically deprived sections of the society so it becomes difficult for them to give financial assistance to the institute. However, As ALUMNI they are very supportive to the Institute and keep supporting through various ways - guiding and motivating the enrolled students, providing books to the Institute and participating in various cultural programmes of the Institute. The alumni is our strength and they come to the college at once when we call them and provide special support on various occasions like sports and annual prize distribution days.

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)****Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response:** 2**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

Deen Dayal Upadhyay Government Post Graduate College, Sitapur was started in 1993 in the ITI Campus, Sitapur to fulfill the aspirations of the rural youth living in and around Sitapur, Khairawad, Biswan, Sidhauri, Laharpur, Mishrikh, Naimish and such nearby villages and towns. Uttar Pradesh Government established this Institution for bettering the life of the youth by bringing the opportunities to the closest proximity of the youth by providing academic excellence at a very affordable cost. The vision of the Institution is “*Progress through quality education*” and to provide education without any social discriminations, for finding space for the exponential growth of personality and character, empowering youth to face the challenges of tomorrow successfully and confidently through the quality education acquired from this institution.

##### Mission

To fulfill the above vision the Institution is committed to impart quality education by providing the students with all the physical resources pertaining to education and a congenial campus environment loaded with interesting and innovative infrastructure to cater to the needs of the aspiring young minds. The students are nurtured to become socially aware and responsible citizens by participating in the various programs conducted within and outside the college premises such as NSS, NCC, seminars, conferences etc. The student community is equipped with academic, social, scientific and spiritual values to enable them to have an insight into the spirit of transparent governance. The students are made to learn the art of governance and leadership by getting chance to be a part of various student bodies and committees. The students are given opportunities to take leadership under the guidance of the faculty members in cultural events and such, thus fulfilling the vision behind the establishment which is to *Progress through quality education*. The Institution also aims to kindle the ardor of faith that does justice by forming men and women who are

- Academically accomplished
- Emotionally balanced
- Morally upright
- Socially conscious and responsible
- Ecologically sensitive and
- Professionally dedicated

It is hoped that during their stay in the Deen Dayal Upadhyay Government Post Graduate College transform them as powerful constituents with utmost skills at leadership and governance.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

The Principal and other Professors support day today functioning of the college administration. The Principal inspires the staff members by his personal interaction during get together meetings and motivates the staff to give the best in the teaching assignments. He coordinates with the teaching, non-teaching and student body members for the effective functioning of the Institution.

Important developmental plans are discussed by the Principal along with all the committee members in which students are also a part. Plans are executed only after reviewing the suggestions. These meetings are consultative in nature and enable appropriate decision making. The Principal assigns specific duties to various academic and administrative bodies of the Institution. Senior faculty members are given responsibilities to act as mentors and counsellors to minimize the centralization of authority, to make decisions and implement them faster which helps to streamline the academic process and progress of the student.

The heads of the departments are given all the freedom and authority to decide on the various activities pertaining to academic and administrative work pertaining to their department and are given the responsibility of delegating work to the other faculty in their department. The department decides the equipment, projects and activities to be done for the academic session under the guidance of the HOD or the senior faculty member. The departments put up the proposals regarding their requirements to the U.P. Govt. for necessary financial sanction.

The students take an active part in the governance of the activities in the campus. The student body consists of the President (Final year), Vice President (Second Year) and the Secretary (First year). These three will have a group of Class representatives who will represent their respective classes. The students' representatives are integral part of various committees like Cultural, Cleanliness, Sports, IQAC, RUSA etc. The college also appoints female students as Power Angels as per the guidelines of the government. Feed backs are obtained from the students to improve the quality of the services rendered. This student body under the guidance of the faculty is given the chance to take lead in the organization of various festivals like Sports Day, Ethnic Day and other activities. This results in effective and proper execution of the work and promotes cooperation between Principal, staff and students.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment



**6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution****Response:**

The vision and mission of the Institution focus on providing quality education to students. In order to provide inclusive and quality education, the Institution has developed strategic plan for various activities which are to be implemented successfully before 2019-2020.

**1. Setting Academic and Administrative Audit** for internal quality assurance.

**2. Academic and co- curricular-activities-**for the holistic development of the students, many academic activities like literary competitions, department activities to be planned along with co- curricular activities.

**3. Extra-curricular activities, sports activities, cultural competition** including intra college and inter college activities planned every academic year.

**4. Student Support & Progression** – In order to help and support students develop employability skills, a host of activities to be planned which includes guiding for competitive exams, providing career guidance placement activities etc.

**5. Strengthening Learning Resources** – Institution plans to improve learning resources by updating library and other support systems, buying more books starting book banks improving ICT enabled teaching, digitization of library, focus on e-resources etc.

**6. Establishing information systems** – having internet browsing centre with wi-fi and printer for the benefit of both students and faculty members.

**7. Faculty Development** - Encourage faculty to take up long and short and long term courses, refresher courses, orientation programmes, paper presentation, and encouragement for outstanding performance of faculties.

**8. Improvement in infrastructure** – Separate building for various departments, making classrooms smart classes, focus on renewable energy.

9. Taking care of the student intake and create facilities according to student strength.

Providing access to higher education is taken as the important objective of the Institution, together with achieving equity. The Institution is also working on the value added courses like Computers, Medha Programme etc. The Institution was started in the academic year 1993-94 with very few students. Now, during the current academic year, the Institution has in total 1766 students on rolls. This can be considered a significant achievement by any reckoning. Further, Institution has been focusing on achieving equity in the enrolment. Above 70% of the students come from under privileged, backward communities and rural areas. During the last academic year, out of 1447 students, 307 students belonged to SC & ST and 707 belonged to OBC categories. Thus, there is a renewed focus on access and equity by the Institution.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

Our Institution is a government Institution. The Faculties are recruited by Uttar Pradesh Public Service Commission Allahabad. Promotional policies are decided by Directorate of Higher Education Allahabad. Administrative setup, service rules and grievance redressal mechanism are carried out by Uttar Pradesh Government.

#### Functions of various bodies/ officers

#### Principal:

1. The Principal consults the colleagues in discharging her/his functions. The democratic and participative type of functioning is best suited for academic leaders.
2. The Principal observes that the long term and short term plans are prepared for the growth of the institution. These goals of the long- and short-term plans are achieved by effective implementation of the programmes with the help of the academic and administrative machinery existing in the Institution.
3. The Principal insists on the submission of month wise syllabus completion reports of every lecturer. The incomplete portion of the syllabus scheduled for a month is completed by taking extra classes.
4. The Principal advises the faculties to identify slow learners in each class for organizing remedial classes for them.
5. The results of the Annual examination are analyzed subject wise, and the reasons for low percentage of results are also analyzed. Measures are taken to improve the results in the succeeding year.
6. The Principal plans for the use of alternative, innovative teaching methods and the teachers are motivated to adopt them in the classrooms for better results.
7. The Principal encourages the talented students in the field of co-curricular and extracurricular activities by providing- necessary facilities in the Institution.
8. The N.C.C. and N.S.S. wings of the Institution are properly strengthened by giving them required accommodation and infrastructure.
9. The Principal takes feedback from the students and staff on all important items of academic functioning.
10. The Principal also encourages old students to form an Alumni Association and get it registered.
11. Constant contact with parents and general public is also desired and the Principal along with staff takes measures to conduct meetings periodically.

**Recruitment procedure-** The Academic and Administrative staff members are directly recruited by Uttar Pradesh Public Service Commission, Prayagraj. For Assistant Professors, job specification for the vacant

position is identified, advertisements are placed in the newspaper and in the UPPSC website and applications are invited from eligible candidates. Applications are screened and candidates are short listed for a Screening exam and thereafter the qualified candidates are called for the interview which is monitored by subject experts. Selected candidates are inducted to duty with an appointment letter.

**Service rules**-Service rules apply as per the rules made by Uttar Pradesh Government. It includes rules and regulations regarding leaves, duties, promotions, resignation, termination, code of conduct etc.

**Grievance redressal mechanism**-Grievance Cell is the primary body of the Institution which receives grievances of both **staff** and students. The members of the cell arrange for an appropriate and early redressal of the grievance depending on the nature and magnitude of the grievance. Grievances received from other sources like suggestion box and feedback forms are also redressed in an analogous manner.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

**Response:** A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

Various committees are formed with the teaching and non-teaching staff and students to groom their leadership skills. The responsibilities of the committee are explained as follows-

Admission committee, Academic committee and the Examination committees take the responsibility of the academic aspects of the institution. First, the admission committee scrutinizes the applications received from the prospective students and prepares the list of eligible candidates as per eligibility prescribed by the

university. It is the responsibility of the committee to verify certificates and finally recommend the candidate for admission. They take care of planning and allocating the subjects to the students for the effective delivery of the curriculum. They keep vigil over the performance of the students through tests, assignments, projects, attendance and discipline. Counselling is provided if needed. The examination committee adheres to the university plans the dates and such exam related activities. The main aim of these committees is to fulfill the vision of the institution. It is also the responsibility of this committee to submit the application to the University for Approval by the university.

**Academic committee:** The academic committee plans the effective delivery of the curriculum. At the beginning of every session the committee prepares Academic calendar that the dates for seminars, tests and other such activities etc.

**Examination committee:** The examination committee is responsible for conducting the exams as per the timetable given by Chhatrapati Shahu Ji Maharaj University, Kanpur. The members decide the dates for the Practical Examination; collect the consolidated marks for the final Practical marks which are uploaded in the university portal.

The student counselling committee, Anti-sexual harassment committee and Anti-ragging committee work hand in hand. These committees ensure that the students are given proper instruction at the time of the orientation program to treat everyone with respect and civility. Instruction on civilized behavior is displayed throughout the campus in flex and notice boards.

**Cultural Committee :** The responsibility of the Cultural Committee includes planning intra and inter college cultural fests.

**Sports Committee:** The Sports Committee is headed by the Assistant professor in Physical Education. The skilled students are identified and sent to represent the college at inter-college, State and national sports.

**Career and Course guidance cell:** This cell provides career guidance and counselling for the final year students by organizing career guidance seminars, and placement drive to help them secure a good job.

All the above mentioned cells have senior faculty, the Heads of various departments and the Principal as its members and each contribute constructively for the welfare of the students.

All activities of the Institution are planned together by the faculties, various committee heads and coordinators of the clubs with the approval of the principal.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

The Govt. recognizes the commitment and dedication of the teaching and non-teaching faculty. It always strives to satisfy the needs of the employees proactively. Some facilities provided for the welfare of the employees of the institution are-

1. Provident fund/NPS for all the employees who fall under the eligibility criteria.
2. There are some seats reserved for the ward of teaching and non-teaching staff.
3. No membership fee for utilizing Power lifting equipments, indoor and outdoor facilities for the staff
4. Bonus and gifts are given to the non-teaching staff during sports fest and annual function.
5. Residential quarters are available to the supporting staff, teaching and non-teaching staff members.
6. Medical Bill Reimbursement for teaching and non-teaching staff.
7. Bonus on Festivals for the non-teaching staff.
8. CCL/ ML/ Maternity Leaves/ Education Leaves are provided to employees.

Almost all the facilities are availed by the staff members.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

#### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 32.56

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
07	06	05	01	01

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

The Institute has self-appraisal Performance System. The faculty members annually submit Self-appraisal (Confidential Report Form) to the Principal who forwards this report with his/her remarks to the Directorate of Higher Education Allahabad. The appraisal of non-teaching staff is done at Institute level.

Faculty members are required to fill in a performance appraisal form designed on the basis of PBAS methodology of UGC. It is a self-appraisal form. The format is exhaustive and includes questions/descriptions regarding academic and administration responsibilities undertaken by the teacher, innovative methods practiced and implemented by the faculty members during the academic year, various responsibilities including college fests, etc. It also involves questions/descriptions of seminars attended/



paper presentations by faculties in State/National or international seminars/workshops ,guest faculty arranged, use of ICT enabled teaching, involvement in university academic work like question paper setting, examination work, BOS, BOEs etc. The appraisal forms are assessed by the IQAC committee and the principal of the college and a positive and constructive feedback is shared with the faculty members. The principal counsels the faculty members to improve their performance if necessary.

Faculty members are also asked to involve in various committees, activities of the Institution. The activities committed by the staff members are evaluated by the IQAC year wise. They are encouraged to attend/present papers in seminars and workshops. Faculty members are also asked to improve their qualification (Ph.D). The monthly reports and lesson plans and other individual records of each staff member are checked every wise.

Faculty appraisal is also done through student feedback mechanism. A well drafted feedback form with specific questions as per the comprehensive level of the students is distributed every year to evaluate how far the teacher had been successful in reaching out to the advanced as well as the slow learners in the classroom. This is further intimated to the concerned faculty in the academic meeting and suggestions for development or appreciations are made.

Non-teaching staff like office staff, support staff etc. are currently not given any appraisal forms. Their performance appraisal is done by the principal based on the quality and quantity of their work, nature of their work, their enthusiasm, skill sets and efficiency. The appraisal of the non-teaching staff is conducted informally by the principal and they are counseled to improve their work if necessary.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Institution conducts internal and external financial audits regularly.

The Internal Audit is done by the head of Commerce Department annually under the supervision of the Principal of the College.

The account of the institution is subjected to an audit by a certified external chartered accountant appointed by the Government.

The Institution sends regular intimation to Higher Education Department that forwards our application to the department of Accounts and Audit, Govt. of Uttar Pradesh.

The Physical verification is done by the College committee which inspects the performance of the non-teaching staff, students, facilities given to them, and infrastructure.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

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

**Response:**

The college is a Government institution. It is included under 2(f) and 12(B) of the UGC Act. Budget is allocated by the Government as per the requirements of the various departments. The dispersal of funds for the needs proposed are strictly monitored by the Principal. Expenditure receipts are maintained for various purchases made towards purchases especially related to the lab and library. Cashbook and Stock Register are maintained properly by the Office of the Institute.

The Institution follows a transparent accounting and audit practice. The Institution is also planning for funding from various other bodies for organizing seminars/ conferences and for carrying out research projects.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 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

**Response:**



Regular meetings of IQAC are held every year where future course of action is planned and penned down as minutes of the meeting. The chalked out plans are implemented and feedback is reviewed.

Quality commitment and assurance is inbuilt in our system and permeates all tasks that we undertake. Feedback is sought from all the stakeholders. The Committees formed in the staff council provide great effort to maintain the quality in terms of education and administration. These committees' works together for the effective teaching learning process. Meetings of the staff council and also of these committees independently held at regular intervals to support and channelize the process of effective teaching and learning.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### **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**

##### **Response:**

The Institution implements the quality policy through IQAC. The IQAC has been established and the members are senior faculty members who belong to various committees of the Institution such as feedback committee, discipline committee. This results in the effective implementation of the various decisions made by the cell. The following are the two examples of institutionalized reviews and implementation of teaching learning reforms facilities by the IQAC.

1. Measures for strengthening teacher quality
2. Improvements in the continuous internal evaluation.

##### **Strengthening of teachers quality**

The Institution endeavors in every way to create a congenial atmosphere for teaching, learning and research. The Institution takes initiative to develop and strengthen the intelligence and intellect of the faculty which not only benefits them but also the students. The faculty are encouraged to publish research papers, participate in seminars and conferences, conduct or attend workshops and faculty development programs in the state or at national level.

##### **Implementation of Continuous Internal Evaluation**

Constant improvements are made with regard to the continuous internal evaluation process. The examination committee looks after the exam schedule/ timetable, allotment of rooms and assigning duties to the faculty. The evaluation reforms are conveyed to the students at the beginning of academic session orally and through Notice Board. Teaching and non-teaching staff are updated on the latest reforms and are instructed to follow them strictly. The committee follows traditional and nontraditional method of

evaluating the students. The traditional method being the written tests and the nontraditional being group discussion, preparation of assignments and chart etc. Some students are given opportunity to take mock classes or plan a street play etc. The Institution counsels the students who play truant to the evaluation process by giving them assignments and activities that would create interest in the students to pay attention to the subject.

Though the college is affiliated to Chhatrapati Shahu Ji Maharaj University, Kanpur and adheres to the reform norms as prescribed by the university, it takes extra steps to ensure both the students as well as the staff gain throughout their stay in the Deen Dayal Upadhyay Government Post Graduate College, Sitapur campus.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 3.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
05	04	03	03	02

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

**Response:** C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)**

##### **Response:**

The Institution ensures progress in every academic session since its inception. The institution that started with near about **80 students** in B.Com in 1993 has shown progress tremendously. Now the Institution provides knowledge base to 1766 students. The Institution has grown to offer B.A., B.Sc., and Post graduate course in Commerce.

The strengthening of faculty members either in terms of qualification or quantity illustrates the college's involvement in improving the teaching standards. The faculty members are constantly encouraged to pursue MPhil and PhD (if they are not). The Assistant Professors recruited by U.P.P.S.C are already NET/JRF qualified. Many a faculty members have completed their Research work (Ph.D.) after getting appointment. They are motivated to be active in research and are frequently sent to present papers at conferences, seminars and to conduct workshops. They are also encouraged to write books of their interest.

The students also are given equal importance in gaining exposure in their respective fields of study and in terms of good results. The advanced and slow learners are identified and measures are taken every year to upgrade the standard of the teaching learning process for the benefit of the students. This is reflected in the progressive results and the quality of the students leaving the Institution, ready to explore the world. Some of the students who have studied here and started their career in this Institution have cleared UGC/NET and have secured well paying positions in prestigious institutions.

Apart from the academics the Institution also focuses on the extracurricular and curricular activities such as NCC and NSS. The NCC has both the boys and girls as cadets. The Institution takes pride in empowering the young minds to achieve laurels. Many of the Cadets have secured C grade certificates. The NSS students also learn sustainability by attending camps organized in remote locations. The NSS unit also adopted a village during 7 days camp.

The Institute has been providing e-learning platform for the students. Proposal for Arts Block/ Building was sent in the year 2016. The institute has increased the greenbelt cover in and around the campus by plantation of hundreds of trees every year. Power lifting and Strength lifting facilities have been provided to the students.

NOTE:- At the time of the first Cycle in the year 2007, we had only Commerce (B.Com & M.Com both) and Science (B.Sc) affiliation from CSJM University, Kanpur.

At present Our College has the affiliation of Humanities also. Under Humanities we are running the

following Courses - Hindi Literature, English Literature, History, Economics, Political Science and Physical Education.

The New Arts Block was also handed over to College in the year 2019. All the rooms in the College are well-equipped with Wi-fi, CCTV Cameras with Voice Recorder. Every department has Smart Class/ Projector Facility.

NCC, Rovers and Rangers, and NSS have been running for many years. Recently, a new wing for NCC Girls has been started. Sports Department has National level Powerlifting equipments. The students have won laureals at National level in Power Lifting and Strength Lifting Competitions.

The College has also taken an initiative to run Student Cafeteria through outsourcing.

A special focus of the College is on - Women Safety, teaching friendly environment, Green initiatives etc.

File Description	Document
Any additional information	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 8

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	01	03	01

File Description	Document
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

The Institution is a co-education institution and is aware of the burning issue of gender equality. The Institution is sensitive towards women issues and therefore imparts gender sensitivity among students and faculties through various clubs and associations which conduct gender-sensitization programs. Some of the associations involved in regard are Women Empowerment Cell, Anti-ragging cell, Sexual Harassment cell etc.

Besides these associations and their programs, the Institution shows gender sensitivity in providing a safe and sound campus for both female students and women faculty members. The Institution building is located in a gated-community kind of an environment with peon at entrance gate. All the students are checked for their ID-cards by the faculty members while on round.

The Institution building is monitored by CCTV Surveillance. There are cameras in the corridors, library, labs and also in class rooms. This makes the campus completely safe. **The Institution also invites qualified Trainers for providing training girls in "Taekwondo".**

The Institution has a Counselling Cell that provides counseling to the students on a regular basis and counsels the boys on gender equality. The girl students are encouraged to be confident and find solution to their problems which may also include gender-related issues.

The institution has established separate common rooms for boys and girls to facilitate female students. The room is designed to give female students a place to relax, study, and have informal discussions during their free time. The common room is provided with magazines, books, and newspapers.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response: 1**

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 250

7.1.3.2 Total annual power requirement (in KWH)

Response: 25000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response: 0.12**

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 30

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 25000

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.5 Waste Management steps including:**

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

Deen Dayal Upadhyay Government College believes in keeping its Campus neat and green. The following are the steps taken to confirm the belief.

1. The Institute makes every effort possible for generating less waste.
2. Environmental initiatives like use of Solar Lights, Rain water harvesting, Low water waste, No smoking zone etc have been implemented.
3. The Institute is environment consciousness by heart. Tree plantation programmes are organised quite often by NSS/ NCC/ Eco-Restoration Committee etc to provide a congenial lush green atmosphere for the academic and non-academic pursuits.
4. The Institute has segregated waste into three parts and put dustbins in the Campus accordingly:
  - 1.Solid Waste
  - 2.Liquid Waste
  - 3.E-Waste

**SOLID WASTE MANAGEMENT**

- 1.The waste generated in the campus includes wrappers, glass, paper, plastics, etc.
- 2.Old newspapers are sold to external agencies for recycling.
- 3.Glass, metals, plastic and other non-biodegradable wastes are sold/ given to external agencies where they are segregated and disposed/ recycled according to the nature of the waste.
- 4.Leaf litter is allowed to decompose systematically over a period of time to be used as manure for the gardens in the institute.

**LIQUID WASTE MANAGEMENT**

Most of the liquid waste generated in the Campus is used for watering the gardens and lawns maintained in the campus.



**E-WASTE MANAGEMENT**

Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by the Technical Assistant and are reused.

The waste compact discs and other disposable non-hazardous items are used by students for decoration during college fests as a creative means of showcasing the waste management practice that has been induced in the minds of the students.

File Description	Document
Any additional information	<a href="#">View Document</a>

**7.1.6 Rain water harvesting structures and utilization in the campus****Response:**

The new building of Faculty of Art block has the rain water harvesting systems in place. Water from the roof is collected in the ground tank and reused in toilets. Water is also used for the plants and trees in the campus. Water from the roof of the buildings is directed underground to rejuvenate underground water and also bore wells in the campus. The water thus collected is pumped to the parks and other plantation locations. Since there is no place constraint in the Institution, pits to store rainwater flow and use it for watering the gardens is not an issue. Excess rain water flowing down the drains is directed to the fields located near the Institution.

**7.1.7 Green Practices**

- Students, staff using
  - a) Bicycles
  - b) Public Transport
  - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

**Response:**

The college campus is about 4 acres. There are more than 600 trees in the Institution. The green patch of the campus includes well maintained gardens, plants and trees. The students and staff are sensitive to environmental issues. Many students use eco-friendly bicycles to come to college. The campus has a bicycle stand to park bicycles. The Eco Club of the Institution puts up awareness posters on notice board on issues relating to conservation and protection of environment. Posters regarding the dangers of plastic



on the environment, newspaper clippings on environmental issues like pollution are regularly displayed in the notice board by the Eco Club. 'Flower Exhibition' is organized every year to spread awareness among students. The Institution plants hundreds of plants during 'Van Mahotsava'.

The Institution plans to make the campus plastic free in the near future. Staff members are advised to reduce taking printouts, use both sides of the paper, etc. The office too is making an effort to minimize the use of papers.

#### **7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**

**Response:** 11.88

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.19300	1.40277	1.36502	.95305	1.06525

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response: 3**

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	00	00

**File Description****Document**

Number of Specific initiatives to address locational advantages and disadvantages

[View Document](#)**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response: 3**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	00	00

**File Description****Document**

Report of the event

[View Document](#)

Any additional information

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff****Response: Yes**

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website****Response:** Yes**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** Yes**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 23

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
05	05	05	04	04

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

#### Response:

The national festivals in any country are cherished as auspicious days. Republic Day, Independence Day and Gandhi Jayanti are celebrated as National festivals of India. All these three National holidays are “independence” centric as they are connected to India’s freedom from British rule. Every year, the Institution celebrates the national holidays with complete preparation and with traditional gaiety.

**Independence Day:** It is celebrated every year with all the zeal. It is a grand event marked with the flag hosting by the Principal or Chief Guest and well-practiced march-past by NCC Cadets. Various cultural activities related to independence movement are exhibited.

**Republic Day:** India celebrates the Republic Day every year on the 26th of January since 1950, when Constitution of India came into force. Republic day in India is of the great importance in the history as it tells us all about each and every struggle of Indian freedom. The day is celebrated with a promise to follow the Indian Constitution and be a good Citizen of India.

**Gandhi Jayanti:** One of the most popular occasions in India and one of the three national holidays, Gandhi Jayanti is celebrated in our college campus on 2nd October of every year to mark the birth anniversary of Mahatma Gandhi. Gandhi was also popularly known as the Father of our Nation, Bapu or simply Mahatma. The day is declared as a national holiday and all schools and offices are shut on this festival. The principles of truth, non-violence and honesty are remembered and widely publicized among the students of the Institution.

**Ambedkar Jayanti / Birth Anniversary of Dr. Bhimrao Ambedkar:** In our Institution we have admitted students with no difference of caste, creed, color, age and gender gaps etc., to mould them well educated and being away from these differences. To ensure that we are kept celebrating Ambedkar Jayanti every year by the presence of students, staffs, dignitaries and people with great enthusiasm more than like a festival on 14th of April in order to commemorate the birthday of Dr. Bhimrao Ramji Ambedkar and his contributions for the people of India.

**Rashtriya Ekta Diwas (National Unity Day):** It was introduced by the Government of India and inaugurated by Indian Prime Minister Narendra Modi in 2014. The intent is to pay tribute to Vallabhbhai Patel, who was instrumental in keeping India united. It is to be celebrated on 31st October every year as annual commemoration of the birthday of the Iron Man of India Sardar Vallabhbhai Patel, one of the founding leaders of Republic of India. Since then, it is being celebrated in our college campus to maintain peace and harmony among students and teaching staff.

**Swami Vivekananda Jayanti – The College celebrates the Jayanti of India’s most revered spiritual**

leader, Swami Vivekananda as **National Youth Day** every year on January 12. The intimation of his teachings and philosophy aware the students with various aspects of education, faith, character building as well as social issues pertaining to India.

#### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

##### **Response:**

The institute maintains transparency in its financial, academic, administrative and auxiliary functions. The following are the few steps that shows the mechanism of transparency in various fields.

##### **FINANCIAL TRANSPARENCY**

The Institutional mechanism for monitoring the effective and efficient use of financial resources is the Finance Committee.

Actual day-to-day financial transactions are tracked by the Finance Officer, for approvals and transactions.

##### **ACADEMIC TRANSPARENCY:**

The regulations, syllabus, and curriculum are uploaded on the college

Website.

The rules and regulations are made clear in the Students Handbook/Prospectus which is available online and is also circulated among students.

All the current events, including admission, examinations, circulars, seminars, time-tables, workshops, training programs, campus drive information is posted on the College website/ Facebook page as well as the College notice board. They are circulated among the staff and students with priority.

The admission process at the undergraduate and postgraduate levels is transparent and well organized as per the norms laid down by Uttar Pradesh Government and the concerned University. Admission is an online process which is strictly on the basis of merit in accordance to the government reservation policies. Transparency in the Admission process is ensured through:

- Automated Admission Process.
- Admissions are made purely on merit.
- Transparency maintained with respect to the fees structure.

## ADMINISTRATIVE TRANSPARENCY

The Institution values transparency in administration for it leads to the way people can be held accountable for their behaviour with actions. Teachers are held accountable for teaching & learning activities. Students are accountable for one another and their personal behaviour. The accountability & transparency helps to change attitudes which in turn improves academics.

Regular Faculty Meetings, Institutional IQAC, Class Representatives (CRs) Meetings are conducted to ensure transparency at every level.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

Deen Dayal Upadhyay Government Post Graduate College, Sitapur adopts a number of practices for continual Improvement of academic processes and programs at the Institute to offer a better environment for students in the campus. Here is a list of a few practices:

#### 1. To promote human values among the students during curriculum delivery:

Human values are the virtues that guide us to take into account the human element when one interacts with other human beings. Human values like – brotherhood, friendship, empathy, compassion, love, openness, listening, welcoming, acceptance, recognition, appreciation, honesty, fairness, loyalty, sharing, solidarity, civility, respect and consideration are given focus while classroom teaching and Teacher-student interactions. These basic values make it possible for every student to realize or maintain the very highest or most basic universal core values of life, love and happiness.

#### 2. Promoting innovation and creativity among students along with academic activities:

Teaching staff in the Institution is extra vigilant to support innovative, creative and peer learning that helps the students to be academically sound. The Department of Hindi & English promote the students for Theatre and Stage performance. In the last two academic sessions (2019–20 & 2020 – 21), the students have performed One Act Plays at state and National level and won laurels. The department of Science encourages the students for making Scientific Projects and Models so that they may practice what they read. The Department of Economics conducts Mock-Interviews to make the students quick-witted.

#### 3. Departmental Association:

The Institution has the following Departmental Associations:

1. Physics Association
2. Chemistry Association
3. Mathematics Association
4. Zoology Association
5. Botany Association
6. Economics Association
7. Hindi Literature Association
8. History Association
9. Political Science Association
10. English Literature Association
11. Physical Education Association
12. Commerce Association

Note- All the associations are purely academic and have nothing to do with administration of the college.

#### **4. Remedial Classes:**

The Institution provides remedial support for students with learning difficulties in all of the subjects as a part of curriculum delivery. These classes help lower attrition rates (drop outs) in all the programmes by ensuring students maximum support they need to succeed.

#### **4. Books and Reference Books are provided to needy students:**

The teachers have set up departmental libraries on personal level. They provide the Text Books and Reference Books to the needy students and the students interested to read beyond the syllabus.

#### **5. Financial aid is provided to deprived students:**

The Institution offers financial aid to poor and deprived students, so that they can be brought to main stream and make a successful career.

**6. Green Environment:**

The Institution focuses on spreading environment awareness among students and faculties aiming at having a green and clean environment. The Institution undertakes Environmental awareness programmes like tree plantation, cleanliness drive, seminars and work projects etc.

**7. Gender-equity promotion:**

The Institution organizes many programs to create 'Gender Awareness' and establish 'Gender-Equity' among all students. The Institution is a co-education institution and is aware of the burning issue of gender equality. The Institution is sensitive towards women issues and therefore imparts gender sensitivity among students and faculties through various clubs and associations which conduct gender-sensitization programs. Some of the associations involved in regard are *Women Empowerment Cell, Anti-ragging cell, Sexual Harassment cell* etc.

**8. Departmental Tests:**

The Institution follows the process of continuous assessment of students through Departmental Tests – Written, Oral & Practical so that the students remain in touch with the latest exam pattern.

**7.3 Institutional Distinctiveness****7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust****Response:****VISION:**

To evolve skilled and value based resource professional, to provide opportunities to the students without any discrimination, to find space for the exponential growth of personality and character, education and empowerment and to face the challenges of tomorrow successfully through quality education.

**MISSION:**

In fulfillment of its vision, Deen Dayal Upadhyay Government Post Graduate College, Sitapur is committed to provide higher education to the students in its vicinity giving equal opportunities to all, equip the students community with academic, social, scientific and spiritual values and to enable them to have an insight into the spirit of transparent governance and public.

We are very much aware of our responsibility to our students and do our very best to provide a most friendly and growth oriented ambience for them. We do everything in our capacity to ensure excellent



standards that would secure them leadership in tomorrow's challenging world.

The vision of Government behind the establishment of the Institution is to spread the light of knowledge and wisdom to kindle the ardor of faith and justice by forming men and women for others who are:

- Academically accomplished
- Emotionally balanced
- Morally upright
- Socially responsible
- Ecologically sensitive
- Professionally dedicated

### **INTEGRAL FORMATION**

- National Awareness is fostered through talks and seminars related to the building up of the nation and National Days are observed
- NCC Cadets
- Extension Activities and Outreach Programs are focused on the integral formation of the students.

### **STRIVE FOR TRUTH AND SERVICE**

We provide quality education to our students.

- Integrity and transparency are reflected in all the endeavors of the institution from the Admission process up to the conformant of Degree /placement and even beyond.
- The institution stands for humanity, for tolerance, for reason, for the adventure of ideas and for the search for truth. For this we create an environment that fosters teamwork, cooperation and mutual support.
- The institution believes in the policy of inclusion and promotes the nation building qualities of equality, justice and fraternity.

## 5. CONCLUSION

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### Additional Information :

#### Future Plans

- Masters affiliation in Arts & Science
- Minor and Major research projects in all the departments
- Augmenting Faculty Exchange Programmes in collaboration with other Universities
- Publishing Books and qualitative research papers by all the departments
- E-library
- Botanical garden
- A multipurpose hall
- Modernization of laboratories
- Establishing Language Labs
- Setting up Solar Plant
- Initiating various games like Judo, Tai Commando and Weight lifting etc.

### Concluding Remarks :

Deen Dayal Upadhyay Government Post Graduate College, established by U.P. Govt. in 1993, prefers to opt for Accreditation for the Second time, keeping in view of the quality drive undertaken by the NAAC. The Institution has been scrupulously following all the norms and standards as prescribed by the University and the UGC. This is one institution which takes pride in organizing academic sessions to the satisfaction of every stakeholder. With the efforts being put in, by the college, we hope to be accredited on a reasonable grade and points.