



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>Mata Sundri College for Women</b>
• Name of the Head of the institution		<b>Prof. (Dr.) Harpeet Kaur</b>
• Designation		<b>Principal</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>01123237912</b>
• Mobile no		<b>9811700465</b>
• Registered e-mail		<b>matasundricollege.du@gmail.com</b>
• Alternate e-mail		<b>principalmc@ms.du.ac.in</b>
• Address		<b>Mata Sundri College for Women, Mata sundri lane</b>
• City/Town		<b>Central Delhi</b>
• State/UT		<b>Delhi</b>
• Pin Code		<b>110002</b>
<b>2.Institutional status</b>		
• Affiliated /Constituent		<b>Constituent</b>
• Type of Institution		<b>Women</b>
• Location		<b>Urban</b>

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of Delhi				
• Name of the IQAC Coordinator	Dr. Lokesh Kumar Gupta				
• Phone No.	09968480834				
• Alternate phone No.	01135386145				
• Mobile	09968480834				
• IQAC e-mail address	iqac20@ms.du.ac.in				
• Alternate Email address	matasundricollege.du@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://mscw.ac.in/Documents/agar_report_26_11_submitted.pdf">https://mscw.ac.in/Documents/agar_report_26_11_submitted.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://mscw.ac.in/Academic_Calendars.aspx">https://mscw.ac.in/Academic_Calendars.aspx</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.77	2016	25/05/2016	24/05/2021
Cycle 2	A	3.18	2022	10/08/2022	09/08/2027
6.Date of Establishment of IQAC			18/03/2016		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Mata Sundri College for Women	UGC Non Plan Grants	UGC	2021-22	52,54,97,680	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			<a href="#">View File</a>		

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>12</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Submission of the Self Study Report in January 2022		
Conducting Short Term Courses.		
Organizing Faculty Development Programmes on relevant themes.		
Regular Meetings of IQAC.		
Forging Collaborations through academic MoUs.		
Feedback Collection and analysis.		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Peer Mentoring Programme	<p>This programme was initiated by the IQAC in October 2020 and has continued over the years, proving to be immensely successful. It has facilitated learning in a collaborative environment where seniors mentor their juniors. The juniors on the other hand are able to</p>	

	engage in scholarly debates with their seniors, outside the classroom. The programme created an amicable and inclusive learning environment.
Research Mentoring Programme	Our Research Mentoring Programme is committed to promoting interdisciplinary research among undergraduate students. Since its inception, it witnessed students from across departments participating in the programme which was supervised by experienced teachers. Students submitted well researched projects and were awarded certificates.
Skill Based Counselling Sessions	The IQAC initiated Skill Based Counselling Sessions for students, in consonance with the NEP requirements. The aim behind organizing these sessions was to provide exposure to our students and increase their employability in the job market.
Career Progression Cells	The IQAC set up various cells for aiding in career progression of students. These were the CA/CS Cell, Motivation to Masters Cell, MBA Cell and Milestone, the Civil Services Society to name a few. These cells/societies organized sessions for students.
Research Board	The Research Board constituted by the IQAC with the aim of creating a climate of research in the College, worked tirelessly towards this end. The IQAC also offeres assistance to departments in organizing discipline specific and interdisciplinary workshops,

	seminars and lecture series.
Capacity Building Programmes	The IQAC took initiatives to enhance quality through capacity building programmes. These programmes were organized for the teaching and non teaching staff of the College.
Nurturing entrepreneurial ambitions	The Entrepreneurship Cell set up by the IQAC has been working consistently to foster entrepreneurial skills among students.
Centralized Documentation Cell	A Centralized Documentation Cell was set up by the IQAC where 11 faculty serve as members The Cell is involved in documenting activities of College/ Department/ Societies/ Committees/ Cells. It is also engaged in documenting faculty publication, academic information and details of faculty members.
Enabling Human Resources	The IQAC facilitated the formation of a proficient Technical Team to assist in the organization of online seminars/workshops/lectures. A Website Team to assist in the upgradation of College website regularly was also created by the IQAC.
Student focused initiatives for information dissemination	Extensive use of social media is made for enhancing the reach of programmes conducted. Telegram, Twitter, Facebook, Whatsapp groups and YouTube Channel are used for the purpose. A Telegram group of 3956 active users consisting of faculty and students was created by IQAC
Initiatives towards inclusive	The IQAC took initiatives

governance/democratization	towards inclusive governance and democratization. Student Council and Class Representatives are incorporated in decision making processes. The IQAC was also instrumental in instituting appreciation and recognition awards for Class Representatives. Student members are incorporated in IQAC. Appointment of Student Programme Coordinators and regular meetings with Student Council, Cells and Societies are organized.
Organization of professional development and administrative training programmes for teaching and non teaching staff	To scale quality enhancement in all processes of the College, the IQAC has engineered dynamically geared initiatives targeted to upgrade skills and domain expertise while expanding horizons. This has helped the College to anchor itself to quality enhancement practices, improving the performance of faculty, staff and students and has been instrumental at the level of operation and motivation.. To this end,,the College organized FDP on Indian Knowledge Systems, another one on Madhyakalin Sahitya, Samaj aur Sanskriti and a National Workshop on Research Methodology. In addition, a one week, Skill Enhancement Training Programme for non teaching staff was also organized.
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>• Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Staff Council	01/11/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
Yes	15/02/2023

**15. Multidisciplinary / interdisciplinary**

Mata Sundri College for Women emphasises the praxis of inclusiveness, as both a socio-cultural focus, and in the weaving of diverse experiences as an approach towards interpreting the curriculum and in pedagogical techniques. The College encourages all departments to adopt a holistic lens which operationalises an interdisciplinary viewpoint in the understanding of any theme or issue. This approach translates in viewing of contents, theories, methodologies and perspectives from the perspective of two or more disciplines. • The major objectives of emphasising the interdisciplinary approach to teaching-learning is to help students identify prejudices, recognise biases and minimize subjectivity. This simultaneously aids building of critical thinking ability and analytical skills while addressing ambiguities, accepting differing ideas and raising ethical concerns with reference to building a complete understanding of a theme, topic or issue being studied. • As the teacher is the agent of transmitting this reflexivity, the College attempts to also work in a cognate manner towards initiating programs that would contribute to the dynamic evolution of its faculty. The institution organised Faculty Development Programs, International and National Seminars and Conferences, International Workshops, Short Term Courses etc. with an interdisciplinary approach for enriching knowledge of faculty and students alike. • Some of the notable events have been as follows: • Three interdisciplinary Faculty Development Programs viz Indian Knowledge Systems: Concerns, Approaches and Applications in NEP-2020; Teacher, Teaching and Teacher Education: Processes, Concerns and

Prospects; National Education Policy and Indian Languages . These were organised by the college between September 2020-2021 in which faculty from different disciplines and teachers from across the country participated. In the past, other notable efforts were :

- An International Conference on Guru Nanak Dev ji: Life, Philosophy and Legacy was held where participants from over 50 colleges and institutions attended and presented papers on themes cutting across disciplinary boundaries. An International Seminar on the Socio- Cultural Study of Agriculture was held where over 70 papers were presented by faculty and students from various disciplines.
- A National Conference on Professional Ethics: Theory and Practice was held where speakers spoke on the need, scope and impact for professional ethics in the contemporary world.
- An International Workshop on Education for Sustainable Development: Curricular and Pedagogic Experiences from Switzerland and India and an International Seminar-Workshop on Practices and Pedagogies for Sustainability were held in collaboration with Haute Ecole Pédagogique (HEP), Lausanne, Vaud, Switzerland to deliberate on pedagogic issues and share learnings from both countries.
- Many 30 hours Short-Term Courses encompassing an interdisciplinary framework were organised for students such as courses on Gender Studies, Gender Sensitization, Conservation and Heritage Studies, Building a Positive Self-Image for Success, Entrepreneurial Idea Development and Skill Enhancement, Environment and Sustainability, Sri Guru Granth Sahib: An Introduction, to name a few. Hence, the college continually strives to emphasise a leitmotif of extensive enhancement of intellectual horizons and social awareness.

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

Mata Sundri College is a constituent College of the Delhi University and hence, at present follows the University wide, CBCS (Choice Based Credit System) mode for evaluation of the students. In the aforesaid system, students are awarded credits for the courses taken by them.

- The architecture of the same is as per the norms laid down by the parent regulatory



body. In the wake of any alteration in the mechanism for awarding credit for the courses, a paradigm shift will be mandated, both at a structural as well as a functional plane. It is only then that an efficacious academic credit bank system can be put in place.

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

At Mata Sundri College for Women, we believe that regular curriculum requires the enhancement of special and professional skills. The importance of skill development is also highlighted in the New Education Policy which will be soon applicable. Keeping in mind the with the NEP, we take a unique approach to provide a wide choice of skill development programs that includes vocational courses and some part of STEM knowledge stream. Skill development at the college is aimed to equip our students with an extra edge over others by letting them create a robust resume. • To this end, the College has a fully functional Vocational Centre. The said Centre has been a seminal platform that has consistently offered skill-based courses and trained innumerable girls who went ahead to have a successful career. Through this Centre we aim to regenerate and upgrade the educational system and make it more relevant to the newly emerging scenario in the country. The Centre allows us to create a highly skilled human resource base in the country that would be a true asset in Nation building. • We have a fully functional Placement and Internship Cell that organizes Career Counselling Sessions and Skill Based Counselling Sessions. These interactive sessions further help our students to excel in the highly competitive job market. The cell plays a crucial role in providing job placement and internship opportunities to its students and organizing skill development sessions. • Our College is also associated with the Central Placement Cell, University of Delhi and we regularly organized 3 credit Short Term Courses for skill enhancement. Along with this we also now run a fully functional Entrepreneurship Cell 'Uddham' that is committed to nurture the entrepreneurial dreams of young students and upskill them to launch their own start-up ventures in the future. Departments like Computer

Science and Statistics promote STEM learning to enhance employability of women students. We are committed towards working with them so as to match their skills with the need of the economy. This is in consonance with our vision of women empowerment.

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

When the education system of a country emanates from its culture, the youth are taught with a balance of flourishing, cutting edge research while simultaneously holding on its roots, taking along in its wings the best of age-old wisdom, experiences and knowledge. • A progressive system would thus include the best of educational pedagogies organically growing out of a cultural tradition, yet, forward looking to prepare students for navigating the global arena. • Existing curricular focus can be augmented to give exposure to various traditional knowledge systems and incorporate ancient wisdom with their relevance in contemporary times. Aspects that can be included can deal with knowledge of Indian art, culture, language and other indigenous traditions. • Given this vision it is crucial to discuss, analyze, understand and to recover interrelation of various Indian knowledge systems, present and past so as to set forth the ways of application in the framework of present-day society. • Thus, a holistic framework of education based on integration of the Indian knowledge and value systems with the contemporary concerns and issues is the need of the hour. The inclusion of such cognitive frameworks and architecture as well as the hermeneutical questions and existential crisis emerged by the binary understanding of self and other in a global perspective is indeed a daunting task. • Delivering a meaningful discourse on these lines would require scaling of existing physical infrastructure in a quantum, not incremental fashion. This scaled physical infrastructure would also have to be accompanied by a concomitant skill and capacity enhancement of those being expected to deliver the changes germane to this altered perceptual and delivery framework. Conscious inclusion of themes like Respect for Diversity, Justice and Fairness,

Equity and Inclusion, Fraternity, Freedom and Responsibility, Community Participation and Holistic Development need to be built into this frame of reference actively. Keeping this in view, the institution organized a FDP on Indian Knowledge Systems: Concerns, Approaches and Applications in NEP 2020 in September 2021.

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

The unique aspect of Outcome Based Education is the temporal placement of the viewing lens. Working backwards from the point of outcomes rather than simply viewing it as a forward journey, this approach views the goalpost first and then works towards the selection and priming of steps that would lead to the achievement of the desired outcomes. It is an educational approach and a learning philosophy which focuses on organizing the entire academic programs (curriculum) and instructional efforts around clearly defined outcomes. Learners should be able to demonstrate these outcomes when they complete the program. Outcomes are usually measured holistically in terms of knowledge, skills, abilities, attitudes and understanding that a student will attain as a result of his/her successful engagement in a particular set of higher education experience.

- Mata Sundri College for Women offers a number of programmes in Humanities, Science and Commerce, each of them with unique and welldefined outcomes.
- The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with University of Delhi guidelines. Some common outcomes are summarised below.
- The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the requirements of the student in terms of securing their path towards higher studies and career.
- Learning outcomes form an integral part of the College and are expressed clearly to learners at the beginning of every semester to reiterate their criticality.
- Mata Sundri College for Women has created an environment for learning beyond the classroom through numerous co-curricular and extracurricular activities.
- The College has well designed and effective mechanisms to communicate programme and course outcomes to all stakeholders.

The learning objectives are communicated through various means such as College website, prospectus and Principal's address to students and parents. • The emphasis on the mentoring system, formalised in tutorial delivery as well as the Peer Mentoring serve to further cement the desired learning outcomes. • Students are made aware of the course specific outcomes through orientation programme, classroom discussion, lectures and practicals. • Teachers are also well versed about the outcomes. • Thus, we at Mata Sundri College for Women aim for Outcome based education by enabling the learners to apply the knowledge and skills of generalist practice to the systems of all size; understand the value base of the profession and its ethical standards and principles and practice accordingly; apply critical thinking within the context of social work practice; use theoretical frameworks supported by empirical evidence to understand individual development and behaviors across the life span and the interactions among individuals and between individuals and families, groups, organizations and communities. We attempt to achieve these objectives through the pedagogical aspect discussing such issues in the classroom; orienting learners through Internships; Research Mentoring and through Peer Mentoring.

#### **20.Distance education/online education:**

At present, the College does not run any Distance Education programs since we are not equipped to offer the same in terms of available infrastructure. The UGC also mandates that such programmes be initiated and run with its prior approval. With respect to online courses, the current pandemic situation forced the delivery of the entire set of courses to be delivered in the virtual mode. • Rising to the challenge, the Principal initiated extensive training for the faculty to familiarise them with the functioning of G-Suite, a Learning Management System, which was provided by the University of Delhi. • However, delivering course material meaningfully, especially, for the existing courses which have not been pedagogically tailored for delivery online has been challenging to say the least.

## Extended Profile

### 1.Programme

1.1 647

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

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

### 2.Student

2.1 5397

Number of students during the year

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

2.2 709

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

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

2.3 1237

Number of outgoing/ final year students during the year

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

### 3.Academic

3.1 167

Number of full time teachers during the year

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

3.2	166
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	83
Total number of Classrooms and Seminar halls	
4.2	88,36,819.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	1526
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

- Mata Sundri College for Women is a constituent college of Delhi University, following its prescribed curriculum and academic calendar.
- Timetables and academic calendar are prepared in advance, and orientation programs are held for students.
- Monitoring of effective curriculum delivery is done through regular meetings of departments in charge with the Principal and IQAC team.
- Requirement of books and laboratory equipment is sought and met in each academic session.
- Teachers participate in capacity building programs to enhance their knowledge and pedagogy.

- The College has encouraged ICT integration into teaching-learning.
- Tutorial system is followed by all departments for focussed discussion.
- Experiential and innovative teaching methods are practiced across departments.
- The academic performance of students is monitored by conducting continuous evaluation, mentorship programs and internal assessment.
- To support the needs of curriculum and pedagogy, College has continuously upgraded its infrastructure and facilities through well-equipped computer laboratories, a resourceful library and projector facilities.
- To provide professional skills to students, the College offers various add-on courses.
- Feedback from students, faculty, parents and alumni are collected for better working of College.
- Meetings are held with parents and administration to discuss issues regarding students' academic development.
- Alumni are invited to mentor the students and share their experiences.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mscw.ac.in/courses.aspx">https://mscw.ac.in/courses.aspx</a>

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

- Mata Sundri College for Women is a constituent college of Delhi University, adhering to the University Academic

## Calendar.

- However, the College prepares its own internal Academic Calendar for various curricular and co-curricular activities.
- Regular meetings are conducted by the Principal with Teacher in Charges, Staff Council and Non-Teaching Staff, College Committees and Societies to discuss academic and administrative issues and quality planning.
- For effective implementation of the Continuous Internal Evaluation (CIE) system, teachers plan classes, tutorials, activities, assignments, tests in accordance with the academic calendar. Submissions and examinations are scheduled in consultation with students.
- Students are given scope for continuous learning and improvement, with teachers giving regular feedback and suggestions on their performance.
- Opportunities for field visits, industrial visits, educational trips, internship, project work, presentations, plays, workshops are planned and conducted for the students independently by the college or in collaboration with various organizations and external experts.
- Students can log into their portal and check internal assessment marks. Also, a hard copy of which is displayed on the College notice board prior to the commencement of semester examination.
- The College strives to provide a holistic education, with focus on all aspects of academic growth and complete development of students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mscw.ac.in/Documents/09082021_Academic-Calender.pdf">https://mscw.ac.in/Documents/09082021_Academic-Calender.pdf</a>



**1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

13

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

886

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

## 1.3 - Curriculum Enrichment

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

- Mata Sundri College for Women has a strong focus on including socio-cultural issues in its curriculum and pedagogy, focussing on issues of existing inequalities among marginalized community groups.
- There is a conscious attempt to weave in plurality in experiences and acknowledge the diversity that exists in the country and globally in all the academic papers taught across departments.
- In addition, exposure to these issues is given through regular field trips, talks, workshops, plays, film screenings, conferences and short-term courses conducted by various departments, societies and clubs for providing students deeper insights on related themes.
- Departments of Political Science, Psychology, Philosophy, Environmental Science, Elementary Education address these issues in their Core Papers, Generic Electives as well as

**Practicums.**

- Courses on Environmental Science builds understanding on environment, issues of sustainability and sustainable development, sustainable development goals and environmental legislations.
- Students have papers on feminist theories, Constitutional values, professional ethics, organizational behaviour and human resource management.
- The pre-service teacher training program orients students to professional issues of teacher-teaching, providing hands on experiences for students' self-development and effective communication, introduction to school organization and management, along with internship and project opportunities.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

528

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://mscw.ac.in/aqar21/1.4.1_A_Feedback_Report.pdf">https://mscw.ac.in/aqar21/1.4.1_A_Feedback_Report.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 1.4.2 - Feedback process of the Institution may be classified as follows

#### C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mscw.ac.in/aqar21/1.4.1 A Feedback Report.pdf">https://mscw.ac.in/aqar21/1.4.1 A Feedback Report.pdf</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1761

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

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

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

365

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

#### 2.2 - Catering to Student Diversity

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

During the session, teachers make efforts to assess the learning levels of the students through formative assessment and learning gaps are addressed.

**Interventions for the slow learners -**

- A tutorial system as per University norms is in place where, students interact with teachers in small groups.
- A Peer Mentoring programme has been initiated where final year students mentor their juniors on various aspects of the curriculum.
- Parent Teacher Meetings are organized to apprise the parents of their ward's progress.
- The Equal Opportunity Cell and Enabling Unit cater to students with the special needs. For such students, provision of a separate examination room is in place. Writers are provided to students to assist them in writing their exams. Additional time is given as per University rules.

**Interventions for the advanced learners -**

- A variety of opportunities are offered to fast learners, structured within the syllabi. Psychology Department offers a dissertation paper and the Department of Commerce offers research projects.
- Research Mentoring Programme initiated by the College provides an opportunity to students to undertake research.
- Scholarships are provided to the advanced learners.
- A well-stocked library and computer resource centre provide students access to learning resources.
- Counselling Sessions are organised for all students

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
5397	167

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

Student centric teaching-learning methods are adopted by all the departments to help learners achieve their full potential. Diverse pedagogical approaches that are experiential, participative and possess practical utility are adopted by the faculty to enrich classroom discourse.

- Teaching- learning through presentations, role-play, discussions, practicum engagements, action researches, workshops, seminars, field visits, industrial tours, project work, expert talk and film/documentary screening strengthen the knowledge base of learners and prepare them to become fully-functioning individuals.
- To enhance experiential and collaborative learning, departments routinely conduct workshops, special lectures, expert talks to expand students' knowledge base and keep them informed with global academic and research related developments.
- AECC courses, SEC courses, Psychology and B.El.Ed. practicums are aimed at providing hands-on training, competencies, and skills in addition to knowledge enhancement.
- ICT enabled classrooms with interactive teaching are optimally used for student centric teaching.
- Several departments bring out annual publications in the form of e-newsletter, e-magazine and e-journals. Students actively collaborate with each other and develop content, design cover and edit the final draft of the said volumes.
- The College library is flocked by enthusiastic learners all through the day, encouraging them to become self-regulated learners.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The College possesses ICT enabled classrooms, smart-classroom and smooth internet connection for faculty and students. It also has well-resourced computer labs and LCD screens in laboratories.

## ICT enabled teaching-learning

Teachers across the departments have been using ICT enabled tools for making pedagogy meaningful and classrooms more inclusive. The use of ICT includes the use of ICT Tools (Laptop, projector, digital whiteboard, multimedia audio-visual devices, etc.), Learning Management Systems (LMS) and e-resources (audios, videos, e-books, e-journals, online presentations, etc.).

The College has provided G Suite IDs to both students and teachers. All the departments are using the LMS- Google Classroom and Google apps like Google Sheets, docs, slides, meet, form and jamboard to facilitate teaching-learning.

Commonly used e-resources by the faculty members are as follows:

- DULS Subscribed/e Shodh Sindhu e-resources
- E-Journals
- Reference & Citation Sources
- Bibliographic Sources
- Citation Analysis Resources
- Financial & Statistical Sources
- Doctoral Theses
- E-Books
- CD ROMs
- National Digital Library
- Multimedia Resources
- Subject Gateway/Repository

ICT is also being used by the departments for the purpose of documentation. Time-to-time workshops were are organized for faculty and students to help them develop/upgrade their digital capacity.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors



167

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

167

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

105

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

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

2266

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The parameters and metrics of the internal assessment and evaluation criterion are stipulated as per the University norms. The college communicates notification from the University to the departments. Students are made aware of the evaluation process in the following ways:

- The Orientation Programme held on the first day of the academic session is a forum to disseminate information about the evaluation procedure. This is reiterated several times during the duration of the Semester. All details regarding the same are also uploaded on the College website.
- Students are allowed to see their internal assessment marks as the answer scripts are given back to the students after evaluation so that they may assess their performance. The concerned teachers make sure that all students have seen and signed the internal assessment sheet, only then are the marks uploaded on the student web-portal and later sent to the University.
- Other forms of evaluation such as group projects, self-assessment and peer assessment are also used for assessment of students across all departments.

In addition, attendance, which is also a component of internal assessment, is uploaded on the student web portal on a daily basis.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Mata Sundri College is a constituent college of Delhi University and therefore it follows the guidelines set by the University for the conduct of examinations. The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects: individual and group, Presentations and Half-yearly examination. The College has an Examination Committee which facilitates the conduct of Semester Examination while the Schedule for in-house mid-semester test/examination is set by the Internal Assessment Committee.

- The Departments conduct Internal Examination strictly as per schedule after which scripts are examined by teachers and subsequently shared with students with suggestions for improvement. Any grievance regarding the feedback and evaluation is addressed by the teachers to maintain transparency.
- The students can check internal assessment marks on the portal and report discrepancies, if any, within a specified time period.
- The College employs a strong multi-level mechanism to ensure in dealing with grievances related to internal examinations.
- With respect to the external examination, the College is limited in its possibility of intervening in the grievance redressal procedure. Here, any dissatisfaction on part of students is mandatorily addressed by resorting to the procedures laid down by the examination branch of the University of Delhi.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

Mata Sundri College for Women offers several programmes in Humanities, Science and Commerce, each of them with unique and well-defined outcomes. The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with "University of Delhi" guidelines. The specific

learning outcomes of various courses are built into the curriculum of each discipline and are available on the University website.

- The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the requirements of the student in terms of securing their path towards higher studies and career.
- An environment for learning beyond the classroom is created through numerous co-curricular activities.
- The learning objectives are communicated through various means such as College website, prospectus and Principal's address to students and parents.
- At the time of admission, Help Desk updates students about what to expect from various courses.
- Students are made aware of the course specific outcomes through orientation programme, classroom discussion, lectures and practicals.
- The College assigns teachers for workshops, seminars, conferences and Faculty Development Programmes to enrich them to attain the outcomes while teaching-learning in the classes.
- Successful alumni are invited for interaction. They share their experience of how their course shaped their career.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

A variety of assessment methods that are appropriate to a given disciplinary/subject area and a programme of study, are used to assess progress towards the course/programme learning outcomes. Both Formative and Summative assessments are considered vital and are carried out as per university guidelines

- Time bound examinations; closed-book and open-book tests, problem based assignments; practical assignments, laboratory reports, observation of practical skills, individual project reports (casestudy reports), team project reports, oral presentations, including seminar presentation, viva-voce interviews, peer and self-assessment and other pedagogic approaches as per the context are used.

- Program specific outcomes are measured using appropriate parameters. Internal Assessment is carried out through a spectrum of activities, including assignments, individual and group participation, term papers and class tests.
- Course Outcomes are measured on the basis of performances of the students in curricular activities, class activities laboratory work, assignments receptiveness, participation in class discussions etc.
- Each department identifies weak and bright students, and introduces improvement measures by allotting tutorial classes
- As per the University guidelines, internal assessments with a few assignments, presentations, seminars, term papers etc. are held for continuous assessment.
- While summative assessment is done largely by the University, SEC and AECC evaluation is carried out by the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

1237

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://mscw.ac.in/Documents/pub/Annual_Report_2021-22.pdf">https://mscw.ac.in/Documents/pub/Annual_Report_2021-22.pdf</a>

### 2.7 - Student Satisfaction Survey

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

[https://mscw.ac.in/igac/student\\_satisfaction\\_survey1.pdf](https://mscw.ac.in/igac/student_satisfaction_survey1.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

1200000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

##### 3.1.2.1 - Number of teachers recognized as research guides

9

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

It is a matter of pride that Dr. S. Kalpana Devi , Dept. of Commerce was awarded a patent for "E- Health Portal Management for Ensuring Safety During Pandemic Situation."

Uddham, The Entrepreneurship Cell endeavors to inculcate entrepreneurial spirit in the young minds, and aims at providing a platform where business talents are developed. The cell encourages innovative business idea planning and development. Several seminars, interactive sessions with entrepreneurs were held , appraising students about how to nurture and take innovative ideas to the next level.

- Entrepreneurship Awareness Programme in collaboration with Placement Cell
- Interactive session on Postgraduate studies in Financial Data Intelligence by Dr. Maurice Bars
- MSCpreneur'21: The Entrepreneurship Conclave
- Business game competitions for innovative idea development

Sessions focused on developing data analysis skills, study opportunities abroad, scholarship schemes for studying abroad and loan facilities to give wings to ingenious business plans.

Students gained valuable information about how to select viable business options, capital market operation. Skills to generate self employment opportunities, augment social entrepreneurial ideas for self and societal development and find ways to get funds for startups for implementing novel business plans were addressed in business conclaves in which business leaders and entrepreneurs of repute participated.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

21

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

10

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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



34

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Our College not only strives towards achieving academic and research excellence but also contributes towards solving urgent social problems.

National Cadet Corps (NCC).provides considerable exposure to cadets in many activities distinctly emphasizing socially relevant actions.

#### Key activities

- Kargil/Vijay Divas
- Road-Safety Awareness Workshop.
- Commemorating Azadi ka Amrit Mahotsav;activities inculcating a spirit of patriotism.
- Statue cleaning ;Clean India Programme

#### National Service Scheme (NSS)

NSS encourages activities with the philosophy that an individual's welfare rests on societal welfare.

NSS student volunteered to partner with "Than Singh ki Pathshala" to impart basic literary skills to children from underprivileged sections of society.

#### Other key activities

- Swaccha Bharat mein Paryavaran Vikas.
- HIV /AIDS Awareness and prevention initiative :International Youth Day.
- Importance of Dental hygiene
- Fit India Freedom Run
- Observing Vigilance Awareness week on "Independent India @ 75"
- TED Talk: Suicide Prevention
- Counselling sessions for career development

Several interactive sessions /seminars sensitizing students for environmental preservation, keeping surroundings clean and green as a part of Swachhata Pakhwara; recycling waste products.

#### Women's Development Cell (WDC)

Women's Development Cell (WDC) organized a number of activities geared towards gender sensitization on International Women's Day including , photography.

#### Bolstering NCWEB & IGNOU

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

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

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

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

26

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

1434

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

77

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**Teaching-Learning Space:** The College has a total of 83 well-ventilated and spacious classrooms out of which 27 are ICT enabled. 11 Porta Cabins have been added on the fourth floor. In order to facilitate a meaningful teacher student mentoring, there is a separate tutorial hall. There are 7 Computer laboratories, including an OMSP laboratory and another one exclusively for the use of

students of B.Sc.(Hons.) Computer Science and Statistics. The Department of Psychology has three air-conditioned laboratories equipped with LCD Projectors, 20 computers and an internet facility. The Vocational Centre has a separate laboratory for the use of students pursuing Textile Designing. There are 2 Music rooms equipped with different musical instruments. The Department of Elementary Education's Resource Room also serves as a departmental library. The College has 3 staff rooms equipped with a desktop and a printer for use of faculty. In addition, the College Auditorium, Mata Sahib Kaur Auditorium and the Seminar Room, Mata Gujri Hall are used for academic activities like workshops, seminars and conferences. Library: The College library is fully air conditioned, automated and Wifi enabled. In order to make teaching learning more inclusive, the library has a Heller Keller Unit with Braille resources for the visually challenged students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mscw.ac.in/aqar21/4.1.1_Physical%20Facilities.pdf">https://mscw.ac.in/aqar21/4.1.1_Physical%20Facilities.pdf</a>

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

The Department of Physical Education was established as one of the initial departments at the time of inception of the College. In 2012, the department was extended to include Sports Science and its nomenclature changed as Department of Physical Education and Sports Sciences. It includes Annual Sports Day, Inter-college level MSC Judo Competition, Workshops for Yoga and Aerobics, International Yoga Day, etc. The College has facilities for Aerobics, Volleyball, Chess, Karate, Taekwondo, Yoga, Judo, Weight Lifting, Powerlifting, Kho-Kho, Athletics, Football, Archery, Ball Badminton, Kabaddi and indoor games. The College has a Sports Ground with a total area of 80X35 meters with a cemented elevated ramp. It has a stage size of 14.5 X7.5 meters, a separate office, 01 green room/changing room of 9X4 meters, 03 store rooms, 01 activity room and rest rooms are available in the sports ground. It also has a PA system and all-purpose hall for indoor games is available. The hall is used for judo, weight lifting, powerlifting, chess, taekwondo, karate etc. Facilities for outdoor games include a Volleyball Court, Kho-Kho Ground and Judo-hall. The user rate is 100 students/day. All the equipment is available in requisite numbers for the students to

practice their sport. The College also has a well-equipped gymnasium for both the faculty and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mscw.ac.in/aqar21/Facilities%20for%20sports%20games%20%20cultural%204.1.2.pdf">https://mscw.ac.in/aqar21/Facilities%20for%20sports%20games%20%20cultural%204.1.2.pdf</a>

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

27

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mscw.ac.in/aqar21/4.1.3._ICT%20enabled%20classrooms.pdf">https://mscw.ac.in/aqar21/4.1.3._ICT%20enabled%20classrooms.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

88,36,819.00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The College library is automated and managed with softwares. It uses softwares like Online Public Access Catalogue (OPAC) as well as the ILMS software LIBWARE. Library Management Software allows maintaining all types of books, e-Books and journals. It also manages Cataloguing, Circulation, Stock Verification and Binding etc. The library's catalogue of books and other reading material can be accessed through library intranet and internet (OPAC). The library catalogue is searched by author, title, publisher, keyword and year of publication. In addition, we also use barcode technology. All books have been barcoded. Barcodes are generated in the library using a barcode printer. Books are checked at the checkpoint through this software. Two computer systems near the entrance of the library are installed with library software LIBWARE Version 3.0.3 with Online Public Access Catalogue (OPAC) facility which enables for smooth issuance and return of the books. Students can use this software and access all the collections available in the library via title, author, publisher, keywords etc. Instructions have been displayed on how to operate OPAC. The library has a subscription of NLIST which gives remote access to students and faculty to e-resources and contents. The Library of the college has created an archival section namely, 'Bhai Mani Singh Archives' which has a digitized collection of rare manuscripts that reflects our rich heritage and culture.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://mscw.ac.in/aqar21/4.2.1_lib%20mang%20sys.pdf">https://mscw.ac.in/aqar21/4.2.1_lib%20mang%20sys.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1471891

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

192

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

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

To facilitate a seamless network, the network facilities have been segregated into 7 laboratories. The College has the following software facilities: A Special Software called Indogenous is used by the administration for Admissions, Internal Assessment, Attendance, issuing of Provisional Certificates etc. The portal is also used for



student fees, notification and time-table modules. The Accounts Department has a Special Accounting Software Tally Prime and HR Software which is used for the preparation of salaries of staff and other accounting. The Library Management Software LIBWARE 3.0 is used for managing the entire library administration, acquisition, cataloguing, circulation, member facilities, articles, indexing, serials etc. The Enabling Unit has a Special Software NVDA/Jaws for visually-challenged students. The Computer Labs are equipped with softwares like SPSS, CPU SIM, Java, Mathematica, Tally 9, Latex, TTM Software (IATA, EBT) and Dev C++, Anaconda, Photoshop7, Corel12, SQL Server, and Pagemaker7, Android Software, CPU SIM, SPSS, Ubuntu Linux, R, Net Beans etc. The Vocational Lab uses Visual studio.net and Access Control System, a special software purchased for student I-Card readers. For the maintenance of the College website, elementor pro is used. The College uses G-SUITE extensively.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mscw.ac.in/aqar21/4.3.3_Bandwidth.pdf">https://mscw.ac.in/aqar21/4.3.3_Bandwidth.pdf</a>

#### 4.3.2 - Number of Computers

1526

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

88,36,819.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The College follows all norms and procedures laid down by the University in constituting committees for maintenance of infrastructure and other facilities. As per the requirement, infrastructure is improved, modified and upgraded on a regular basis. Classrooms and Building: The Institution has a duly constituted Building Committee (as per GFR rules) that supervises and oversees the maintenance of the College infrastructure. The College has a Library Committee for maintenance of library facilities. Each department has a representative in the Library Committee. It ensures that syllabus related text books and reference books are procured with the funds sanctioned to each department. New books are purchased by the library as recommended by the Departmental faculty. The College has a Sports Board for maintaining the facilities for sports students. The Sports Board through its periodical meetings take stock of the requirements of the sports departments and strives to improve the sports facilities. Up-gradation of laboratories is carried out on a regular basis. New software is purchased and installed as per the needs and requirements of students. There are lab in-charges, computer consultant and staff to maintain all the labs and IT infrastructures. A separate Website Committee has been constituted for the updation of the website on a regular basis. The College uses Online Administration software Indogenous for the maintenance of students' admission, attendance, internal assessment and time-table. The Accounts Department uses Tally Prime to maintain its records. For regularity and calculations of salary, the college uses HR Software

for Salary.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://mscw.ac.in/maintenance.aspx">https://mscw.ac.in/maintenance.aspx</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

70

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

241

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

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

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://mscw.ac.in/">https://mscw.ac.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**3563**

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

**3563**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**115**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### **5.2.2.1 - Number of outgoing student progression to higher education**

**591**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

7

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

### 5.3 - Student Participation and Activities

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

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

10

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

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

Students are the most important stakeholders of an institution and therefore their involvement in college activities is imperative. The college Student Council is an elected body which represents the students and is a forum through which they can voice their concerns and give suggestions for the improvement of the institution. Our Student Council is an active, energetic and robust body involved in organizing numerous events in College. The Student Council elections are held every year. President, Vice President, Secretary and Joint Secretary are elected as office bearers every academic year. The Council members play an important role in organizing the inter-college and inter-school level Bani, Declamation and Kirtan competitions, Saarang (The annual fest of the College) and Annual day. Members also help in conducting different extracurricular activities including Fresher's Party, Farewell and the Annual General Knowledge Test. The Student Council and Department Societies work in synchronization with one another. The students are also elected as members of various statutory committees and cells of the College including the Internal Complaint Committee, Placement Cell, NSS, NCC, Internal Quality Assurance Cell and other societies that are an integral part of the academic, social and cultural fabric of the College.

File Description	Documents
Paste link for additional information	<a href="https://mscw.ac.in/Students.aspx">https://mscw.ac.in/Students.aspx</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

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

38

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

Mata Sundri College registered its Alumni Association body on 2nd November, 2021 which is committed to play a pivotal role in connecting with alumnae. The Alumni Association aims to assist the institute in making a stronger network of alumni, who can further contribute in raising the profile of the institute. The details are available at [https://mscw.ac.in/msc\\_alumnae.aspx](https://mscw.ac.in/msc_alumnae.aspx)

The college has been actively engaged in conducting alumnae meet both at central as well as departmental level. In the year 2021-22 alumni meet was conducted by the Department of Elementary Education, Hindi, Psychology, Political Science and English. There are various other initiatives taken at the departmental level to strengthen the bond with their alumnae.

The following members were elected.

President- Dr. Satpal Kaur (BA (Hons) Punjabi (1977-1980) Gold Medallist)

Vice- President- Ms. Kirandeep Kaur (B.A. Philosophy (Hons) (2005-2008)), Assistant Professor, Mata Sundri College for Women, Delhi University



**General Secretary-Dr. Avni Bhatnagar B.A. English (Hons) (2010-13)**  
**Assistant Professor at Vivekananda Institute of Professional Studies**  
**Guru Gobind Singh Indraprastha University**

**Treasurer- Dr. Ishpreet Virdi B.com (2006-2009)**

**Assistant Professor, Mata Sundri College for Women, Delhi University**

**Joint-Secretary-Ms. Bhumika Kohli B.A. English (Hons) (2013-2016)**  
**Executive Assistant to Minister commercial (Head of South Asia)**  
**Austrade for the Australian High commission in New Delhi**

File Description	Documents
Paste link for additional information	<a href="https://mscw.ac.in/msc_alumnae.aspx">https://mscw.ac.in/msc_alumnae.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.1 - Institutional Vision and Leadership**

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

The Vision and Mission reflect the distinctive characteristic of the Institution. The College believes in collaborative decision making which cuts across faculty, staff and students and also, in engaging with other stakeholders. Participative decision making is implemented via action programmes.

Mata Sundri College is a constituent college of University of Delhi, there are structural imperatives with which it has to align itself. However, the teaching-learning experience is truly reflective of our mission, the institution leaves no stone unturned in enriching the lives of students.

- The Institution attempts to empower students as well faculty and staff to be a part of governance structures in order to have their voices heard.
- There is a responsive mechanism in terms of Student Advisors, Grievance Committee and Internal Complaint Committee etc. The Institution gives special attention to its physically challenged students. All these are aimed at measuring that there is minimum leakage from cracks.
- Various mandatory bodies like IQAC, Staff Council, ICC, EOC, Purchase Committee etc. and the Enabling Unit are aligned with the vision of the College.
- Governing Body along with the Principal and her team has a dedicated focus on delivering and enhancing quality of value based curricular education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

#### Case Study (Teacher Based Concerns)

The faculty had expressed repeated concerns with regard to inordinate delays in their career progression which was demotivating them. The College Principal with assistance of the Coordinator of the IQAC created a two-pronged praxis to address this issue. Procedural formalities were completed which culminated in career progression for nearly one-third of the teaching and nearly half of the non-teaching staff. This progression elevated the eligible members to the next level in their professional journey.

Alongside ,support was also provided by the IQAC in terms of arranging those programmes which would aid the promotion of robust research work. A substantial number of domain centered as well as broad based faculty development programmes were initiated. These benefitted all stakeholders. As per the stated workload of each Department, a Screening Committee was set up to initiate and jump start the screening process for new appointments. To ensure a

participative paradigm for governance, teacher representatives are also present in the Governing Body as well as the Building Committee. To extend this to financial matters, the College Provident Fund Committee consists of relevant functionaries from faculty and administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our strategic plans emanate from the vision and mission of the institution guided by the requirements of the university. Various bodies are put in place to ensure the practical implementation of the same. The IQAC is an institution which vigilantly and proactively initiates and maintains quality enhancement initiatives by supporting the same on a need-based assessment. Keeping in mind the education model envisaged under NEP 2020, the IQAC proactively conducts events in order to promote indigenization of education.

One such activity was a one week online Inter-disciplinary FDP on Indian Knowledge Systems: Concerns, Approaches and Applications in NEP 2020 conducted by the IQAC in collaboration with Dr Hari Singh Gour Vishwavidyalaya, NEP 2020 Implementation Committee & Department of Hindi and Modern Indian Languages, Mahatma Gandhi Kashi Vidyapith, Varanasi, Uttar Pradesh and the Teaching Learning Centre for Social Science (under the aegis of PMMMNMTT, GoI, New Delhi) from 14th-20th September 2021.

The objective was to analyse and evaluate techniques and strategies for bringing Indian Knowledge Systems into paradigms of education and research in a stronger manner under the vision of the NEP 2020. The FDP saw large scale participation from across the country which is evidence of its success and popularity.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Organizational Structure of the College consists of the Management, Governing Body, the Principal, the teaching staff, the non-teaching staff and the students.

The Principal is assisted by the Teachers-in-Charge (TIC) of the Departments, the Staff Council (all teaching faculty) and the Non-Teaching Staff which comprises of the Administrative Officer, Section Officers (one for Accounts Office and one for the General Administration), Senior and Junior Office Assistants and Multi Tasking Staff (MTS).

The TIC oversees the smooth functioning of the department. Various committees ensure planning and execution of academic, administrative and extra-curricular activities. Each committee consists of the Convener and its members assisted by student coordinators.

Staff Council meetings are held regularly for planning and implementation of programmes like teaching-learning, academic administration and extracurricular activities.

The College also has an Internal Quality Assurance Cell (IQAC) which works towards attainment of the goals of quality improvement and sustenance.

Student Council meetings and meetings with Class Representatives as well as office bearers of various cells and societies are held regularly.

The Anti Ragging Cell, Grievance Redressal Committee and the Internal Complaints Committee constituted as per norms provide the students with a secure atmosphere.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://mscw.ac.in/organization_chart.aspx">https://mscw.ac.in/organization_chart.aspx</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

- 8 CL, 2 RH, EL & CCL
- 20 half-pay leave for permanent teaching staff.
- Commuted leave not exceeding half of the amount of half-pay leave is granted on the basis of medical certificate.
- Non-teaching staff are allotted 10 half-pay leave in the month of January and July.
- Duty leaves of maximum 30 days to the faculty
- Non-Teaching staff are also given duty leave.
- Female teaching and non-teaching staff can avail a Maternity Leave of 180 days and Male staff can avail Paternity Leave of 15 days
- Study Leave up to 3 years .
- A Sabbatical Leave of 2 years for teaching staff
- Leave given to teaching staff and to the non-teaching staff for participation in Conference/ Seminars/ Workshops/ FDP, etc.

## Retirement Benefits

- GPF
- CPF
- Gratuity
- NPS (who joined services after 01.01.2004)
- Encashment of Earned Leave capped at 300 days.

## Medical Benefits

- Medical reimbursement .
- cashless hospital facility.
- Medical facilities in College

## FDP

- Enhancement programmes for both teaching and non-teaching staff.
- Faculty is encouraged to participate in Refresher & Short-Term Courses/ Orientation Programmes for professional development.

## Facilities

- Grievance Redressal Cell
- Internal Complaints Committee
- Bank facilities
- Lifts, ramps, braille, resource centre for differently-abled, Gymnasium, Yoga Room.
- Counselling facilities
- ICT Facilities

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

5

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

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

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

30

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

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

#### Response:

**Teacher's Self Appraisal** The College requires that the teachers furnish an Annual Performance Appraisal Report as per CAS-2018. It makes known the involvement of the teacher in both academic and administrative activities.

Through this form, a teacher can showcase his/her continuous professional development (paper presentations, publications, seminars and conferences attended) etc.

The IQAC of the College processes these forms through a Screening Committee constituted for the purpose.

The performance appraisal is also used for Career Advancement of the teachers who are updated about their performance at each level. If there is a scope for improvement on the part of the teacher, they are advised to upgrade themselves.

#### Appraisal for Non-Teaching Staff

The College follows the performance appraisal procedures as per UGC norms.

Each employee submits the Annual Performance Appraisal Report. This Document is certified by the Reporting Officer of the employee and further certified by Reviewing Officer.

Both Reviewing and Reporting Officers accord points to the concerned employee on a scale of 10 after a careful insight into the self-



appraisal report filled. A constructive feedback is given to the employee so that they can further enhance their performance level and efficiency

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

- Internal Auditor of the Institution checks the pre-audit of major receipts and payments, he also pre-checks salary fixations, pension, gratuity and retirement benefits and final payments of GPF/CPF.
- The Bursar, Accounts Officer examines and verifies the financial data which is scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy.
- Income/Expenditure is monitored by the Bursar, the Principal and the Section Officer.
- UGC and University norms are followed for all purchases.
- College submits its Balance Sheet as audited by the approved CA duly signed by the Chairman, Treasurer and Principal of the Institution to UGC and University.
- For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads and certificate is submitted to UGC annually.
- The External Audit takes place after the completion of every financial year.
- The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.
- The Utilisation Grant Certificates are also audited by the external auditor.
- Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by CAG.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

##### Mobilisation of funds

The Institution attempts to garner funds from appropriate agencies in order to augment its capacity building and expansion exercises targeted at both faculty as well as student enrichment.

##### Major sources of institutional receipts/funding:

- 95% funds are through UGC Grant
- Fees from students for regular and add-on courses
- Auditorium
- Canteen
- Bank
- Photocopy Shop Stalls in College events and festivals
- Fees from Vocational course.

##### Utilization of Resources

The College has a Governing Body, Purchase Committee, Library and

various associated bodies which help in the preparation, division and allocation and the utilization of funds. Fees received from students are used for development and maintenance of the college. A number of National and International level workshops, Seminars and Conferences are organized. Invited lectures, field trips, industrial visits, counselling sessions and short-term courses are organized for students. The Purchase Committee decides the policy and procedure for purchasing items. All purchases are done through GeM based on requisition by all stakeholders and subsequently ratified by the Purchase Committee. Construction and maintenance is done through an e-tendering system. Open quotations are invited. All transactions are verified using due diligence. All expenditure, recurring and non-recurring, are incurred through Cheques/ Electronic mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</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

To scale quality enhancement in all processes of the College, the IQAC has engineered dynamically geared initiatives targeted to upgrade skills and domain expertise while expanding horizons. This has helped the College to anchor itself to quality enhancement practices, improving the performance of faculty, staff and students and has been instrumental at the level of operation and motivation.

**Capacity building and expansion for faculty:** The College has organized interdisciplinary FDPs, National and International Conferences, Seminars and Workshops.

**Capacity Building for students:** To inculcate an environment of research in students, IQAC initiated the Research Mentoring Programme.

**Peer Mentoring:** Peer Mentoring allowed students to augment teaching-learning process and experience learning in a very different atmosphere where, third year students mentor their juniors and created a peer learning atmosphere.

Skill-Based & Career Counselling Sessions have been organized in collaboration with other organizations to enhance the skills of students, making them employable and ready for the job market.

MoUs with National and International Institutions. The College has continued the practice of collaborating with other institutions for academic activities.

In addition, the IQAC contributed towards Creation of Entrepreneurship Cell, Research Board, Library Progression Committee, Upgradation of IT Infrastructure for quality enhancement and transparency and digitization and automation of services. In addition, interdepartmental activities were also organized under the aegis of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</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 and recorded the incremental improvement in various activities

The College reviews its learning process, structures and methodologies of operation, as well as learning outcomes at periodic intervals. To do this, various mechanisms as well as structures, have been put in place. For reviewing learning outcomes there is regular communication between the Principal, IQAC and members of various committees like Internal Assessment Committee, Mid-Semester Examination Committee and Teacher-in-Charges of various departments. These committees decide on modalities of mid semester exams in consultation with department in-charges, who assist in this process after deliberating with the faculty members. Faculty members report the syllabus covered in the time period. This process ensures the timely completion of syllabus and helps to prepare students for final evaluation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://mscw.ac.in/Annual_Reports.aspx#">https://mscw.ac.in/Annual_Reports.aspx#</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The College was established with the primary objective of providing quality higher education to women, particularly those belonging to minority and marginalized communities. The College strives to foster an empowering climate for women students. Several mechanisms have been put in place to promote gender equity amongst our students. The Internal Complaints Committee, Women's Development Cell and Equal Opportunity Cell focus on promoting gender equity. The Ordinance XV-D- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Ministry of Law and Justice) has been prominently displayed in College physically and on the College website. A number of talks and sessions on important issues such as Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, have been organised. Two short-term courses "Gender Studies" and "Gender Sensitization and D&I and POSH" were organised. Other gender equity programmes like the Josh Talks, a series of lectures which focused on gender related issues were held for students. To empower our students, several counselling sessions to cater to their physical, mental, emotional, as well as

their future professional needs were held. During the pandemic, students were provided counselling via social media platforms.

File Description	Documents
Annual gender sensitization action plan	<a href="https://mscw.ac.in/Gender_Sensitization_Action_Plan.aspx">https://mscw.ac.in/Gender_Sensitization_Action_Plan.aspx</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://mscw.ac.in/NAAC/Criteria7/7.1.1.pdf">https://mscw.ac.in/NAAC/Criteria7/7.1.1.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

We are committed to work for the environment and have devised innovative ways to manage degradable and non-degradable waste and raise awareness regarding waste management. "Earthcon", an Environment Awareness Society, follows the mission to create awareness about the environment and sustainable ways of living. This society tries to run itself as a co-operative and encourages students, staff and the public to adopt sustainable habits, through environmental awareness activities, through workshops, webinars, competitions, talks, Zero-plastic and Green Diwali campaigns, Nukkad Natak etc. Waste segregation at the primary level is carried out by assigning different-coloured waste bins. The use of plastic is discouraged. Important interactions are organised to spread awareness among students and staff. The Department of EVS, under the aegis of IQAC has placed boxes on each floor as a part of an e-waste

**Collection Drive.**Field Excursions are organized to Aravalli Biodiversity Park and Yamuna Biodiversity Park to familiarize students on the ill-effects of indiscriminate use of resources and waste creation.A spectrum of activities are organized to raise the general consciousness of students towards waste management. This includes poster competitions, Eco-Evolution competitions etc.We also encourage our students to participate in various programs on environmental issues.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **B. Any 3 of the above**

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

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

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

**A. Any 4 or all of the above**



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

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

We provide inclusive education and aim to inculcate a spirit of tolerance and harmony. We have taken a number of initiatives to this end. To promote inclusivity, we offer fee concessions and scholarships to economically marginalized students, thereby enhancing sensitization, diversity and inclusion. To promote inclusivity students of ENACTUS and NSS commemorate special occasions by reaching out to underprivileged children. The Institution has policies towards the differently-abled and makes efforts to include them in the mainstream. Women with disabilities face marginalization at multiple levels and we are committed to provide them an inclusive environment. The College has a fully functional Enabling Unit. Disabled students are provided braille embosser, smart phones, laptops along with software like Angel-pro. Infrastructure is disabled-friendly and students are provided with writers to assist in writing assignments and examinations. College promotes linguistic integration and offers courses on Hindi, Urdu and Punjabi. Due to our strategic location, we have been able to provide education to women from marginalized sections. The North-East Cell, SC/ST Cell and Minority Cell ensures a discrimination free environment. We organize Bani-Kirtan Competition, an event based on Ragas and Bani contained in the Sri Guru Granth Sahib to propagate an understanding of the universalistic humanitarian principles of tolerance and harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

We groom students towards social responsibilities and arrange many activities to generate an awareness regarding their true role in the society. Regular events are arranged to familiarize students with the Constitution of India. The College regularly celebrates Constitution Day and sensitizes students about their Fundamental Rights and Duties. We believe that knowledge of ethics and morals is seminal for understanding one's responsibilities and obligations. We organize various events to promote this belief. All departments sensitize students towards making society a better place. Departments like Elementary Education organized slum visits and discussed their social responsibilities. To promote the value of multiculturalism enshrined in the Constitution, the Institution organizes conferences on the life of great philosophers and leaders. To promote Swachh Bharat Abhiyan, the NCC and NSS organize various Swachhta Pakhwaras on regular basis. Students also visited a slum near the College to spread awareness about cleanliness. We encourage students to take pledge against anti-social activities like corruption.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://mscw.ac.in/aqar21/7.1.9_Criteria_7.pdf">https://mscw.ac.in/aqar21/7.1.9_Criteria_7.pdf</a>
Any other relevant information	Nil

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

**A. All of the above**

teachers, administrators and other staff 4.

Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The College celebrates several inter/national commemorative days to educate students about our rich cultural traditions. The College observes the International Day of Non Violence on October 2, the birthday of Mahatma Gandhi while Sardar Patel's birthday on October 31 is commemorated as National Unity Day. The Institution believes in the importance of linguistic and cultural diversity and therefore celebrates the "International Mother Language Day" on February 21. To commemorate the adoption of the Constitution of India, the Institution celebrates Constitution Day on November 26. In order to spread awareness about the importance of voting and role of citizens in a democracy, The National Voters' Day was observed on January 24. The Institution has also been organizing Swachhta Pakhwaras on a regular basis to uphold the ideals of the Swachh Bharat Abhiyan. Students perform Nukkad Nataks, conduct cleanliness drives on and off campus and organize other activities related to health and hygiene. All important festivals like Safe Holi, Green Diwali, Lohri, Baisakhi etc. are celebrated in College by students and staff. We celebrate Gurburab to mark the birth anniversaries and martyrdom days of the revered Sikh Gurus. Nagar Kirtans, prayers and langars are organised on the occasion. In addition, the International Yoga Day is celebrated on June 21.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

The College has two best practices. Best Practice one is Vocationalizing Education, Skill Enhancement and Promoting STEM Based Learning. We provide skill-based education that amplifies the employability of students through various vocational courses, skill enhancement programs and STEM Learning. The Vocational Centre of Mata Sundri College, along with the newly established Departments like Computer Science and Statistics take a unique approach to promote skill-based learning and provide opportunities for STEM based Learning. Our objective is to create a unique pedagogy that perfectly blends traditional syllabus with relevant marketable skills which have proved to be a major attraction for the students. Our second Best practice is Introducing Collaborative Peer Mentoring, Research Mentoring and Interdisciplinary Research Initiatives. The worth of any academic institute is decided by the number of scholars it produces who conduct groundbreaking researches. We have taken the worth of research very seriously and have created an appropriate atmosphere through a unique program like "Research Mentoring" where teachers mentor students in research skills. Another programme is our Peer Mentoring initiative which allows students to mentor their peers. We have also provided ample opportunities for our students and staff to nurture a keen interest in various interdisciplinary research activities.

File Description	Documents
Best practices in the Institutional website	<a href="https://mscw.ac.in/bestpractices_links.aspx">https://mscw.ac.in/bestpractices_links.aspx</a>
Any other relevant information	Nil

## 7.3 - Institutional Distinctiveness

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

As an institution, our distinctiveness is value Based Education. The College is aware of the unique opportunities and challenges that young women face in the 21st century. While access to higher education among women has seen an upward trend, the instrumental and functionalist thrust of formal education still has large gaps in the knowledge-building exercise. Higher Education often gets reduced to degrees, grades and marks, due to the excessive focus on producing employable workers. Keeping this in mind, the College considers dissemination of a value-based education as an integral part of higher education. Value-based education in the context of Indian women in the 21st century needs a multidimensional approach. It should empower the Self, the Family, the Community, the Nation and the World. It should empower the woman, so that she is able to take charge of her own life and circumstances and hence we see education largely as a capacity-building exercise. Since we are a College named after the legendary woman leader, Mata Sundri Ji, our Institution considers dissemination of these values among students, as an integral part of higher education. The Divinity Society of the College is integral to dissemination of the spiritual values.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

- Mata Sundri College for Women is a constituent college of Delhi University, following its prescribed curriculum and academic calendar.
- Timetables and academic calendar are prepared in advance, and orientation programs are held for students.
- Monitoring of effective curriculum delivery is done through regular meetings of departments in charge with the Principal and IQAC team.
- Requirement of books and laboratory equipment is sought and met in each academic session.
- Teachers participate in capacity building programs to enhance their knowledge and pedagogy.
- The College has encouraged ICT integration into teaching-learning.
- Tutorial system is followed by all departments for focussed discussion.
- Experiential and innovative teaching methods are practiced across departments.
- The academic performance of students is monitored by conducting continuous evaluation, mentorship programs and internal assessment.
- To support the needs of curriculum and pedagogy, College has continuously upgraded its infrastructure and facilities through well-equipped computer laboratories, a resourceful library and projector facilities.
- To provide professional skills to students, the College

offers various add-on courses.

- Feedback from students, faculty, parents and alumni are collected for better working of College.
- Meetings are held with parents and administration to discuss issues regarding students' academic development.
- Alumni are invited to mentor the students and share their experiences.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mscw.ac.in/courses.aspx">https://mscw.ac.in/courses.aspx</a>

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

- Mata Sundri College for Women is a constituent college of Delhi University, adhering to the University Academic Calendar.
- However, the College prepares its own internal Academic Calendar for various curricular and co-curricular activities.
- Regular meetings are conducted by the Principal with Teacher in Charges, Staff Council and Non-Teaching Staff, College Committees and Societies to discuss academic and administrative issues and quality planning.
- For effective implementation of the Continuous Internal Evaluation (CIE) system, teachers plan classes, tutorials, activities, assignments, tests in accordance with the academic calendar. Submissions and examinations are scheduled in consultation with students.
- Students are given scope for continuous learning and improvement, with teachers giving regular feedback and

suggestions on their performance.

- Opportunities for field visits, industrial visits, educational trips, internship, project work, presentations, plays, workshops are planned and conducted for the students independently by the college or in collaboration with various organizations and external experts.
- Students can log into their portal and check internal assessment marks. Also, a hard copy of which is displayed on the College notice board prior to the commencement of semester examination.
- The College strives to provide a holistic education, with focus on all aspects of academic growth and complete development of students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mscw.ac.in/Documents/09082021_Academic-Calender.pdf">https://mscw.ac.in/Documents/09082021_Academic-Calender.pdf</a>

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

**C. Any 2 of the above**



File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

13

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

886

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

### 1.3 - Curriculum Enrichment

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

- Mata Sundri College for Women has a strong focus on including socio-cultural issues in its curriculum and pedagogy, focussing on issues of existing inequalities among marginalized community groups.
- There is a conscious attempt to weave in plurality in experiences and acknowledge the diversity that exists in the country and globally in all the academic papers taught across departments.
- In addition, exposure to these issues is given through regular field trips, talks, workshops, plays, film screenings, conferences and short-term courses conducted by various departments, societies and clubs for providing students deeper insights on related themes.
- Departments of Political Science, Psychology, Philosophy, Environmental Science, Elementary Education address these issues in their Core Papers, Generic Electives as well as Practicums.
- Courses on Environmental Science builds understanding on environment, issues of sustainability and sustainable development, sustainable development goals and environmental legislations.
- Students have papers on feminist theories, Constitutional values, professional ethics, organizational behaviour and human resource management.
- The pre-service teacher training program orients students to professional issues of teacher-teaching, providing hands

on experiences for students' self-development and effective communication, introduction to school organization and management, along with internship and project opportunities.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

528

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="https://mscw.ac.in/aqar21/1.4.1_A_Feedback_Report.pdf">https://mscw.ac.in/aqar21/1.4.1_A_Feedback_Report.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>C. Feedback collected and analyzed</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mscw.ac.in/aqar21/1.4.1_A_Feedback_Report.pdf">https://mscw.ac.in/aqar21/1.4.1_A_Feedback_Report.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1761

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

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

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

**365**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **2.2 - Catering to Student Diversity**

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

**During the session, teachers make efforts to assess the learning levels of the students through formative assessment and learning gaps are addressed.**

**Interventions for the slow learners -**

- A tutorial system as per University norms is in place where, students interact with teachers in small groups.
- A Peer Mentoring programme has been initiated where final year students mentor their juniors on various aspects of the curriculum.
- Parent Teacher Meetings are organized to apprise the parents of their ward's progress.
- The Equal Opportunity Cell and Enabling Unit cater to students with the special needs. For such students, provision of a separate examination room is in place. Writers are provided to students to assist them in writing their exams. Additional time is given as per University rules.

**Interventions for the advanced learners -**

- A variety of opportunities are offered to fast learners, structured within the syllabi. Psychology Department offers a dissertation paper and the Department of Commerce offers research projects.
- Research Mentoring Programme initiated by the College provides an opportunity to students to undertake research.
- Scholarships are provided to the advanced learners.
- A well-stocked library and computer resource centre provide students access to learning resources.
- Counselling Sessions are organised for all students

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
5397	167

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

Student centric teaching-learning methods are adopted by all the departments to help learners achieve their full potential. Diverse pedagogical approaches that are experiential, participative and possess practical utility are adopted by the faculty to enrich classroom discourse.

- Teaching- learning through presentations, role-play, discussions, practicum engagements, action researches, workshops, seminars, field visits, industrial tours, project work, expert talk and film/documentary screening strengthen the knowledge base of learners and prepare them to become fully-functioning individuals.
- To enhance experiential and collaborative learning, departments routinely conduct workshops, special lectures,

expert talks to expand students' knowledge base and keep them informed with global academic and research related developments.

- AECC courses, SEC courses, Psychology and B.El.Ed. practicums are aimed at providing hands-on training, competencies, and skills in addition to knowledge enhancement.
- ICT enabled classrooms with interactive teaching are optimally used for student centric teaching.
- Several departments bring out annual publications in the form of e-newsletter, e-magazine and e-journals. Students actively collaborate with each other and develop content, design cover and edit the final draft of the said volumes.
- The College library is flocked by enthusiastic learners all through the day, encouraging them to become self-regulated learners.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The College possesses ICT enabled classrooms, smart-classroom and smooth internet connection for faculty and students. It also has well-resourced computer labs and LCD screens in laboratories.

#### ICT enabled teaching-learning

Teachers across the departments have been using ICT enabled tools for making pedagogy meaningful and classrooms more inclusive. The use of ICT includes the use of ICT Tools (Laptop, projector, digital whiteboard, multimedia audio-visual devices, etc.), Learning Management Systems (LMS) and e-resources (audios, videos, e-books, e-journals, online presentations, etc.).

The College has provided G Suite IDs to both students and teachers. All the departments are using the LMS- Google Classroom and Google apps like Google Sheets, docs, slides, meet, form and jamboard to facilitate teaching-learning.

Commonly used e-resources by the faculty members are as follows:

- DULS Subscribed/e Shodh Sindhu e-resources
- E-Journals
- Reference & Citation Sources
- Bibliographic Sources
- Citation Analysis Resources
- Financial & Statistical Sources
- Doctoral Theses
- E-Books
- CD ROMs
- National Digital Library
- Multimedia Resources
- Subject Gateway/Repository

ICT is also being used by the departments for the purpose of documentation. Time-to-time workshops were organized for faculty and students to help them develop/upgrade their digital capacity.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

167

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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



167

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

105

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

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

2266

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

##### 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The parameters and metrics of the internal assessment and evaluation criterion are stipulated as per the University norms. The college communicates notification from the University to the departments. Students are made aware of the evaluation process in the following ways:

- The Orientation Programme held on the first day of the academic session is a forum to disseminate information about the evaluation procedure. This is reiterated several times during the duration of the Semester. All details regarding the same are also uploaded on the College website.
- Students are allowed to see their internal assessment marks as the answer scripts are given back to the students after evaluation so that they may assess their performance. The concerned teachers make sure that all students have seen and signed the internal assessment sheet, only then are the marks uploaded on the student web-portal and later sent to the University.
- Other forms of evaluation such as group projects, self-assessment and peer assessment are also used for assessment of students across all departments.

In addition, attendance, which is also a component of internal assessment, is uploaded on the student web portal on a daily basis.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Mata Sundri College is a constituent college of Delhi University and therefore it follows the guidelines set by the University for the conduct of examinations. The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects: individual and group, Presentations and Half-yearly examination. The College has an Examination Committee which facilitates the conduct of Semester

Examination while the Schedule for in-house mid-semester test/examination is set by the Internal Assessment Committee.

- The Departments conduct Internal Examination strictly as per schedule after which scripts are examined by teachers and subsequently shared with students with suggestions for improvement. Any grievance regarding the feedback and evaluation is addressed by the teachers to maintain transparency.
- The students can check internal assessment marks on the portal and report discrepancies, if any, within a specified time period.
- The College employs a strong multi-level mechanism to ensure in dealing with grievances related to internal examinations.
- With respect to the external examination, the College is limited in its possibility of intervening in the grievance redressal procedure. Here, any dissatisfaction on part of students is mandatorily addressed by resorting to the procedures laid down by the examination branch of the University of Delhi.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

Mata Sundri College for Women offers several programmes in Humanities, Science and Commerce, each of them with unique and well-defined outcomes. The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with "University of Delhi" guidelines. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the University website.

- The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the requirements of the student in terms of securing their path towards higher studies and career.
- An environment for learning beyond the classroom is created

through numerous co-curricular activities.

- The learning objectives are communicated through various means such as College website, prospectus and Principal's address to students and parents.
- At the time of admission, Help Desk updates students about what to expect from various courses.
- Students are made aware of the course specific outcomes through orientation programme, classroom discussion, lectures and practicals.
- The College assigns teachers for workshops, seminars, conferences and Faculty Development Programmes to enrich them to attain the outcomes while teaching-learning in the classes.
- Successful alumni are invited for interaction. They share their experience of how their course shaped their career.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

A variety of assessment methods that are appropriate to a given disciplinary/subject area and a programme of study, are used to assess progress towards the course/programme learning outcomes. Both Formative and Summative assessments are considered vital and are carried out as per university guidelines

- Time bound examinations; closed-book and open-book tests, problem based assignments; practical assignments, laboratory reports, observation of practical skills, individual project reports (casestudy reports), team project reports, oral presentations, including seminar presentation, viva-voce interviews, peer and self-assessment and other pedagogic approaches as per the context are used.
- Program specific outcomes are measured using appropriate parameters. Internal Assessment is carried out through a spectrum of activities, including assignments, individual and group participation, term papers and class tests.
- Course Outcomes are measured on the basis of performances

of the students in curricular activities, class activities laboratory work, assignments receptiveness, participation in class discussions etc.

- Each department identifies weak and bright students, and introduces improvement measures by allotting tutorial classes
- As per the University guidelines, internal assessments with a few assignments, presentations, seminars, term papers etc. are held for continuous assessment.
- While summative assessment is done largely by the University, SEC and AECC evaluation is carried out by the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

1237

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://mscw.ac.in/Documents/pub/Annual_Report_2021-22.pdf">https://mscw.ac.in/Documents/pub/Annual_Report_2021-22.pdf</a>

### 2.7 - Student Satisfaction Survey

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

[https://mscw.ac.in/igac/student\\_satisfaction\\_survey1.pdf](https://mscw.ac.in/igac/student_satisfaction_survey1.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****1200000**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides****9**

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

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****1**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

It is a matter of pride that Dr. S. Kalpana Devi , Dept. of Commerce was awarded a patent for "E- Health Portal Management for Ensuring Safety During Pandemic Situation."

Uddham, The Entrepreneurship Cell endeavors to inculcate entrepreneurial spirit in the young minds, and aims at providing a platform where business talents are developed. The cell encourages innovative business idea planning and development. Several seminars, interactive sessions with entrepreneurs were held , appraising students about how to nurture and take innovative ideas to the next level.

- Entrepreneurship Awareness Programme in collaboration with Placement Cell
- Interactive session on Postgraduate studies in Financial Data Intelligence by Dr. Maurice Bars
- MSCpreneur'21: The Entrepreneurship Conclave
- Business game competitions for innovative idea development

Sessions focused on developing data analysis skills, study opportunities abroad, scholarship schemes for studying abroad and loan facilities to give wings to ingenious business plans.

Students gained valuable information about how to select viable business options, capital market operation. Skills to generate self employment opportunities, augment social entrepreneurial ideas for self and societal development and find ways to get funds for startups for implementing novel business plans were addressed in business conclaves in which business leaders and entrepreneurs of repute participated.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

21

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

10

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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



34

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

Our College not only strives towards achieving academic and research excellence but also contributes towards solving urgent social problems.

National Cadet Corps (NCC).provides considerable exposure to cadets in many activities distinctly emphasizing socially relevant actions.

#### Key activities

- Kargil/Vijay Divas
- Road-Safety Awareness Workshop.
- Commemorating Azadi ka Amrit Mahotsav;activities inculcating a spirit of patriotism.
- Statue cleaning ;Clean India Programme

#### National Service Scheme (NSS)

NSS encourages activities with the philosophy that an individual's welfare rests on societal welfare.

NSS student volunteered to partner with "Than Singh ki Pathshala" to impart basic literary skills to children from underprivileged sections of society.

#### Other key activities

- Swaccha Bharat mein Paryavaran Vikas.
- HIV /AIDS Awareness and prevention initiative :International Youth Day.
- Importance of Dental hygiene
- Fit India Freedom Run
- Observing Vigilance Awareness week on "Independent India @ 75
- TED Talk: Suicide Prevention
- Counselling sessions for career development

Several interactive sessions /seminars sensitizing students for environmental preservation, keeping surroundings clean and green as a part of Swachhata Pakhwara; recycling waste products.

#### Women's Development Cell (WDC)

Women's Development Cell (WDC) organized a number of activities geared towards gender sensitization on International Women's Day including , photography.

#### Bolstering NCWEB & IGNOU

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

2

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

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

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

**26**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

**1434**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration****3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

77

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

**Teaching-Learning Space:** The College has a total of 83 well-ventilated and spacious classrooms out of which 27 are ICT enabled. 11 Porta Cabins have been added on the fourth floor. In

order to facilitate a meaningful teacher student mentoring, there is a separate tutorial hall. There are 7 Computer laboratories, including an OMSP laboratory and another one exclusively for the use of students of B.Sc.(Hons.) Computer Science and Statistics. The Department of Psychology has three air-conditioned laboratories equipped with LCD Projectors, 20 computers and an internet facility. The Vocational Centre has a separate laboratory for the use of students pursuing Textile Designing. There are 2 Music rooms equipped with different musical instruments. The Department of Elementary Education's Resource Room also serves as a departmental library. The College has 3 staff rooms equipped with a desktop and a printer for use of faculty. In addition, the College Auditorium, Mata Sahib Kaur Auditorium and the Seminar Room, Mata Gujri Hall are used for academic activities like workshops, seminars and conferences. Library: The College library is fully air conditioned, automated and Wifi enabled. In order to make teaching learning more inclusive, the library has a Heller Keller Unit with Braille resources for the visually challenged students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mscw.ac.in/aqar21/4.1.1_Physical%20Facilities.pdf">https://mscw.ac.in/aqar21/4.1.1_Physical%20Facilities.pdf</a>

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

The Department of Physical Education was established as one of the initial departments at the time of inception of the College. In 2012, the department was extended to include Sports Science and its nomenclature changed as Department of Physical Education and Sports Sciences. It includes Annual Sports Day, Inter-college level MSC Judo Competition, Workshops for Yoga and Aerobics, International Yoga Day, etc. The College has facilities for Aerobics, Volleyball, Chess, Karate, Taekwondo, Yoga, Judo, Weight Lifting, Powerlifting, Kho-Kho, Athletics, Football, Archery, Ball Badminton, Kabaddi and indoor games. The College has a Sports Ground with a total area of 80X35 meters with a cemented elevated ramp. It has a stage size of 14.5 X7.5 meters, a separate office, 01 green room/changing room of 9X4 meters, 03 store rooms, 01 activity room and rest rooms are available in the sports ground. It also has a PA system and all-purpose hall for

indoor games is available. The hall is used for judo, weight lifting, powerlifting, chess, taekwondo, karate etc. Facilities for outdoor games include a Volleyball Court, Kho-Kho Ground and Judo-hall. The user rate is 100 students/day. All the equipment is available in requisite numbers for the students to practice their sport. The College also has a well-equipped gymnasium for both the faculty and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mscw.ac.in/aqar21/Facilities%20for%20sports%20games%20%20cultural%204.1.2.pdf">https://mscw.ac.in/aqar21/Facilities%20for%20sports%20games%20%20cultural%204.1.2.pdf</a>

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

27

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mscw.ac.in/aqar21/4.1.3._ICT%20enabled%20classrooms.pdf">https://mscw.ac.in/aqar21/4.1.3._ICT%20enabled%20classrooms.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

88,36,819.00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The College library is automated and managed with softwares. It uses softwares like Online Public Access Catalogue (OPAC) as well as the ILMS software LIBWARE. Library Management Software allows maintaining all types of books, e-Books and journals. It also manages Cataloguing, Circulation, Stock Verification and Binding etc. The library's catalogue of books and other reading material can be accessed through library intranet and internet (OPAC). The library catalogue is searched by author, title, publisher, keyword and year of publication. In addition, we also use barcode technology. All books have been barcoded. Barcodes are generated in the library using a barcode printer. Books are checked at the checkpoint through this software. Two computer systems near the entrance of the library are installed with library software LIBWARE Version 3.0.3 with Online Public Access Catalogue (OPAC) facility which enables for smooth issuance and return of the books. Students can use this software and access all the collections available in the library via title, author, publisher, keywords etc. Instructions have been displayed on how to operate OPAC. The library has a subscription of NLIST which gives remote access to students and faculty to e-resources and contents. The Library of the college has created an archival section namely, 'Bhai Mani Singh Archives' which has a digitized collection of rare manuscripts that reflects our rich heritage and culture.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://mscw.ac.in/aqar21/4.2.1_lib%20mang%20sys.pdf">https://mscw.ac.in/aqar21/4.2.1_lib%20mang%20sys.pdf</a>

<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Upload any additional information</td><td><a href="#">View File</a></td></tr> <tr> <td>Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	<a href="#">View File</a>	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>			
File Description	Documents								
Upload any additional information	<a href="#">View File</a>								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>								
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>									
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>									
<b>1471891</b>									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td><a href="#">View File</a></td></tr> <tr> <td>Audited statements of accounts</td><td><b>No File Uploaded</b></td></tr> <tr> <td>Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td><td><a href="#">View File</a></td></tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Audited statements of accounts	<b>No File Uploaded</b>	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Audited statements of accounts	<b>No File Uploaded</b>								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>								
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>									
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>									
<b>192</b>									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td><a href="#">View File</a></td></tr> <tr> <td>Details of library usage by teachers and students</td><td><b>No File Uploaded</b></td></tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Details of library usage by teachers and students	<b>No File Uploaded</b>			
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Details of library usage by teachers and students	<b>No File Uploaded</b>								
<b>4.3 - IT Infrastructure</b>									
<b>4.3.1 - Institution frequently updates its IT facilities including Wi-Fi</b>									



To facilitate a seamless network, the network facilities have been segregated into 7 laboratories. The College has the following software facilities: A Special Software called Indogenous is used by the administration for Admissions, Internal Assessment, Attendance, issuing of Provisional Certificates etc. The portal is also used for student fees, notification and time-table modules. The Accounts Department has a Special Accounting Software Tally Prime and HR Software which is used for the preparation of salaries of staff and other accounting. The Library Management Software LIBWARE 3.0 is used for managing the entire library administration, acquisition, cataloguing, circulation, member facilities, articles, indexing, serials etc. The Enabling Unit has a Special Software NVDA/Jaws for visually-challenged students. The Computer Labs are equipped with softwares like SPSS, CPU SIM, Java, Mathematica, Tally 9, Latex, TTM Software (IATA, EBT) and Dev C++, Anaconda, Photoshop7, Corel12, SQL Server, and Pagemaker7, Android Software, CPU SIM, SPSS, Ubuntu Linux, R, Net Beans etc. The Vocational Lab uses Visual studio.net and Access Control System, a special software purchased for student I-Card readers. For the maintenance of the College website, elementor pro is used. The College uses G-SUITE extensively.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mscw.ac.in/aqar21/4.3.3_Bandwidth.pdf">https://mscw.ac.in/aqar21/4.3.3_Bandwidth.pdf</a>

#### 4.3.2 - Number of Computers

1526

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

88,36,819.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The College follows all norms and procedures laid down by the University in constituting committees for maintenance of infrastructure and other facilities. As per the requirement, infrastructure is improved, modified and upgraded on a regular basis. Classrooms and Building: The Institution has a duly constituted Building Committee (as per GFR rules) that supervises and oversees the maintenance of the College infrastructure. The College has a Library Committee for maintenance of library facilities. Each department has a representative in the Library Committee. It ensures that syllabus related text books and reference books are procured with the funds sanctioned to each department. New books are purchased by the library as recommended by the Departmental faculty. The College has a Sports Board for maintaining the facilities for sports students. The Sports Board through its periodical meetings take stock of the requirements of the sports departments and strives to improve the sports

facilities. Up-gradation of laboratories is carried out on a regular basis. New software is purchased and installed as per the needs and requirements of students. There are lab in-charges, computer consultant and staff to maintain all the labs and IT infrastructures. A separate Website Committee has been constituted for the updation of the website on a regular basis. The College uses Online Administration software Indogenous for the maintenance of students' admission, attendance, internal assessment and time-table. The Accounts Department uses Tally Prime to maintain its records. For regularity and calculations of salary, the college uses HR Software for Salary.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://mscw.ac.in/maintenance.aspx">https://mscw.ac.in/maintenance.aspx</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

70

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

241

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

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

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://mscw.ac.in/">https://mscw.ac.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

3563

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

3563

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**115**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### **5.2.2.1 - Number of outgoing student progression to higher education**

**591**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

7

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

### **5.3 - Student Participation and Activities**

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

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

10

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

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

Students are the most important stakeholders of an institution and therefore their involvement in college activities is imperative. The college Student Council is an elected body which represents the students and is a forum through which they can voice their concerns and give suggestions for the improvement of the institution. Our Student Council is an active, energetic and robust body involved in organizing numerous events in College. The Student Council elections are held every year. President, Vice President, Secretary and Joint Secretary are elected as office bearers every academic year. The Council members play an important role in organizing the inter-college and inter-school level Bani, Declamation and Kirtan competitions, Saarang (The annual fest of the College) and Annual day. Members also help in conducting different extracurricular activities including Fresher's Party, Farewell and the Annual General Knowledge Test. The Student Council and Department Societies work in synchronization with one another. The students are also elected as members of various statutory committees and cells of the College including the Internal Complaint Committee, Placement Cell, NSS, NCC, Internal Quality Assurance Cell and other societies that are an integral part of the academic, social and cultural fabric of the College.

File Description	Documents
Paste link for additional information	<a href="https://mscw.ac.in/Students.aspx">https://mscw.ac.in/Students.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

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

38

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

Mata Sundri College registered its Alumni Association body on 2nd November, 2021 which is committed to play a pivotal role in connecting with alumnae. The Alumni Association aims to assist the institute in making a stronger network of alumni, who can further contribute in raising the profile of the institute. The details are available at [https://mscw.ac.in/msc\\_alumnae.aspx](https://mscw.ac.in/msc_alumnae.aspx)

The college has been actively engaged in conducting alumnae meet both at central as well as departmental level. In the year 2021-22 alumni meet was conducted by the Department of Elementary Education, Hindi, Psychology, Political Science and English. There are various other initiatives taken at the departmental level to strengthen the bond with their alumnae.

The following members were elected.

President- Dr. Satpal Kaur (BA (Hons) Punjabi (1977-1980) Gold Medallist)

Vice- President- Ms. Kirandeep Kaur (B.A. Philosophy (Hons) (2005-2008)), Assistant Professor, Mata Sundri College for Women,



**Delhi University**

**General Secretary-Dr. Avni Bhatnagar B.A. English (Hons) (2010-13) Assistant Professor at Vivekananda Institute of Professional Studies Guru Gobind Singh Indraprastha University**

**Treasurer- Dr. Ishpreet Virdi B.com (2006-2009)**

**Assistant Professor, Mata Sundri College for Women, Delhi University**

**Joint-Secretary-Ms. Bhumika Kohli B.A. English (Hons) (2013-2016) Executive Assistant to Minister commercial (Head of South Asia) Austrade for the Australian High commission in New Delhi**

File Description	Documents
Paste link for additional information	<a href="https://mscw.ac.in/msc_alumnae.aspx">https://mscw.ac.in/msc_alumnae.aspx</a>
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

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

**The Vision and Mission reflect the distinctive characteristic of the Institution. The College believes in collaborative decision making which cuts across faculty, staff and students and also, in engaging with other stakeholders. Participative decision making is implemented via action programmes.**

**Mata Sundri College is a constituent college of University of Delhi, there are structural imperatives with which it has to**

align itself. However, the teaching-learning experience is truly reflective of our mission, the institution leaves no stone unturned in enriching the lives of students.

- The Institution attempts to empower students as well faculty and staff to be a part of governance structures in order to have their voices heard.

- There is a responsive mechanism in terms of Student Advisors, Grievance Committee and Internal Complaint Committee etc. The Institution gives special attention to its physically challenged students. All these are aimed at measuring that there is minimum leakage from cracks.

- Various mandatory bodies like IQAC, Staff Council, ICC, EOC, Purchase Committee etc. and the Enabling Unit are aligned with the vision of the College.

- Governing Body along with the Principal and her team has a dedicated focus on delivering and enhancing quality of value based curricular education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

#### Case Study (Teacher Based Concerns)

The faculty had expressed repeated concerns with regard to inordinate delays in their career progression which was demotivating them. The College Principal with assistance of the Coordinator of the IQAC created a two-pronged praxis to address this issue. Procedural formalities were completed which culminated in career progression for nearly one-third of the teaching and nearly half of the non-teaching staff. This progression elevated the eligible members to the next level in their professional journey.

Alongside, support was also provided by the IQAC in terms of arranging those programmes which would aid the promotion of

robust research work. A substantial number of domain centered as well as broad based faculty development programmes were initiated. These benefitted all stakeholders. As per the stated workload of each Department, a Screening Committee was set up to initiate and jump start the screening process for new appointments. To ensure a participative paradigm for governance, teacher representatives are also present in the Governing Body as well as the Building Committee. To extend this to financial matters, the College Provident Fund Committee consists of relevant functionaries from faculty and administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our strategic plans emanate from the vision and mission of the institution guided by the requirements of the university. Various bodies are put in place to ensure the practical implementation of the same. The IQAC is an institution which vigilantly and proactively initiates and maintains quality enhancement initiatives by supporting the same on a need-based assessment. Keeping in mind the education model envisaged under NEP 2020, the IQAC proactively conducts events in order to promote indigenization of education.

One such activity was a one week online Inter-disciplinary FDP on Indian Knowledge Systems: Concerns, Approaches and Applications in NEP 2020 conducted by the IQAC in collaboration with Dr Hari Singh Gour Vishwavidyalaya, NEP 2020 Implementation Committee & Department of Hindi and Modern Indian Languages, Mahatma Gandhi Kashi Vidyapith, Varanasi, Uttar Pradesh and the Teaching Learning Centre for Social Science (under the aegis of PMMMNMTT, GoI, New Delhi) from 14th-20th September 2021.

The objective was to analyse and evaluate techniques and strategies for bringing Indian Knowledge Systems into paradigms of education and research in a stronger manner under the vision of the NEP 2020. The FDP saw large scale participation from across the country which is evidence of its success and popularity.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Organizational Structure of the College consists of the Management, Governing Body, the Principal, the teaching staff, the non-teaching staff and the students.

The Principal is assisted by the Teachers-in-Charge (TIC) of the Departments, the Staff Council (all teaching faculty) and the Non-Teaching Staff which comprises of the Administrative Officer, Section Officers (one for Accounts Office and one for the General Administration), Senior and Junior Office Assistants and Multi Tasking Staff (MTS).

The TIC oversees the smooth functioning of the department. Various committees ensure planning and execution of academic, administrative and extra-curricular activities. Each committee consists of the Convener and its members assisted by student coordinators.

Staff Council meetings are held regularly for planning and implementation of programmes like teaching-learning, academic administration and extracurricular activities.

The College also has an Internal Quality Assurance Cell (IQAC) which works towards attainment of the goals of quality improvement and sustenance.

Student Council meetings and meetings with Class Representatives as well as office bearers of various cells and societies are held regularly.

The Anti Ragging Cell, Grievance Redressal Committee and the Internal Complaints Committee constituted as per norms provide the students with a secure atmosphere.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Link to Organogram of the institution webpage	<a href="https://mscw.ac.in/organization_chart.aspx">https://mscw.ac.in/organization_chart.aspx</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

- 8 CL, 2 RH, EL & CCL
- 20 half-pay leave for permanent teaching staff.
- Commuted leave not exceeding half of the amount of half-pay leave is granted on the basis of medical certificate.
- Non-teaching staff are allotted 10 half-pay leave in the month of January and July.
- Duty leaves of maximum 30 days to the faculty
- Non-Teaching staff are also given duty leave.
- Female teaching and non-teaching staff can avail a Maternity Leave of 180 days and Male staff can avail Paternity Leave of 15 days
- Study Leave up to 3 years .
- A Sabbatical Leave of 2 years for teaching staff
- Leave given to teaching staff and to the non-teaching staff for participation in Conference/ Seminars/ Workshops/ FDP, etc.

**Retirement Benefits**

- GPF
- CPF
- Gratuity
- NPS (who joined services after 01.01.2004)
- Encashment of Earned Leave capped at 300 days.

**Medical Benefits**

- Medical reimbursement .
- cashless hospital facility.
- Medical facilities in College

**FDP**

- Enhancement programmes for both teaching and non-teaching staff.
- Faculty is encouraged to participate in Refresher & Short-Term Courses/ Orientation Programmes for professional development.

**Facilities**

- Grievance Redressal Cell
- Internal Complaints Committee
- Bank facilities
- Lifts, ramps, braille, resource centre for differently-abled, Gymnasium, Yoga Room.
- Counselling facilities
- ICT Facilities

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

0

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

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

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

5

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

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

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

30

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

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

#### Response:

**Teacher's Self Appraisal** The College requires that the teachers furnish an Annual Performance Appraisal Report as per CAS-2018. It makes known the involvement of the teacher in both academic and administrative activities.

Through this form, a teacher can showcase his/her continuous professional development (paper presentations, publications, seminars and conferences attended) etc.

The IQAC of the College processes these forms through a Screening Committee constituted for the purpose.

The performance appraisal is also used for Career Advancement of the teachers who are updated about their performance at each level. If there is a scope for improvement on the part of the teacher, they are advised to upgrade themselves.

#### Appraisal for Non-Teaching Staff

The College follows the performance appraisal procedures as per UGC norms.

Each employee submits the Annual Performance Appraisal Report. This Document is certified by the Reporting Officer of the employee and further certified by Reviewing Officer.

Both Reviewing and Reporting Officers accord points to the



concerned employee on a scale of 10 after a careful insight into the self-appraisal report filled. A constructive feedback is given to the employee so that they can further enhance their performance level and efficiency

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

- Internal Auditor of the Institution checks the pre-audit of major receipts and payments, he also pre-checks salary fixations, pension, gratuity and retirement benefits and final payments of GPF/CPF.
- The Bursar, Accounts Officer examines and verifies the financial data which is scrutinized by the Administrative Officer and the Principal for clarity, authenticity, transparency and financial accuracy.
- Income/Expenditure is monitored by the Bursar, the Principal and the Section Officer.
- UGC and University norms are followed for all purchases.
- College submits its Balance Sheet as audited by the approved CADuly signed by the Chairman, Treasurer and Principal of the Institution to UGC and University.
- For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads and certificate is submitted to UGC annually.
- The External Audit takes place after the completion of every financial year.
- The bills and vouchers of the revenue expenditure are checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.
- The Utilisation Grant Certificates are also audited by the external auditor.
- Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by CAG.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

##### Mobilisation of funds

The Institution attempts to garner funds from appropriate agencies in order to augment its capacity building and expansion exercises targeted at both faculty as well as student enrichment.

##### Major sources of institutional receipts/funding:

- 95% funds are through UGC Grant
- Fees from students for regular and add-on courses
- Auditorium
- Canteen
- Bank
- Photocopy Shop Stalls in College events and festivals
- Fees from Vocational course.

##### Utilization of Resources

The College has a Governing Body, Purchase Committee, Library and

various associated bodies which help in the preparation, division and allocation and the utilization of funds. Fees received from students are used for development and maintenance of the college. A number of National and International level workshops, Seminars and Conferences are organized. Invited lectures, field trips, industrial visits, counselling sessions and short-term courses are organized for students. The Purchase Committee decides the policy and procedure for purchasing items. All purchases are done through GeM based on requisition by all stakeholders and subsequently ratified by the Purchase Committee. Construction and maintenance is done through an e-tendering system. Open quotations are invited. All transactions are verified using due diligence. All expenditure, recurring and non-recurring, are incurred through Cheques/ Electronic mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</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

To scale quality enhancement in all processes of the College, the IQAC has engineered dynamically geared initiatives targeted to upgrade skills and domain expertise while expanding horizons. This has helped the College to anchor itself to quality enhancement practices, improving the performance of faculty, staff and students and has been instrumental at the level of operation and motivation.

**Capacity building and expansion for faculty:** The College has organized interdisciplinary FDPs, National and International Conferences, Seminars and Workshops.

**Capacity Building for students:** To inculcate an environment of research in students, IQAC initiated the Research Mentoring Programme.

**Peer Mentoring:** Peer Mentoring allowed students to augment teaching-learning process and experience learning in a very different atmosphere where, third year students mentor their juniors and created a peer learning atmosphere.

Skill-Based & Career Counselling Sessions have been organized in collaboration with other organizations to enhance the skills of students, making them employable and ready for the job market.

MoUs with National and International Institutions. The College has continued the practice of collaborating with other institutions for academic activities.

In addition, the IQAC contributed towards Creation of Entrepreneurship Cell, Research Board, Library Progression Committee, Upgradation of IT Infrastructure for quality enhancement and transparency and digitization and automation of services. In addition, interdepartmental activities were also organized under the aegis of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</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 and recorded the incremental improvement in various activities

The College reviews its learning process, structures and methodologies of operation, as well as learning outcomes at periodic intervals. To do this, various mechanisms as well as structures, have been put in place. For reviewing learning outcomes there is regular communication between the Principal, IQAC and members of various committees like Internal Assessment Committee, Mid-Semester Examination Committee and Teacher-in-Charges of various departments. These committees decide on modalities of mid semester exams in consultation with department in-charges, who assist in this process after deliberating with the faculty members. Faculty members report the syllabus covered in the time period. This process ensures the timely completion of syllabus and helps to prepare students for final evaluation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

<b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://mscw.ac.in/Annual_Reports.aspx#">https://mscw.ac.in/Annual_Reports.aspx#</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The College was established with the primary objective of providing quality higher education to women, particularly those belonging to minority and marginalized communities. The College strives to foster an empowering climate for women students. Several mechanisms have been put in place to promote gender equity amongst our students. The Internal Complaints Committee, Women's Development Cell and Equal Opportunity Cell focus on promoting gender equity. The Ordinance XV-D- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Ministry of Law and Justice) has been prominently displayed in College physically and on the College website. A number of talks and sessions on important issues such as Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, have been organised. Two short-term courses "Gender Studies" and "Gender Sensitization and D&I and POSH" were organised. Other gender equity programmes like the Josh Talks, a series of lectures which focused on gender

related issues were held for students. To empower our students, several counselling sessions to cater to their physical, mental, emotional, as well as their future professional needs were held. During the pandemic, students were provided counselling via social media platforms.

File Description	Documents
Annual gender sensitization action plan	<a href="https://mscw.ac.in/Gender_Sensitization_Action_Plan.aspx">https://mscw.ac.in/Gender_Sensitization_Action_Plan.aspx</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://mscw.ac.in/NAAC/Criteria7/7.1.1.pdf">https://mscw.ac.in/NAAC/Criteria7/7.1.1.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

We are committed to work for the environment and have devised innovative ways to manage degradable and non-degradable waste and raise awareness regarding waste management. "Earthcon", an Environment Awareness Society, follows the mission to create awareness about the environment and sustainable ways of living. This society tries to run itself as a co-operative and encourages students, staff and the public to adopt sustainable habits, through environmental awareness activities, through workshops, webinars, competitions, talks, Zero-plastic and Green Diwali campaigns, Nukkad Natak etc. Waste segregation at the primary level is carried out by assigning different-coloured waste

bins. The use of plastic is discouraged. Important interactions are organised to spread awareness among students and staff. The Department of EVS, under the aegis of IQAC has placed boxes on each floor as a part of an e-waste Collection Drive. Field Excursions are organized to Aravalli Biodiversity Park and Yamuna Biodiversity Park to familiarize students on the ill-effects of indiscriminate use of resources and waste creation. A spectrum of activities are organized to raise the general consciousness of students towards waste management. This includes poster competitions, Eco-Evolution competitions etc. We also encourage our students to participate in various programs on environmental issues.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above



File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>E. None of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

We provide inclusive education and aim to inculcate a spirit of tolerance and harmony. We have taken a number of initiatives to this end. To promote inclusivity, we offer fee concessions and scholarships to economically marginalized students, thereby enhancing sensitization, diversity and inclusion. To promote inclusivity students of ENACTUS and NSS commemorate special occasions by reaching out to underprivileged children. The Institution has policies towards the differently-abled and makes efforts to include them in the mainstream. Women with disabilities face marginalization at multiple levels and we are committed to provide them an inclusive environment. The College has a fully functional Enabling Unit. Disabled students are provided braille embosser, smart phones, laptops along with software like Angel-pro. Infrastructure is disabled-friendly and students are provided with writers to assist in writing assignments and examinations. College promotes linguistic integration and offers courses on Hindi, Urdu and Punjabi. Due to our strategic location, we have been able to provide education to women from marginalized sections. The North-East Cell, SC/ST Cell and Minority Cell ensures a discrimination free environment. We organize Bani-Kirtan Competition, an event based on Ragas and Bani contained in the Sri Guru Granth Sahib to propagate an understanding of the universalistic humanitarian principles of tolerance and harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

We groom students towards social responsibilities and arrange many activities to generate an awareness regarding their true role in the society. Regular events are arranged to familiarize students with the Constitution of India. The College regularly celebrates Constitution Day and sensitizes students about their Fundamental Rights and Duties. We believe that knowledge of ethics and morals is seminal for understanding one's responsibilities and obligations. We organize various events to promote this belief. All departments sensitize students towards making society a better place. Departments like Elementary Education organized slum visits and discussed their social responsibilities. To promote the value of multiculturalism enshrined in the Constitution, the Institution organizes conferences on the life of great philosophers and leaders. To promote Swachh Bharat Abhiyan, the NCC and NSS organize various Swachhta Pakhwaras on regular basis. Students also visited a slum near the College to spread awareness about cleanliness. We encourage students to take pledge against anti-social activities like corruption.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://mscw.ac.in/aqar21/7.1.9_Criteria_7.pdf">https://mscw.ac.in/aqar21/7.1.9_Criteria_7.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website**

**A. All of the above**

**There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The College celebrates several inter/national commemorative days to educate students about our rich cultural traditions. The College observes the International Day of Non Violence on October 2, the birthday of Mahatma Gandhi while Sardar Patel's birthday on October 31 is commemorated as National Unity Day. The Institution believes in the importance of linguistic and cultural diversity and therefore celebrates the "International Mother Language Day" on February 21. To commemorate the adoption of the Constitution of India, the Institution celebrates Constitution Day on November 26. In order to spread awareness about the importance of voting and role of citizens in a democracy, The National Voters' Day was observed on January 24. The Institution has also been organizing Swachhta Pakhwaras on a regular basis to uphold the ideals of the Swachh Bharat Abhiyan. Students perform Nukkad Nataks, conduct cleanliness drives on and off campus and organize other activities related to health and hygiene. All important festivals like Safe Holi, Green Diwali, Lohri, Baisakhi etc. are celebrated in College by students and staff. We celebrate Gurburab to mark the birth anniversaries and martyrdom days of the revered Sikh Gurus. Nagar Kirtans, prayers and langars are organised on the occasion. In addition, the International Yoga Day is celebrated on June 21.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

The College has two best practices. Best Practice one is Vocationalizing Education, Skill Enhancement and Promoting STEM Based Learning. We provide skill-based education that amplifies the employability of students through various vocational courses, skill enhancement programs and STEM Learning. The Vocational Centre of Mata Sundri College, along with the newly established Departments like Computer Science and Statistics take a unique approach to promote skill-based learning and provide opportunities for STEM based Learning. Our objective is to create a unique pedagogy that perfectly blends traditional syllabus with relevant marketable skills which have proved to be a major attraction for the students. Our second Best practice is Introducing Collaborative Peer Mentoring, Research Mentoring and Interdisciplinary Research Initiatives. The worth of any academic institute is decided by the number of scholars it produces who conduct groundbreaking researches. We have taken the worth of research very seriously and have created an appropriate atmosphere through a unique program like "Research Mentoring" where teachers mentor students in research skills. Another programme is our Peer Mentoring initiative which allows students to mentor their peers. We have also provided ample opportunities for our students and staff to nurture a keen interest in various interdisciplinary research activities.

File Description	Documents
Best practices in the Institutional website	<a href="https://mscw.ac.in/bestpractices_links.asp">https://mscw.ac.in/bestpractices_links.asp</a> <a href="#">x</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

As an institution, our distinctiveness is value Based Education. The College is aware of the unique opportunities and challenges that young women face in the 21st century. While access to higher education among women has seen an upward trend, the instrumental and functionalist thrust of formal education still has large gaps in the knowledge-building exercise. Higher Education often gets reduced to degrees, grades and marks, due to the excessive focus on producing employable workers. Keeping this in mind, the College considers dissemination of a value-based education as an integral part of higher education. Value-based education in the context of Indian women in the 21st century needs a multidimensional approach. It should empower the Self, the Family, the Community, the Nation and the World. It should empower the woman, so that she is able to take charge of her own life and circumstances and hence we see education largely as a capacity-building exercise. Since we are a College named after the legendary woman leader, Mata Sundri Ji, our Institution considers dissemination of these values among students, as an integral part of higher education. The Divinity Society of the College is integral to dissemination of the spiritual values.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The College plans to increase the number of books in Braille for its Visually challenged students. This will be an augmentation of its rich collection under the Hellen Keller Unit.

The College has planned to build a hostel for outstation students.

The College has started an academic journal where students and staff can send their research papers. The Institution plans to further work towards making the journal a significant contribution in the field of research. It also plans to take dedicated steps to encourage research activities amongst its faculty members.

The College plans to increase the number of smart classrooms to enhance the teaching learning process. it also plans to further strengthen its vocational centre by introducing a number of skill development courses.

The Institution has been consistently working towards reducing the carbon footprint and plans to further undertake various constructive steps in this direction.