



ACADEMIC and ADMINISTRATIVE AUDIT (AAA) REPORT

Held from 17th - 21st January 2023

Amar Shaheed Kanchan Singh Autonomous P.G. College
Shivpuri, Fatehpur

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EXECUTIVE SUMMARY

The Academic and Administrative Audit (AAA) at Amar Shaheed Kanchan Singh Autonomous P.G. College, Shivpuri Fatehpur, was conducted from 17th to 19th January 2023. The audit aimed to evaluate the institution's performance in various criteria, including curricular aspects, teaching-learning processes, research, infrastructure, student support, governance, and institutional values. The audit follows the NAAC guidelines and incorporates a SWOC analysis to identify strengths, weaknesses, opportunities, and challenges. This report presents the findings and recommendations for each criterion.

INTRODUCTION

Amar Shaheed Kanchan Singh Autonomous P.G. College is an autonomous institution situated in a remote area of Uttar Pradesh. The college strives to provide quality education and foster holistic development among its students. The AAA was conducted to assess the institution's adherence to its vision and mission and to identify areas for enhancement. The audit team comprised internal and external experts who evaluated the college's performance based on NAAC criteria.

CRITERION-WISE AUDIT REPORT

Criterion 1: Curricular Aspects

Observations:

- The curriculum requires alignment with local, national, and global developmental needs.
- Limited evidence of Course Outcomes (COs) and Program Outcomes (POs) assessment and evaluation.
- Infrequent and inadequate syllabus revisions across programs.

Recommendations:

- Implement a robust Outcome-Based Education (OBE) process with appropriate training.
- Regularly revise and update the curriculum to reflect significant changes and industry needs.
- Enhance collaborations with industries for skill development courses.

Detailed Analysis: The curriculum at Amar Shaheed Kanchan Singh P.G. College needs to be updated to align with local, national, and global developmental needs. This alignment will ensure that students are equipped with the necessary skills and knowledge to excel in their chosen fields. There is limited evidence of Course Outcomes (COs) and Program Outcomes (POs) assessment and evaluation. Implementing a robust Outcome-Based Education (OBE) process, including training for faculty, will help address this issue. Additionally, the syllabus needs to be revised more frequently to incorporate new developments and industry requirements. Collaborations with industries for skill development courses will further enhance the curriculum.

Action Plan:

1. Conduct a comprehensive review of the existing curriculum to identify gaps and areas for improvement.
2. Organize workshops and training sessions for faculty on Outcome-Based Education (OBE) and its implementation.
3. Establish a committee to oversee the regular revision and updating of the curriculum.
4. Develop partnerships with industries to offer skill development courses and internships for students.

Criterion 2: Teaching-Learning and Evaluation

Observations:

- The student-teacher ratio is not favorable, also student-centric methods need better implementation.



- Limited use of ICT-enabled tools in teaching.
- The examination process needs automation and timely result declaration.

Recommendations:

- Increase the use of ICT tools and develop a Learning Management System (LMS) for better course delivery.
- Automate the examination process to ensure timely result declarations.
- Regularly assess and address the needs of both advanced learners and slow learners.

Detailed Analysis: The student-teacher ratio at Amar Shaheed Kanchan Singh P.G. College is not favorable. Also, the implementation of student-centric methods needs improvement. There is a limited use of ICT-enabled tools in teaching, which hampers the effectiveness of the teaching-learning process. The examination process also requires automation to ensure timely result declaration.

Action Plan:

1. Invest in ICT tools and infrastructure to enhance the teaching-learning process.
2. Develop a comprehensive Learning Management System (LMS) to facilitate online learning and resource sharing.
3. Automate the examination process, including online assessments and result declarations.
4. Implement regular assessments to identify the needs of advanced learners and slow learners and provide appropriate support.

Criterion 3: Research, Innovations, and Extension

Observations:

- Research output and funded projects are a great concern.
- Lack of a well-defined policy for research promotion.
- Inadequate facilities for innovation and incubation.

Recommendations:

- Enhance research facilities and provide seed money to faculty for research projects.
- Establish a clear research policy and encourage faculty to apply for research grants.
- Develop an incubation center and set targets for innovation outcomes.

Detailed Analysis: The research output and funded projects at Amar Shaheed Kanchan Singh P.G. College are negligible. There is a lack of a well-defined policy for research promotion, and the facilities for innovation and incubation are inadequate. Enhancing research facilities and providing seed money to faculty for research projects will encourage more research activities. Establishing a clear research policy and encouraging faculty to apply for research grants will further promote research. Developing an incubation center will foster innovation and help achieve tangible outcomes.

Action Plan:

1. Upgrade research facilities and provide seed money to faculty to initiate research projects.
2. Formulate a comprehensive research policy to guide and support faculty in their research endeavors.
3. Encourage faculty to apply for research grants from various funding agencies.
4. Set up an incubation center to support innovative projects and startups.

Criterion 4: Infrastructure and Learning Resources

Observations:

- Adequate physical infrastructure for teaching and learning.
- The library needs modernization and increased digital resources.
- Insufficient general campus facilities.



Recommendations:

- Upgrade library facilities with modern technology and digital resources.
- Enhance general campus facilities to provide a better learning environment.
- Maintain and regularly update IT infrastructure.

Detailed Analysis: The physical infrastructure for teaching and learning at Amar Shaheed Kanchan Singh P.G. College is adequate. However, the library needs modernization and an increase in digital resources to support the academic needs of students and faculty. Additionally, the general campus facilities are insufficient and require enhancement.

Action Plan:

1. Modernize the library by incorporating digital resources, e-books, and online databases.
2. Enhance general campus facilities, including recreational areas, sports facilities, and common areas.
3. Regularly maintain and update IT infrastructure to support academic and administrative functions.

Criterion 5: Student Support and Progression**Observations:**

- Strong scholarship programs but limited career counseling and competitive exam guidance.
- Inadequate placement support and alumni engagement.

Recommendations:

- Strengthen career counseling services and provide guidance for competitive exams.
- Improve placement support and track alumni contributions.
- Organize more capacity development and skill enhancement initiatives.

Detailed Analysis: The scholarship programs at Amar Shaheed Kanchan Singh P.G. College are strong and provide significant support to students. However, career counseling services and guidance for competitive exams are limited. The placement support and alumni engagement are also inadequate. Strengthening these areas will help students in their academic and career progression.

Action Plan:

1. Enhance career counseling services and provide regular guidance for competitive exams.
2. Improve placement support by establishing a dedicated placement cell and building industry connections.
3. Track and engage alumni to contribute to the college's development and support current students.
4. Organize workshops, seminars, and training sessions for capacity development and skill enhancement.

Criterion 6: Governance, Leadership, and Management**Observations:**

- Vision and mission are not effectively linked to academic and administrative governance.
- E-governance implementation is partial.

Recommendations:

- Align governance practices with the institution's vision and mission.
- Implement a unified ERP system for comprehensive e-governance.
- Enhance performance appraisal systems and welfare measures for staff.

Detailed Analysis: The vision and mission of Amar Shaheed Kanchan Singh P.G. College are not effectively linked to its academic and administrative governance. The implementation of e-governance is partial, which affects the efficiency of administrative processes. Aligning governance practices with the institution's vision and mission



and implementing a unified ERP system for comprehensive e-governance will enhance the overall governance and management.

Action Plan:

1. Align academic and administrative governance practices with the college's vision and mission.
2. Implement a unified ERP system to streamline administrative processes and enhance e-governance.
3. Develop and implement a comprehensive performance appraisal system for staff.
4. Introduce welfare measures to support the professional and personal development of staff.

Criterion 7: Institutional Values and Best Practices

Observations:

- Gender equity and environmental sustainability initiatives are in place but need better documentation.
- Inadequate initiatives for inclusivity and constitutional obligation sensitization.

Recommendations:

- Improve documentation of gender equity and environmental sustainability initiatives.
- Develop structured policies for promoting inclusivity and constitutional obligations.
- Celebrate and document national and international commemorative events effectively.

Detailed Analysis: Amar Shaheed Kanchan Singh P.G. College has implemented initiatives for gender equity and environmental sustainability. However, these initiatives need better documentation to showcase their impact. There are also inadequate initiatives for promoting inclusivity and sensitizing students and staff to constitutional obligations. Improving the documentation of existing initiatives and developing structured policies for inclusivity and constitutional obligations will strengthen the institution's values and practices.

Action Plan:

1. Improve the documentation of gender equity and environmental sustainability initiatives and their outcomes.
2. Develop and implement policies to promote inclusivity and sensitization to constitutional obligations.
3. Organize and document national and international commemorative events to foster a sense of unity and awareness.



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) PROCEEDINGS OF AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G. COLLEGE, SHIVPURI FATEHPUR HELDDURING 17th-19thJANUARY2023

Introduction

1. A quality education system and efficient administration are the two most essential forward levers for developing and maximizing ASKS's capacity to pursue and attain the set Vision and Mission. With the quickly changing employment landscape, global ecosystem, and emerging technologies, it is becoming increasingly critical that our academic quality, research and administrative systems must measure up to the upcoming challenges. It is thus imperative that ASKS must carry out periodic academic and admin audits of its current status and consistently pursue high standards to stay on course to be a part of the top league of eminent Institutions.
2. In keeping with the above, ASKS has conducted AAA with due rigor and compelling seriousness. The composition of the AAA Board was as follows:

- Prof. S. N. Bais, Principal ASKS : Chairperson
- Prof. JR Sharma, External Expert : Member
- Prof.S.D. Sharma, External Expert : Member
- Dr. Sushil Kumar, Senior Faculty : Member
- Dr. Saurabh Kumar Singh, Senior Faculty : Member
- Mr. Naushal Ali Siddique : Member and coordinator

A Brief about the College

Amar Shaheed Kanchan Singh Autonomous P.G. College is a minority institution that has significantly contributed to higher education in the eastern part of Fatehpur district, Uttar Pradesh. Established in 2001 in the Shivapuri Village of KhagaTahsheel, the college has been a cornerstone for educational and social upliftment in an underdeveloped region.

The College is driven by the need to address the educational deficiencies in the eastern part of Fatehpur district. This area had been classified as an Asevit Vikas Khand (backward development block) by the State Government due to its underdeveloped status. Named in honor of Kanchan Singh, a local martyr, the college embodies the spirit of sacrifice and dedication to spreading knowledge. As a minority institution, the college was established with the mission to provide accessible and quality education to all, particularly focusing on the minority communities and other marginalized groups in the region.

As an autonomous institution, it offers a dynamic curriculum across various disciplines. The college provides a wide range of undergraduate and postgraduate courses, including Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, Master of Arts, Master of Science, Master of Commerce (M.Com), Bachelor of Laws (LLB), Bachelor of Arts and Bachelor of Law (BALLB), Bachelor of Education (B.Ed.), Master of Education (M.Ed.), Bachelor of Physical Education (BPEd), Master of Physical Education (MPEd), and Bachelor of Elementary Education (BEEd). Integrating both theoretical and practical learning, the college ensures a comprehensive education. It boasts highly qualified faculty and state-of-the-art facilities, including a well-stocked library, advanced laboratories, and comprehensive sports amenities. Emphasizing holistic student development, the college provides diverse extracurricular opportunities through clubs, cultural events, and sports. Actively engaging in community outreach, the college promotes education in rural areas, health camps, and environmental awareness. Accredited by the University Grants Commission (UGC), the college is committed to academic excellence and continuous improvement. With plans to expand academic offerings and enhance research, Amar Shaheed Kanchan Singh Autonomous P.G. College stands as a beacon of quality education, nurturing future leaders and responsible citizens.



CRITERION 1

Date:17-01-2023

Metric	Metric Details	Observations	Recommendations
1.1	Curricula developed and implemented have relevance to the local, regional, national, and global developmental needs, which is reflected in the Programme outcomes (POs) and Course Outcomes(COs) of the Programmes offered by the institution.	<ul style="list-style-type: none"> The institution lacks evidence of Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) assessment and evaluation. Mapping of COs to POs is incomplete, with POs not formed as per mandated norms and COs mapped only to Bloom's Taxonomy verbs. 	<ul style="list-style-type: none"> Conduct a 5-day hands-on training program to enable 60% of programs to implement Outcome-Based Education (OBE). Develop a comprehensive OBE manual and upload it to the website. Maintain assessment data for at least one current batch and one graduated batch. Initiate indirect assessments early to capture feedback.
1.2	Percentage of Programmes where syllabus revision was carried out	<ul style="list-style-type: none"> Syllabus revision has been minimal, with most programs showing revisions in only one subject over five years. Minutes of Meetings are incomplete and lack clarity on agenda points. 	<ul style="list-style-type: none"> Ensure significant syllabus revisions (at least 20-30% of content) and clearly document changes with highlighted comparisons. Record and upload detailed Minutes of Meetings for transparency. Ensure 100% of programs under institutional control undergo periodic revisions.
1.3	Courses on employability, entrepreneurship, and skill development	<ul style="list-style-type: none"> The institution has no collaborations or MoUs with industries for skill development. Minutes of Meetings of Academic Council (AC) or Board of Studies (BoS) are missing, and website links to relevant metrics are slow or dysfunctional. 	<ul style="list-style-type: none"> Establish collaborations with industries and sign MoUs to introduce domain-specific or elective courses. Improve the mapping and justification of courses with employability skills. Ensure website links are functional and provide access to complete documentation.
1.4	New courses introduced	<ul style="list-style-type: none"> The number of new courses introduced is below the recommended average of 20% over five years. Minutes of Meetings lack credibility and are incomplete. 	<ul style="list-style-type: none"> Introduce at least 20% new courses in programs where the institution has flexibility. Ensure Minutes of Meetings highlight agenda points clearly and are documented in full.
1.5	Choice-Based Credit System (CBCS) implementation	<ul style="list-style-type: none"> Minutes of Meetings and details of elective structures are missing. Names of electives are not provided. 	<ul style="list-style-type: none"> Clearly define the structure of CBCS programs, including elective courses, and document these in the syllabus. Record and upload Minutes of Meetings discussing CBCS implementation.
1.6	Integration of cross-cutting issues into the curriculum	<ul style="list-style-type: none"> Supporting documents pertain only to technical and design aspects, with no focus on professional ethics, gender, human values, or sustainability. 	<ul style="list-style-type: none"> Integrate courses or modules addressing cross-cutting issues like professional ethics, gender equality, human values, and environmental sustainability. Provide robust documentation and evidence.
1.7	Value-added courses for transferable and life skills	<ul style="list-style-type: none"> The number and type of value-added courses are inadequate, with many not meeting the definition of value-added courses. Few courses are delivered by external experts. 	<ul style="list-style-type: none"> Introduce at least one value-added course per semester for each program. Engage external experts and industry professionals to deliver these courses. Strengthen supporting documentation.
1.8	Student enrollment in value-added courses	<ul style="list-style-type: none"> Attendance records, sample certificates, and photographic evidence are missing. 	<ul style="list-style-type: none"> Maintain detailed attendance records, issue certificates, and provide photographic evidence of classes to validate claims.
1.9	Field projects, research projects,	<ul style="list-style-type: none"> Less than 80% of students are 	<ul style="list-style-type: none"> Ensure that at least 80% of students



	and internships	engaged in projects. Supporting documentation is limited to a few sample reports.	participate in projects or internships. • Attach additional project reports and photographic evidence of field visits to substantiate claims.
1.10	Feedback on syllabus design and review	• Feedback mechanisms are underdeveloped, with no year-wise analysis or action taken reports (ATRs).	• Conduct structured feedback surveys from students, teachers, employers, and alumni. • Analyze feedback annually and document ATRs with Board of Management approval. • Publish the feedback policy and ATRs on the institutional website.

CRITERION 2

Date: 17-01-2023

Metric	Metric Details	Observations	Recommendations
2.1	Demand Ratio	• Large gaps between approved intake and admissions.	• Improve admissions strategy and ensure accurate documentation of data.
2.2	Seats filled under reserved categories	• Seats for reserved categories remain unfilled.	• Ensure compliance with reservation policies and fill reserved seats.
2.3	Special programs for advanced and slow learners	• Programs are poorly documented and lack specific details.	• Develop and document targeted programs for advanced and slow learners.
2.4	Student – Full-time teacher ratio	• Data is incomplete and inconsistent.	• Update and verify student-teacher ratio data.
2.5	Student-centric methods	• Usage of experiential and participative methods is unclear.	• Document and promote innovative teaching methodologies.
2.6	ICT-enabled teaching tools	• Improvement needed in qualitative metrics write-up • Smart classrooms, at least, one per program • Accessibility of database from the faculty residence	• Develop LMS to enhance quality in delivery of subject. • Increase the use of ICT-enabled tools and train faculty in online teaching methods.
2.7	Mentor-mentee ratio	• Mentor-mentee assignment is unclear.	• Clarify mentor assignments and maintain updated records.
2.8	Full-time teachers against sanctioned posts	• Vacancies in sanctioned posts are evident.	• Recruit full-time teachers to fill sanctioned posts.
2.9	Full time teachers with Ph.D./D.Sc. / D.Litt./ L.L.D	• Percentage of teachers with PhDs is low.	• Hire qualified faculty with research experience.
2.10	Teaching experience of full time teachers in the same institution	• Inadequate teaching experience average	• Institute retention policy.
2.11	Full time teachers who received awards, recognition, fellowships at State, National, International level from Govt./Govt. recognised bodies	• Number of awards are not pertaining to SOP at present. Follow SOP.	• Build faculty awards as recommended.
2.12	Result declaration timeline	• Delays in result declaration are frequent.	• Implement examination reforms to ensure timely results.
2.13	Student grievances on evaluation	• Not having any grievances at all, appears impracticable	• Maintain records of grievances and address them promptly.
2.14	IT integration and reforms in the examination procedures and processes	• Examination systems lack automation.	• Implement a fully automated examination system.
2.15	Automation of Examination division along with approved Examination Manual	• Partial automation exists.	• Upgrade to a fully automated examination system.
2.16	Stated learning outcomes	• Learning outcomes are poorly	• Develop and integrate learning



		integrated into assessments.	outcomes into teaching and evaluation.
2.17	Attainment of learning outcomes	• It is the major weakness of the OBE process and has not yet been attempted	• Implement outcome-based education and evaluation processes.
2.18	Pass percentage of students	• 100% passing data	• Maintain it
2.19	Online student satisfaction survey regarding teaching-learning process	• Survey strategy is underdeveloped.	• Develop and implement an effective student satisfaction survey.

CRITERION 3

Date: 18-01-2023

Metric	Metric Details	Observations	Recommendations
3.1	Research facilities are frequently updated and there is well-defined policy for the promotion of research which is uploaded on the institutional website and implemented	• Policies and SOPs for facility maintenance are missing.	• Develop and document SOPs for maintenance and utilization.
3.2	Seed money for research	• Seed money allocation is zero.	• Allocate seed money and document its utilization.
3.3	Teachers receiving fellowships	• No fellowships have been recorded.	• Encourage faculty to apply for fellowships and provide institutional support.
3.4	Research fellowships (JRFs, SRFs)	• Enrollment of research fellows is absent.	• Attract research funding and enroll fellows.
3.5	Facilities supporting research	• Central Instrumentation Centre is not yet commissioned. • Existing facilities like business labs and greenhouses require upgrades.	• Upgrade existing facilities and document their utilization.
3.6	Recognitions by agencies	• No recognitions from agencies like UGC, ICSSR, etc.	• Seek agency recognitions and funding opportunities.
3.7	Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the institute	• Industry and international funding are absent.	• Reach out to the industry. • Reach out to international foundations and bodies for research related to saving water resources, circular economy, reducing carbon footprints and saving the earth.
3.8	Government-sponsored research grants	• No grants received in the last three years.	• Focus on developing and submitting research proposals.
3.9	Research projects per teacher	• Minimal research projects reported.	• Encourage teachers to take up funded research projects.
3.10	Eco-system for innovations	• Incubation centers have no recorded outcomes.	• Set up targets for each Faculty depending on the possibility of incubating product or service. • Involve Students' Council into formulating plans, seeking registration of students, and finding external expert guides, software, and connected infra. • Prepare policy and guidelines for the operation of Incubating Centre.
3.11	Workshops and seminars on research	• Workshops and seminars are limited in number.	• Organize regular workshops and seminars on research and skill development.
3.12	Awards for research and innovation	• Rewards specific to research and innovation are insufficient. Some of these are not innovation/research-	• Incentivize and recognize research achievements.



		related.	
3.13	Code of ethics for research	• Code of ethics implementation is unclear.	• Document and implement a clear code of ethics.
3.14	Incentives for faculty achievements	• Incentives are not clearly defined.	• Introduce monetary and non-monetary incentives for faculty achievements.
3.15	Patents published/ awarded	• No patents have been recorded.	• Encourage faculty to apply for patents and provide institutional support.
3.16	Research papers per teacher in the Journals notified on the UGC website	• Research publication output is very low.	• Set targets of 2 research papers per faculty per academic year; out of which at least one must be in the SCOPUS and WOS.
3.17	Books and chapters in edited volumes published per teacher	• In 5 years no conference proceedings including chapters in books and NO books published	• The Institute may set targets for those who have done their Ph.D. The books will carry more weight than the chapters and articles. • Provide incentives.
3.18	E-content is developed by teachers:	• No e-content has been developed.	• To develop competence in at least one professor in every Faculty to write the content of a course for the SWAYAM
3.19	Bibliometrics Citation Index in Scopus/ Web of Science	• The citation index is very low.	• Encourage faculty to publish in high-impact journals.
3.20	h-index of publications	• Institutional h-index is zero.	• Promote quality research and track publication impact.
3.21	Policy on consultancy	• No evidence of consultancy policies.	• Develop a policy to encourage and facilitate consultancy projects.
3.22	Revenue from consultancy	• Consultancy revenue is zero	• Build faculty competencies and focus on consultancy projects.
3.23	Extension activities in the neighbourhood community	• Community engagement is limited.	• Increase the number of extension activities and document their impact.
3.24	Student participation in extension activities	• Participation data is incomplete.	• Document and promote student participation in outreach activities.
3.25	Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students	• Not enough work is done in this area.	• Foster collaborations with national and international institutions. • Hold at least one activity in one year on each MoU.
3.26	Functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research	• MOU with industries is not adequate for internships and for other exchanges.	• Establish and document MoUs with reputed institutions and industries.

CRITERION 4

Date:18-01-2023

Metric	Metric Details	Observations	Recommendations
4.1	The institution has adequate facilities for teaching-learning. viz., classrooms, laboratories, computing equipment, etc.	• Classrooms, laboratories, and computing equipment need high standards of functionality.	• Ensure regular maintenance and upgrades to meet quality standards.
4.2	Facilities for cultural activities, yoga, games (indoor, outdoor), and sports. (gymnasium, yoga center, auditorium, etc.)	• Existing facilities for yoga, games, and cultural activities are available but not showcased effectively.	• Link photos of facilities to the website and improve visibility.



4.3	General campus facilities and overall ambiance	<ul style="list-style-type: none"> CCTV cameras are in critical places and security are mentioned but lawns and gardens need improvement. 	<ul style="list-style-type: none"> Make the campus visually appealing with well-maintained lawns and gardens.
4.4	Expenditure excluding salary for infrastructure augmentation	<ul style="list-style-type: none"> Financial statements are incomplete. 	<ul style="list-style-type: none"> Maintain and display detailed records of expenditures as per regulatory requirements.
4.5	Library automation using Integrated Library Management System (ILMS) and digitisation	<ul style="list-style-type: none"> Biometric attendance and remote access for faculty are missing. 	<ul style="list-style-type: none"> Implement biometric systems, enable remote access, and improve visibility of digital resources.
4.6	Subscription to e-library resources	<ul style="list-style-type: none"> No data found 	<ul style="list-style-type: none"> Do subscription at an earliest.
4.7	Expenditure on books and journals	<ul style="list-style-type: none"> A downward dip in library expenses. 	<ul style="list-style-type: none"> Maintain and display a record of what you are required to purchase as per regulatory norms and what has been purchased.
4.8	Library usage by students and teachers	<ul style="list-style-type: none"> Manual attendance system reduces efficiency. 	<ul style="list-style-type: none"> Implement RFID systems, automate attendance, and promote increased usage.
4.9	ICT-enabled classrooms and seminar halls	<ul style="list-style-type: none"> 20 classrooms with ICT-enabled 	<ul style="list-style-type: none"> Increase the number of smart classrooms and improve existing facilities.
4.10	IT policy and budgetary provisions	<ul style="list-style-type: none"> IT policy exists but needs updates. 	<ul style="list-style-type: none"> Revise the IT policy and allocate budgetary provisions for regular updates.
4.11	Student - Computer ratio	<ul style="list-style-type: none"> Computer facilities are insufficient. 	<ul style="list-style-type: none"> Purchase new computers with updated configurations.
4.12	Internet bandwidth availability	<ul style="list-style-type: none"> Data on internet bandwidth is incomplete. 	<ul style="list-style-type: none"> Increase internet bandwidth and document specifications.
4.13	E-content development facilities	<ul style="list-style-type: none"> Existing facilities lack proper documentation. 	<ul style="list-style-type: none"> Upgrade media centers and improve supporting documentation.
4.14	Expenditure on maintenance of facilities	<ul style="list-style-type: none"> Maintenance expenses show a downward trend. 	<ul style="list-style-type: none"> Improve documentation and allocate adequate funds for regular maintenance.
4.15	Systems for maintenance and utilization of facilities	<ul style="list-style-type: none"> Policies and SOPs for facility maintenance are missing. 	<ul style="list-style-type: none"> Develop and document SOPs for maintenance and utilization.

CRITERION 5

Date: 18-01-2023

Metric	Metric Details	Observations	Recommendations
5.1	Average percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government agencies (NGOs)	<ul style="list-style-type: none"> Students have benefitted from UP Govt. scholarship. Institute also helped poor, meritorious students for fee waiver 	<ul style="list-style-type: none"> Increase outreach to NGOs and other funding agencies to maximize benefits for students.
5.2	The average percentage of students benefited by career counselling and guidance for competitive examinations offered by the Institution	<ul style="list-style-type: none"> Competitive exam counselling has been negligible. In its place, courses/schemes run for the discipline programs were found included. The results of the counselling as regards students who passed competitive examinations are few. 	<ul style="list-style-type: none"> Develop schemes based on the competitive exams and document the external coaching with all supporting documents. In addition, may consider placements specific coaching as well.
5.3	Capacity development and skills enhancement initiatives	<ul style="list-style-type: none"> Initiatives for skills such as soft skills, language, and life skills are limited. 	<ul style="list-style-type: none"> Enhance the number and diversity of



			initiatives offered.
5.4	Student grievance redressal mechanisms	<ul style="list-style-type: none"> Organization awareness would require further enhancement. Regular conduct of meetings needs rigor. 	<ul style="list-style-type: none"> Conduct frequent awareness campaigns and regular grievance redressal committee meetings.
5.5	Percentage of students qualifying in-state/ national/ international level competitive examinations (eg: NET/SLET/GATE/GMAT/CAT/GRE/ TOEFL/Civil Services/State government examinations)	<ul style="list-style-type: none"> Passing %age is very low 	<ul style="list-style-type: none"> Provide incentives for competitive exam preparation and motivate students to participate.
5.6	Average percentage of placement of outgoing	<ul style="list-style-type: none"> Placement opportunities are limited. 	<ul style="list-style-type: none"> Enhance placement initiatives and maintain alumni records for better networking.
5.7	Percentage of graduates progressing to higher education	<ul style="list-style-type: none"> Data is incomplete and scattered. 	<ul style="list-style-type: none"> Collect and verify data on graduates pursuing higher education.
5.8	Awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events	<ul style="list-style-type: none"> No significant data on awards. 	<ul style="list-style-type: none"> Encourage student participation in inter-university and national-level competitions.
5.9	Presence of Student Council and its activities for institutional development and student welfare.	<ul style="list-style-type: none"> Students' participation in professional societies is absent. 	<ul style="list-style-type: none"> Establish and promote professional societies and their chapters.
5.10	Sports and cultural events/competitions organised by the institution per year	<ul style="list-style-type: none"> By conducting and clubbing various events on a single day, the numbers have been reduced to very few. 	<ul style="list-style-type: none"> Increase the number and scale of events.
5.11	Alumni Association contributions	<ul style="list-style-type: none"> Alumni Association is not registered. 	<ul style="list-style-type: none"> Register the Alumni Association and involve alumni in institutional support initiatives.
5.12	Alumni contribution during the last three years.	<ul style="list-style-type: none"> No contributions have been recorded. 	<ul style="list-style-type: none"> Actively promote alumni donations and engagement through committees.

CRITERION 6

Date:19-01-2023

Metric	Metric Details	Observations	Recommendations
6.1	The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance	<ul style="list-style-type: none"> Vision and Mission has not been adequately related to academic and administrative governance 	Clearly articulate the linkage between Vision and Mission statements and governance practices.
6.2	Effective leadership is reflected in decentralization and participative management.	<ul style="list-style-type: none"> Decentralization and Participative management practices to be clearly stated 	Detail these practices as recommended during the workshop
6.3	The institutional Strategic plan is effectively deployed.	The Strategic Plan is not integrated with an action plan.	Combine the Strategic Plan with an action plan following the format outlined during the workshop.
6.4	Effective and efficient functioning of institutional bodies	Policies, administrative setup, and service rules are not presented clearly; additional policies are required.	Separate and clearly document policies, administrative setup, and service rules. Draft additional policies.
6.5	Institution implements e-governance	<ul style="list-style-type: none"> Separate modules do exist. However, a unified ERP is absent 	Develop a complete ERP solution incorporating OBE (Outcome-Based Education) and Examination systems
6.6	The institution has a performance appraisal system, promotional avenues and effective welfare	Performance appraisal system and welfare measures are not elaborated.	Implement recommendations from the workshop to strengthen these systems.



	measures for teaching and non-teaching staff		
6.7	Financial support for faculty development	<ul style="list-style-type: none"> Financial support to faculty for attending conferences and workshops was negligible. Professional societies chapters on the campus are absent. Professional bodies' membership fee is quite limited as of now. 	Provide financial support and establish campus chapters of professional societies.
6.8	Professional development programs for teaching and non-teaching staff	<ul style="list-style-type: none"> The numbers of the last three years are very low. It would be devoid of logic to include a one-day seminar or talk as was being contemplated during the workshop. 	Organize longer-duration programs (5-Days) to enhance professional development.
6.9	Faculty undergoing professional development programs	Participation in development programs has been very low.	Increase faculty participation in longer-duration programs as discussed during the workshop.
6.10	Institutional strategies for mobilisation of funds and the optimal utilisation of resources	Fund mobilization strategies are absent.	<ul style="list-style-type: none"> The strategy may comprise of multiple measures such as Endowments Chairs, offering facilities for national tests, offering un-utilized infra to industry/NGO, alumni contribution, undertaking projects related to saving environment, water resources etc.
6.11	Funds/Grants received from government for development and maintenance of infrastructure	No funds received in the last three years.	Explore PPP (Public-Private Partnership) schemes for skill development.
6.12	Funds / Grants received from non-government bodies, individuals, philanthropists for development and maintenance of infrastructure	Non-governmental funding strategies are absent.	Implement measures such as endowment chairs, offering facilities for WILP tests, and engaging with philanthropists.
6.13	The institution conducts internal and external financial audits regularly	Regular financial audits are conducted.	Maintain transparency and ensure adherence to audit recommendations.
6.14	Contribution of Internal Quality Assurance Cell (IQAC) towards quality assurance	Evidence of IQAC functions and outcomes is lacking.	Document and verify the outcomes of IQAC initiatives as per the metric.
6.15	Quality assurance initiatives by the Institute	Minimal collaborative initiatives and orientations on quality issues.	Conduct quality-oriented programs and establish collaborations with other institutions.

CRITERION 7

Date: 19-01-2023

Metric	Metric Details	Observations	Recommendations
7.1	Measures initiated by the Institution for the promotion of gender equity	Attached documents execution plan of various measures does not have specific dates of events conducted.	Include event dates in documentation and support initiatives with relevant photographs to improve credibility.
7.2	Facilities for alternate sources of energy and energy conservation measures	Solar energy, biogas plant, wheeling to the grid, sensor-based energy conservation, and LED usage have been observed. However, bills are limited to the institute, and some equipment appears rusted.	Replace rusted equipment with painted ones, include additional bills if applicable, and avoid blank spaces in the presentation of facilities.
7.3	Management of degradable and non-degradable waste	Solid, liquid, biomedical, e-waste, recycling systems, and hazardous waste management practices exist, but further recognition is needed.	Aim to win awards and recognitions. Collaborate with community organizations and seek funding to extend efforts to the surrounding neighborhood.



7.4	Water conservation facilities available in the Institution	Rainwater harvesting, tanks and bunds, wastewater recycling, and water body maintenance are present.	Regular AMC of the facilities is required.
7.5	Green campus initiatives	Green campus efforts are evident, contributing to pollution reduction in surrounding areas.	Enhance documentation to showcase the impact of initiatives more comprehensively.
7.6	Environment and energy quality audits	Audits are undertaken, but awards for green initiatives are not documented.	Engage accredited audit companies, involve students in audits, and take action on observations. Pursue recognitions for green initiatives.
7.7	The Institution has a disabled-friendly, barrier-free environment	Screen reading software, scribe services, and soft copies of reading materials are not available.	Install required software and services and advertise these initiatives to enhance inclusivity.
7.8	Efforts for an inclusive environment	No structured documentation aligns with the question's requirements.	Reframe supporting documents to clearly highlight institutional efforts toward cultural, regional, linguistic, communal, and socio-economic harmony.
7.9	Sensitization to constitutional obligations: values, rights, duties, and responsibilities of citizens	Policies are unstructured, and value mapping with activities is incomplete.	Frame structured policies and align institutional activities with constitutional values.
7.10	Prescribed code of conduct for students, teachers, administrators and other staff	Code of Conduct is displayed on the website, and professional ethics programs are organized, but documentation is inconsistent.	Reframe supporting documents to enhance clarity and alignment with metric requirements.
7.11	Celebration of national and international events	Supporting documents do not adequately highlight the efforts.	Reframe supporting documents to better illustrate institutional celebrations and events.
7.12	Institutional performance in an area distinctive to its priority and thrust	The distinctive performance is poorly documented.	Reframe and enrich supporting documents to effectively portray institutional strengths.



SWOC Analysis for AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College Shivpuri Fatehpur

Strengths

- **Autonomous Status:** As an autonomous college, it has the flexibility to design its own curriculum, conduct exams, and publish results, ensuring timely and relevant education.
- **Diverse Course Offerings:** The college offers a variety of undergraduate and postgraduate programs, catering to a wide range of academic interests and career goals.
- **Experienced Faculty:** The presence of knowledgeable and experienced faculty members contributes to high-quality education and mentorship for students.
- **Infrastructure:** Good infrastructure facilities including well-equipped classrooms, laboratories, libraries, and sports facilities.
- **Community Engagement:** Strong involvement in local community activities, fostering a sense of social responsibility among students.

Weakness

- **Resource Constraints:** Limited financial resources may restrict the ability to upgrade facilities and introduce new technologies or programs.
- **Research Opportunities:** Lack of focus or funding for research activities might limit the scope for students and faculty to engage in innovative projects.
- **Industry Linkages:** Insufficient collaboration with industries may hinder internship and placement opportunities for students.
- **Alumni Network:** Underdeveloped alumni network, which can be a valuable resource for mentorship, networking, and fundraising.
- **Technological Integration:** Slow adaptation to modern teaching aids and technology, which can affect the learning experience.

Opportunities





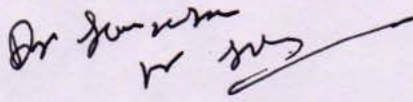
- **Government Grants:** Opportunity to secure government grants for educational development and research projects.
- **Collaborations:** Potential for establishing partnerships with other educational institutions and industries for student exchange programs, internships, and joint research.
- **Skill Development Programs:** Introduction of skill development and vocational training programs to enhance the employability of students.
- **Digital Learning:** Expansion into online courses and digital learning platforms to reach a wider audience and offer flexible learning options.
- **Community Projects:** Engaging students in community service and development projects can enhance practical learning and social responsibility.

Challenges

- **Competition:** Increasing competition from other educational institutions in the region offering similar programs.
- **Regulatory Changes:** Navigating changes in education policies and regulations that may impact the autonomous status or curriculum.
- **Student Enrollment:** Fluctuations in student enrollment numbers due to demographic changes or economic factors.
- **Quality Assurance:** Maintaining high standards of education and continuous improvement amidst resource constraints.
- **Retention of Faculty:** Attracting and retaining qualified faculty members in a competitive academic job market.



Signature of AAA Committee:

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