



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Shri Sanatan Dharam Girls' College
• Name of the Head of the institution	Dr. Neeru Garg
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01642255104
• Mobile no	8968398200
• Registered e-mail	ssdgirlcollege@gmail.com
• Alternate e-mail	gargneeru1970@gmail.com
• Address	Maharaja Aggarsain Road(Amrik Singh Road)
• City/Town	Bathinda
• State/UT	Punjab
• Pin Code	151001
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Punjabi University Patiala				
• Name of the IQAC Coordinator	Dr. Anju Bala				
• Phone No.	01642236108				
• Alternate phone No.	8557901414				
• Mobile	9417557848				
• IQAC e-mail address	ssdiqac@gmail.com				
• Alternate Email address	dranjussd@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://ssdgc.com/NAAC.aspx?NAAC=9">http://ssdgc.com/NAAC.aspx?NAAC=9</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://ssdgc.com/NAAC.aspx?NAAC=3">http://ssdgc.com/NAAC.aspx?NAAC=3</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.22	2022	03/05/2022	02/05/2027
<b>6. Date of Establishment of IQAC</b>			18/11/2015		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>5</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>		
Substantial increments to physical and ICT infrastructure • New Conference Hall with ICT facilities • Commencement of repair and renovation of college building • Video conferencing facility added in Computer labs • Installation of CFL lights to conserve electricity		
Formation of IPR Cell To create awareness about Intellectual Property Rights an IPR cell was framed and a national level workshop in association with NIPAM was conducted.		
MOU with IHM To support budding student entrepreneurs a MOU with IHM ( Indian Institute of Hotel Management) was signed. A career counseling session was conducted in association with IHM.		
FDP One Day Faculty Development Programme on "Research Methodology " on 29th June 2022 was conducted.		
Offering Employability Skills through Soft Skills - IQAC aims at equipping students with the necessary skill to succeed, compete and excel in a dynamic work environment. The college conducted Soft Skill training sessions to enhance employability skills in association with IBT, IHM and Bajaj Finserv etc.		
<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
Academic calendar	All the curricular and co-curricular activities were completed in resonance with the academic calendar and updated on college website regularly.
Continued emphasis on short term certificate courses and remedial classes	The college provided 15 short term courses during the year to add to the skill-set of students and improve their employability. The courses range from languages to sciences to taxation to ICT skills etc. For slow and advanced learners remedial classes were taken after mid semester exams. Many of the students were benefitted from these classes.
Feedback from all stakeholders	IQAC collected feedback on curriculum from all the stakeholders and submitted its analysis to the academic council and Principal to act on. It also collected self appraisal from all the teachers and submitted the report to principal.
Faculty development Program and workshop	IQAC conducted faculty development program on 'Research Methodology' and a National workshop on 'Intellectual Property Rights' to promote research and enhance professional skills among teachers.
Strengthening collaborations with other institutions	The college has MoUs, collaborations and linkages with various organizations and institutions such as Indian Institute of Hotel Management, Bathinda Chemicals Ltd., Desh Bhagat University Mandi Gobindgarh, Guru Nanak College

	<p>Killianwali etc. • Conduct of Career counseling session in collaboration with Indian Institute of Hotel Management, Bathinda. • Conduct of extension lecture in association with Desh Bhagat University. • Industrial visit to Bathinda Chemicals Ltd.</p> <p>• Celebration of World Environment day in association with Tree Lovers Society.</p>
<p>More involvement with stakeholders through personalised mentoring</p>	<p>• Interactions with students through regular mentoring • Conduct of Alumni Meet ' Balihari Guru Apno' • Interaction with parents through parents teacher meetings.</p>
<p>Continuing with and strengthening our best practices- Initiatives were taken throughout the year</p>	<p>Tree Plantation by dignitaries during various events and functions. Departmental book bank facility is provided to all the needy students.</p>

<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Management of S.S.D. Group of Girls' Colleges	29/06/2022

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

Year	Date of Submission
2021-22	11/01/2023

**15. Multidisciplinary / interdisciplinary**

Being an affiliated college, course structure and the contents (Course curriculum) are designed by the parent university, Punjabi University Patiala, a state university,

which is yet to implement the Multidisciplinary/interdisciplinary approach fully. However, in order to provide the holistic academic growth among the students aligning with the objective of NEP-2020, Interdisciplinary/multi-disciplinary curriculum is being implemented at SSD College by offering various certificate courses to the students which gives freedom to the student to choose their preferred options from the range of programs offered by the institute. Classes for certificate courses are being conducted on-line/off-line so that students of all streams can choose their preferred multi-disciplinary subjects. Institute has taken the initiative for conducting ICSSR sponsored National Seminar on "Roles and Responsibilities of HEIs for effective implementation of NEP-2020" which will be conducted during 19th November, 2022 to provide the information and knowledge regarding NEP-2020 to all the stakeholders. Institute is carving out the way for the fruitful implementation of multidisciplinary and interdisciplinary education which will definitely enable our students to develop the skills required in 21st century.

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

The institutional preparedness in implementation of Academic Bank of Credits solely depends upon the guidelines of the affiliated University and Department of Higher Education, Govt. of Punjab. Provisions of Academic bank of Credit proposed in the NEP 2020 is to facilitate multiple entries and exit points in the academic programs. This is an innovative idea to earn and deposit credits through National schemes like SWAYAM, NPTEL, etc. leading to credit transfer and accumulation which will help the students to get the program completed. In present scenario, following university regulation students are encouraged to participate in degree courses through which earning 20 extra credit points (Choice based credit system -CBCS) by participating in different MOOCs courses.

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

The Institute has already set up an In-house Incubation and Entrepreneurship Development Cell with two components - providing skill based training as well as to provide entrepreneurial skills starting from the 1st year. Apart from teaching of usual curriculum of parent university, Curriculum Enrichment is achieved through extra-curricular and co-curricular activities. Institute also signed three new MOUs, one with IHM to create an excellent opportunity for training to the students and another with Desh Bhagat University and Guru Nanak College Killianwali for student and faculty exchange programs. The MOUs will further enhance the pool of talent transformation in the field of emerging technologies. Need of the hour is to produce young generation obtaining degrees in their choice of subjects and additional skill courses that will help them to start their own entrepreneurship after leaving the college. In this way graduate from the college will become a job provider than a job seeker.

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

Institute ensures appropriate integration of Indian knowledge system by following the CBCS scheme set up by Parent University. Although the primary mode of communication is English, faculty members and technical assistants are also imparting the knowledge and clearing doubts by communicating in regional languages like Punjabi and Hindi, predominated by the students of those communities in this part of the country. Institute has provision of various committee activities which contribute to sensitizing students to cross-cutting issues like Gender, Environmental Sustainability, Human Values and Professional Ethics for development of creative and divergent competencies. Subjects like Indian Constitution in Political Science, Ethics & Value system of Indian culture in Home Management, Environment Eco-system, etc. are offered in order to inculcate sense of national integration, culture and civic sense among the student community.

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

The objectives set out in the NEP 2020 on OBE are Competency, standard, benchmarks, and attainment of outcomes. Efforts have been taken by the faculty members in the Institute to fulfill the objectives and achieve the target as per the structural curriculum provided by the affiliating university. Variety of approaches in teaching Learning process like lectures, seminars, tutorials/workshops/practical and project based learning field work, technology enabled learning internship and research work are being adopted. In addition to conventional teaching and learning, skill-based Training is imparted for students of all streams. The Course Outcomes(COs) are also aligned to the Program Outcomes and Program Specific Outcomes and outcome evaluation conducted course wise as well as at the program level.

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

During the Covid-19 pandemic, online classes were conducted very effectively by all the faculty members in all programs, helping the students to study e-contents for all subjects in all semesters. Both faculties and students have experienced the online teaching and evaluation process through different software. Institute is also preparing to make available all such type of e-content materials prepared by faculty members to all students through online mode to meet the future challenges. Even the whole semester examination is conducted digitally by the parent University till the end of 2021-22 academic year. So, the institution is well prepared in this regard. Institute also allows the students to pursue their classes of certificate courses on hybrid mode (online / offline).

**Extended Profile****1.Programme**

1.1

457

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**

2.1 826

Number of students during the year

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

2.2 259

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>

2.3 303

Number of outgoing/ final year students during the year

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

**3.Academic**

3.1 54

Number of full time teachers during the year

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

3.2 23

Number of sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>457</b>
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	<b>826</b>
Number of students during the year	

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

2.2	<b>259</b>
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	<b>303</b>
Number of outgoing/ final year students during the year	

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

### 3. Academic

3.1	<b>54</b>
Number of full time teachers during the year	

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

3.2	23
Number of sanctioned posts during the year	

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

<b>4.Institution</b>	
4.1	48
Total number of Classrooms and Seminar halls	
4.2	10
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	130
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

Curriculum planning and implementation The college follows the curriculum designed by its parent University. The college aims to inculcate the highest intellectual standards through academic commitment. Faculty of the college, are the members of board of studies, make their contribution towards framing of the curriculum in their respective subjects. For effective implementation of the curriculum, the college academic calendar is prepared, meetings are conducted by heads of each department to formulate its own action plan, course plan, teaching plan and teaching methods to be adopted for the same. For this, workload is distributed among the faculty and a proper timetable is framed. Students are made aware about the academic plans, curriculum and academic calendar through the college prospectus and website. Besides regular classes, tutorials and remedial classes are taken to enhance the knowledge of students. The curriculum delivery is effectively done through lectures, demonstrations and relevant study material to make the learning easier. For holistic development of students quiz,

debate, group discussions, educational tours, field trips, industrial visits, interdisciplinary competitions and presentations etc. are organized in all the departments according to the academic calendar of the college. All these activities help the students to become self expressive and intellectually competent. Each department periodically reviews the syllabus and students' performance through departmental and tutorial meetings. Feedbacks from students are collected on regular basis to strengthen the future curriculum development.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://ssdgc.com/Courses.aspx?ctid=1">http://ssdgc.com/Courses.aspx?ctid=1</a>

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

CIE- Continuous Internal Evaluation Our college strictly follows the academic calendar issued by the university at the beginning of the session. According to the exam schedule of the university, the college adjusts the academic calendar for internal exams, certificate courses and co-curricular activities of N.S.S., N.C.C. and other departments. The principal conducts meetings with members of academic council to ensure smooth adherence of the academic calendar. Academic council of the college discusses all the issues related to curricular and co-curricular activities in detail and suggests remedial measures wherever required. For the purpose of conducting continuous internal evaluation, teachers prepare their unit plans, schedule of teaching, class tests and assignments according to their time table keeping the academic calendar in mind. Mid semester break is utilized for on-the-job training and internship programs. Following are the important aspects of academic calendar:-

1. Planning of extra-curricular activities by different departments.
2. Activities of physical education department including annual sports meet and various tournaments.
3. Planning of the mid semester exams and tentative schedule of university exams.
4. University schedule of gazetted holidays, summer and winter vacations.
5. Dates of commencement and end of the semester.

**6. Annual prize distribution function and convocation.**

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://ssdgc.com/NAAC.aspx?NAAC=3">http://ssdgc.com/NAAC.aspx?NAAC=3</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**

**A. All 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**

**1**

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)**

11

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**

271

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**

Our institution always believes in comprehensive development of the students. The students are polished in such a way that they are mentally, physically and intellectually strong with sound knowledge. To achieve this college take following initiatives:-

1. To make students aware towards environmental and social issues, two qualifying papers titled
  1. Environment and road safety awareness
  2. Drug Abuse: Problem, Management and prevention are compulsory for all the students at under graduate level.
2. Special days are celebrated by N.S.S., N.C.C and other clubs to establish mutual connectivity of students with the society.
3. Extension and outreach programs are organized by departments to acquaint students with society.
4. Morning assembly is conducted once a week to inculcate moral

and intellectual values in students.

5. The students are made aware about the practical and challenging issues of real life and their possible solutions through various motivational lectures by experts.
6. Our college focuses on professional ethics along with carrier guidance. Students are informed about various job opportunities by career guidance and placement cell .Lectures on effective resume writing , mock interviews and placement drives are arranged by the cell
7. Entrepreneurship development club is framed in college to inculcate entrepreneurial qualities among the college students. Students are able to nourish their innate entrepreneurial spirit due to platform provided by the club.

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

3

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

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

75

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**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="http://ssdgc.com/NAAC.aspx?NAAC=11">http://ssdgc.com/NAAC.aspx?NAAC=11</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**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://ssdgc.com/NAAC.aspx?NAAC=11">http://ssdgc.com/NAAC.aspx?NAAC=11</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**

826

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**

233

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

In the beginning of new session, an orientation programme is arranged for entry level students to make them familiar with all the systems and procedures of learning and evaluation. Learning abilities of the students are recognized through Class room interactions, mentor-mentee interface and tests. The assessment of learning levels is further followed up by mentors, and they keep a record of their progress and categorize them as slow and advanced learners. Performance of students is monitored regularly and the same is communicated to their parents at Parent Teachers Meeting. For slow learners remedial classes with specified syllabus are organized after mid semester exams and concepts of some difficult subjects are taught. Their queries are handled in these classes and their weaknesses and strengths are thoroughly worked upon. They are constantly motivated in mentoring sessions for working hard for procuring good results in university exams. Advanced learners are nurtured and polished in best possible ways for performing exceptionally well in university examination. They are provided with extra study material and their doubts and queries are handled at regular intervals. Previous university question papers are discussed which helps them in understanding the paper

pattern and the ways of presenting the answers. The college takes credit for the maximum number of merit positions in the results declared by University year after year. The impact of efforts made has significantly improved college results, which is always higher than university pass percentage.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/Activities.aspx?EventCategory=16">http://ssdgc.com/Activities.aspx?EventCategory=16</a>
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
826	54

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

The college follows a student centric approach and all policies and decisions are taken keeping in view the interest of students. The college has adopted blended approach by integrating traditional teaching with ICT enabled methodologies. In addition to the Classroom teaching adequate experiential exposure is given to the students for their holistic development. Field trips, educational excursions, industrial visits, projects, internships, seminars, webinars, online sessions, workshops and interactive sessions are organized to facilitate experiential learning. Some programs have experiential learning component in their curriculum, however many other programs are made unique by including this, beyond curriculum. The industrial visits, outreach programs and guest lectures are regularly conducted. The college has also evolved student centric methods through entrepreneurship and incubation cell. The students are also trained for content writing for college magazine and research journals. Group discussions, paper presentations, audio visual presentations and quizzes are extensively used to encourage participative learning. Students are

encouraged to discuss various issues and challenges existing in their respective disciplines through participation in various college activities. Active participation of students in Youth Parliaments and Youth Red Cross helps students in dealing with real world challenges and participating in finding solutions to them. Besides the regular curriculum, outgoing students are engaged in certificate courses which help them in gaining practical knowledge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://ssdgc.com/Activities.aspx?EventCategory=11">http://ssdgc.com/Activities.aspx?EventCategory=11</a>

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

The college provides variety of educational services to promote and upscale teaching learning process. The college has provision of ICT enabled classrooms and conference rooms, digitalized library, LCD Projectors, and audio-video tools which creates interest and curiosity among students thus making teaching learning process more effective. For two way flow of information, the students are actively involved in preparing Power Point Presentations, use of e-resources for writing of seminar papers, project reports and other assignments. The students as well as teachers are trained in handling of ICT Tools and information is provided about various library software (E-Granthaliya), MS Word, MS Excel and Power Point Presentations. To support learning, research and academic search, the faculty and students of the college have been provided access to INFLIBNET. To improve language and communication skills of students the college has a language lab with 'LearnSoft' Software and fully equipped with auditory aids. The college has been making continuous efforts to improve its IT infrastructure and facilities according to the technological advancements. Teachers use power-point presentations in their teaching by using LCD's and projectors. Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students. Teachers prepare online quiz for students as GOOGLE FORMS or gaming quiz. Students are counseled with the help of Zoom / Google meet applications. Teachers use ICT tools for conducting workshops.

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

36

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

54

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	<a href="#">View File</a>

#### 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

14

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

535

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 mechanism of internal assessment at the institutional level is transparent and robust in terms of frequency and mode. The schedule of mid semester test is displayed in academic calendar and are conducted in perfect consistency with university pattern. Variety of testing techniques like routine class tests, assignments, quizzes, projects, and surprise tests are also conducted by the faculty to judge the learning echelon of students. The question papers are set as per guidelines of university and the answer scripts are evaluated and distributed with correction notes. Special tests are conducted for students participating in NCC, NSS camps, youth festival and tournaments. Parent-Teacher meeting is conducted wherein the student's performance is discussed and parents are involved to encourage their wards. Examination related grievances are handled by examination committee. The students who remain absent in house tests have to submit examination leave along with documentary

proofs; otherwise they are answerable as per rules of college examination committee.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://punjabiuniversity.ac.in/syllabi/Academic%20">http://punjabiuniversity.ac.in/syllabi/Academic%</a>

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

To maximize transparency and efficiency in examination related grievances, the college has a Registrar, who looks after the entire system of examinations. The internal and external examination schedule is communicated to the students by displaying the date sheet on college notice boards and circulation through WhatsApp groups by the mentors. For the grievance regarding mid-semester tests, the students can complain about any discrepancy in the result, within two days of declaration of result to the concerned faculty. If the grievance is still unresolved, she can contact the concerned HOD, HOD would look into the matter, resolve, and incase the grievance is against HOD, she can contact Registrar. However, if the student is still unsatisfied, she can contact the Principal, who is the highest authority to resolve any issue related to the internal examination. PTM is regularly conducted to intimate the guardians of the students regarding awards and attendance. During the final university Examinations, discrepancies regarding examination are properly and timely attended to and the university is contacted for early redressal within three days. The grievance related to question paper is dealt immediately and the letter regarding the discrepancy is sent to Controller of Examination of the university on the same day. For the result related grievance, the University provides a window period of 14 days after the declaration of results for applying for re-evaluation.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="chrome-extension://efaidnbmnnnibpcajpcqlcl efindmkaj/http://punjabiversity.ac.in/syllabi/Academic%20Session%202021-22/Faculty%20of%20Business%20Studies/Under%20Graduate%20Courses/B.Com%20(Hons.%20)%20Part-I%20(%20I%20&amp;%20II%20semester).pdf">chrome-extension://efaidnbmnnnibpcajpcqlcl efindmkaj/http://punjabiversity.ac.in/syllabi/Academic%20Session%202021-22/Faculty%20of%20Business%20Studies/Under%20Graduate%20Courses/B.Com%20(Hons.%20)%20Part-I%20(%20I%20&amp;%20II%20semester).pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

The course content for undergraduate and postgraduate programs is assigned by Punjabi University Patiala. The concept of Outcome Based Education (OBE) in terms of knowledge, understanding, skills, attitudes and values has enabled students, parents and employers to understand the nature and level of learning outcomes and to maintain academic standards. These outcomes present clearly and concisely the strengths of the particular programme. Students can visit the college website and choose a programme according to their interest. Programme outcomes contain broad statements about the essence of the entire programme explaining programme with every detail. The students can opt the programme by planning, evaluating, measuring and estimating the outcomes. These programme outcomes are prepared by the academic council of the college with the help of IQAC. Course outcomes depict outcomes of each course or paper. Students can understand what they are going to learn in each paper and how the knowledge will equip them after the study. The courses of all programs have well defined COs, which are displayed on college website. The hard copy of course content and COs is also available in departments for reference of faculty and students. The COs and POs are constantly shared and discussed in mentoring groups.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://ssdgc.com/NAAC.aspx?NAAC=1">http://ssdgc.com/NAAC.aspx?NAAC=1</a>
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.**

The college follows a structured and efficient mechanism for attainment of the Programme Outcomes (POs) and Course Outcomes (COs). Attainment of outcomes is evaluated on the basis of result of Mid-Semester and Final Semester Examination conducted by college and university respectively. CO attainment is evaluated through assignments, seminars, viva voce, etc. Routine evaluation is done by oral/written tests in class room. The Mid-Semester Examination and the written class tests are conducted according to the examination pattern followed by the affiliating university to help the students to prepare and perform better in the final examinations. The CO attainment in terms of analytical and creative thinking of students is carried out through models, charts and PPTs of original and innovative ideas. Feedbacks from students, parents, teachers and alumni help us to evaluate the short comings in the curriculum. If there is a gap between Attained Target and Overall Course Outcome attainment, then we revise our lesson plan, update it to bridge the gap between the two. This helps to make a good estimate of the satisfaction level of the syllabus. Our mission gets accomplished only when learners receive what exactly we try to deliver them.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://ssdgc.com/CollegeResult.aspx">http://ssdgc.com/CollegeResult.aspx</a>

**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**

283

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://results.pupexamination.ac.in/t8/results/results.php">https://results.pupexamination.ac.in/t8/results/results.php</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://forms.gle/2Uut6ZrpYdVwuwNRA>

## 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)**

0

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

1

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	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://icssr.org/">https://icssr.org/</a>

### 3.2 - Innovation Ecosystem

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

The college promotes the spirit of innovation and has established Entrepreneurship and Incubation Cell, IPR cell and Research and Development cell to support initiatives for creation and transfer of knowledge. Entrepreneurship and Incubation Cell: Entrepreneurial skills are taught to students through various skill-based activities like flower making, paper craft, decorative bag making, Jewellery designing, baking and culinary skills. Entrepreneurship Workshops are organised in collaboration with IHM Bathinda to nurture the innovative ideas of students. IPR Cell: The cell has conducted a national workshop in collaboration with Rajiv Gandhi National Institute Of Intellectual Property Management( RGNNIPM) under National Intellectual property Awareness Mission for the faculty and students to enhance research and patenting culture and also encourages filing of patents. Research and Development Cell: To kindle the spark of research amongst the faculty and students various events are organized. Faculty and PG Students are motivated to participate with

enthusiasm in national and international seminars and conferences and get their research work published. The Institution works to create and disseminate innovative solutions with its active Vermi Compost and compost units.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ssdgc.com/WorkshopSeminar.aspx">http://ssdgc.com/WorkshopSeminar.aspx</a>

### 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

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

7

File Description	Documents
URL to the research page on HEI website	<a href="http://ssdgc.com/Research-Development-Cell.aspx">http://ssdgc.com/Research-Development-Cell.aspx</a>
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**

7

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**

12

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

To sensitize the students deeply about social issues a number of extension activities are conducted in the college-campus, nearby localities, city and villages adopted by the college. The dynamic implementation of the extension activities and the outreach programs is made successful with the active involvement of the educators deputed with the college's NCC, NSS, Societies, and Clubs. A well-planned schedule is chalked out with a collaborative effort of all these bodies under the guidance of the Principal. Several rallies, extension lectures by social activists, awareness drives are organized/ undertaken to connect the youth to the community and neighborhood. Two and half active NSS units with 250 volunteers adopted a village (Jassi Pau Wali) and organized free medical camp, gender awareness under 'Beti

padao Beti bachao' programme, cleanliness campaign and stubble-burning prevention program. To aware rural women about menstrual hygiene outreach programs are conducted and sanitary napkins are distributed among them. NCC cadets share a special bond with residents of neighborhood old age home. Students regularly donate articles and celebrate festivals with them. Student participants of various clubs and societies contribute to society through campus-activities like: planting and adopting trees, donating books and blood-donation camps.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/Activities.aspx?EventCategory=15">http://ssdgc.com/Activities.aspx?EventCategory=15</a>
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**

13

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

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

988

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

9

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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**

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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.

The Institution encompassing an area of 5 acres has state-of-the-art infrastructure to cater the needs of students. There are 45 classrooms, 3 seminar halls, an AC auditorium and an open stage to carry out curricular and extracurricular activities. The institution has set well-furnished three computer labs, four science labs, language lab, Home Management Lab, Office Management Lab, Home Science Labs and a Sports Room to fulfill the requirements of the students in their respective disciplines. The departments have separate staff rooms along with a common staff room. The library is enriched to meet the requirement of all stakeholders having e-library with the membership of INFIBNET, DELNET and OPAC facilities. The college manages all its teaching and non teaching work with 130 computers with broadband connection. Three well-maintained lawns, a herbal garden, nutri-garden and a botanical garden with a wide variety of plants add to the campus aesthetics. Safety equipments are installed and maintained regularly in the labs and in the campus. To ensure the safety the college is under CCTV Surveillance. The campus has a Canteen, a Cafeteria, a common room, a Recreation Hall and gym. Three well furnished residential Hostels with WiFi and solar facility are provided to Girl students. Two rain harvesting units

are also installed in hostel.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ssdgc.com/#">http://ssdgc.com/#</a>

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

For holistic development of the students the college has set excellent facilities to conduct extracurricular activities. To conduct Annual Prize Distribution Function, Convocation, and Talent Hunt Competition, etc. a central AC auditorium and open stage is available. Besides it, the institute is equipped with three conference halls to hold seminars, extension lectures, workshops, conferences, and even cultural functions of various departments. The college has adequate facilities for indoor and outdoor games. For outdoor games it has Basket Ball, Badminton, Net Ball, Kho-Kho, Volleyball Courts and athletics play ground. A recreation hall is available for indoor games which provide facilities for chess and carom. Besides college has a yoga centre in which yoga classes are often carried by professional yoga trainers. A Gym facility possessing equipments is available to cater the needs of hostellers as well as day scholars. It has three treadmills-Manual, Electronic and Semi-commercial along with six different types of indoor exercise cycles, a rotator and one wall mirror to facilitate formation and correct posture while exercising.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ssdgc.com/Activities.aspx?EventCategory=2#">http://ssdgc.com/Activities.aspx?EventCategory=2#</a>

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

60

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ssdgc.com/ClassRoom.aspx#">http://ssdgc.com/ClassRoom.aspx#</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)

117

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)

Library is the cornerstone of any successful institute. Recognizing the value of a well equipped library for the growth of students and thereby of the institute, our library has a rich collection of more than 30,000 books, 12 Newspapers, 26 Journals and Magazines and 38 Encyclopedias. The library provides OPAC facility and it is available on college website. It provides access to WEB OPAC for its readers who can access these facilities on their personal computers/mobile with internet from anywhere in the world. Library has a membership of INFLIBNET. It helps teachers and students to access e-journals and e-books on N-LIST by INFLIBNET. The username and password is issued to teachers and students. They can access this facility from anywhere by using the internet. Library also has DELNET (Developing Library Network) membership. This helps the faculty and students to procure those

books, articles and documents from other educational institutions through DELNET that are not available in the Library. The Library has its own computer section. All library operations such as housekeeping, bibliographical details of all books are carried out by computer section. Bar-coding has been done. Books are issued and returned digitally as well as manually since July 2016. The circulation work is fully computerized.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://ssdgc.com/Liabrary.aspx">http://ssdgc.com/Liabrary.aspx</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)**

**0.8225**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
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

103

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

Information technology has taken the world by storm. E-learning is the use of electronic educational technology in teaching and learning. College has always been one step ahead when it comes to using technology to benefit students. The institute has a digitally supported learning environment. Academic management plans, assignments, post-exam solutions, quizzes, lecture presentations, syllabi, study materials, etc. are provided to students. Below are some other elearning methods that support this view for the benefit of the student community. The College along with the traditional Chalk and Talk method of Teaching, also utilizes paperless, free online Learning Management Systems. All the teachers at college use different ICT-enabled tools to make their teaching effective. Apart from using PowerPoint presentations (PPT) to supplement teaching, teachers also use Google Classrooms. Students also submit assignments and get these assignments graded on Google Classroom. The Institute has audio-visual enabled classrooms with internet connection. In these classrooms, students can watch subject-specific websites or various subject-related videos from YouTube on the LCD big screen. The college has 127 desktops and 2 laptops for academic purposes. The whole college campus is completely wi-fi enabled with many access points fixed at different places in the college campus. There are 18 head phones, 5 projectors, 5 printers, 1 scanner, 1 photocopier and 4 printers with photo copier system.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ssdgc.com/Labs.aspx">http://ssdgc.com/Labs.aspx</a>

<b>4.3.2 - Number of Computers</b>	
130	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>
<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	A. ? 50MBPS
<b>File Description</b>	<b>Documents</b>
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>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)</b>	
117	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
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.	
Maintaining of physical, academic and support facilities of the campus is our regular feature. Members from both teaching as well as non-teaching sections along with the supporting staff comprising of a hardware technician, plumber and electrician take	

care of these facilities at micro level. These checks are often complemented by surprise checks by the college Principal and the members of the managing Committee. Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Each floor is assigned with a supporting-staff member to regularly clean and maintain classrooms, staffrooms, seminar halls, faculty rooms, rest rooms, washrooms and Laboratories etc. Full time gardeners have been employed to maintain the Green Cover of the campus. Laboratories are maintained by Lab Assistants who ensure the maintenance of building, furniture, fixtures, and equipments of the laboratory. Proper registers are maintained to keep stock of the equipments, hardware, chemicals and other consumables. Sports facilities like play grounds, indoor hall, gym, and all other allied infrastructure is taken care of by the department of physical education. The college library is a reservoir of books, journals, newspapers and online study material with a provision of net surfing area. To maintain this infrastructure there is full time librarian and her team who are responsible for the upkeep of the library. Departmental Book banks are maintained by respective departments to fulfill immediate need of students and faculty.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://ssdgc.com/Default.aspx#">http://ssdgc.com/Default.aspx#</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

24

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 benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

28

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="http://ssdgc.com/Activities.aspx?EventCategory=16">http://ssdgc.com/Activities.aspx?EventCategory=16</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**

34

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

34

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted 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**

22

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

115

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

12

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.**

28

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 )**

Student Council, acts as a bridge between students and administration, and engages the students in providing democratic governance and developing leadership skills. College follows a two tier mixed system of election and nomination. There is a class representative of every section of every class, who is elected by the students. The second tier is that of students nominated as President, Secretary, Joint secretary and finance secretary of various subject societies, clubs and committees who are nominated by their respective society in-charges. There is a criteria of set rules and regulations by which a fair selection of proposed candidate is done. Head girl of the student council is part of the IQAC general body and participates in decision making and policy formation. The Students also have representation in other administrative committees such as Library Committee, women security cell, Grievance Redressal Cell, and Anti-ragging Committee. The members of the Student Council actively participate in all major events. Volunteers maintain discipline, organize and carry out activities and projects in the true spirit for community welfare. The students organize fresher and Farewell parties, Teachers Day, International Women's day and also contribute as editors of college magazine.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/StudentCouncilCell.aspx">http://ssdgc.com/StudentCouncilCell.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

28

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

The Alumni Association of Shri Sanatan Dharam Girls' College registered on 29-11-2016 under the Societies Registration Act (xxi of 1860) connects SSD alumni with their alma mater though it has been actively working since many years. It provides a platform for the Alumni to share their success stories and encourage the students to aspire high and achieve the best in life and also continue to promote a sense of bonding and nurture the feeling of belongingness. The Alumni Association is proactive throughout the year with variety of activities. It registers the alumni and takes structured feedback from the members on curriculum and other aspects of institutional working, which is conveyed to the IQAC which takes initiative to bring changes in curriculum and institutional functioning. It helps us in bridging industry-academia curricula gap as many of our alumnae are running their

business houses. The alumnae significantly help the students in training and placement. They also guide students to develop entrepreneurial skills and help in setting startups. Our alumni have come forth to provide financial assistance to needy and meritorious students. The college arranges 'Balihari Guru Apno', the Annual Alumni Meet to give platform to alumni to refresh their college memories.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/Activities.aspx?EventCategory=1">http://ssdgc.com/Activities.aspx?EventCategory=1</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

Shri Sanatan Dharam Girls' College is a premiere institution of Malwa region, working under the aegis of S.S.D. Sabha(Regd.) Bathinda and is dedicated to the cause of Women Education since 1966. Our Vision: To empower women with value based educational opportunity. Our Mission: Job oriented, skill based and globally competent education for women to enable them to be self independent and compete in the modern world. The college is governed by the managing Committee who participates actively in ensuring fair and smooth functioning of the institution. The committee meeting is held quarterly in which the members take major decisions regarding the institution. At the institutional level, the Principal is given autonomy to manage academic and administrative affairs of the college. IQAC is the main decision making body which is instrumental in building a transparent and participatory model of governance. Keeping in mind the vision and mission, IQAC has taken initiative to prepare Perspective Plan based upon the quality parameters determined by NAAC. The

participation of teachers in the decision making bodies is ensured by virtue of their membership in Academic Council which works in collaboration with IQAC. They are also the conveners and members of various committees formed to execute policies and programmes. All the stakeholders are engaged in an open interactive communication for effective policy formulation and decision making.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/AboutVisionAndMission.asp">http://ssdgc.com/AboutVisionAndMission.asp</a> <a href="#">x</a>
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.

Decentralization and Participative Management play a leading role in our organizational structure. The Governing Body of the College (SSD Sabha) comprises members from College Management, Academe, Society and Senior College staff. The management of the college along with Principal plays an important role while framing policies, strategies, and plans. Regarding execution of the policies Principal guides all the committees formed for this purpose and provides required inputs to keep the committees focused on the vision of the governing body. The College administration is decentralized for effective and participative management through delegation of responsibilities among the Vice Principal, Registrar, Bursar, office superintendent, Heads of the Departments, Coordinators, Class In-Charges and Class Representatives. Academic Council comprising of heads of various Departments and the Registrar is an important body involved in the decision-making process related to the curriculum design. Internal Quality Assurance Cell (IQAC) plays a key role to promote quality assurance in all operations of the college. The departmental heads are responsible for conducting departmental meetings, implementation of the academic calendar and achieving the departmental goals which are in conformity with the institutional objectives. The constructive suggestions are presented by the HODs to the Principal promoting wider participation of staff members in the process of decision making.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/AboutIQAC.aspx">http://ssdgc.com/AboutIQAC.aspx</a>
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

The college has a perspective plan of development which has been prepared by IQAC after consultation with all the stakeholders. The stakeholders of SSDGC have evolved ecological strategies to actualize the goal of sustainable development. The college is situated in the region endowed with good solar radiation. In 2022, when the new Principal took over, the administration deployed more sustainable growth plans for the institution. One of the plans is to earn carbon credits and help our community to have a greener future by finding the right balance between new development and essential services, environment protection and innovative changes. In 2022, It is realized that the energy from conventional energy resources are non- renewable and future goal of 'Green SSD' cannot be achieved by dependence on electricity supply from the grid. Moreover, the dependence on diesel powered silent generator is not sustainable and it leads to increased carbon footprints and hence we are losing carbon credits by this. Solar radiations are free of cost and can be harnessed to produce electricity in this region due to suitable geographic, temporal and atmospheric variables during most of the year. The plan of installing solar energy system in the college is an important step towards reinforcing carbon credits. It also identified and removed potential barriers towards solar energy use. It indicates effective strategic planning and implementation on the part of institution.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://ssdgc.com/AboutIQAC.aspx">http://ssdgc.com/AboutIQAC.aspx</a>
Upload any additional information	<a href="#">View File</a>

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 college, governed by the managing Committee headed by President, facilitates necessary coordination and monitors matters related to academic planning and development of the college. The administrative responsibility is conferred on the Principal assisted by IQAC. The composition of IQAC is inclusive and democratic and as per the norms of NAAC giving due importance to all the stakeholders. The meeting of the committee is held four times in the session. IQAC committee, comprises Principal as Chairperson, IQAC coordinator, Office superintendent, senior faculty, student representatives, alumni and industrialists is responsible for matters related to administration. Academic Council, comprises the Principal, Registrar and all HODs, takes decisions regarding the academic matters. Faculty and Staff Council, comprises Principal, staff secretary, faculty, all the members of non-teaching staff, deals with the matters like staff welfare and organization of major events. A meeting of the Principal, in-charges, faculty, non-teaching staff is held for planning different activities, plan is executed and finally a review meeting is held. For Promotions, the college follows the rules and regulations laid down by UGC, and DPI (Colleges) Govt. of Punjab and Punjabi University Patiala. Recruitment Policy: The posts for permanent faculty against vacant grant-in-aid posts and self-financed courses are advertised and filled by our governing body. Contractual faculty for one year is appointed at the college level by panel of interviewers.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/NAAC.aspx?NAAC=2">http://ssdgc.com/NAAC.aspx?NAAC=2</a>
Link to Organogram of the institution webpage	<a href="http://ssdgc.com/Organogram.aspx">http://ssdgc.com/Organogram.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

The institution appraises the employees and constantly endeavors for the welfare of the employees through following facilities

- ESI scheme is made available to the employees who are eligible under this scheme.
- Fee concession to the wards of teaching and non-teaching staff.
- Loan in advance against salary is sanctioned as per request of the employee.
- Accommodation for Watch and Ward Staff.
- Class IV employees are given Diwali and Lohri gifts, Uniforms every year by the College management.
- Medical facility during working hours and tie up with Dr. Mela Ram Hospital, Bathinda in case of any emergency
- Employment on compassionate grounds to any survivor dependent of deceased employee, if he/she dies during his/her service period.
- Provision of Various leaves: Casual leave, earned leave and medical leave in addition to maternity leave for female staff and faculty
- Free parking facility for two wheelers and cars.
- Canteen facility and subsidized food facility at the college mess.
- Well-equipped and well-furnished staff rooms laced with modern amenities with a full time caretaker.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/BestPractice.aspx">http://ssdgc.com/BestPractice.aspx</a>
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**

3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
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

84

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

An effective performance management system plays a crucial role in managing the organization in an efficient manner. In line with this, the institute follows the appraisal scheme based on PBAS as per UGC guidelines Annual staff appraisal The faculty fills up a

Self-Appraisal form based on PBAS as per UGC guidelines, at the end of the session and submits it to IQAC coordinator. Analysis of students' feedback for teachers and from different stakeholders at the end of every academic year is also taken into consideration for assessment of the faculty. Temporary/part time teachers who perform well are taken back into the institution next year, and are also given monetary incentive in the salary. CAS case appraisal: The performance evaluation is done on the following parameters:

1. Teaching, learning and evaluation related activities.
2. Professional development, co-curricular and extension activities.
3. Research and academic contribution

File Description	Documents
Paste link for additional information	<a href="https://forms.gle/Apn5BvQskyYyfcx77">https://forms.gle/Apn5BvQskyYyfcx77</a>
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

The institution is government aided but privately managed. Hence it receives salary grant from government of Punjab against grant-in-aid posts. It also receives scholarships under various schemes of the government and funds from various funding agencies. In order to make judicious utilization of funds and to ensure financial accountability, the college has designed effective and efficient internal check and internal control system to prevent errors and frauds. Additionally, it is also audited by competent internal and external authorities regularly. The college is running a number of self-financed courses besides government aided courses. The budget for self-financed courses is approved by the managing committee. The expenditure on major projects is sanctioned by the parent body. Further, a member of teaching faculty is appointed Bursar to check the bills and other relevant documents after they are duly verified. The audit of funds received for SC/ST students is also done by the finance department or a committee constituted by the government. Utilization of funds received from funding agencies are also audited by Chartered Accountant and duly audited Utilization Certificates are sent to respective funding agencies.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/Audit.aspx">http://ssdgc.com/Audit.aspx</a>
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)

25

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

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

Effectiveness of governance depends upon the ability to mobilize funds and put resources to optimum use. The college has established transparent systems and procedures for mobilizing funds from different funding agencies. Strategies adopted for fund mobilization are:

- The institution receives salary grant from DPI Colleges, Punjab against grant in aid posts. Superintendent Accounts keeps track of the regular DPI grants.
- Research and development cell keeps track on different government funding schemes.
- Scholarship committee keeps track of all scholarship schemes.
- Alumni association mobilizes funds from the alumni of the college.
- Home science and Home management departments are encouraged to take up consultancy projects.
- The college Auditorium and college infrastructure is rented out to generate revenue.

- Efforts are made for filling up maximum seats in hostels.

For optimum utilization of resources:

- The institution prepares a budgetary plan in the beginning of the session.
- Bursar checks bills and other relevant documents.
- The utilization of government grants is routed through PFMS, Government of India.
- Stock checking is done at the end of academic year to ensure proper utilization of physical facilities.
- Regular external financial audit is done of the funds received from various agencies.
- Utilization certificate duly audited by external auditor is sent to funding agencies in a time bound manner.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/Canteen.aspx">http://ssdgc.com/Canteen.aspx</a>
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

IQAC consistently contributes towards institutionalizing quality initiatives in the college. These initiatives are: 1. Documentation of the activities of the College for the preparation of various reports required for quality audits and accreditation processes. 2. Enhancing research aptitude and quality based research among faculty members by providing them information for undertaking research. 3. Generating an eco-system for innovations, creation of Incubation Cell and initiative towards patents filing process. 4. Approaching funding agencies to obtain financial support for the institution. 5. Organising regional level FDP, Orientations and Workshops; College Level Induction Programmes and National Levels workshops, Webinars and Conferences. Quality enhancement is the theme of these endeavors for the propagation of quality enriched frameworks, mechanisms and outputs of the various initiatives undertaken by the college. 6. Administering the process and analysis of feedback from all stakeholders i.e. students, parents, faculty members, employees and alumni on quality-based practices and processes of the college for effectively implementing policy decisions. 7. IQAC ensures quality of skill education by

keeping stringent check on procedures and strategies. To bridge industry-academia gap, IQAC validates signing of MOUs with industry partners. Regular workshops, internships, field visits, and guest lectures are arranged for fruitful industry academia interaction by IQAC.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/AboutIQAC.aspx">http://ssdgc.com/AboutIQAC.aspx</a>
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

IQAC is the coordinating body of the college undertaking regular reviews of the teaching learning process for the implementation of reforms to assure quality and excellence. The planning of IQAC begins with enlisting various plans for the session, ensuring the implementation of academic calendar and syllabus plan, promoting ICT enhanced teaching, skill oriented training, linkage with industry and ends with the comparison of actual work done with the planned one. To initiate practical training in the traditional courses the college has signed MOUs with industry and this linkage with industry develops critical and creative thinking among students. Industry oriented training, visits to industry, fieldtrips, workshops, seminars, strengthen experiential learning. The college aims holistic development of the students by augmenting their academic excellence with additional avenues of learning through short term certificate courses, communication lab for improving communication skills of the students, courses in speaking English etc. The college has designed an inclusive feedback mechanism through well- structured questionnaires from students, teachers, parents and alumni for assessing the teaching-learning process. The cross cutting issues relevant to human values; gender sensitization; concern for environmental issues and sustainability; drug abuse and road safety awareness are a part of the curricula framework of all programmes of the college.

File Description	Documents
Paste link for additional information	<a href="http://ssdgc.com/NAAC.aspx?NAAC=4#">http://ssdgc.com/NAAC.aspx?NAAC=4#</a>
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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://ssdgc.com/AnnualReport2020.aspx">http://ssdgc.com/AnnualReport2020.aspx</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

Shri Sanatan Dharam Girls' College is dedicated to the cause of women empowerment since 1966. Safety and security of the girls is the main concern of the institution. Security cameras are installed at all strategic points and security guards are deployed at the entrance. Entry and exit registers are maintained at the gate. I-Cards are compulsory for students. Four types of Counseling: Career Counseling, Psychological Counseling, Health and hygiene counseling and peer counseling are provided to the students. Special care is taken by the mentors to deal with any kind of issues related to personal or professional life of the students. Every floor has hygienic washrooms for women; sanitary

napkins are also provided to students and faculty members based on their requirement. Sanitary vending machines and incinerators have been installed in the washrooms. The college has provided common room to girls, both in the hostels as well as in college campus. Entire campus is green with seating benches at fixed places. Seminars, Conferences, special drives, campaigns, competitions, and programmes are carried out round the year to meet the challenges faced by women in this inequitable society. There is women security cell that plans programmes on Gender Equity .To ensure education is accessible to all, regardless of their, economic conditions, the institution provides scholarships to single girl child.

File Description	Documents
Annual gender sensitization action plan	<a href="#">Scholarship for Single Girl Child, Self Defence Training, Workshop for Communication Skills, Assigning Mentors to Students</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="#">a) CCTV Surveillance, 3 Tier Security available b) Regular Counselling by the Councilor c) Common Room for Girls d) Not applicable e) Installation of Sanitary Napkins Vending Machine at SSD Girls' College</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	<a href="#">View File</a>

**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**

**The institution has created a solid waste management unit. For**

waste recycling system, the college has a vermi compost and compost unit in its campus, where the waste is converted into useful manure., both the units work for composting of leaves, garden litter, and kitchen waste. Kitchen waste from the hostels and canteens is segregated at source and then sent in for processing in the solid waste management unit. The compost extracted from these units is used in the college campus to enhance soil and plant quality and remaining compost is distributed among the staff. The college has installed rain water harvesting units in the hostel. Waste water from the air conditioners and ROs is collected in small tanks and buckets and used for watering the plants and sweeping floor. Biomedical waste from the Zoology lab which is very little in quantity is kept in red dustbin, duly disposed off as per norms. For E-waste management, college has a standard operating procedure and link with the approved agency of Punjab Pollution Control Board for the proper management of E-waste. Near the chemistry lab various plants have been grown which absorb harmful gases emitted during lab experiments Some example of such plants are cycas, mango, chameli & guava.

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	<a href="#">View File</a>

**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	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

**A. Any 4 or All 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	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

#### 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**

**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

**5. Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies  
of reading material, screen reading**

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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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).

The college is managed by S.S.D. Sabha which is dedicated to the cause of education and takes significant initiatives to ensure that an inclusive environment is provided to students for their overall personality development Admissions are open to all strata of society having diverse cultural and lingual backgrounds. The institution does not discriminate against anyone on the basis of caste or religion. The environment in the college is inclusive as the institution celebrates cultural diversity of the students by celebrating all the major festivals with equal fervor. Resident scholars celebrate every festival with equal enthusiasm and the students are free to practice any religion in their personal space. Celebrations of all important days, days of National and International importance are done with great fervor. Students not only learn about the importance of such days but also learn to work together with unity and harmony. To promote linguistic harmony we celebrate Hindi Diwas and Punjabi Diwas. This also enhance the love of students for their mother tongue. To make students socially responsible NSS unit organize blood donation camps, plantation drives. To create awareness against social issues various outreach programmes are organized.

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	<a href="#">View File</a>

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

The institution believes that a country can progress only with responsible citizens. To sensitize the students and employees of the college, various activities pertaining to constitutional obligations are organized throughout the year. The basic aim is to educate our students and staff members about the importance of preamble, constitutional values, human rights and citizenship. We also make them aware about their fundamental rights and duties as citizens of India. We organise many activities in our institution to inculcate the values among them. The legal literacy Club celebrates Voter's Day to create awareness on voting rights and everyone in the session pledged to be unbiased while casting their vote. To instill patriotic feeling and to make the students aware for our country's history, constitution and sacrifices made by our freedom fighters we celebrate Independence Day and Republic Day annually. To develop a focused concern among students about the importance of consumer rights, we organised a speech completion on world consumer rights day on 15th March 2022. To achieve the aim of building a stronger democracy, we believe that young people should be included in decision making and they should be at the centre of the development, implementation, and evaluation of programs and policies that affect their lives. We organise National Youth Parliament Competition through which students can gain an insight into how the State Legislature functions, and add to their understanding of Government and Politics.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">World Consumer Rights Day, Voter's Day, National Youth Parliament Competition, Independence Day and Republic Day</a>
Any other relevant information	<a href="http://ssdgc.com/Activities.aspx?EventCategory=13">http://ssdgc.com/Activities.aspx?EventCategory=13</a>

<p><b>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, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p>A. All of the above</p>
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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	<a href="#">View File</a>

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

The institution imparts best of the modern education along with the traditional values. The college initiates the academic session with Havan to take the blessings of the Almighty God. The celebration of National Days imbibes the spirit of patriotism and nationalism among students. The days to be celebrated are identified and marked in the planner. The major festivals like Dussehra, Diwali, Lohri, Holi, Ganesh Chaturthi and Janamashtmi etc. are celebrated. Important National days like National Voters

Day, Republic Day, National Science Day, National Mathematics Day, Independence Day, Teachers day, National unity day are celebrated/observed. The NCC, NSS and YRC units of the college organize a number of programs, rallies, webinars/seminars etc. Special significance is given to the days pertaining to health, environment, social issues etc. International Days like, International Women's day, World redcross Day, World Environment day, World consumer rights day, World heart day, International Yoga Day, International, and World AIDS Day, World no tobacco day are celebrated or observed and students and faculty participate to create awareness on various issues. On Martyrdom day of Bhagat Singh speech, poster making and slogan writing competitions are organized. Besides these days, the college keeps the rich national heritage alive by organizing functions on some local, regional and national festivals, with an aim to create awareness about the cultural, spiritual, historical and national heritage.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

**Best Practice - I Title: Departmental Book Bank Objectives:** The main aim of setting up book Bank to encourage the meritorious, needy, deserving students by providing informational and educational assistance from the department itself. **Context:** It is separate section in the commerce department where text book, reference books and other misc. books are reserved for some special categories of students. **The Practice:** The process of issuing books in department is very easy and days are allotted for convenience. When the books are returned at the end of the semester, they are kept in the book bank and issued to next batch.

**Best Practice - II Title of the Practice: Tree Plantation by dignitaries. Objectives:** To create awareness regarding environment protection and sustainability and to embed the idea of environmental responsibility and the idea of climate change and

sustainability in the minds of the students and community and to inculcate Green Culture in the campus and the society. Context: It is imperative to inculcate a green culture which makes us to be environmentally responsible. It is in the context that the institution adopted tree plantation as a best practice. The Practice: Tree Plantation by dignitaries is green practice of our green greeting culture on special occasions. Before starting the event tree plantation is done by the dignitaries.

File Description	Documents
Best practices in the Institutional website	<a href="http://ssdgc.com/BestPractice.aspx">http://ssdgc.com/BestPractice.aspx</a>
Any other relevant information	<a href="http://ssdgc.com/BestPractice.aspx">http://ssdgc.com/BestPractice.aspx</a>

### 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

SSDGC is committed to the cause of environmental protection and has initiated many green practices. The college has developed an exclusive Green Culture and is effectively disseminating that not only amongst its own students but also in the community. The institution began by replacing the bouquets with green plants duly planted in planters. The practice was well appreciated by one and all and gradually adopted by all the institutions in the vicinity. The college strongly discourages the use of plastic bags and encourages the students and staff for using cloth bags. We are the pioneers in the city to set up an institutional wet waste composting unit and Vermi Compost Unit. We often observe 'No Vehicle day' to control pollution and to save energy. Along with these endeavors we have planted many trees in the villages adopted by us under NSS and NCC. We have also ensured that no village under our adoption indulges in stubble burning. Yet another distinctive feature of our college is the Herbal Garden, Botanical Garden, Nanak Bagichi and Nutri Garden a small food forest that includes plants, herbs, medicinal plants and indigenous trees of Banana, Lemon, Tulsi, Curry leaves, Amla and Neem etc.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### FUTURE PLANS OF ACTION FOR NEXT ACADEMIC YEAR

The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under -

1. To achieve the Autonomous status as per the norms laid down by UGC;
2. To facilitate continuous up-gradation of Knowledge & Use of Technology, by Faculty and Students;
3. To create awareness and initiate measures for Protecting and Promoting Environment;
4. To encourage and facilitate Research Culture, to promote Research by students and Faculty and Consultancy by Faculty.
5. To continuously Innovate, Introduce new skill oriented courses.

This Perspective Plan outlines the various initiatives and focus areas to achieve the aforesaid Objectives. The same are enumerated hereunder -

#### 1) INSTITUTION

1.1. To revise the Vision and Mission of the College, where necessary, to align with the aforesaid objectives;

1.2. To monitor Quality Assurance and Quality Enhancement activities of the Institution and to obtain ISO Certification;

#### 2) INFRASTRUCTURE

2.1 To provide smart classrooms equipped with ICT enabled tools to provide online course contents, video lectures, etc.

#### 3) LINKAGES

3.1 To enter into MOU's with Corporate and Industries to promote

Academia Industry Linkages.

3.2 To strengthen relationship of Alumni with the Institution.

4) FACULTY

4.1 To facilitate a Research Environment in the College.

4.2 To encourage faculty to undertake Consultancy Assignments.

5) OTHER INITIATIVES

5.1 To Introduce Job-oriented and Skill based courses.