



## Yearly Status Report - 2019-2020

Part A	
<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. PARMINDER KAUR TANGHI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01642236108
Mobile no.	8146432222
Registered Email	ssdgirlcollege@gmail.com
Alternate Email	ssdgcinfo@gmail.com
Address	Amrik Singh Road,
City/Town	Bathinda
State/UT	Punjab
Pincode	151001
<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban

Financial Status	state
Name of the IQAC co-ordinator/Director	Mrs. Neelam Gupta
Phone no/Alternate Phone no.	01642255104
Mobile no.	8146432222
Registered Email	ssdgcinfo@gmail.com
Alternate Email	ssdgirlcollege@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://ssdgc.com/Naac/AQAR(2018-19).pdf">http://ssdgc.com/Naac/AQAR(2018-19).pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://ssdgc.com/Naac/Academic_Calendar(2019-20).pdf">http://ssdgc.com/Naac/Academic_Calendar(2019-20).pdf</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.03	2016	05-Nov-2016	05-Nov-2021

<b>6. Date of Establishment of IQAC</b>	18-Nov-2015
---	-------------

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		

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

### 8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT /ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
---------------------------------	--------	----------------	-----------------------------	--------

**No Data Entered/Not Applicable!!!**

**No Files Uploaded !!!**

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	<b>Yes</b>
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	<b>4</b>
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	<b>Yes</b>
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
<b>No Data Entered/Not Applicable!!!</b>	
<a href="#">View File</a>	
<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b>	
<b>Plan of Action</b>	<b>Achivements/Outcomes</b>
<b>No Data Entered/Not Applicable!!!</b>	
<a href="#">View File</a>	
<b>14. Whether AQAR was placed before statutory body ?</b>	<b>Yes</b>
<b>Name of Statutory Body</b>	<b>Meeting Date</b>
<b>Management of S.S.D. Girls' College</b>	<b>15-Oct-2020</b>

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	<p>Yes</p>
<p>Date of Visit</p>	<p>24-Oct-2020</p>
<b>16. Whether institutional data submitted to AISHE:</b>	<p>Yes</p>
<p>Year of Submission</p>	<p>2020</p>
<p>Date of Submission</p>	<p>13-Mar-2020</p>
<b>17. Does the Institution have Management Information System ?</b>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>Yes, the institution has management information system. We are using EGranthalya, Tally 7.2 and software from Softel Solutions. The modules operational in these softwares are as follows: EGranthalya : <input type="checkbox"/> Data Entry Modules <input type="checkbox"/> Database Administration <input type="checkbox"/> Library Administration <input type="checkbox"/> Master Data Module <input type="checkbox"/> Books Acquisition <input type="checkbox"/> Cataloguing Module <input type="checkbox"/> Circulation Module <input type="checkbox"/> Search/OPAC <input type="checkbox"/> Web OPAC Module <input type="checkbox"/> Browser Based Interface <input type="checkbox"/> Search Library Catalogue <input type="checkbox"/> Basic/Advance Search <input type="checkbox"/> Uses Boolean Operator <input type="checkbox"/> Federated Search <input type="checkbox"/> Recent Additions in Library <input type="checkbox"/> Member Services behind Login <input type="checkbox"/> Access Digital Library Online. Tally 7.2 <input type="checkbox"/> Masters <input type="checkbox"/> Accounts Info. <input type="checkbox"/> Import Masters <input type="checkbox"/> Transactions/Vouchers <input type="checkbox"/> Accounting Vouchers <input type="checkbox"/> Import Transactions <input type="checkbox"/> Reports <input type="checkbox"/> Balance Sheet <input type="checkbox"/> Income Expenses A/c <input type="checkbox"/> Display <input type="checkbox"/> MultiAccount Printing Software by Softel Solution <input type="checkbox"/> Online Admission <input type="checkbox"/> Student Ledger <input type="checkbox"/> Fee Management System(FMS) <input type="checkbox"/> Printing Report</p>

Part B

## CRITERION I - CURRICULAR ASPECTS

### 1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. E words

The college being affiliated to Punjabi University, Patiala, adhere curriculum designed and prescribed by the University. But, toward framing of this curriculum senior faculty from the college make contributions as members of Board of Studies/Various Faculties of University or by sharing their inputs with the members of Board of Studies/Faculties in their respective subjects. The college aims to and deploy various plans for effective implementation of the curriculum which the steps taken in the beginning of the academic year are: department conducts departmental meetings where work load distributed; the staff is prepared. A 'Schedule of Work' is prepared following Academic Calendar issued by the affiliating university and the college. Students are made aware of the academic plans through the College Prospectus, Time Table, Relevant Notices as well as in the classroom through their respective teachers. Teaching plans are prepared by the teachers of all faculties in view of the abilities of the slow learners, the average students and the advanced learners. Time Tables are prepared for all departments of the respective programmes. All the teachers follow the teaching plans as per the time table. Class Tests are a prominent feature of the teaching plans of the college. The meticulously developed plans are implemented by the teachers through innovative and participative teaching methods such as tests, Class seminars, Class presentation, Home assignments and examinations are the means through which the progress of the students is observed. Subject teachers arrange study tours, field visits and practical sessions whenever required for enhancing the fundamental concepts and knowledge in the respective subjects. The college always supports and organizes study tours, guest lectures/extension lectures, group discussions and industry visits etc. for students to understand the curriculum more effectively. Departments use modern teaching aids, ICT devices for effective curriculum delivery. The college provides state-of-the-art labs (Conference Room, Language Lab and Internet enabled Computer Labs) and well equipped. The heads of departments strictly adhere to the academic calendar and if the syllabus is not covered within the stipulated time, compensatory sessions are held to complete the syllabus. The IQAC monitors the feedback from students regarding the same which helps in incorporating remedial measures.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	De
Cambridge Empower	--	02/09/2019	365	To work as an IELTS/English Language Trainer or To Start English Language Coaching Center	E L Pro

## 1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Intro
<b>No Data Entered/Not Applicable !!!</b>		

No file uploaded.

1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented in affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS Course System
<b>No Data Entered/Not Applicable !!!</b>		

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Cour
Number of Students	53	0

## 1.3 - Curriculum Enrichment

1.3.1 - Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students En
Cambridge Empower	02/09/2019	53

No file uploaded.

1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled Projects / Interns
BCom	Honors	42
BA	Office Management and Secretarial Practice	28

No file uploaded.

## 1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the (maximum 500 words)

## Feedback Obtained

Evaluation is an integral part of the education. Although there are methods of teachers' evaluation, students' feedback is considered as most effective and reliable method. A structured feedback was obtained from the students by the end of the session that will help the teachers to identify what they have done but will also help to identify the areas for improvement. The aim of this feedback was to improve the quality of teaching. Data was collected on various parameters as given in the Feedback Form and was analyzed using the descriptive statistics i.e. calculating mean scores and preparing bar graphs on the basis of that teachers were pointed out by the college principal who needed improvement in different areas as per the analysis report so prepared.

## CRITERION II - TEACHING- LEARNING AND EVALUATION

### 2.1 - Student Enrolment and Profile

#### 2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received
MA	Punjabi	30	0
MA	English	30	16
BSc	Non-Medical	40	25
BSc	Medical	40	5
BBA	Regular	50	0
BSc	CSM	30	16
BCA	Regular	40	0
BCom	Honors	60	48
BCom	Regular	120	43
BA	Regular	250	138

[View File](#)

### 2.2 - Catering to Student Diversity

#### 2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of fulltime teachers available in the institution teaching both UG and PG courses
2019	771	155	30	0	

### 2.3 - Teaching - Learning Process

2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management System, E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-re tech
61	39	4	9	0	

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 word

As the students are from varied educational and economic background and also many student rural areas. Therefore, the students mentoring system has been devised to provide a better un of individual students and bring out their highest potential. It also appears to be the most effec for mitigating cases of those students who are vulnerable to drop-out from studies. Students are based on the streams of studies. They are divided into the groups of 20 each. Each group is a teacher-mentor who would perform mentoring duties. A Mentoring Format with the guidelines been prepared to ensure uniformity. • Mentors maintain and update the Mentoring Format whi space for entering particulars and performance of students (MSTs, monthly attendance records collecting all necessary information, Mentors are expected to offer guidance and counselling, a required. • It is the practice of Mentors to meet students individually or in groups. • In isola parents are called for counselling/special meetings with the Principal at the suggestion of the M student is identified as having weakness in particular subject, it is the duty of the Mentor to a concerned subject teacher. • This institutional practice of Mentoring System has been desig implemented to be student-centric and renders equitable service to students of varied academ backgrounds.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : M
926	61	1 :

## 2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. w
32	9	23	2	

2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, recei Government or recognized boc
2019	Dr. Taru Mittal	Assistant Professor	Bharat Jyoti Award (Certifi Excellence) for Meritorious S Outstanding Performance and R Role by India International F: Society



[View File](#)

## 2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of semester-end/ year-end examination
<b>No Data Entered/Not Applicable !!!</b>				

[View File](#)

2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level

There are two levels at which the internal assessment is carried out in the college: Postgraduate and Under-graduate. Following the examination prescribed by the affiliating University i.e. Punjabi University, Patiala, all post graduate departments conduct Continuous Internal Evaluation. Marks for every paper in each semester. This system of evaluation includes attendance, performance in MSTs, assignments, book review, presentation, class seminar, class tests and surprise test etc. The students are informed in advance about this system of evaluation. The schedule of evaluation varies from department to department and is spread out across the semester. The continuous internal evaluation conducted by post graduate departments provides excellent opportunities to the students to not only showcase their learning but also to develop their skills such as analytical writing, research culture and public speaking etc. It also enhances student participation in classroom activities and improves the overall teaching-learning process. After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for improvement. For undergraduate students, internal evaluation comprises of percentage of marks as per the syllabus provided by the affiliating university which includes attendance, assignment, presentation, class test, surprise test and performance in MST's. All prescribed practicals are conducted and the students are given sufficient training in carrying them out.

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (in words)

The academic calendar of the college, published in the college prospectus and displayed on the college website gives general details about the important days/events to be observed, MSTs, Talent hunt show and participation, preparation for youth festival, different departmental activities, PTM, Industrial visits, Educational Tours/Excursions and University Semester Exams. All departments adhere to the broad guide contained in the academic calendar. Internal examinations (MSTs) are conducted according to the time table announced in advance through notices circulated in the classrooms and on the display boards. The affiliating university prescribes the overall framework of time as far as examination timetable is concerned.

concerned. The departments conduct all the continuous internal evaluation within the broad framework.

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[http://ssdgc.com/Naac/objectives\(2019-20\).pdf](http://ssdgc.com/Naac/objectives(2019-20).pdf)

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination
<b>No Data Entered/Not Applicable !!!</b>				

[View File](#)

## 2.7 - Student Satisfaction Survey

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

[http://ssdgc.com/Naac/Students\\_Satisfaction\\_Survey\(2019-20\).pdf](http://ssdgc.com/Naac/Students_Satisfaction_Survey(2019-20).pdf)

## CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organizations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received in year
<b>No Data Entered/Not Applicable !!!</b>				

[View File](#)

### 3.2 - Innovation Ecosystem

3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
A Lecture on IPR	SSD Girls College	28/1

3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award
<b>No Data Entered/Not Applicable !!!</b>			

No file uploaded.

3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					

No file uploaded.

### 3.3 - Research Publications and Awards

#### 3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	1	0

#### 3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

#### 3.3.3 - Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if available)
<b>No Data Entered/Not Applicable !!!</b>			

No file uploaded.

#### 3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	

[View File](#)

#### 3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2020	0	0	

No file uploaded.

#### 3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of Science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2020	0	0	0

No file uploaded.

## 3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## 3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., du

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.4.2 - Awards and recognition received for extension activities from Government and other recognised bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students benefited
<b>No Data Entered/Not Applicable !!!</b>			
<b>No file uploaded.</b>			

3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency /collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

## 3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support
<b>No Data Entered/Not Applicable !!!</b>		
<b>No file uploaded.</b>		

3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, shared research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To
<b>No Data Entered/Not Applicable !!!</b>				

No file uploaded.

3.5.3 - MoUs signed with institutions of national, international importance, other universities, in corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated in MoUs
--------------	--------------------	--------------------	--

No Data Entered/Not Applicable !!!

[View File](#)

## CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
425000	447168

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existence
Campus Area	Ex.
Class rooms	Ex.
Laboratories	Ex.
Seminar Halls	Ex.
Classrooms with LCD facilities	Ex.
Seminar halls with ICT facilities	Ex.
Value of the equipment purchased during the year (rs. in lakhs)	New
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Ex.
Classrooms with Wi-Fi OR LAN	New

No file uploaded.

### 4.2 - Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of purchase
E-Granthalaya	Fully	3.0	2012

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total
Text Books	29813	887724	29	10017	29842
Reference Books	794	246756	0	0	794

e-Books	7350494	0	0	19470	7350494
Journals	12	58811	12	14720	24
e-Journals	14538	0	0	19470	14538
Digital Database	1	0	0	0	1
CD & Video	187	0	0	0	187
Library Automation	1	0	0	0	1
Weeding (hard & soft)	1810	0	0	0	1810
Others(specify)	0	0	0	0	0

No file uploaded.

4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala C Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & in (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launch e-content
<b>No Data Entered/Not Applicable !!!</b>			

No file uploaded.

#### 4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Availa Bandwi (MBPS/G
Existing	123	107	123	0	0	4	12	4
Added	5	0	5	0	0	4	1	0
<b>Total</b>	<b>128</b>	<b>107</b>	<b>128</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>13</b>	<b>4</b>

4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre ar facility
Nil	<a href="#">Nil</a>

#### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure in maintenance o facilitie
--	--	--	--

6000000	6222675	3550000	374529
---------	---------	---------	--------

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities, laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information available in institutional Website, provide link)

Maintenance and upkeep of the campus and facilities within it is our feature even if the funds are not allocated and all such matters are by the governing body through the maintenance clerk with his team consisting of Hardware Technician, Electrician, Plumber, Painter, Carpenter and etc. However the minor faults are dealt with by this team and experts are also called for major faults. This team looks after the regular maintenance of civil work such as furniture repairs, masonry and plaster work, whitewash, carpentry, plumbing and housekeeping. With the help of staff, cleanliness of Class Rooms, Staff Rooms, Seminar Hall, Laboratory Auditorium and Rest Rooms maintained. They are well equipped with tools and supplies for this purpose. The campus maintenance is monitored through surveillance cameras. Optimum working conditions of all properties/equipment on the campus like maintenance of Generators, Conditioners, CCTV Cameras and Water Purifiers is ensured through contract technicians. Apart from contract workers, the college has trained in-house electricians and plumber. Laboratories: • Record of stock is maintained by Lab Assistants and supervised by HOD's of the concerned departments. • Equipments used in day to day working are maintained by the Lab Assistants but the repair and maintenance of sophisticated lab equipment is done by a technician of related owner enterprise/local technician. • There is systematic disposal of waste in all the laboratories. Library : • Requirement and list of books is taken from the concerned departments and respective HODs and the final list is duly approved by the principal at the beginning of session, students of all PG classes are motivated to register themselves in the library to use INFLIBNET. • Suggestion boxes are installed in the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for all students before appearing in exam. • The proper account of visitors (students and staff) on daily basis is maintained. • Other issues such as withdrawal of old titles, schedules of issue/return of books etc. are challenged out/resolved by the library committee. Sports • Maintenance of indoor sports like Badminton/Volley Ball/Table Tennis Courts/Gym on the college is taken care of by the Sports In-charge and the Coach.

<http://ssdgc.com/Naac/MaintenanceTeam.pdf>

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	A

Financial Support from institution	Fee Concession	634	2
Financial Support from Other Sources			
a) National	0	0	
b) International	0	0	

No file uploaded.

5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skills	10/10/2019	870	Ms. Esha Sareen, Ms. Taru, Ms. Asha Singla, Ms. Rekha, Ms. Neha Bhandari and Ms. ...
Remedial Coaching	12/11/2019	362	Faculties of all departments
Language Lab	06/08/2019	700	PG Department of English
Stress Management	07/09/2019	300	Dr. Seema Gupta
Yoga and Meditation	27/11/2019	800	Sadvi Dev Aditi
Personal Counseling and Mentoring	12/09/2019	5	Ms. Komal Rani
Personal Counseling and Mentoring	06/02/2020	10	Ms. Komal Rani

[View File](#)

5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam
------	--------------------	--	--	--

No Data Entered/Not Applicable !!!

[View File](#)

5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of harassment and ragging cases during the year



<b>Total grievances received</b>	<b>Number of grievances redressed</b>	<b>Avg. number of days for grievan</b>
0	0	0

## 5.2 - Student Progression

### 5.2.1 - Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of students placed	Nameof organizations visited	Number of students participated	

**No Data Entered/Not Applicable !!!**

[View File](#)

### 5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	N prc adr
------	--	--------------------------	---------------------------	----------------------------	-----------------

**No Data Entered/Not Applicable !!!**

[View File](#)

### 5.2.3 - Students qualifying in state/ national/ international level examinations during the year ( /SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	5

[View File](#)

### 5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
----------	-------	------------------------

**No Data Entered/Not Applicable !!!**

[View File](#)

## 5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Nam st
2019	Gold Medal	National	0	1	201906/17	Div Kaur (I

No file uploaded.

5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has a student council from academic year 2015-16. The members of the student councils are as follows: Rank holder students of each class, class representative, NCC representative, NSS representative, sports representatives and cultural representatives. These representatives elect the President and Secretary of the student council. The student representatives are also nominated by the Principal on following committees such as Anti ragging committee, student grievance redressal cell, Annual Magazine, College Canteen Committee, Library and Examination Committee. Students undertake various activities like cleanliness campaigns, social work, donation, campaign for saving electricity and water and against substance abuses- tobacco, alcohol and drugs. NSS, NCC and YRC also assign different responsibilities to students. Student council also helps to maintain discipline in the college and during functions. It is the council's responsibility to report the teacher in-charge of the student council if any indiscipline happened in any activity or department/class/campus. They help the college authorities in organizing and managing various curricular and co-curricular activities in the college.

#### 5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

Yes

Yes, the institution has registered Alumni Association. Many alumni of the college are well placed in all walks of life and assist the college in different ways. The NSS unit of the college receives the alumni student help in various activities like guest lectures, in annual camps, blood donation and tree plantation etc. They participate in college functions like Annual Sports Day, Annual Prize distribution function and NSS Day etc. Departments invite their outstanding alumni for interactive sessions with the students and staff on the current developments in the field. The sessions inspire the students and expose them to the opportunities in the field as well as employment. Some of our alumni are working in the college as Assistant and Associate Professors and some of our alumni are in regular contact with the teachers and contribute to the teaching learning process indirectly by providing a variety of information.

5.4.2 - No. of enrolled Alumni:

332

5.4.3 - Alumni contribution during the year (in Rupees) :

0

5.4.4 - Meetings/activities organized by Alumni Association :

SSD Girls' College, Bathinda organized 3rd Alumni meet on 10th Oct 2019. The programme was organised under the distinguished guidance of Pr...

Dr. Parminder Kaur Tanghi and the untiring support of the college ma Alumni from 1966 were invited and about 200 pass out students from Canada, Dubai and different parts of India graced the occasion with benign presence. The meet comprised of Cultural programme and exper sharing by different alumni. It gives an opportunity to renew and b contacts which is really important in this era. The college authori mesmerized with the wonderful performance given by some of our wor students who are currently serving their Alma Mater as staff mem

## **CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT**

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

6.1.1 - Mention two practices of decentralization and participative management during the last (maximum 500 words)

There are various levels at which decentralization happens. The Man takes major policy decisions concerning finance, infrastructure recruitments and tie-ups etc. They also discuss matters related to and non-teaching staff and the college budget. The Principal is ass the day to day functioning by the Senior faculty members, various c formed for the smooth functioning of the institution and the administrative/office staff. Decisions taken at these levels are im with participation from various stakeholders. To illustrate this process of preparation of the Annual Plan of action and its imple are described as under: The Principal in consultation with the S Faculty members prepares the outline of the perspective plan in Ap the subsequent year. This includes inputs received throughout the y students, parents, staff members and heads of departments and a h other issues requiring attention. This is then routed through IQAC college which after deliberating on the inputs from the Principal a incorporating its own suggestions prepares the detailed Plan of Act the subsequent year. The plan is then submitted to the Managem approval and guidance. At the beginning of the new academic year, reviews the Plan of Action approved by the management. The Princip with the Senior Faculty takes timely decision regarding the imple of the Plan of Action assisted by different committees, where possil persons are invited to cover the events organised on the campus, th of which are printed in the local newspapers thus enabling the col reach out to a wide community. The reports of all the activities uploaded on the facebook page of the college and annual report o affiliating University which provide us with the valuable feedback again becomes one of the sources for preparing the Plan of Action subsequent year.

6.1.2 - Does the institution have a Management Information System (MIS)?

Partial

### **6.2 - Strategy Development and Deployment**

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with words each):

Strategy Type	Details
Admission of Students	<p>Admission of students to B.Com. (Reg. Hons.) BCA, (CSM), B.Sc. (Med. Non Med.), B. Lib, MA (Hindi, English), M.Sc. (Mathematics), M.Com., M.Sc. (IT) Re is done on first come first serve basis keeping in intake strength as mentioned in the prospectus following eligibility criteria laid down by the university. A to B.A is open to the student who satisfies minimum eligibility conditions as laid down by the university the session 2019-20, 926 students were admitted to courses available in the college.</p>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>The students from Dept. of Commerce and IT department visit industry as per the requirement of the curriculum to acquaint the students with the latest advancements place in the industry. The industry is an important stakeholder for any institution of higher learning graduates are absorbed by it. It is therefore important there is a system of feedback from the industry (employers) and the professional bodies to prepare students for a successful career and enhance their employability. This is done through an interaction with the industry by industrial visits/visits of different industries in a festival organised by one of our sister concern (SSDWIT) on campus and invitation to the representatives from industry/professional bodies etc.</li> </ul>
Human Resource Management	<p>It is a very sensitive area where the college adheres to the principle of rigorous discipline but with warm human touch. The administration keeps a watch on each and every employee closely, at the same time it takes care to keep all stakeholders comfortable, so that they could work effectively to the maximum of their capacity. The measures adopted are:</p> <ul style="list-style-type: none"> <li>Participative management exists as the institution understands that substantial value can be created by ideas among employees and the same is practiced through a Committee approach to management</li> <li>The college has a committee/cells comprising of convener and faculty team which monitors and manages different academic responsibilities.</li> <li>Decisions are taken on the basis of feedback from informal interaction from all stakeholders</li> <li>Faculty members are motivated to acquire additional qualification.</li> </ul>
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> <li>The college has a fully automated library having a large number of journals, e-journals and reference books besides a large number of text books. It is open from 9:00 am to 3:00 pm all the working days.</li> <li>Workshops on the use of e-resources were organized for the faculty and for all the PG students. The library in-charge in collaboration with Mrs. Re</li> </ul>

	<p>Assistant Prof. in Computer Science from time to time. The Library is computerised with E-Granthaliya Software which enables maintenance and access of stock and issuance of books. • E-Learning facilities like INFLIBNET and DELNET are also available. Online Database of Catalogue is accessed through OPAC. • The Institute facilitates the use of ICT resources i.e. use of computer aided teaching/learning/material by its staff and students. The whole campus is Wi-fi enabled and all the laboratories are well equipped. • The Management has a futuristic approach towards the development of infrastructural facilities and provides funds for the development as per need. The college has set up excellent infrastructure and learning resources since its inception in 1966. It has three sister institutions. The main campus, has different blocks like administrative block, academic block (Arts, Science, Commerce and PG Block) constituted of class rooms and Laboratories, Central Gymnasium, Canteen, Re-creation Hall, Playgrounds, well-maintained lawns. The infrastructure is up to the modern requirement. Modern teaching aids and tools like computer, LCD projectors and Internet etc. are used to make the learning experience more interesting, stimulating and retentive. New technologies and facilities like well equipped laboratories and Library, computer labs with Broadband and Wi-Fi are used by the faculty for effective teaching.</p>
<p>Research and Development</p>	<p>• There is a Research Committee in the college which meets two to three meetings in a session to discuss various projects to promote research. • To motivate the faculty for research advancements by way of which a few staff members have completed their Ph.D and some are pursuing. • Update the faculty regarding various fellowship schemes provide information and facilitating in applying for the same. • IQAC promotes the participations of the teachers in Seminars/Conferences by way of which staff members present papers in National/International Seminar organised by different institutions. • Many of the faculty members have got their papers published in National/International Journals and are authoring books in their respective fields • The college body has allocated a sum of Rs. 1 Lakh for research. Faculty members can make use of this fund for the purchase of research/research related activities. • Research facilities for the students: Internet facility, Reprographic facility, Issuance of reference books for the required period. • facility of e-resources like INFLIBNET and DELNET are available.</p>
<p>Examination and Evaluation</p>	<p>• Oral and written class tests are scheduled by teachers at their own end at the end of chapter or units • Surprises are given to check the retention of knowledge. •</p>

	<p>University examination is conducted internally before final examination is conducted by the University • assessment is prepared on the basis of criteria provided by the affiliating University along with the syllabus marking scripts marked by the fresh recruits are scrutinized by the HODs randomly and anomalies are pointed out to any. • Answer sheets of house tests are distributed and discussed with students so that they are assured of impartiality or favouritism has been done in evaluation. Students are also asked to check their total score and if any has been left unmarked. • Internal assessment is awarded on the basis of criteria given by the university along with the syllabus. • The students and the faculty are made aware of the evaluation process through announcements in the form of notices and notices put up on the notice board.</p>
<p>Teaching and Learning</p>	<p>• The review of the academic results, the mutual discussions among the faculty and the regular feedback from the students enable the teachers to improve their teaching strategies. Modern teaching aids and tools like computers, LCD projectors and Internet etc. are used to make learning experience interesting, stimulating and retentive. The technological facilities like well equipped laboratories and Library, computer labs with Broadband and Wi-Fi facility are provided to the faculty for effective teaching • A close watch is kept on the learner's progress so that she remains alert. When a student performs well, she is given incentive in the form of medals and fee concession. This keeps the spirit of healthy competition alive among the students.</p>
<p>Curriculum Development</p>	<p>The college being affiliated to Punjabi University, adheres to the curriculum designed and prescribed by the university. But, towards the framing of this curriculum, senior faculty from the college make their contributions to the members of Board of Studies/Various Faculties of Punjabi University or by sharing their inputs with the members of Board of Studies/Faculties in their respective subjects. The college aims to develop and deploy various plans for the effective implementation of the curriculum in which the following are taken in the beginning of the academic year are: Each department conducts departmental meetings where workable plans for distribution among staff is prepared. A 'Schedule of Work' is prepared following the Academic Calendar issued by the affiliating University and the college. Students are made aware of the academic plans through the College Prospectus, Time Table, Relevant Notices as well as in the Class Meetings with their respective teachers. Teaching Plans are prepared for all teachers of all faculties in view of the abilities of the slow learners, the average students and the advanced learners. Time Tables are prepared for all classes</p>

respective programmes. All the teachers follow the timetable as per the timetable. Class tests are a prominent feature of the academic plans of the college. Meticulously developed plans are implemented by the teachers through innovative and participative teaching methods. Regular tests, class seminars, class presentations, assignments and examinations are the means through which the progress of the students is observed. The subject teachers arrange study tours, field visits and practical sessions whenever required for enhancing the fundamental concepts and knowledge of the respective subjects. The college supports and organises study tours, guest lectures/lectures, group discussions and industrial visits to help students to understand the curriculum more effectively. Departments use modern teaching aids, ICT devices for effective curriculum delivery. The college provides state-of-the-art labs (Language Lab, Wi-fi enabled Computer Lab) and a well-equipped library. The heads of departments strictly adhere to the academic calendar and in case the syllabus is not covered within the stipulated time, compensatory classes are held to complete the syllabus. The IQAC monitors the feedback of the students regarding the same which is used for incorporating remedial measures.

#### 6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Every possible effort is made to apply e-governance in different areas of operation like Administration, Finance, Accounts, Student Admission and Support and Examinations. This reduces labour cost and paper cost and helps in retrieving information whenever required.
Administration	The college tries its best to keep in touch with the latest tools of administration for example college staff use mobile technology for administration purpose such as using a Smartphone with inbuilt social apps like Gmail and WhatsApp through which they share the notes to students and for the topic of assignments etc. It also helps to provide timely notice of any event to be happened on college. The college uses Biometric attendance for Teaching, Non-Teaching and Staff. The college campus is equipped with CCTV cameras at every place of need. Library is fully automated with e-Granthalaya Software, Computer, Internet band width of 4mbps speed, INFLIBNET and DELNET for e-learning. Online access to Library catalogue is available through OPAC. Online based computing system is available in Language Lab. Library provides the high speed Internet service.
Finance and Accounts	The College uses Tally version 7.2 for e-governance to ensure transparent functioning of finance and accounts department.

	<p>the college. Different accounts like Amalgamated Fund Account, Management Account, Salary Account and Ho Accounts are maintained through this system. This h increase the efficiency of staff towards the accur financial transactions. The college conducts regular annual books of accounts. The administrative office l all financial records separately as per the event transactions made for. The administrative office main Books of Accounts properly which helps in auditing pr</p>
Student Admission and Support	<p>Application/Admission Form is uploaded online of wh University can view the status. After the confirmatio admission the fee is collected in the office through developed by Softel Solutions which displays differ heads like Amalgamated Funds Account, Management Ac Tuition Fee and Admission Fee etc. The misc head sho Fee, Migration Fee, Online Fee and Practical Fee whic to the University. It also displays defaulter and p amount etc. Hostel is the separate head to collect Ho</p>
Examination	<p>Per student return is sent online to the University a Admission is closed. Examination Forms are filled c University examination of the terminal semester of programs (Theory and Practical) were conducted onlin Covid-19 pandemic. Memos(while conducting University are sent online. Awards(Theory and Practical) and i assessment is also sent online to the University. University results can be viewed on the college web Result Tab.</p>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - Teachers provided with financial support to attend conferences / workshops and towards fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided
2020	Nil	Nil	Nil

No file uploaded.

6.3.2 - Number of professional development / administrative training programmes organized by for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	(n
------	--	---	-----------	---------	---	----



2019	Lecture on Intellectual Property Rights	Nil	28/11/2019	28/11/2019	125	
2020	FDP on Research Methodology	Nil	17/01/2020	17/01/2020	60	

No file uploaded.

6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date
<b>No Data Entered/Not Applicable !!!</b>			

[View File](#)

6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full
32	60	11	1

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month.</li> <li>Advances/Loan facilities to carry out family responsibilities like arrangement for weddings, purchase of house/vehicle etc. are provided through a very easy mechanism.</li> <li>ESI scheme is also made available to the employees (teaching) having monthly salary of 15,000 /- or less than this in which the major share is contributed by the management. All eligible employees have been covered under this scheme.</li> <li>Fee concession</li> </ul>	<ul style="list-style-type: none"> <li>Funds are collected to facilitate any individual member of the staff in his/her emergency.</li> <li>The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month.</li> <li>Advances/Loan facilities to carry out family responsibilities like arrangement for weddings, purchase of house/vehicle etc. are provided through a very easy mechanism.</li> <li>ESI scheme is also made available to the employees (non-teaching) having monthly salary of 15,000 /- or less than this in which the major share is contributed by the management. All eligible employees have been covered under this scheme.</li> <li>Summer and winter</li> </ul>	<ul style="list-style-type: none"> <li>Fee concession for the students belonging to the income group below the basic level is provided for students.</li> <li>Provision for paying fee instalment in addition to the Insurance facility for students stay in the hostel is provided through bank facilities also available to the students belonging to the backward sections of the society.</li> <li>Coaching is</li> </ul>

to the children of teaching staff. • Free Bus facility is provided for the employees.	uniform to all the support staff and gift in cash for Diwali celebration is also given to the support staff. • Fee concession to the children of non-teaching staff and free education to the children of support staff is provided. • Free Bus facility is provided for the employees.	for slow and learners with college this is free of Provision coaching competitive there on aspira:
---	---	--

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words ea

The management engages a chartered accountant who conducts internal regularly/annually. The internal audit is up to date. It has been c on this financial year March 2019. In addition to it Accountant G Punjab conducts the audit of govt. Grants (External Audit) and i completed audit from 2007-08 to 2012-13 in the period 1st Nov. - 6 2014. No significant objections were raised by the auditors. Some mistakes were found which were sorted out at that time.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in R
Nil	0

No file uploaded.

6.4.3 - Total corpus fund generated

0

#### 6.5 - Internal Quality Assurance System

6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Inter	
	Yes/No	Agency	Yes/No	A
Academic	Yes	An External AAA team was constituted by the college Principal (Web Link: <a href="http://www.ssdgc.com/Naac/AAA.pdf">http://www.ssdgc.com/Naac/AAA.pdf</a> )	Yes	F I
Administrative	Yes	An External AAA team was constituted by the college Principal (Web Link: <a href="http://www.ssdgc.com/Naac/AAA.pdf">http://www.ssdgc.com/Naac/AAA.pdf</a> )	Yes	Go Bod C

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

• A healthy interaction with the parents is facilitated through PTM they can freely interact with the tutorial group in-charge and other members and can give their suggestions. On the basis of which char different systems are made after discussing with the Principal. Onl

have also been conducted due to Covid-19 pandemic. • Suggestion box been put up for this purpose.

6.5.3 - Development programmes for support staff (at least three)

Nil

6.5.4 - Post Accreditation initiative(s) (mention at least three)

• Regular (quarterly) Meetings of IQAC are conducted • Timely and submission of AQAR • Academic and Administrative audit conducted • Satisfaction Survey conducted

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	
b) Participation in NIRF	
c) ISO certification	
d) NBA or any other quality audit	

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Nur part
<b>No Data Entered/Not Applicable !!!</b>					

[View File](#)

## CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution the year)

Title of the programme	Period from	Period To	Num Par
			Fem:
An interactive session on 'Gender Issues their rights and duties'	21/12/2019	21/12/2019	30
Domestic Violence and its remedies	04/02/2020	04/02/2020	30
Workshop on Self Defence	16/01/2020	17/01/2020	18

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

8.6

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Num benef
Physical facilities	No	

Provision for lift	No	
Ramp/Rails	Yes	
Braille Software/facilities	No	
Rest Rooms	Yes	
Scribes for examination	Yes	
Special skill development for differently abled students	No	
Any other similar facility	No	

## 7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Remarks
2020	1	1	12/01/2020	1	Distribution of Winter Clothes in the Slum Areas	For protection from Winter	
2020	1	1	10/01/2020	1	Yoga Training	Health	
2020	1	1	25/01/2020	1	Voter Awareness Rally	Voter Awareness	

No file uploaded.

## 7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct handbook for students	15/07/2019	Attendance record is maintained by all the teachers. Attendance and progress report is maintained by all the tutors also. The institution maintains contact with the guardians and students, discuss reports of student performance to the guardians in the PTMs for the purpose of mutual exchange of ideas and for the benefits of the institution. Any behavior observed in the teaching, administration and other proceedings/activities in the campus are entertained with strict punishment. Malpractices/cheating during examination or knowingly furnishing false information are

		dealt with. All the students are expected to follow the code of conduct of the conservation of natural resources, environment and maintain the conduct accordingly.
Code of conduct handbook for employees	15/07/2019	Biometric attendance of the employees, leave and salary slips etc. are maintained. Perform duties conscientiously and with dedication. Attend to their private affairs in a manner consistent with the dignity of the profession. Cooperate and assist in carrying out functions relating to the educational responsibilities of the institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and institute examinations, including supervision, invigilation and evaluation. The teacher shall not avoid any duties related to the university/institute examinations without reasonable grounds.

#### 7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Link
Janamastmi Celebration	24/08/2019	24/08/2019	
Dushehra Celebration in Campus	08/10/2019	08/10/2019	
Lohri Celebration	11/01/2020	11/01/2020	
Peer Learning/Advising is being practiced in the classes	02/08/2019	13/03/2020	
Student Counsel participate in the college disciplinary procedures in routine and on various functions	02/08/2019	13/03/2020	
Yoga Day Celebrations	21/06/2020	21/06/2020	
Teachers Day Celebrations (on occasion of Birth Anniversary Sarvepalli Radhakrishnan and birth anniversary of Rajiv Gandhi)	05/09/2019	05/09/2019	
Joy of Giving (Donation Drive)	02/08/2019	13/03/2020	
Voter Awareness Day	25/01/2020	25/01/2020	
Womens Day Celebrations	08/03/2020	08/03/2020	

No file uploaded.

#### 7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Plastic free Campus
- Use of Solar Water Heaters Solar Pumps
- Cycle by the students, observing no-vehicle day once a month
- Pool travel by the students and staff as well. Making use of public transport
- Notices are put up in the classrooms, main notice boards elsewhere on campus to check the wastage of electrical energy by ensuring that

should not run in unoccupied classrooms/laboratories. • Notices are the classrooms, main notice boards elsewhere in the Campus to che wastage of water by ensuring that taps should not run when water required.

## 7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

**No Data Entered/Not Applicable !!!**

## 7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision and thrust in not more than 500 words

It is been more than half a century since our college has been striving to provide education to the female learners with a mission to emancipate women who were earlier bound by the clutches of orthodox mentality. Having quality education itself helps them in being independent, and in the academic curriculum the college authorities further organize lectures on creating awareness regarding the legal rights of the women, train them with self-defense, further with first-aid training and help them break the gender roles. This not only helps them in leading better lives but also breaks such stereotypes for the future generations. Being self-reliant is something which India needs imminently as only entrepreneurs can strengthen the economy and help people live with dignity even when a pandemic shakes the world. In order to provide value-based job-oriented courses the college has taken initiatives like conducting baking workshops, starting language and personality improvement courses. Many of the candidates have been benefitted and have even secured some earnings with the help of the extra knowledge they get within the college premises. The courses further help them during their placements and stay with them as a life skill for the years to come. In fact, catering to the needs of students in teaching pedagogy is done by teaching using various audio-visual aids, this includes having a language learning management system offered by Cambridge University London, applications available to learn various skills, YouTube subscription and the list further includes promotional courses and FutureLearn courses amongst the learners' community. Besides in-classroom education using the aforementioned state-of-art mediums, the college focuses on making the education utilitarian. In order to meet this vision, the learners are given relevant practical exposure. The students received a Vermi-Compost Unit as well as were able to sell it in the market. A similar trend was seen when the students under the guidance of their teachers made sanitizers in the chemistry labs. However, no matter how we grow professionally being attached with our roots and traditions, we need to conserve our culture. Therefore, the college enthusiastically organizes functions during Teej, Janamashtami, Dushhree, Karwa Chauth and other functions which are not just limited to any one walk of life but further expands to many. During such celebrations along with enjoying learning about the history of Indian culture, the students also showcase their creativity which is one of the strongest pillars of tertiary education.

education. Along with this, the element of quality education is something the college tries to imbibe in the learners. The students professional courses do participate in various essays and poetry competitions from which they keep their human element alive when the moving faster towards Artificial Intelligence.

**Provide the weblink of the institution**

<http://ssdgc.com>

### **8.Future Plans of Actions for Next Academic Year**

**No data entered!!!**