



# **SELF STUDY REPORT**

**FOR**

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

**SHRI SANATAN DHARAM GIRLS' COLLEGE**

**MAHARAJA AGGARSAIN ROAD (AMRIK SINGH ROAD)**

**151001**

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

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# **1. EXECUTIVE SUMMARY**

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## **INTRODUCTION**

In modern era, the economic prosperity of a country depends on the knowledge resources of the country and the institutions of higher education are reservoirs of knowledge. Shri Sanatan Dharam Girls' College established in 1966 under the aegis of Sanatan Dharam Sabha, is one of the premier institutions of Malwa region affiliated to Punjabi University, Patiala. The institution firmly endorses women education as ***“Teaching a girl student is like teaching a family and hence, the nation”***. The prime aim of the college is to ensure holistic education to the students from all strata of society through teaching-learning and evaluation.

Under the sagacious guidance of Sh. Sanjay Goyal (Advocate) as President, Sh. Chander Shekher Mittal as General Secretary and Dr. Parminder K. Tanghi as the Principal, variegated streams of learning are running which open up vistas of knowledge and avenues of imperceptible future to the students. Our institution is always open to innovative/ progressive ideas and programmers to improve the ability of its students by exposing them to the latest and best material available in the field of knowledge. An IQAC has been established in 2015 in viewing of the academic audit and assuring quality at all levels of institutional working.

An impulse of new life has been added in the field of education with the introduction of Science Stream in the session 2016-17. The college celebrated its *‘Golden Jubilee’* with the sense of great pride in this very year. The college has a good academic record with our students bagging positions in the University Merit list year after year. Along with academic learning, they are also earning fame in Extra- curricular activities. Our college confronted the Covid-19 Pandemic crisis by implementing alternative educational system and assessment strategies through digital platform. The institution with its untiring efforts achieved grade ‘A’ in its first accreditation cycle and promises to achieve greater heights in future.

Not to rest on our laurels, we are extremely pleased to submit this self study report of our college for re-accreditation. By this humble submission, we offer ourselves for quality inspection to serve better in future.

### **Motto**

**Gyanm Param Valam**

**(Knowledge is Supreme Power)**

### **Vision**

- To provide qualitative and utilitarian knowledge and value based education to the students.
- To synchronize tradition with modernity and blend professional and traditional education for the development of women.
- To prepare students to compete in the changing scenario.
- Moving beyond the targeted standards.

## Mission

- To enrich and empower the beneficiaries through participative, positive and fertile teaching- learning environment.
- To promote and revive Indian tradition and moral values.
- To promote women education because if we teach a woman, the dividend is teaching a family and hence the nation.
- To provide value based job-oriented courses.

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

### Institutional Strength

*Strength lies in the fact that it is meeting its core mission. It is an institutional advantage which positively contributes to the college in attaining its objectives.*

It is one of the premier institutes of higher education in the region **exclusively for girls**. Sincere Management of the college is working expediently for the betterment of the institute. The cooperation of highly qualified and dedicated staff members ensures smooth functioning of the institution. The faculty members come forward voluntarily to shoulder many responsibilities related to the furtherance of vision and well being of the institution. Its hostel, accommodate students from distant areas and enables them to have a hospitable stay and sound education with reasonable fee structure. Technologically proficient staff with an ability of efficient digitalization. Located in the heart of the Bathinda city. Transport facility to students and staff from nearby areas. Eco- friendly and green campus. State-of-the-art infrastructure possessing modern amenities such as e-library and well equipped laboratories alongwith energy saving resources. Remedial classes are conducted regularly to uplift the morale of slow learners. Placement cell aids students in pursuing suitable jobs. Its NSS, RRB, NCC, YRC and LLC units alongwith various cultural and academic committees promotes comprehensive growth of the students. Industrial visits and educational tours are often arranged to augment the knowledge, proficiency and wisdom of the students. Certificate courses pertaining to various subjects have being introduced for students apart from regular course work. It Inculcates value system to bring up students as good responsible humans. The college turned its long-held dream of starting B.Sc (Med) and B.Sc. (Non-med) into reality. It started with initial intake of 20 students and succeeded with the strength of 100 students during last five years. The institute adopted the practice of "PRAHAR" to ensure fit to purpose online education to the students during challenging times of **Covid-19** pandemic.

Apart from possessing the above qualities, the institute has got A Grade by NAAC which is its biggest strength and source of motivation.

### **Institutional Weakness**

*Weaknesses are primarily process driven issues that need attention. The importance of addressing these weaknesses needs to be underscored as improvements in organizational performance.*

There is a lack of financial support.

The research articles published in top rated national/International journals or books published by leading publishing house are very few.

Being located in the thickly populated area leaves no scope for further expansion except within the campus.

Lack of local transport facility by the college.

The participation of the Alumni in the development of the college is only through their kind deeds such as donation of books and delivering lectures.

### **Institutional Opportunity**

*Opportunities are externally-centric elements that provide the institution with areas of focus that will build on current strengths and provide improved opportunities and options for students to progress through their academic experiences.*

To create more industry- institution linkages.

The college has opportunities for establishing additional contacts with other institutions/organization of the state/national level to enhance the quality of its outreach programmes.

We wish to make a concentrated effort to attract students from remote areas since we have hostel facility with all the ultra modern amenities.

Faculty exchange programmes can be introduced after consultation with the management.

Whole hearted support from the management for initiatives to augment infrastructure and for betterment of classroom teaching to improve class room delivery and start new courses.

The institute is all set to provide online/offline teaching.

### **Institutional Challenge**

*Challenges are externally-centric elements that must be understood and managed to implement improvements, new initiatives and continuous improvement processes.*

Due to mushrooming of colleges and private universities in the area, fresh admission has become a challenge now

We also need to explore new areas and introduce new courses to cater to the job market. For this, we need to introduce more innovative/ Interdisciplinary/Add-on courses.

The faculty needs to be encouraged to take up research work in their respective fields

Developing soft skills among students

Govt. College in the surrounding area provide free education to girls. Therefore, majority of students shift to Govt. Colleges.

To focus on employment generation through entrepreneurship.

To expand transport service to rural areas so that it becomes feasible for the girls from socio-economic backgrounds to come to college and fulfill their dreams

To generate resources for up gradation of infra structure through government funding and NGO's.

To provide opportunities to the students to earn while they are learning.

Drainage of students to other countries or we can say mushrooming of IELTS centre is a major threat to admissions.

## CRITERIA WISE SUMMARY

### Curricular Aspects

Shri Sanatan Dharam Girls' College, Bathinda is affiliated to Punjabi University Patiala and follows the curriculum prescribed by the university. College is offering 7 under graduate and 7 post graduate courses. Many teachers contribute in design and development of curriculum. Our teachers hold positions as members in university Senate, Syndicate and members in board of studies. The academic council is constituted at the college for the effective implementation of the curriculum. The curricular and co-curricular activities are planned and provided in the annual academic calendar. Members of academic council put together the course structures, the detailed syllabi and objectives for every course. Twice a year they review the syllabi, propose revision to the council and notify the students accordingly. Two mid semester tests are conducted for evaluation. Many teachers perform duties as paper setters. Each student is given the university web link through college website containing the detailed syllabus of every course and evaluation patterns. Based on societal demands our college has introduced 15 new short term courses. These certificate courses are designed according to the practical application of various subjects in real life situations. Experimental learning through internship projects, on the job training and industrial trips is specially facilitated. Our college incorporates an empathetic approach, endeavoring to familiarize the students about gender issues, environmental and social issues through extension outreach activities. For better curriculum delivery college has taken effective steps through provision of language lab, ICT enabled classrooms, LCD projectors and conference hall. Extension learning is ensured by arranging extension lectures of distinguished speakers, industrial visits, field surveys and educational tours. Course wise regular feedback on curriculum is obtained from students. Feedback is taken on google forms then the data is compiled, analyzed and shared with each department and concerned individuals for prompt action.

### Teaching-learning and Evaluation

Teaching & Learning is a way to develop life skills & abilities among students. Lecture & discussion method is commonly practiced to inculcate new behavior and capacity among the students. Monthly tests, assignments, presentations & House tests are conducted to monitor the progress of the students. The process of admitting the student is transparent complying with all norms of the regulatory based on first come first served basis. The admission process is followed by Academic Calendar facilitating the students to participate in curricular & Co-curricular activities. Tutorial Meets are also arranged to know the problems of the students to ensure better teaching and learning. A wide range of activities are planned such as Essay writing, Quiz, Declamation, chart & model making etc.

The college has adequate number of qualified and competent staff to handle the courses. Students are motivated to participate in Inter College competition hence aiding in achieving University positions. Teaching staff is motivated to participate in conferences, seminars, orientation and refresher courses to boost their teaching skills & making their teaching more effective. The college has feedback mechanism to evaluate teaching staff and necessary measures are taken to improve based on feedback by the students.

Evaluation focuses on accurate analysis and understanding level of the student of classroom components. Evaluation helps us to undertake special enrichment programmes for the bright and remedial for the backward students. The evaluation process is fair and just according to the caliber and performance of the students. The marking is done in an unprejudiced way. The assessment is marked on the basis of marks, attendance, skills, attitude and behavior of the student. Remedial courses, internal assessment and class seminars are there to make learning more effective. College library has a number of books, also facilitated with INFLIBNET. Internet & Wifi facility is provided to all the computers of the college.

### **Research, Innovations and Extension**

Our faculty participates in research activities like seminars, webinars, having projects, paper presentations, book publishing etc. We have recently got published one Journal of our college "International Journal of Information Science" ISSN No. 2320-8066. Only one volume of this journal has been published and due to lock down the next volume could not be published. We are under process for the next. The proficiency of any educational institution can be appraised by estimating its on-going activities, research works and the knowledge and wisdom of teachers. This College has the best framework to encourage the initiatives for modernity. To get the students connected and involved in institutional activities, varied activities are organized that brings about a sense of confidence and the zeal to excel. Several rallies, extension lectures by social activists, awareness drives are organized/ undertaken to connect the youth to the community and neighborhood and to inculcate the sense of responsibility towards society. Such events dot the activity calendar throughout the academic session of the college. For holistic development, students are offered memberships of various clubs.

The College also exhibits magazine with the aim of mobilizing the creative writing skills. Quarterly Newsletter of the college provides regular updates of the activities carried by various departments. The major events include – Blood Donation Camps, First-Aid, Women Empowerment Programmes, Environment conservation and several awareness campaigns along with the celebrations of various festivals. Besides this, the students are actively involved in charity drives, candlelight marches, and visits to old age homes and orphanages. Apart from this, research paper writing is promoted amongst staff and students. The college also boasts of several outreach activities which are made extensive with effective collaboration with various NGOs/GOs. The College has a good liaison with the following bodies: NSS Dept. Punjabi University Patiala, NCC 4PB BN, Dept. of Youth Services and Indian Red Cross Society Punjab which regularly collaborate with our activities of social outreach.

### **Infrastructure and Learning Resources**

Criteria 4 relates to infrastructure & learning resources of the institution. The class rooms are well lit and ventilated with comfortable sitting arrangement providing sound teaching learning environment. Library in the campus serves as store house for knowledge passing a good number of books, journals and newspaper etc. There are three computer laboratories, four Science laboratories, home management lab, office management lab, sports room & four home science labs to cater the needs of students in respective disciplines. Entire

campus is facilitated with rich IT infrastructure which includes uninterrupted WIFI facility with internet connectivity of bandwidth of >50MBPS.

Administrative block of the campus includes Management Office & Principal Office along with two offices for administrative tasks. Well maintained lush green lawns, herbal garden and botanical garden add beauty to the campus with a wide variety of ornamental and medicinal plants. A central auditorium in the college is available to hold various functions and events with large gatherings such as Convocation, Annual Prize Distribution and Talent Hunt etc.

NSS, NCC, YRC & LLC clubs/units in the college holds indispensable place in providing opportunities to student's development on cultural and social front. Game courts, vast playground, yoga center and GYM provide students to prepare for the competition indoor and outdoor sports competition and recreational activities. To maintain such a colossal infrastructure is a demanding job and is a regular feature. These tasks are executed through maintenance clerk with the team constituted of hardware technician, plumber, electrician, sweepers' etc. Surveillance cameras are installed to monitor the maintenance and cleanliness of the institute.

### **Student Support and Progression**

Criterion 5 relates to Student Support and Progression. Being a girls' college, fee concession is given to needy and intelligent students so that they can continue their studies. Books are also provided to a number of students through well-established library and book banks. Further, students of the college have a practice of bagging merit positions in the University merit list. This is due to the combined efforts of Mgt., Principal, teachers and students. Well-qualified and dedicated staff leaves no stone unturned for making students successful. Apart from that, various initiatives have been taken by the college to inculcate soft skills, language and communication skills, life skills and ICT skills. Webinars, workshops, extension lectures and a large number of activities are undertaken for this purpose. As far as grievances of students are concerned, timely redressal is ensured through Grievance Redressal committee at college level and hostel level. Students can lodge their grievances via online/offline mode. Pass out students of the college are currently working as teachers, lecturers, Assistant professors, bankers, C.A. and at various other reputed and responsible positions not only in India but also outside India. Training and Placement Cell in the college groom the students for various placement opportunities. NSS wing, NCC wing, YRC wing, Literacy Club, Entrepreneurship club is actively engaged in overall development of students. Many Graduates of this college are willingly enrolled further in this college for P.G. Courses. Twenty seven students have cracked UGC-NET. Awards are also won by students for outstanding performance in sports and cultural activities. The college has a student council from academic year 2015-16. The student representatives are also nominated by the Principal on various committees such as IQAC, Anti-ragging committee, Student grievance redressal cell, Annual College Magazine Committee etc. The college has also registered Alumni Association. Many alumni of the college assist the college in different ways like guest lectures and in admissions too.

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

#### **6. Governance, Leadership and Management**

Vision of the college is to encompass quality education and learning experience which will enable the beneficiaries to develop their inner potential and mould their personalities to compete in the modern world. Our college as learning organization, strives to educate with the spirit of competence and develop human

resources. The effective leadership is visible through various institutional practices such as decentralization and participative management. For effective governance a well-established system is set up for recording every receipt and payment as per the rules and regulations framed by the Punjabi University and Punjab Government. Every receipt is authorized by the Principal and checked by the Bursar. Academic Council of our college which comprises of Principal, Hod's, Coordinators and the Registrar. This body holds its meetings at the beginning of the session to formulate broad guidelines necessary for the execution of the vision of the college. Academic Council contributes to the preparation of the Academic Calendar, reviews it in the meeting, and gives final approval. The college also provides a number of welfare schemes to teaching as well as non teaching staff on regular basis.

Institution has developed strategies for mobilizing resources and ensures transparency in financial management. The college has well defined policies with clear goals for improving academic quality and infrastructure. The college interacts with students through a feedback mechanism, besides giving participation to students as members in various committees. The input from the society are obtained through parent-teacher meeting and meetings with civil society including alumni association. The college has a well established IQAC which is instrumental as a part of all progressive decisions of the college including infrastructural and academic development. The IQAC, frames a schedule of meetings at the beginning of the session with different departments to assess their progress on monthly basis. In the scheduled meetings the departments are evaluated on the basis of their academic progress, attendance records, syllabi completed, tutorials, assignments and students presentation, etc.

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

Over the years the college has taken significant steps to plan and execute multiple initiatives that strengthen and uphold the institutional values. To promote gender equity and women empowerment the college has taken an initiative in the name of 'Nari Samman Ki Adhikari' wherein, seminars, great sessions rallies and various programmes are organized to support the same. Apart from this special importance is given to single girl child by granting special fee concession. These have helped to create awareness about importance of women and their rights in the society. The college also has a stringent security system in place to ensure safety of all the Students. The institution has set up alternate sources of energy such as solar plant along with the usage of energy efficient equipments. Apart from this, the college has adopted water and waste management techniques to create an environment friendly atmosphere. The institution has also taken various green campus initiatives as such as limited entry of automobiles, constructing pedestrian friendly path ways and landscaping with trees and plants. We have also conducted an environment audit to obtain a report on air, water and sound monitoring. To facilitate easy access, convenient pathways and ramps are constructed along with the provision of washrooms for disabled students. The college strives to provide an inclusive environment that inculcates the values of tolerance and harmony towards cultural, regional, linguistic, communal, aspects. Events are organized throughout the year to familiarize the students and employees with their constitutional obligations. The institution has a code of conduct to which all staff and students are expected to adhere with utmost sincerity. The college also celebrates National and International Days, events, and festivals. The college authorities also work towards the holistic development of students and organized field visits, industrial visits and recreational cum educational trips for the same. The basic purpose behind the Best Practice 'Social Revitalization' is to adopt people-oriented approach in order to promote health, hope and happiness among common people specially women. We tend to make our students socially more responsible so that they can become more active change agents in the coming future.

NAAC

## 2. PROFILE

### BASIC INFORMATION

Name and Address of the College	
Name	SHRI SANATAN DHARAM GIRLS' COLLEGE
Address	MAHARAJA AGGARSAIN ROAD (AMRIK SINGH ROAD)
City	BATHINDA
State	Punjab
Pin	151001
Website	<a href="http://www.ssdgc.com">www.ssdgc.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	PARMINDE R KAUR	0164-2236108	8146432222	0164-225374 2	ssdgirlcollege@gmail.com
IQAC / CIQA coordinator	TARU GUPTA	0164-2255104	9417159121	0164-225374 2	taru.mittal.ssd@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	03-09-1966

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

State	University name	Document
Punjab	Punjabi University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	12-06-2014	<a href="#">View Document</a>
12B of UGC	12-06-2014	<a href="#">View Document</a>

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

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

**Details of autonomy**

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	MAHARAJA AGGARSAIN ROAD (AMRIK SINGH ROAD)	Urban	20234	12309

## ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce	36	Senior Secondary	English,Hindi,English + Hindi,English + Punjabi	120	50
UG	BCom, Commerce	36	Senior Secondary	English	60	53
UG	BSc, Science	36	Senior Secondary	English	40	10
UG	BSc, Science	36	Senior Secondary	English	40	20
UG	BSc, Science	36	Senior Secondary	English	30	10
UG	BSc, Science	36	Senior Secondary	English	40	13
UG	BA, Humanities	36	Senior Secondary	English,Hindi,Punjabi	250	70
UG	BA, Humanities	36	Senior Secondary	English,Hindi,Punjabi	250	70
UG	BCA, Computer	36	Senior Secondary	English	40	0
PG	MCom, Commerce	24	Graduation	English	60	15
PG	MSc, Science	24	Graduation	English	30	13
PG	MA, Humanities	24	Graduation	English	30	17

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	ies					
PG	MA,Humanities	24	Graduation	Punjabi	30	7
PG	MA,Humanities	24	Graduation	Hindi	30	0
PG	MSc,Information Technology	12	Graduation	English	30	0
PG	MSc,Information Technology	24	Graduation	English	60	3

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

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				3				19			
Recruited	0	1	0	1	0	3	0	3	0	4	0	4
Yet to Recruit	0				0				15			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				49			
Recruited	0	0	0	0	0	1	0	1	0	27	0	27
Yet to Recruit	0				0				22			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				20
Recruited	3	1	0	4
Yet to Recruit				16
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	7	2	0	9
Yet to Recruit				4

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	7	3	0	10
Yet to Recruit				1

**Qualification Details of the Teaching Staff**

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	4	0	0	10	0	15
M.Phil.	0	0	0	0	0	0	0	7	0	7
PG	0	0	0	0	0	0	0	14	0	14

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	0	20	0	20

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

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

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
PG	Male	0	0	0	0	0
	Female	98	17	0	0	115
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	718	26	0	0	744
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	118	129	121	118
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	105	165	132	129
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	917	829	788	679
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1140	1123	1041	926

### Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>Since our college is not an autonomous body, we can not design our own curriculum based on multidisciplinary approach. Even then, we try at our level best to organize seminars that highlighting the diverse perspectives that different disciplines can bring to illustrate a theme subject &amp; issue. Activities or competitions among students of different streams are organized so that they can understand and appreciate each other's view points and ideas. Moreover we have provided opportunities to students from different streams to attend various certificate courses. These courses were offered free of cost for students irrespective of their streams. The approach was sensitizing students about the other disciplines .</p>
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	<p>Similarly we provide opportunities to students for participation in competitions based on Political Science, Economics, Science or Commerce.</p>
2. Academic bank of credits (ABC):	<p>To implement this academic bank of credits, firstly our governing body has to be a part of this scheme. The university will amend the rules in terms of course registration, admission, requirements, attendance, credits to be awarded, nature of grades &amp; acceptance for their interdisciplinary &amp; trans-disciplinary courses etc. The same should be undertaken by us formally through their approval.</p>
3. Skill development:	<p>To encourage skill development in the students, faculty members help the students to understand their talent/skill &amp; try to align that skill with the career of their choice. Teachers try to inculcate a spirit of entrepreneurship in them &amp; enhance their creativity as well as innovation. We promote industry linkages of faculty &amp; students through workshops and visits. To encourage vocational education amongst students, college offers various courses in Computers Science, Home Science, Home Management, Office Management and Music. These courses help in enhancing their computational skills, cooking, stitching and singing. To enhance the soft skills of students, various societies have been formed which helps in developing their creative perspectives, instilling teamwork, improving intra-personal skills, leadership skills and building positive attitude amongst students. At last, the programmes to promote vocational education and their integration into mainstream education is possible only by the instruction of our governing body. Moreover we have planned some more skill development courses for next session.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Despite being modern in its approach, college recognizes Indian knowledge system as most of the faculty members impart their lectures in bilingual mode(English &amp; Vernacular) Excursion trips are planned to museums &amp; historical places so that students come closer to their rich cultural heritage. Workshop on introduction to medicinal plants was organized to acquaint students and staff with therapeutic and remedial properties of these plants in different ailments. Also, all the festivals are celebrated in the college in accordance with tradition so that students can have an insight of India's rich</p>

	<p>culture. Various competition base on folk songs &amp; art are organized time to time to facilitate continuous flow of our customs and traditions from generation to generation. We try at our level best to add ancient Indian books in the library so that students get unique insight into social, political &amp; cultural life of ancient people. Though, we try to stimulate Indian knowledge system, arts &amp; culture but even: then its proper integration will be possible only by the instruction from our affiliating body.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Our college discourages traditional education approach based on mere direct instruction of facts in which student become only exam oriented or CGPA driven. We focus on outcome based education in such a way that students not only accumulate credits but also practice higher order learning and mastery over the subject. Students are expected to be able to do more challenging tasks other than to memorize or reproduce what was taught. Course structure is designed in such a way that it includes theory (for understanding), practical(for skill development), seminars (for enhanced communication skills), problem solving and assignments, as an integral part of their evaluation. Through it varies from course to course. Blended mode of teaching is also practiced and the questioning ability of students is also improved (by asking them to frame all possible questions and give answers) to promote outcome based education.</p>
<p>6. Distance education/online education:</p>	<p>In testing times of Covid-19, college quickly adopted the digital and virtual methods of imparting knowledge. Faculty members used various apps like WebEx, Zoom, Google Classroom, Google Meet etc. to deliver the online lectures . Some of them also uploaded their lectures on YouTube channels. Tools like PowerPoint Presentation, Digital Board, Graphical tab etc. were also used. Further to strengthen the online education, we try to develop Online teaching platforms and tools. Teacher also make efforts to become more efficient online content creator. We try to strengthen digital infrastructure and digital repositories at its level best. Further, webinars are organized in collaboration and co-ordination with national and state level institutions. Since, there is no course on distance education in our college, it can be incorporated only by instructions from governing body of the college.</p>

NAAC

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
452	483	525	492	398
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	15	15	15

### 2 Students

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
859	926	1041	1123	1140
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

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

2020-21	2019-20	2018-19	2017-18	2016-17
241	247	253	294	223

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

### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
286	373	412	383	443

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

## 3 Teachers

### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
57	61	66	63	65

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

### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
23	23	23	23	23

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

## 4 Institution

### Total number of classrooms and seminar halls

**Response: 57**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
318	479	292	143	324

**Number of Computers**

**Response: 130**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### Curricular Planning and Implementation

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

**Response:**

#### Curriculum planning and implementation

The college affiliated to Punjabi University Patiala follows the curriculum designed by the University. Experienced staff of the college are the members of board of studies of the university. They make their contribution towards framing of the curriculum in their respective subjects. The college aims to inculcate the highest intellectual standards through academic commitment. To ensure that the curriculum framed by university is followed in the best of the spirit, the college academic calendar is prepared with the active involvement of the teachers. The college implements the curriculum in very effective manner by following various steps:

1. Meetings are conducted by heads of each department to formulate its own action plan, courseplan, teaching plan and teaching methods to be adopted for the same.
2. Workload is being distributed among the staff according to the curriculum.
3. A proper timetable is framed for the effective implementation of this curriculum
4. Students are made aware about the academic plans, curriculum and academic calendar through the college prospectus.
5. According to the abilities of the students, effective lesson plans are being prepared by faculty members.

In 2020-21 due to COVID-19 offline classes were at halt so, online teaching methods were adopted using various applications like Zoom, Google meet, Google classroom etc. To evaluate the progress of the students during online teaching, online tests were conducted through E-mails, questionnaires and google forms etc.

Along with the regular classes, tutorials and extra classes are taken to enhance the knowledge of students. The curriculum delivery is effectively done through lectures, demonstrations and relevant study material. Moreover, the topics and concepts are explained through power point presentations to enhance better understanding of the subject matter, hence making learning easier.

For making the classroom atmosphere lively and for active participation of students quiz, debate, group discussions and presentations are organized in all the departments.

Apart from these educational tours, field trips, industrial visits, interdisciplinary competitions etc. are organized by the college. House tests are conducted according to the academic calendar of the college.

Each department periodically reviews the syllabus and students progression through departmental and tutorial meetings. For further progression of students, career and guidance cell conducts career

guidance programs. Teachers encourage and guide the students to participate in various extramural competitions. College magazine is also published where students bring out their creative perspectives through the write ups, sketches and poems. All these programmes help the students to become self expressive and intellectually competent. In each department remedial coaching for slow learners and advanced coaching for fast learners is being provided. Feedbacks from students are collected on regular basis to strengthen the future curriculum development.

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

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

#### **Response:**

#### **CIE- Continuous Internal Evaluation**

Being an affiliated college of Punjabi University Patiala, our college follows the academic calendar issued by the university at the beginning of the session. University calendar clearly mentions a schedule for teaching, examination, semester break and vacations that is strictly followed by the college. The college adheres to the academic calendar for conduction of continuous internal evaluation systems as per the guidelines of the University. According to the exam schedule of the university, the college adjusts the academic calendar for internal exams, co-curricular activities and certificate courses. The academic calendar is prepared in advance for the upcoming academic session. The teachers prepare unit plans by proper distribution of syllabi according the academic calendar. The principal conducts meetings with members of academic council to ensure smooth adherence of the academic calendar. 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. The students are well informed about the deadlines of admissions, submission of assignments, dates of mid semester exams etc. through tutorial meetings and notices. Academic council of the college discusses all the issues related to curricular and co-curricular activities in detail and suggests remedial measures wherever required. Some of the activities are specially organized for the students to assess and upgrade their subject knowledge. Mid semester break is utilized for on-the-job training and internship programs.

Following are the important aspects of academic calendar:-

- a) List of departmental activities.
- b) Planning of multiple activities by different committees.
- c) Planning of extra-curricular activities of N.S.S., N.C.C. and cultural department.
- d) Activities of physical education department including annual sports meet and various tournaments.

- e) Planning of the mid semester exams.
- f) Tentative schedule of university exams.
- g) University schedule of gazetted holidays, summer and winter vacations.
- h) Dates of commencement and end of the semester.
- g) Annual prize distribution function.

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

**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 last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## Academic Flexibility

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

**Response:** 7.14

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

Response: 1

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 21

#### 1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
15	1	1	1	3

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

Response: 17.05

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

2020-21	2019-20	2018-19	2017-18	2016-17
417	53	50	16	282

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

## Curriculum Enrichment

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

#### **Response:**

Our institution always believes in all round development of the students. The students are prepared and polished in a way that they are mentally, physically and intellectually strong with sound knowledge. Our college ensures to make students aware towards environmental and social issues. To achieve this college take following initiatives:-

1. Our college offers courses relevant to environment and human values. Two qualifying papers titled (a) Environment and road safety awareness (b) Drug Abuse: Problem, Management and prevention are compulsory for all the students at under graduate level.
2. Our college has framed a buddies group for the awareness of students regarding drug abuse. Many activities are arranged to make the students aware about the ill-effects of drugs.
3. Our college arranges an orientation program at the beginning of every session for introduction of teachers and students.
4. Special days are celebrated by N.S.S., N.C.C and other clubs to establish mutual connectivity of students with the society.
5. Extension and outreach programs are organized by departments to acquaint students with society.
6. Our college conducts morning assembly once a week in which students gets knowledge about moral and intellectual values.
7. Our college is spreading vital messages to the society by using platform of social media from time to time by uploading videos on college face book page and YouTube channel.
8. Many motivational lectures by experts are arranged for the students by various departments. The students are made aware about the practical and challenging issues of real life and their possible solutions.
9. Our career guidance and placement cell provides information to students about various job opportunities and arranges placement drives too.
10. Our college focuses on professional ethics along with carrier guidance. The students are given knowledge about resume writing and mock interviews, etc.

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

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 4.82

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

**Response:** 10.48

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 90

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

## Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni**

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

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**Feedback process of the Institution may be classified as follows: Options:**

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

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

## Criterion 2 - Teaching-learning and Evaluation

### Student Enrollment and Profile

<b>2.1.1 Average Enrolment percentage (Average of last five years)</b>				
<b>Response:</b> 46.83				
<b>2.1.1.1 Number of students admitted year-wise during last five years</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
352	344	357	438	469
<b>2.1.1.2 Number of sanctioned seats year wise during last five years</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
850	850	870	870	770
<b>File Description</b>	<b>Document</b>			
Institutional data in prescribed format	<a href="#">View Document</a>			
Any additional information	<a href="#">View Document</a>			

<b>2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)</b>				
<b>Response:</b> 100				
<b>2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
241	247	253	294	223
<b>File Description</b>	<b>Document</b>			
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>			
Any additional information	<a href="#">View Document</a>			

## Catering to Student Diversity

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

### **Response:**

On the commencement of new session every year, the college arranges orientation programme for the students with the aim of making them familiar with the institute. With a well planned approach, various needs of the freshers are recognized and are addressed well in time. Also, they are nurtured and polished in the best possible ways to move to the next level.

Since the students come from different schools, places and family backgrounds and are raised with different standards of living, it is absolutely necessary to assess their learning skills. There are some students who can grasp concepts easily or we can say they have high learning ability while for some, even simple concepts are difficult to understand and they need frequent counselling. To bridge this gap, student profile is assessed right from the outset on the basis of the marks obtained in the previous board or university exams. The advanced learners are then further polished and efforts are made to realize the weakness of slow learners and to make them at par with the advanced learners. The confidence of slow learners is boosted and their learning abilities are enhanced in best possible ways. The policies that are followed for slow as well as advanced learners are discussed below in detail.

### Slow learners policy

#### **1. Personal attention by tutorial incharges:**

Maximum 30 students are assigned to a faculty member who takes care of their academic as well as personal well being. Their performance is monitored regularly and the same is communicated to their parents at Parent Teachers Meeting.

#### **2. Special classes/ Revision/ notes/ tests:**

Extra classes and Remedial classes are arranged for slow learners to understand basic concepts. Difficult topics are revised at the completion of the syllabus. Simple notes prepared are provided to them. To motivate them, easy class tests are conducted.

#### **3. Provision of university question bank**

Previous university question papers are discussed which helps them in understanding the paper pattern and the ways of presenting the answers.

#### **4. Advanced learners policy**

1. Advanced learners are given leadership roles where the entire responsibility of the organizing function is on their shoulders.
2. The meritorious students are inspired to boost their confidence and to achieve merit positions.
3. There is a competition cell in college where the advanced learners are given coaching for various

competitive examinations like UGC NET, UPSC, etc.

4. These students are provided with extra study material. Their doubts and queries are handled at regular intervals of time. Further they are motivated for extra efforts also.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

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

**Response:** 15:1

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

### Teaching- Learning Process

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

**Response:**

The teaching methods being used by the college are highly student centric. We impart education to the students in such a way that they can use it in their life empirically. Our teaching strategies are goal oriented, including the holistic development of the students, with a ulterior motive to bring about a change into the society.

**For experiential teaching:** We try to make the education practically helpful for the students. We organised educational tours once a year as per the requirements of various departments. We have Computer labs, a Language lab and science labs for students that are well equipped with the relevant tools and instruments.

Since our college has UG and PG courses in languages, we make utmost efforts to engage the students in stage plays, poetry recitation, speech competitions and quizzes. We have classroom presentations by various departments. Such presentations are not only limited to classrooms but also various departments organise presentations in order to help students engage better with the staff and students of other departments along with honing their skills such as public speaking.

**For participative learning :** To promote enthusiasm among students, college organises various seminars and extension lectures. Seminars, webinars and workshops are conducted by the college where students are trained to participate in research paper writing. For boosting up their workplace and employability skills, mock interview sessions are held regularly for promoting employability skills of the students. The college also organises various activities such as Curriculum Vitae writing, extempore, group discussions, email

drafting and job application writing sessions. This helps them to develop their soft skills well which helps them to get desirable and deserving jobs in various MNCs both in India and in Abroad. There have been instances where students of the college have joined renowned banks and companies such as Infosys, BSNL, Aduit Department, HDFC, SBI and others.

Library visits are encouraged by the staff for the students, which help to enhance their interest in books, newspapers, journals and magazines. It aids in the development of reading habits and enhancement of vocabulary.

Many departments are holding classes for training students in qualifying UGC NET exam. For this purpose, students are enthusiastically participating in learning more and building up their career.

**For problem solving:** Brainstorming session are conducted by different departments to inculcate learning and critical thinking among students. Regular discussion are there in classes such as New Education Policies, Kisan Bill, Litrary Awards, Union Budget, Stubble Burnning etc.

The College has launched a competition cell which provides training and coaching to the students for qualifying various competitive exams including government jobs. Eighteen students joined this programme enthusiastically and are still working hard to achieve the aim of their life in a quite young age.

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

**Teachers use ICT enabled tools for effective teaching-learning process.**

**Response:**

There are numerous ICT enabled tools which have been used by the faculty to promote and upscale teaching learning process. The college is providing projectors for interactive learning. These projectors are installed at various places such as labs, conference rooms, seminar rooms and auditorium. Various lectures and guest lectures are organised through this medium. High speed internet facility is available for boosting up knowledge of teachers and students. The seminar hall is equipped with tools such as Mic and Sound system. This helps in the effective execution of events such as extension lectures and seminars. There is also availability of Language Lab in the college which is fully equipped with auditory aids (headphones) to enhance language and communication skills of the students.

There are a lot of useful study materials and books that are downloaded from Inflibnet (N-List) and e-library to enhance the learning quality of the students and teaching quality of the teachers. These materials are downloaded and then printed out from the photocopier and printers available in the college for such benefits. The college is providing access to N-List which is an initiative by Inflibnet centre to provide a wide range of books and research papers. Apart from this, we have fully equipped computer labs also.

Teachers encourage students to use platforms such as Google forms and google sheets to upload their data. This helps them to get in-touch with the technology at this level so that they may become efficient in using them in their nearby future.

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

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

**Response:** 16:1

#### 2.3.3.1 Number of mentors

Response: 55

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

## Teacher Profile and Quality

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

**Response:** 271.3

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

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 18.2

**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
15	14	10	9	8

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

**Response:** 11.6

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

Response: 661

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

## Evaluation Process and Reforms

**2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode**

**Response:**

Evaluation is an integral part of teaching learning process. With regular interactions of IQAC and Heads of the department examination committee plan and work out reforms in evaluation system. The College adjust academic calendar by including internal assessment and the university examinations.

Apart from these, assignments MSTs, and surprise tests are conducted. Schedules are prepared and provided to students both physically and digital means. The college takes extra efforts for slow and

advanced learner where they are assessed by different methods. The examination committee monitors and conducts internal examination in the college. Teachers are unbiased while marking the internal assessment of the students. They consider the MST marks, attendance, class conduct, class response and class tests while compiling their internal assessment. In order to ensure inclusivity of the students, MSTs per semester are conducted. The students who are absent due to some unavoidable circumstances have been given special chance for re-test. This ensure that their internal assessment is not affected. The students also take such exams and tests seriously and perform effectively.

The marks assigned for assessment vary in each course. The maximum marks assigned for the same is mentioned in the syllabi issued by the university. The weightage of theoretical exams is more and it carries the one-fourth part of the entire assessment marks. To encourage the students to participate in co-curricular activities, due internal assessment is provided.

Results of MSTs are declared within a week from the end of examination. Compiled marks are displayed and communicated to the students. A Parent-Teacher meeting is conducted wherein the student's performance is discussed and parents are involved to encourage their wards.

The record of the marks scored by the students is maintained in the annual register of each class. Along with is, tutorial in-charges maintain the record in their respective tutorial registers. This record helps them to conduct parent-teacher meeting efficiently. Apart from this, the parents are offered to have a look at their ward's marks through this register. Parents' signatures are also taken as a record.

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

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

**Response:**

Regarding this IQAC interacts with examination committee and students. The college conducts tutorials, tests, presentations, group discussion etc. to assess the performance of the students. The college exam committee executes its internal exams in a very meticulous manner.

However, internal supervision and internal flying squad are deputed for smooth conduction of the exams. All exams related grievances are addressed to the committee where registrar is the chairperson. There is zero tolerance policy for the malpractices conducted by the students.

Internal examinations dates are finalized by keep in view with the percentage of syllabus completed. Likewise, the college takes extra efforts for slow learners, so that their revisions are carried on timely. The preparatory holidays as well as the date sheet is designed keeping in mind the difficulty level of the subjects and also the various subject combination are made son that there is no burden on the students.

The practical exams are conducted separately with separate schedule. To avoid any inconvenience or burden, teachers in-charge for practical subjects conduct practical exams during regular working days. Internal assessment is marked on the basis of these exams, both theoretical and practical. Therefore students take such exams seriously and perform efficiently. Apart, from this doubt sessions are organised by the subject teachers, so that, there is no doubt during the internal exams. Even during the online classes, teachers take regular classes and MSTs are conducted effortlessly. Certain time is set for online MSTs and students as well as teachers make sure that exams are submitted in time. The results of internal examination are declared within a week. During offline examination, students are shown answer sheets through which they can get to know about their mistakes and even if there is any doubt, teachers clarify students. IQ level is tested as well as their course understanding is checked to avoid unfair means during online exams.

PTMs are conducted after MSTs, so that the performance of students is transparent as well as till the details are given to the parents. Also, parents signature are taken as a record. During online exams, the students who scoreless are approached personally by the teachers, so that students are not lagging behind in any way.

Apart from MSTs, regular class tests are conducted by subject teachers, for assessment of students' performance. Online quiz, Oral tests, Objective type questioning, etc. is conducted to make online teaching interesting. Students participate actively in such testing schemes.

The students have the freedom to use the suggestion box to put in the note of query or instruction which is considered for internal examination reform.

To make evaluation process more transparent & robust the unit tests and pre semester answer books are shown to the students on a scheduled day after books and know their performance regarding strength of their subjects and techniques in writing answer books. Mentor mentee scheme also helps students to pause before going to the exam committee with any grievance. It reduces the stress and anxiety of the students.

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

## 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.**

### Response:

We are highly grateful to our institution because it is always keen about the outcomes of the facilities and emphasize on the productivity of the students. It works in every possible way to meet the current and apparent challenges of the future by making the students efficient in almost all the spheres of life. Our Institution is unique in this area that focuses on the outcome of the students by nurturing the values of a

responsible Indian citizen and a conscientious human being globally.

Instead of mere displaying all outcomes on the website, college put up the results of merit holders on notice board and flex boards of every floor to motivate the students. This works as a mental reminder to the students that whenever they pass by these flex boards, they immediately recall the goals of their life as well as the goals of the college. These help them in enhancing their learning process. These documents also highlight the achievements of the students and list the kind of jobs that students get after completion the different programmes.

The college is not limited to academics via traditional teaching method only. It progresses towards innovative methods of teaching and learning to enhance the academic levels. The college deputed teachers for workshops, seminars, conferences and Faculty Development Programmes to enrich them to attain the outcomes while teaching learning in the class. These seminars, conferences and workshops are highly student centred to impart the maximum knowledge in them.

The learning objective are communicates through various means such as college prospectus Principal's address of students and Parents, Alumni meets and dissemination in classroom by concerned staff. Successful alumni are invited at intervals they share how the different courses shaped their careers. This acts as a guiding spirit to the students to touch the sky. There are also prominently featured on college boards, college magazines and other publications.

It is made sure by the faculty members on duty during the admission time that they guide and instruct the newcomers for choosing their subjects and courses efficiently. Teachers from various departments are made available at the time of counselling to guide the students about their respective subjects, their scope and relevance in future.

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

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

The purpose of a teacher is not only to teach and hold exams but the overall development of the students as well. A teacher prepares and counsels students for further competitions also. The study should be career oriented and there should be motivation for the students while imparting higher education that helps them to responsibly utilize the education in an empirical manner. Sincerity towards education can be increased by providing recent and live examples while teaching.

The college willingly follows these aspects of education to bring the maximum positive outcomes of various programs and courses. The college is following various criteria to justify this and these are

motivation efficient testing systems, scholarships, fee concessions, awards and prizes.

We motivate students to bring the best out of themselves by appreciating them and awarding them. The evaluation system of the faculty members is unbiased. However, there is always a soft corner for the agitating minds. Annual function takes place every year. Along with extra-curricular activities, there is award distribution ceremony to appreciate the position holders in university and at college level exams. The mission statement of the college itself clearly states and ensures the holistic development of students.

In order to focus on the course outcomes, the learners are categorized as slow, average and advanced learners on the basis of their class tests and MSTs.

Basic conceptual clarity, life skills, practical exposure and their behavioral changes are few of the parameters to recognize or evaluate the attainment of course outcomes. Online Google classroom, MCQ's, Home assignments, unit tests and university assessments are substantially helping to evaluate the learning outcomes. The college provides subject related short term certificate courses and workshops to inculcate the efficient outcomes. Lectures on Competitive Examinations, Career Counseling and soft skills are playing crucial role in the overall development of the students.

Feedbacks are received from former and present students which helps us to record evaluate the short comings as well as the good practices of the college. Apart from this, feedbacks are received from the parents as well, so that they are also well informed about the working & outcomes of the college.

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

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 92.22

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
266	364	378	331	379

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
267	364	380	391	490

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

### Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response:</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 1.5

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1.5	0

File Description	Document
List of endowments / projects with details of grants	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 1.75

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 1

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

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 2.35

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	1	0

### 3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
15	17	18	17	18

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## Innovation Ecosystem

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

#### Response:

The College focuses on clean and green environment. So, to promote the same, regular tree plantation is done along with the use of eco-friendly sources of energy. Various clubs, NSS Units, NCC Unit and Red Cross Units make special efforts to organize awareness programs, rallies extension lectures etc. to highlight the cause of Healthy environment. Moreover, a Nutrition Garden and Herbal Garden are set up to acquaint students with the need of healthy lifestyle. Students are sensitized regularly shun the use of plastic bags and other plastic products for clean environments. Student and even communities are made aware of harmful effects of stubble burning and keeping their environment and surroundings green and healthy.

To instill among the students a creative energy, They are encouraged to participate in various activities and competitions. Apart from this, they are motivated to get their self-written material published in College magazine and with other publishers. This practice has brought laurels to the institution as few of our students have got their works published.

The proficiency of any educational institution can be appraised by estimating its on-going activities, research works along with the knowledge and wisdom of teachers. These are the necessary parameters for assessing the output of any educational institute. This College has the best framework to encourage the initiatives for innovations and best results. Systematized Classroom teaching is supported with self-study

and reflective learning by providing opportunities for discussions, debates and the tasks related to project activities. Extensive Learning and Extensive Activities provide students with the latest opportunities to connect with their knowledge of the social environment.

To create a good teaching-learning atmosphere, various seminars, projects, presentations, webinars etc. are organised. Such activities enhance the knowledge of the students as well as aids in self evaluation and better understanding the subject.

During online classes the education of the students was not at a halt. All the departments were given internet access. Various digital sources were used which helped the staff and student to be in touch with technology.

Apart from this other environmental issues such biodiversity, food security, rain water harvesting etc are discussed by expert in their lectures to promote environment awareness.

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

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

**Response:** 9

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	4	0	0

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

## Research Publications and Awards

### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

**Response: 7****3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years**

Response: 7

**3.3.1.2 Number of teachers recognized as guides during the last five years**

Response: 1

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

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

Response: 0.42

**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	4	7	8

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</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 last five years**

Response: 1.06

### 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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	6	30	24

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

### Extension Activities

**Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

#### Response:

To get the students involved in institutional activities, an assortment of activities is organized and offered to them. The competitive events, both at the inter-departmental and intercollegiate levels, bring about a sense of confidence and the zeal to excel; But a major chunk of the activities are organized to inculcate a sense of responsibility and sensitivity towards the societal needs. Several rallies, extension lectures by social activists, awareness drives are organized/ undertaken to connect the youth to the community and neighborhood. Such events dot the activity calendar throughout the academic session of the college and harness the power of the youth towards the bigger cause of societal and social accountability. For holistic development, students are offered memberships of various clubs and also enjoy the departmental societies' work throughout the session.

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. The funds allocated by the institution are judiciously used to manage the expenses incurred in the execution of the events.

All festivals are celebrated in the college premises, irrespective of religious prejudices, promoting brotherhood and harmony amongst the young students.

The various clubs and associations of the college – Red Ribbon Club, Eco Club, Entrepreneurship Development club, Pie club, Commerce association, Economics association, Hindi Sahitya Sabha, Office management association, Punjabi Sahitya sabha, Science association, Computer association, Literary

association of English, Home science & management association, Political science association, Sociology association, Psychology association has a busy activity calendar to involve students registered with them. The College also exhibits magazines with the aim of mobilizing the creative writing skills in both students and teachers. Quarterly Newsletter of the college provides regular updates of the activities carried out by every department, club and association.

The college also boasts of several outreach activities which are made extensive with effective collaboration with various NGOs/GOs. The College has a good liaison with the following bodies which regularly collaborate with our activities of social outreach -NSS Department, Punjabi University Patiala, NCC Unit 4PB BN, Department of Youth Services and Indian Red Cross Society Punjab to name a few.

Undeniably, all the activities promote a sense of social involvement and responsibility among the students.

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

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 33

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	6	3	11	5

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 56

### 3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	17	10	5

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 122.67

#### 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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1335	1395	1825	970	520

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

## Collaboration

### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

**Response: 6****3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	0	0	2

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response: 4****3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### Physical Facilities

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

#### Response:

Shri Sanatan Dharam Girls' College, Bathinda affiliated to Punjabi University, Patiala. The Institution has an adequate number of classrooms in proportion to student strength to ensure that students can sit comfortably while attending their classes.

There are 45 classrooms in total and some are big enough to accommodate larger number of students. The classrooms have proper lighting and Ventilation. They are regularly cleaned and furniture like closets, almirah, desks, chairs and tables are dusted regularly to provide a hygienic environment. There is a well equipped library, three computer labs, four science laboratories, one Home Management Lab, one Office Management Lab, one Sports Room, Home Science Labs to cater to the needs of the students in respective disciplines. Almost every department has been allotted their staff rooms and computer also. Some of the departments, Clerical office are well equipped with computers and all together, there are 130 computers in the college. ICT are used in day to day teaching learning process.

According to the instructions of Punjabi University, we prepare our time table for subjects keeping in mind the class strength. Therefore, as per the strength we divide our students into groups.

The campus that encompasses an area of 5 acres has been renovated and updated to preserve its beauty. In the administrative block, there are Management Room & Principal Office and two sub offices to run the administrative tasks. The departments have separate staff rooms alongwith a common staff room. Personal lockers are provided to staff. All the rooms have internet access. To meet the curricular and co-curricular needs, the college have three seminar halls, an auditorium and an open stage . Three well-maintained lawns, a herbal garden and a botanical garden with a wide variety of ornamental and medicinal plants which add to the campus aesthetics. Safety equipments are installed and maintained regularly in the laboratories and in the campus.

One Common Room is available for students to sit freely during free lectures. RO water coolers are available at every floor. There is a Canteen, a Cafeteria and a Recreation Hall. Two parking lots for staff members and girls are available. Three well furnished Residential Hostels are provided to Girl students . To ensure the safety CCTV Surveillance is also provided in college campus.

Our Library provides a Comfortable and creative environment to faculty in addition to interdisciplinary interactions. Our College campus has a Gym, Hostel Visitor's Room, Rain Harvesting System I(near Botanical Garden) and Rain Harvesting System-II in hostel. Large construction works has been completed in the last five years that includes-

1. Construction of Science Block.
2. Vermi Compost

3. Compost Unit
4. Rain Water Harvester
5. Boundary Wall & Security Room
6. Open Cafeteria
7. AC-Auditorium
8. College Gate

Even now the renovation of Administrative Block is under process.

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

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

**Response:**

Curricular and Co-curricular activities impart new and meaningful dimensions to the student's personality and thus fulfill the desired purpose of education and learning. To meet the Curricular and Co-curricular requirements, the college has well-furnished Classrooms, Library and Laboratories with suitable infrastructure. The institute is equipped with three conference halls to hold seminars, extension lectures, workshops, conferences, and even cultural functions of various departments. A central auditorium is available to hold the Annual Prize Distribution Function, Convocation, and Talent Hunt Competition, etc. Every year, College organizes "**Talent Hunt**" competition in which the activities like Singing, Painting, Drama, Mehendi, Rangoli, Debate, Declamation and Poetry Recitation etc. are conducted. Winners of these activities get the chance to participate in youth festivals. Teachers Day is celebrated in college where cultural programmes are also organised by students. Auditorium is used by the college as well as by the local community with the permission of the management for larger gatherings.

**Sports/Games** – Annual athletic meet is arranged by Sports Department every Year. Due to Pandemic, this meet was not arranged this year. Sports facilities available in our college are –

**Outdoor facilities**

1. Basket Ball Court
2. Badminton Court
3. Netball Court
4. Athletics

**Indoor facilities**

1. Chess
2. Carrom Board

5. Volleyball Court

6. Kho-Kho Court

**Yoga Centre/Gym** - Yoga classes are carried by a lady instructor in our hostel during morning hours. We also have a Gym facility possessing equipments to cater the needs of students residing in the hostel as well as day scholars. It has three treadmills-Manual, Electronic and Semi-commercial alongwith six different types of indoor exercise cycles, a rotator and one wall mirror to facilitate formation and correct posture while exercising.

**NSS** –The NSS unit of College is awarded with National Award and is registered with 2½ units which have 250 volunteers enrolled under Punjabi University, Patiala. The NSS Unit is running successfully from last four decades in our college. Its infrastructure includes one room having chairs, tables, bulletin boards and various types of banners, uniforms etc.

**NCC** - The NCC Unit of college comes under 4 PB Girl BN. NCC, Patiala. A student can be a NCC cadet for three years. During this period, students get ample opportunities to attend training camps and specialized camps like advanced leadership, mountaineering and other inter-state camps. Its infrastructure includes one room having chairs, tables, bulletin boards and various types of banners, uniforms etc.

**YRC**- State Awardees' Youth Red Cross Unit with 50 volunteers is running in college from last 15 years. Many volunteers have participated in various activities and training camps which are organized by Indian Red Cross Society, Chandigarh. The record and activities of YRC are maintained and carried out in Office Management room. Its infrastructure includes one room having chairs, tables, bulletin boards and various types of banners, uniforms etc.

**LLC**- Legal Literacy Club motivates the students to apply for their Voter ID every year. Students are also made aware of their voting rights and responsibilities as an ideal citizen.

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

#### **4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 100

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

Response: 57

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 931035.33

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
577549	1254234	3890321	2643638	3339512

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

## Library as a Learning Resource

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

**Response:**

Total area of the library (in Sq. Mts.): 4337.7 Sq. Mts.

Total seating capacity: 50

Working hours: On all working days- 9:00 am to 3:30 pm.

On gazetted holidays, the library remains closed.

Ratio of library books to students enrolled 2 books to UG and 4 books to PG issued per students for 15 days.

The College Library has fully computerized provision using E-Granthalaya Software with 3.0 Version. This Software provides the computerization of library resources with a bar-coding system. Books are issued and returned digitally as well as manually since July 2016. It also provides the facility of OPAC/web OPAC and stock verification. The library has a rich collection of 30,714 books on various subjects such as Basic Science (Physics, Chemistry, Biology and Zoology), Commerce, Computer Science, Music, Office Management, Math, Economics, Languages (English, Hindi and Punjabi) etc. and other related areas like 12 Newspapers, 26 Journals and Magazines. Our college library has a vast collection of 38 Encyclopedias. There are five Computers in the library that are linked with the internet and three are for public access only. Printer along with two bar-code scanners are also available. E-books, E-Journals and PDFs of other resources and online links of text books are also available on the college website. Information of latest books are displayed on LED regularly in library. For the needy students book bank facility is available to provide them. Besides having digital access to the reading material and books the library staff is user friendly ensuring smooth functioning. The college library provides immense academic support in teaching-learning of students and teachers.

The college has a subscription of N-list-Inflibnet & DELNET connection since 2015-16. Teacher and students take optimum benefit of this facilities whenever required. It is a very economical system wherein one can borrow books and get its copy in hand and then return. This makes the flow of education easy and effective. All the students got their IDs and passwords, so that they can use it anytime and anywhere.

In the beginning of every session HOD's of various departments after the consultation with the staff members prepare list of books required for their respective departments. These requirements are discussed with the library committee and the final list is duly approved by the Principal. The books are categorized and students can easily access the required books by consulting the manual as well as computer catalogue.

Year	Books		Journals		N-Li t
	No.	Amount	No.	Amount	
2016-17	478	2,43,618	14	29135	5700
2017-18	485	1,09,500	09	25440	5900
2018-19	107	34615	12	29676	5900
2019-20	29	10017	12	14710	5900
2020-21	78	2565	06	29431	5900

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

#### 4.2.2 The institution has subscription for the following e-resources

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

**6.Remote access to e-resources****Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)****Response:** 1.24**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.45325	0.44197	0.83761	1.5441	2.92023

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year****Response:** 2.73**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 25

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

## IT Infrastructure

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

#### Response:

S.S.D. Girls' College, Bathinda has a rich IT framework keeping in the view the infrastructural needs. This facilitates hands on experience to the students with latest technology. Internet access is available in the college to unify, centralize and control all the managerial and administrative task along with academic and research activities. The main building of the college comprises of Management Office, Principal Office, two Administrative Offices, Staffrooms, a Library, Well- furnished Computer labs, Language Lab, Home Science lab & Stitching Lab, Home Management Room, Office Management Room, P.G. Department of Commerce & First Aid Room. We have a three storey building comprising of teaching classrooms and labs constructed on ground floor, first floor & Second floor with good connectivity of internet. Mathematics department and Music department too have the advantage of uninterrupted internet connection. This facility is further extended to PG Department of English & Department of Science. Students from various streams can also avail the Wi-Fi facility provided to them by the college for preparation of assignments and presentations hence helping them to explore new horizons in their academic fields. Furthermore Wi-Fi facility is provided to the students residing in the hostel for better communication & effective learning. Some of the departments like Library, Mathematics, Science and Commerce inclusive of clerical and Principal Office also possess departmental computers to facilitate staff to maintain records and aids in effective work experience. Computer systems are available in the library which helps the students to locate books within no time. Our IT infrastructures tend to replace & excel the traditional teaching methods. Surveillance cameras are also installed in the college to ensure security and safety in the campus. Also a new seminar hall is constructed in the campus to cater the needs of students & staff with latest technology, Wi-Fi facility etc.

Furthermore, our college has conference rooms well equipped with projectors.

IT facilities in our college includes computers, Laptops, Projectors, Bar-Code scanners, Printers, Online UPS, Printers with scanners, CCTV Cameras, LED Screen, Bio metric Machine etc.

College provides with internet connectivity at the bandwidth of >50 Mbps.

Wi-Fi facility is available throughout the campus.

A well equipped digital language lab, having 17 computer systems with LAN facility & English language software(Learn Soft Software) is available to enhance the communication suits of students and render them help to prepare for public speaking.

Timely inspection of IT equipments is done and new equipments are installed and out-dated are replaced if needed.

Discussions and meetings are held timely with the Management & Principal for the augmentation and addition of IT equipments and Infrastructure.

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

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 7:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

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

**Response:** A. 750 MBPS

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

### Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 4617158.21

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

2020-21	2019-20	2018-19	2017-18	2016-17
12325079.90	14033589	12928729	11249072.03	12914902

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

##### **Response:**

##### **Maintenance of the Campus**

Maintenance and upkeep of the campus and facilities is our regular feature. Such matters are managed by the governing body through the maintenance clerk along with the team constituted of Hardware Technician, Electrician, Plumber, Painter. However, the minor faults are dealt by this team and experts are also called for major faults. This team looks after the regular maintenance such as furniture repairs, masonry and plaster works, whitewash, carpentry, plumbing and housekeeping. Records of all these expenses are maintained by college clerks.

##### **Maintenance of the Support Facilities**

The campus maintenance is monitored through surveillance cameras. With the help of sweepers the cleanliness of classrooms, staff rooms, seminar halls, laboratories and auditorium are maintained. They are provided with required tools for this purpose. Optimum working condition of equipments in the campus like maintenance of generators, air conditioners, CCTV cameras and water purifiers is ensured by technicians. Records of the stocks in Library, Laboratories are maintained by Lab Assistants and HODs of respective departments.

##### **Maintenance of the Library**

Library requirement and list of required books is taken from the concerned departments and respective HODs and the final list is duly approved by the principal. All the Staff Members and Students of PG classes are registered with INFLIBNET. Suggestion box is installed in the reading room to take the feedback of users. Their continuous feedback helps us a lot in introducing new ideas regarding library services. To ensure return of books, undertaking of 'NO DUES' slip from the library is mandatory for the students before the commencement of final exams. The proper account of visitors i.e. students, teachers and others on daily basis is maintained. Schedules of other issues and return of such as magazines, books and other reference books and issue if any, regarding library is resolved by the Library committee. Maintenance of Badminton, Volley Ball, Table Tennis Courts, Gym in the college is taken care of by the Sports In-charge.

##### **Maintenance of the Physical Facilities**

For the beautification and maintenance of the college campus, Maintenance In-charge, sweepers and three gardeners are working in college. The college has appointed five security guards to keep a constant vigil and ensure perfect discipline in the campus. Plumber and Two electricians have been appointed for the maintenance and upkeep of electric fittings and appliances. Various committees have been constituted for the maintenance & augmentation of college infrastructure. These committees recommend measures to be taken for the required maintenance on regular basis. Residential facility is also made available to the Hostel Warden and Watchman. One staff quarter is provided to their family to ensure the safety, security and cleanliness of the campus at all hours. We have experienced and qualified technical staff to take care of equipment and instruments. They are continuously engaged in the upkeep and maintenance of the equipment.

Two Generator Sets are installed in the campus to provide an uninterrupted power supply to the entire college. Stabilizers are also provided wherever necessary to check voltage fluctuations. To ensure effective utilization and proper maintenance of computer labs, one lab attendant is appointed in each lab. They all work together to ensure that the requirements of all students are met satisfactorily. Fire Extinguishers, Water coolers, and Filters, Computers, Photocopier, Generator Sets, Stabilizers, Air Conditioners, etc. are also available in the campus. All the computer labs are Air conditioned. Staff rooms are equipped with Microwaves, Refrigerators and induction facility for staff members. The regular maintenance service of the ACs, water Filters & coolers are assured.

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

## Criterion 5 - Student Support and Progression

### Student Support

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

Response: 1.17

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
19	8	2	10	19

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 53.59

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
589	631	342	616	496

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

**Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

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

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 0.57

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	9	8	5	1

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

**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

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

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

## **Student Progression**

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

**Response:** 4.47

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	19	13	11	11

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

**5.2.2 Average percentage of students progressing to higher education during the last five years**

**Response:** 94.41

<b>5.2.2.1 Number of outgoing student progression to higher education during last five years</b>	
Response: 270	
<b>File Description</b>	<b>Document</b>
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)</b>				
Response: 37.15				
<b>5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
3	9	12	2	4

<b>5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
23	43	20	17	5

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

## Student Participation and Activities

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

**Response:** 81

**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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
6	25	10	14	26

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

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

**Response:**

The vision and mission of our college is to provide qualitative and utilitarian knowledge and value based education to the students, to blend professional and traditional education for development of women to prepare students to compete in the changing scenario and to move beyond the targeted standards our college has progressed in both the academic and co-curricular activities. Since overall personality development is the hallmark of SSDGC, therefore college provide ample opportunities to the students to participate in various co-curricular activities to enable them to express their talents and develop in them the qualities of courage, discipline, leadership, sports man ship and team spirit.

SSDGC has NCC, National Awardees NSS units, State Awardees Youth Red Cross Unit, Legal Literacy Club, Career Guidance & Counseling Cell, Training & Placement Cell.

Various activities are organized by above mentioned units and clubs with joint participation of teachers and students. Major responsibilities are assigned to students so tat spirit of initiatives, decision-making,

leadership qualities and team work get imbedded in them.

Mock interviews are conducted so that students get the confidence of appearing and cracking interviews in future.

Keeping in view the scarcity of jobs in market, Entrepreneurship Development Club organizes various activities to inculcate entrepreneurial skills in students. In this way, many students will become job providers in place of job seekers.

A council of students consisting of President, Vice-President, Secretary, Joint Secretary and class representatives are elected every year for better interaction between students and college authorities. The Council ensures smooth functioning of college functions and timely feedback from students. During NAAC inspection, commendable jobs were performed by the student council.

Cultural activities are regularly organized for and by the students throughout the session. Activities like poster-making, painting, dancing and singing, poem recitation, debate declamation, paper reading and different folk arts are arranged to bring out the hidden talent of the students. Students of SSDGC take part in youth festivals and other competitions organized by various colleges and by government and Non-government agencies.

College Magazine 'Prajyachakshu' is published with the joint efforts of faculty and students. It offers a medium of expression of literary, editorial, artistic talent besides being a memento of the years spent here.

Blood donation camps are organized by NSS units.

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

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 19

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

2020-21	2019-20	2018-19	2017-18	2016-17
19	18	33	19	6

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

## Alumni Engagement

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

### Response:

Yes

The Alumni Association of Shri Sanatan Dharam Girls' College was formed in the session 2016-17. It was registered on 29-11-2016 under the The Societies Registration Act(xxi of 1860) and as amended by Punjab amendment act. 1957.

The Alumni Association of the College provide a platform for the Alumni share their success stories and encourage our students to aspire high and achieve the best in life and also continue to strengthen their bond with the College in the coming years.

Our Alumni participate in College functions and events like Annual Sports Day, Annual Prize Distribution Function, Blood Donation Camp and Tree Plantation etc. through participation in college events, providing suggestions, feedback and carry forward the positive image of the College. 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.

Our shining stars have made their names in the fields pursued by them and carried forward the values and knowledge imbibed from the institution.

Shri Sanatan Dharam Girls' College has always strived to make their students not just a degree holder but a responsible citizen who have inculcated with teaching of the teachers with modern adaptability to give something back to the society and especially their Alma Mater.

During challenging time of COVID-19, many students couldn't seek admission due to lack of finance and their education was at a halt. At that time our Alumni voluntarily helped the needy students by providing books, study material, technical help etc.

During pandemic period, the College organized 2 online Alumni Meets wherein, everyone interacted enthusiastically. There were virtual performances and speeches by the Alumni.

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

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs

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

## Criterion 6 - Governance, Leadership and Management

### 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

**Response:**

To attain the stated vision and mission, the College has a well-defined organizational structure. The college management and staff holds a meeting for the formulation of various plans for the smooth functioning of the institute. The plans are executed in a well defined manner, adhering to the sole purpose of the college to provide quality education to girl students.

**Vision of the college:** To encompass quality education and learning experience which will enable the beneficiaries to develop their inner potential and mould their personalities to compete in the modern world. Our college as a learning organization, strives to educate with the spirit of cultural values and develop human resources in order to serve mankind in general and weaker sections in particular and to establish global peace and prosperity.

**Mission of the college:** Mission of the institution is to Empower all the beneficiaries through participative, positive and fertile teaching learning environment and to promote academic excellence. Socially responsible citizens are created. Planning and efforts help in achieving target standards. Indian tradition and moral values are also Promoted and revived. Our mission is to provide quality education at affordable cost after designing academic agenda according to the changing needs of the society, scanning the external environment through strategic planning, building faculty power according to the modern trend in teaching, interacting creatively with the Government and the civil society, promoting applied and action research on governance and community problems and establishing System Management.

College has created the entire infrastructure from its own resources and still continues to contribute funds to ward any financial difficulty. Broad guidelines as laid down by the university are implemented under the able guidance of the Principal. She is assisted by the Academic Council, Registrar, and Bursar of the College. The missionary commitment to provide education at affordable prices is apparent from the fee structure i.e. minimum as compared to the other educational institutes. Moreover, the college spends a handsome amount on scholarships and prizes to the sportspersons, meritorious students and needy students, performers in cultural and co-academic activities.

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

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

**Response:**

Our college has divided all the important activities/functions into various groups which are allocated to the committees constituted for the specific purpose. Planning and Execution Structure of various committees formed for this purpose illustrates this point in a more elaborative way.

The management of the college has a leading role in our organizational structure. Our College Principal plays an important role while framing policies, strategies, and plans. Regarding execution of the policies she guides all the committees and provides required inputs to keep the committees focused on the vision of the governing body.

A well-established system is there for recording every receipt and payment as per the rules and regulations framed by the Punjabi University and Punjab Government. Every receipt is authorized by the Principal and checked by the Bursar. All types of payments are first of all sanctioned by the Bursar and the Principal. Once the expenditure is incurred, the Accounts Office verifies all the documents and is again checked by the Bursar and final payment is authorized by the Principal.

Academic Council comprises of heads of various Departments and the Registrar. This body holds its meetings at the beginning of the session to formulate broad guidelines necessary for the execution of the vision as desired by the governing body of the college. Academic Council contributes to the preparation of the Academic Calendar, reviews it in the meeting, and gives its final approval after detailed discussions. During the session, members of the Academic Council discuss the performance of the students with the Registrar. Even the planning of the Annual Prize Distribution Function/Convocation is done by the Academic Council. Academic Council plays a major and advisory role in taking correct and timely decisions. At the end of the session, this council reviews the performance and find out the deficiencies, and suggests the corrective measures which are duly taken care of while planning for the next session. Internal Quality Assurance Cell (IQAC) is an important organ of the planning and execution structure. This Cell formulates policies and plans for both academic and infrastructural development decisions. Issues related to new courses to be introduced, expansion of infrastructure, renovations or purchase of furniture and equipment, faculty development programs are discussed by the members of this cell before the submission of their recommendations to the Academic Council.

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

## Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

To improve academic programmes, build better lives with management skills, our college adheres to the syllabi along with different strategies to achieve its goals which reflects in institutional perspective plans. We make almanac of the college in the beginning of the Session. This is circulated to all the concerned people in the department to reach our target. Teachers and students are encouraged to attend Seminars,

Workshop etc. The College organizes different educational trips such as visiting industries for research, extension activities. The College also provide placement counseling for our students which make them to stand on their own individually. The College organizes seminars, workshops and extra curricular activities to enhance their knowledge.

The College builds an effective leadership system. All the Heads of Department conduct faculty meetings timely. The minutes of the meetings are communicated to the Principal who in turn consolidates all the suggestions and submit them to the management. The HOD's assure that the departmental responsibilities are carried effectively.

IQAC committee also frames Quality policies time to time for upgradation of the College. All the members contribute to the best for the approval of their suggestions. On the basis of proposals, the management gives direction and guidance to the principal for actual implementation.

Our college has teacher in-charges of various activities like: NSS, NCC, Co-curricular activities, sports, admission cell, placement, college magazine and infrastructure maintenance. Nodal Officers for anti-ragging, student's grievance redressal, SC/BC/ minorities scholarships, Buddy Program plays a vital role in the implementation of Govt. Schemes and ensures smooth running of the schemes.

To improve academic program, we make planners for teaching and extracurricular activities. The Principal is the local head who set internal policies and programs of the college with association of Heads / Coordinators and all the Heads of the various Departments conduct faculty meetings on regular basis. For student's overall development college organizing program for various competition and give rewards to achievers.

All members using Digital source to communicate with other staff member and students also.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</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.**

**Response:**

The organizational structure as shown in 6.1 is very transparent, participatory and efficient. For better functioning of institutional bodies in effective and efficient manner our college has a well organized organizational structure that consists of Governing Body (President ,Vice - President and Secretary), Principal, Bursar, Registrar, Head of the Departments, Teaching staff, Non-teaching staff and Support cells/Departments. It reviews the institutional strategic plan which inturn sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies. The decision-making

procedures are made at appropriate levels in the organizational hierarchy.

As per the university/ government guidelines, IQAC Cell, Anti-ragging Cell etc. are also in place for the institution. There are various committees with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members is involved in the planning and implementation, academic audit and evaluation.

In our college 5 teaching posts are sanctioned by Punjab Govt. rest 51 full-time. For recruitment purpose, the vacant posts are advertised in the reputed regional and national newspapers. Applications are invited from eligible candidates as per UGC/DPI (C) Punjab/ Punjabi university Patiala. The appointment of the candidate is entirely based on the merit and interview through proper channels. The interview is conducted in the presence of committee comprising of college management, Principal, university representative, DPI nominee and subject experts. Worthy and well deserved candidate are appointed with the consent of the committee.

The teaching and non-teaching staff has the benefits of PF, Gratuities and other benefits as applicable. The salary of employees is disbursed regularly before the 7th of every month despite the delay in salary grant by the state Govt.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

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

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

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

## Faculty Empowerment Strategies

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

**Response:**

As the college thrives on the staff friendly environment various welfare schemes have been implemented for the satisfaction of faculty.

- ◆ ESI scheme is made available to the employees having monthly salary of 15,000/- or less. All eligible employees have been covered under this scheme.
- ◆ Fee concession to the children of teaching and non-teaching staff.
- ◆ Promotion for non-teaching staff wherever possible is made to keep them committed and motivated.
- ◆ Advances are sanctioned as per request and eligibility of the concerned employee.
- ◆ College provides accommodation for Watch and Ward Staff.
- ◆ Class IV employees are given Diwali gifts, Uniforms every year by the College management.
- ◆ College organised vaccination camps and distributed masks to class four employees.
- ◆ Gifts are distributed to class four employees during annual atheletic meet by testing their skills.

The temporary staff gets a respectable salary from the college and increments commensurate with their performance are also given regularly. Temporary staff is relieved at the end of session for a very short duration.

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

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

**Response:** 0.98

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	0	0	0

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

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 3.8**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
8	4	2	1	4

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response:** 18.74**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
12	4	7	2	34

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

#### Response:

An effective performance management system plays a crucial role in managing the organization in an efficient manner. In line with this, the institute is following the appraisal scheme. Performance Based Appraisal System (PBAS). In this scheme, the performance is are classified into three category (i) Teaching, Learning and Evaluation related activities (ii) Co-Curricular, Extension and Professional Development related activities (iii) Research Publication and Academic contributions.

At the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms are provided in the form of questionnaire to collect information about teaching and different aspects pertaining to the teaching process. The feedback forms are collected from the students, analyzed and suitable measures are taken to improve the teaching-learning process. As such there is no performance appraisal system followed for non teaching staff in institute.

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

## Financial Management and Resource Mobilization

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

#### Response:

The management engages a qualified chartered accountant who conducts internal audit regularly/ annually.

The internal audit is up to date. It has been completed on this financial year March 2021. All payments through cheque or cash, for capital or revenue expenditure are countersigned by the Bursar and the Principal and entered into the cash-book by the Accountant and these . The comparison of the cash-book with the Bills is an in-built check to avoid any unauthorized payment. The internal auditor audits the account books and prepares the audited reports. Auditor also helps in the management of payment of tax

deducted at source (TDS).

In addition to it Accountant General Punjab conducts the audit of govt. Grants (External Audit) and it has completed audit from 2013-14 to 2015-16 in the period 15 Dec. to 29 Dec. 2016. No serious irregularities have been recorded in the report. We take steps to comply with the rules to ensure that no deficiency is reported in the next audit.

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

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

**Response:** 11

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	10	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

**Response:**

**Source of funds are as follows:**

- 1. Fees :** Fees charged as per the university and government norms from students of various courses.
- 2. Salary Grant:** The college receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state Government. This grant includes salaries of the Full Time Permanent teachers and non-teaching staff on granted posts.

**3.UGC Grant:**Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. We had received grants from the UGC for the development and maintenance of Infrastructure, upgradation of the Learning Resources(including grants for Minor and Major Research Projects) before 2014 except grant received for one minor project.

**Our Resource mobilization policy and procedures are as follows:**

1. The Purchase Committee takes care that purchases are done properly and in accordance with the rules.
2. The time-table committee looks after the proper utilization of classrooms and laboratories.
3. Our Botanical garden is maintained by department of Botany.
4. Campus cleanliness is monitored by the Campus Cleanliness and Beautification committee.

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

**Internal Quality Assurance System**

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

**Response:**

IQAC is an important part in the college and plays a significant role in the improvement of academic and administrative qualities of the institute. It has 22 members comprising : (4) Management members, (2) Industrialist (1) Principal, (1) Senior Administrator, (9) Senior Faculty, (3) Asstt. Prof, (4) Students from various streams.

All the strategies of IQAC are formulated in consultation with other members. This association can contribute to the effective functioning of college.

The institute has developed several quality assurance mechanisms under Academic Monitoring Committee, which are discussed as follows:-

- \*Feedback analysis received from students
- \*Coordination with all stakeholders for their opinions and advices in view of quality improvement.
- \*Appreciation, encouragement and support for quality improvement in teaching, research and administration.
- \*Documentation of various programs/ activities leading to quality improvement. Preparation of Academic Administrative Audit as per the guidelines.

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

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

The planning of IQAC begins with enlisting various plans for the session and ends with the comparison of actual work done with the planned one. Normally, incomplete tasks at the end of the session, if any, are taken up for the next plan. The college has designed an inclusive feedback mechanism through well-structured questionnaires from students, teachers, parents, alumni, and employees for assessing the teaching-learning process. The identity of the student is not required to be disclosed in the feedback performa which allows them to express their fair opinion. Under the guidance of respective Heads of the Departments (HoDs) all the staff members of each department participate in the evaluation of their departmental performance as well as the formulation of plans. All HoDs share their opinions with the Academic Council where plans and programs are developed under the leadership of the Principal. Representatives of Non-Teaching Staff also contribute in enriching the quality of decisions that IQAC takes from time to time. College organizes seminars and experts are invited to speak on various issues related to Quality Assurance procedures. The principal of the College holds interactive sessions with the staff members for improving the quality of the classroom teaching. The faculty development program for the staff is an important regular feature of the college for assuring the quality of their work. IQAC prepares policies and plans keeping the vision of the UGC and the University. These policies and programs are reviewed from time to time and course correction is made wherever essential. AQARs follows plans at the beginning of the session, review and analysis at the end of each session. The IQAC assesses academic activities and identifies the limitations and suggests remedial measures. Some practices are also started as a result are: Advance instruments are used for outgoing classes, specific hands on practice programs to learn recent advancements, Communication lab for improving communication skills of the students, courses in speaking English, Certified Courses, Workshops, Seminars for improving their skills. The Heads of the Departments design remedial classes for slow and active learners and execute them through the mentors.

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

**6.5.3 Quality assurance initiatives of the institution include:**

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

The college has initiated the following measures for the promotion of gender equity in the last five years. The institute Organizes one act plays on female feticide, skits, cultural programs, poster making competition and speech competition on the account of International Women's Day. The main objective of these events has been to create awareness about the importance of women and their rights in the society. Throughout the years the college organizes multiple promotional and awareness creating events such as "Beti Bachao Beti Padhao", "Dheeyan Di Lohri" and Teej, guest sessions/workshops on these issues concerning women and their security. We have NSS and NCC units comprising of girls volunteers and cadets. These students attend various campaigns, rallies, camps, etc. to spread a message of women empowerment set as an example for other women, especially in rural areas. These students are also honored with certificates which further help them in seeking admissions and jobs. They are also assigned the role of student representatives of departmental societies and student editors of the magazine. Students have separate and comfortable eating area. College has latest technology CCTV's Cameras installed across the campus at important locations such as main gate, parking area, library, play ground, canteen and different floors of the buildings. Every floor has hygienic washrooms for women; sanitary napkins are also provided to students and faculty members based on their requirement. Group counseling sessions are organized to ensure the psychological health of girls. The motive of these sessions is to improve their decision making powers and to help the students understand their own potential. The institute ensures the safety and security of all students by providing them adequate support services like women grievances redressal committee, security staff etc. Such students approach the concerned teachers in case of any kind of emergency. For security purpose, in case a girl student has to leave early form the college, designated staff members is required to call and confirm the same from parents / guardians. A female security guard for night has been employed for the safety of hostel students. To ensure education is accessible to all, regardless of their, economic conditions, the institution provides scholarships to single girl child. Further, the college also distributes books to the students who come from weak economic backgrounds so that such resources do not pose as an obstacle and students have access to good education facilities.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

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

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

#### **Solid Waste Management**

The college has taken several initiatives for solid waste management and water conservation. A separate area has been set up for Vermi compost unit and compost unit. For Vermi compost, two separate beds have been constructed to generate rich manure by using organic waste and earthworms. For compost unit College has constructed two compost pits. The Compost pits are one feet below and three feet above the ground surface. For this garden waste such as leaves and grass clippings & canteen waste (peelings of fruits and vegetables), are used to generate compost. The rich manure extracted from these units is then packed and distributed among the staff. The college also uses this manure in botanical garden, herbal garden and Nutri- garden to enhance the productivity and quality of the plants.

#### **Bio Medical Waste Management**

Biomedical waste includes soiled waste such as used sanitary napkins, waste sharps such as lancets, syringe, etc during checking of blood groups in Bio lab. To dispose of this waste, the institution takes several measures to ensure that the waste doesn't pollute the environment and also ensure that sharp waste like syringes and blades are not reused again. For waste sharps we break the syringe /blade/lancet and throw in a separate bin. For disposal of sanitary napkin or soiled waste, there are separate bins in the washrooms where users are required to first wrap the napkin in newspaper and then throw it in the dustbin. For non – degradable waste, we have separate dustbins differentiated by color to collect the waste which is taken away by municipality rag pickers.

**E-Waste Management –**

Discarded computers and other electronic gadgets are sold to the dealers who refurbish and resale them.

**Hazardous Chemicals and Radioactive Waste Management –**

Biologically originated waste is converted into organic manure by vermi composting and composting and this rich manure is used as a substitute of chemical fertilizers in the Botanical and Herbal garden of the college. Equipments such as watch glasses, flasks, slides, etc which are used and have stains of chemicals on them are autoclaved. This ensures that the environment is clean and healthy. 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	Document
Any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

**Water conservation facilities available in the Institution:**

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

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

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**Green campus initiatives include:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

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

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

**The Institution has disabled-friendly, barrier free environment**

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</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 500 words).**

**Response:**

The College takes significant initiatives to ensure that an inclusive environment is provided to students for their overall personality development. We ensure that the events we conduct, inculcate the value of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities between students. Important days & festivals such as Gurpurab, Diwali, Eid, Gandhi Jayanti, Yoga Day, Youth Day and Science Day are celebrated. Expert lectures are organized along with various competitions like quiz poster making and slogan writing. Students from all the backgrounds are encouraged to participate in various cultural events. Through these activities, they not only learn about the importance of such days but also learn to work together with unity and harmony which is beneficial to the society. To promote linguistic harmony we celebrate Hindi Diwas and Punjabi Diwas. This also enhance the love of students for their mother tongue. To enhance scientific temper of the students, we organized webinar on how to improve Immune system, Biodiversity and its conservation and preparation of sanitizer which proved to be economically viable during the pandemic. To make students socially responsible NSS unit organize blood donation camps, plantation drives, candle marches and rallies. NSS unit also work towards increasing awareness against social issues such as child labor, stubble burning and Drug Abuse. We ensure that we celebrate festivals important for all religions to promote communal harmony. On festivals including Diwali, Gurpurab, Basant Panchmi, Eid. sweets and gifts are distributed in the college. Major gatherings are held in the college on occasion of Dussehra festival, Janamashtmi, Lohri and Ganesh Chaturthi where in outsiders are invited. People from the city join such celebrations with great enthusiasm. It is a good source of entertainment for the students residing in hostel. Religious ceremonies such as “Sehaj Path” “Hawan” and “Pooja” are held in the college to promote cultural and religious compatibility. Apart from educational tours, students along with the teachers visit religious places like Golden Temple, Sultanpur Lodhi, etc.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

##### **Response:**

Response:

To sensitize the students and employees of the college, various activities pertaining to constitutional obligations are organized throughout the year. This helps them to become aware of their rights, responsibilities and duties towards society and the country. The NSS unit and Red Ribbon Club celebrated Voter's Day to create awareness on voting rights and everyone in the session pledged to be unbiased while casting their vote. An outreach program was organized by PG department of commerce and Economics on topic 'Impact of Covid-19 on Rural Women'. During this program the problems faced by women during the pandemic were discussed and they were made aware about different measures such as zero balance account, small life insurance schemes, and medical schemes available to them for handling their financial matters. NSS and Red Ribbon club celebrated 32nd Road Safety Month by organizing poster making and slogan writing competition. A seminar was conducted on road safety awareness in which road safety rules, prohibition signs and warning signs were explained to the attendees. Volunteers also stopped vehicles and explained about road safety by giving helmets to drivers, using belt while driving and awareness about how to avoid accidents. 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. The College also conducts webinar on topic such as Intellectual property rights and creates awareness about copy right, patents, trade secrets etc. To make students conscious about the environment, department of mathematics evaluated soft copies of examination and saved approximately ten trees. NSS unit and Red Ribbon club observed International Day against Drug Abuse by taking oath to stay away from drugs. The students were educated to stay away from drugs and create a healthy society. The college also organized a Covid-19 vaccination camp with the co-operation of team from civil hospital. Students and Employees along with their family members got vaccinated in this camp.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### **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.

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

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

File Description	Document
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 Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

The College has a planned and extensive Calendar marked to celebrate key National and International commemorative days, events and festivals. This provides an opportunity to connect with staff and students and make them aware about the importance of these days. National festivals are celebrated to understand and instill in students the feeling of patriotism and enhance their responsibilities towards the society, along with making them aware about significant days related to health, environment, literature etc. Department of social sciences celebrate various historical and political events by commemorating the birth anniversaries of significant personalities. The history and political science Department organized an online Poster Making competition on the occasion of Dr. Ambedkar Jayanti. Moreover, the events holding social importance such as Voters Day are celebrated along with motivating women for financial security. "National nutrition month" is observed in the month of September every year by department of Home Management & Home science where in various activities such a nutrition quiz, recipe making competition, Poster Making etc. are organized. The aim of these celebrations is to create health awareness and motivate students to adopt hygienic eating habit. Literary events are observed by language departments by celebrating noticeable birth anniversaries of various authors and poets to instill love for literature among students. The Department of English organized online activities to commemorate the birthday of William Shakespeare which is also observed as UN English language Day, Worlds Book Day, and Copyright Day. 160th Birthday of Rabinranath Tagore was celebrated by organizing poster making and poetry recitation competition. "Bhasha Diwas" and "Hindi Diwas" are observed by department of Punjabi and Hindi respectively. 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 issue etc. The World Red Cross Day was celebrated by the Youth Red Cross unit by organizing an online awareness program on First Aid, Home Nursing and precautions to be taken against Covid-19 pandemic. World No Tobacco Day was celebrated virtually by N.S.S. unit and Red Ribbon club. World environment

Day is celebrated by organizing a plantation drive. The Science Department organized intra-college quiz competition on 'Drug Abuse problem, management and prevention' and inter college quiz on "Covid-19 Pandemic Control". World Cancer Day was observed in which volunteers held a cancer awareness rally, followed by a seminar on "How to Prevent Cancer". The science Department celebrated National science Day by organizing a model making competition on scientific innovations. Also, observed the International Biodiversity Day by organizing a webinar on Biodiversity and its conservation. International Yoga Day was celebrated by Department of Physical Education in collaboration with NSS Unit where in an expert was invited. The achievement of Olympic winners was applauded to instill in students a spirit of competition and sportsmanship. 'Talent Hunt' is organized in the college every year to prepare the students for competition at various levels.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>

## Best Practices

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

**Response:**

**Best Practice – I**

**Title: - Social Revitalization**

**Objectives:**

1. Social edification through moral and spiritual enlightenment.
2. To adopt a people-oriented approach.
3. Practicing community development programs keeping in view rural population especially women.
4. To uplift the morale of the marginalized communities
5. To create awareness among ruralites hence promoting their self confidence.
6. To enhance the mentality and living standards of rural population.
7. To create a sense of belongingness among staff & students and the society.
8. To apprise the knowledge of the uninstructed.
9. To carry out activities corresponding to the basic needs of the community.
10. To act as change agents for the society.

**The Context:**

Keeping in view the rural surroundings, our college promotes community development programs to apprise the rural population economically, socially, morally and spiritually. We tend to practice people-oriented activities as our college holds a responsibility towards the society. The college management and staff uphold this responsibility and further various clubs perform their duties in a zealous way. Living in a patriarchal society, our girl students with support of our staff tries to uplift the morale of women and girl child hence promoting girl education, jobs, financial security and self-reliance. Not only socially & economically, we enlighten women regarding health & hygiene as they are ignorant about various health issues. We also aim to enhance the standard of living among the rural population to bridge the gap between the rural & urban residents. We always believe in serving the society in an equal and harmonious way so our activities are inclusive of marginalized society. We tend to spread hope and happiness among society with a sense of belongingness. We believe that learning is a continuous process and it has no limits of age, surroundings & financial conditions. We act as a resource for various people and slowly & steadily we aim to augment our sphere.

### **The Practice:**

The college feels privileged to be a part of various noble causes which aids in the betterment and upliftment of the society. The NSS, NCC, YRC units along with various clubs organize various activities suitable to our aims and objectives. The NSS unit of the college plays a major role in organizing campaigns, rallies and extension lectures on various social issues. It has been working as a change agent by adopting various villages such as Jassi Pau Wali, Gill Patti, Bhokhra, Khiyali Wala wherein most of such activities are carried. Awareness campaigns on issues such as stubble burning, HIV AIDS, Drugs Abuse, plastic free environment are organised to make people aware of their environmental & social responsibilities. Plantation drives are organised inside and outside the college to promote green India mission. To promote girl education we are all time believers of “Beti Bachao-Beti Padhao” as it aids to the existence of our institute and eradication of illiteracy among girls. Candle marches are held to raise voice against injustice and indiscriminatio prevalent in the society, wherein college management, staff and students are the active participants.

To enlighten people from rural background regarding health and hygiene, department of Home Science & Home Management took initiative to spread awareness regarding nutrition and balanced diet. Also keeping in view the menstrual health, women are counseled regarding maintaining menstrual hygiene, use of sanitary napkins, proper disposal, etc. as rural women are quite ignorant about such aspects. It is likely to be seen among rural women that they are unaware about their mental health, which causes depression and other health issues. To help them to cope up with such health issues, department of English & Economics upheld a responsibility in making them aware about their mental well being through informative discussions. Even women from rural backgrounds were reached to know their covid-19 lockdown experiences to create a sense of inclusiveness among them. Women from villages feel happy and lucky enough to be a part of such programs apart from their household chores.

To enhance their day to day knowledge, ruralites especially educated women were instructed regarding various banking operations by department of Commerce. They were informed about various types of accounts, how to fill a pay slip, withdrawal slips, bank vouchers etc. Even, they were made aware about various money saving techniques out of their limited income. Keeping in mind the online frauds, they were made aware of various malpractices and were instructed not to disclose their bank details.

Not only we focus on the revitalization of the rural population but we also make efforts to uplift the morale of various marginalized communities. Visit to old age home, orphanages and slums are our regular

practices. Through such visits we try to cater with the manifold needs of the society.

### **Evidence of Success:**

The success of such practices is evident enough through the responses of the masses involved in these activities. Our staff and students are always welcomed warmly and they are heard willingly. The folks cooperate and participate in such activities with diligent enthusiasm. It is witnessed that people take interest in activities and campaigns whole-heartedly as they interact and ask certain queries related to our topics and urge our staff and students to conduct such visits on regular basis. Even the college management supports us financially so that no hindrance is caused on the way of such noble deeds.

### **Challenges:**

Most of the times such practices are carried smoothly and flawlessly but we face minor challenges. At times, we are unable to get permission to conduct lectures and campaigns at various places. At times people fail to cooperate due to their prior engagements. Moreover, Covid-19 pandemic was a major challenge as we could not conduct such visits as per the instructions of Government.

### **Future Goals:**

We are planning to involve more of our girl students from various villages in this practice so that they can promote our aims in their respective villages. This will help us to get easy access to more people and we can overcome our challenges. We tend to make our students socially more responsible so that they can be active change agents in the coming future.

### **Best Practice – II**

**1. Title of the Practice:** '????: ?????? ?? ??????? - A movement for recognizing single girl child' in a special way.

**2. Objectives of the Practice:**

3. To boost the morale of girls by recognising them during admissions
4. To create awareness amongst beneficiaries about the scholarships for single girl child.
5. To create a sense of responsibility amongst people to enrol their daughters for higher education.
6. To make them realise their self worth.

**1. The Context:**

This scheme was a source of ease for the parents of single girl child, who were facing financial problems due to the pandemic. Our college always believe in empowering girls students at any cost because every effort in this direction will make the nation empower also. The college considered the imposition of this scheme a necessity because it was in the hand of college management to give some benefit to deserving ones.

**1. The Practice:**

1. Identification of Single Girl Child during tutorial meetings.
2. Collection of data related to it by creating Google form.
3. Meetings with management for their cooperation.

4. Issuing of Appreciation Letters.
5. Special fee concessions.

**1.Evidence of Success:**

This practice proved to be a success as the parents of the beneficiaries appreciated the efforts put forth by the college. As the scheme was at its initial stage, only a few students could take its benefit but we plan to make the scheme more effective in future.

**1.Obstacles faced if any and strategies adopted to overcome them:**

The main constraint was the collection of data for this purpose.To overcome this, the college is planning to create an option in the Admission Form to identify whether the students fall in this category or not so that in future maximum students can take advantage of it.

**1.Resources Required:**

1. Data of the students.
2. Financial Resources for additional benefit.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**Institutional Distinctiveness**

**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

The main aim of our college is to provide quality education and the proof of this can be witnessed in our academic records. The University results of last five years are a proof of the efforts put forth by our staff and students. During the span of these five years, we have secured merit positions(21), gold medals(8), first position in various courses and medals in co-curricular activities.

The college adopts various student oriented teaching methods such as educational workshops, certificate courses, training program, webinars, FDPs, extension lectures, etc. students are awarded with the prizes and medals alongwith the degree during convocation to boost their morale and motivate them to pursue higher milestones in academics.

Effective teaching methods such as remedial classes and booster sessions are conducted for slow and active learners respectively. Regular tests are conducted to keep continuous vigilance on academic performance

of the students. This helps in keeping the students' performance at pace.

Annual prize distribution function is organised every year to recognize University merit holders. Moreover, the students holding first three positions at college level are awarded to boost their confidence, hence motivating them for attaining university positions. Apart from this, the honor of College Color is presented to the students for academic excellence. Also, "College Color" is honored to the best NCC cadet and best NSS and YRC volunteers. Our college have been awarded as best college in the years of 2019 and 2021 as per the survey conducted by "The Tribune".

Academic achievements of such students are highlighted in the college magazine and prospectus.

The Academic excellence and progress of the college are covered by renowned newspapers of the city.

Apart from academics emphasis is laid on research initiatives as well. The faculty members of the college have published their research papers on various issues/ research areas with special reference to gender studies, philosophy psycho- analysis and diaspora. The students of PG classes are also encouraged to view the critical aspects of their academic knowledge by practicing research methodology.

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

#### COLLEGE AT A GLANCE

The institution espouses the value of “Vidya Dharam Sarva Dharam Pradhanam” which translates as education is supreme of all wealth. This value has always been a guiding force in all our endeavors. The college fulfills its social responsibility by engaging students in numerous community development programs organized by various units and clubs.

We feel proud in apprising that our NSS, NCC and YRC units along with staff has been conferred with various awards and honors such as:

Indira Gandhi National Award (NSS)  
Five Governor Awards (NSS)  
One Chief Minister Award (NSS)  
Jiwan Gaurav Award (NSS)  
Three Best College Awards for NSS  
Four YRC State Awards  
Three National level and twenty seven State level Awards. (NCC)  
Mother Teresa State Award (NSS Programme Officer)  
District Youth Award  
State Blood Donor Award  
Appreciation Award for Tree Plantation and Social Service  
Bharat Gaurav Award  
Bharat Rattan Madan Mohan Malviya Memorial Award.  
Enlisted among Best colleges in commerce stream (survey-The Tribune)

- ♦ The college has successfully hosted three National Seminars, one sponsored by ICSSR and UGC. The college also organized a Faculty Development Program on, “Research Methodology & Pedagogical Skills”.
- ♦ The College has also participated in VISAKA campaign started by Govt. of India for awareness of digitalization.
- ♦ Dr. Neeru Garg has been recommended for honorary Doctorate French degree in Business Administration from EcoleSuperiur RobertDeSorbox by Global Achievers foundation, New Delhi.
- ♦ The contribution of our staff and students in college journal, magazine, news bulletin is commendable. We have successfully setup 5 startups under EDP where in our students raised their business ideas especially in the fields of Fashion, *Ayurveda*, Bakery, Fine Arts and Craft.

#### Confronting Covid -19

COVID testing

Vaccination camps for staff and general public

Practical training to students for making sanitizer using limited resources (Science Department).

“?????” –A major contribution for uninterrupted flow of education through online classes.

Fee concessions

Donations of smart phones and books etc

## Concluding Remarks :

Shri Sanatan Dharam Girls' College has been serving as a sole girls' college in Bathinda since 1966 with an aim of promoting girls education and gender equity. The institute originated as an Arts college and gradually evolved as an institute providing under graduate & post graduate courses in Commerce, Science, Computer Science and Languages streams as well. The growth brings with itself the development in the college infrastructure like well furnished labs, classrooms, sport courts, conference rooms, seminar halls and auditorium etc. thus facilitating better teaching learning atmosphere. The institute also opens the gate of wisdom to differently abled girls' students with supporting infrastructure. The institute practices transparent standards in the admission and learning aspects. Further policies are also framed and revised with a common goal of betterment of the students and the institute. Single Girl Child recognition is one of our best practices wherein we provide fee concession to single girl child. Apart from this, the college placed a pivotal role in society revitalization keeping in view the rural population especially women. Visits to old-age homes and orphanages, candle marches, rallies and extension lecture pertaining to social edification are organized to make students aware of their civic and moral duties. The students also bring glory to our college by bringing laurels in academic as well as on extracurricular front by holding positions in university merit list and getting gold medals. In 39th convocation of Punjabi University, our eight students of different streams had been awarded with Gold Medals. The college always thrives for organizing different workshops, webinars, conferences etc. to disseminate practical experience and expert knowledge to students. Not only students but the teachers also keep themselves at pace with latest advancement in technology are proving their caliber by being continuously involved in paper presentations and publications etc. Our institution focuses at using environment friendly resources in college campus hence promoting clean and green environment. The college strives to add more feathers in its cap in the upcoming years & will continue to serve the society with a futuristic aim of encouraging girls' education.