# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | Saroop Rani Government College for Women |
| • Name of the Head of the institution | Ms Jyoti Bala |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 01832225818 |
| • Mobile No: | 9780272500 |
| • Registered e-mail | gcamritsar@gmail.com |
| • Alternate e-mail | |
| • Address | McLeod Road Rani Ka Bagh |
| • City/Town | Amritsar |
| • State/UT | Punjab |
| • Pin Code | 143001 |
| **2.Institutional status** | |
| • Type of Institution | Women |
| • Location | Urban |
| • Financial Status | UGC 2f and 12(B) |

| | |
|---|---|
| • Name of the Affiliating University | **Guru Nanak Dev University Amritsar** |
| • Name of the IQAC Coordinator | **Dr. Surinder Kaur** |
| • Phone No. | **9501033384** |
| • Alternate phone No. | |
| • Mobile | **9501033384** |
| • IQAC e-mail address | **iqac.srgcw@gmail.com** |
| • Alternate e-mail address | **GCAMRITSAR@GMAIL.COM** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | http://srgcwamritsar.org/pdf/2019 -20- AQAR.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 2** | **A** | **3.20** | **2014** | **10/11/2022** | **10/12/2019** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **14/01/2005** |

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **Nil** | **Nil** | **Nil** | **Nil** | **Nil** |

| | |
|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** |
| • Upload latest notification of formation of IQAC | No File Uploaded |
| **9.No. of IQAC meetings held during the year** | **03** |

| | | |
|---|---|---|
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No | |
| • If yes, mention the amount | | |

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

*Online webinars were conducted *100% syllabi of the classes was covered through online mode *Students were encouraged to participate in online competitions *Teaching Faculty participated in Webinars/FDP's/ Workshops *Special emphasis was laid by the faculty to appraise the students about physical and mental health.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
|---|---|
| Effective online teaching | Syllabi of all the classes was covered by the faculty |
| Participation in Online competitions and lectures | Students participated in various online competitions and guest lectures |
| Participation in Webinars/FDP/Workshops | Faculty of the college enthusiastically participated in online webinars FDPs and workshops |

| | |
|---|---|
| **13.Whether the AQAR was placed before statutory body?** | No |
| • Name of the statutory body | |

| Name | Date of meeting(s) |
|------|--------------------|
| Nil | Nil |

## 14.Whether institutional data submitted to AISHE

| Year | Date of Submission |
|------|--------------------|
| 2020-21 | 21/01/2022 |

## 15.Multidisciplinary / interdisciplinary

Saroop Rani Government College for Women, Amritsar is a pioneer institute in the field of women education and empowerment. From a humble beginning in 1932 as Stratford Intermediate College today it is one- stop educational destination for around 3000 girl students. The college is multidisciplinary institute and already offers programmes in Arts, Science and Commerce. The college is government institute and is affiliated to GNDU, Amritsar. Integration of humanities and science will be taken at both the levels. The institution does not offer credit-based courses as it is not autonomous and has to abide the rules laid by affiliating university. But to make the curricula interesting various subject societies carry out competitions for the students. The institution offers exit and entry guided by affiliating university.Various awareness programmes are held by the institution guided by the govt. of Punjab. Buddy Programme, Tandrust Punjab are befitting examples followed by Ek Bharat Sresht Bharat,etc. Guest lectures and competitions organized by different subject societies are open to all the students of the college to participate. A guest lecture on inflation can also be attended by a student of science stream.

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

Academic Bank of Credits will be adopted by the institute if it is given green signal by the government of Punjab.

## 17.Skill development:

The institution has vocational subjects in its curriculum and the students are undertake on-the-job-training to strengthen their skills. Functional English, Functional Hindi, Hindi Patrakarita, Clinical Nutrition and Dietetics are offered to students. These vocational subjects provide edge to the students in the job sector. All the students of the college are distributed in tutorial groups. The tutorial groups are held in which the students are encouraged to talk about various issues. The students can share their grievances with their tutors. The Tutorial groups cover vast array of themes in

their discussions.  Exhibition cum sale events are organized by Fine Arts and Home Science departments in which students can participate and sell their handicrafts. Fine Arts and Home Science departments also organize various workshops in which students are taught candle making, fabric painting etc.

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

The institution offers Functional Hindi and Hindi Patrikarita as vocational courses and apart from these it also offers elective Hindi and elective Punjabi to its students. Bilingual method of teaching is adopted by the teachers to make the concept clear to the young learners. Traditional festivals like Teej, Basant and Lohri are celebrated in the college campus to apprise the young generations about their rich cultural heritage.

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

Students of vocational courses are sent for on-the job training. Various department organize competitions as well as exhibitions so that the student gets a practical insight and clarity on the theoretical aspects. e.g. Dept of Political science organized Poster Making and Wall Painting Competitions on 28th Sep 2020 to make the students aware about their voting rights. Similarly,Dept. of Sociology organized online Slogan writing competition on the topic 'Female Foeticide' on 3rd Nov.2020.

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

Covid -19 pandemic opened a new chapter of online education in teaching- learning methodology. The pandemic on one hand closed the world but on the other brought innovations in teaching. The initial hesitation to handle online portal was replaced by skillful handling of the same. Lectures, competitions were held for the students in online mode.

# Extended Profile

## 1.Programme

1.1                                                                          **15**

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

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

**2.Student**

2.1                                                                                                                **2496**

Number of students during the year

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

2.2                                                                                                                **1565**

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

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

2.3                                                                                                                **694**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

**3.Academic**

3.1                                                                                                                **87**

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

3.2                                                                                                                **102**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

| 1.1<br><br>Number of courses offered by the institution across all programs during the year | **15** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

### 2.Student

| 2.1<br><br>Number of students during the year | **2496** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

| 2.2<br><br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **1565** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3<br><br>Number of outgoing/ final year students during the year | **694** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

### 3.Academic

| 3.1<br><br>Number of full time teachers during the year | **87** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2<br><br>Number of Sanctioned posts during the year | **102** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

## 4.Institution

| 4.1<br><br>Total number of Classrooms and Seminar halls | **23** |
|---|---|
| 4.2<br><br>Total expenditure excluding salary during the year (INR in lakhs) | **10.41** |
| 4.3<br><br>Total number of computers on campus for academic purposes | **119** |

# Part B

## CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

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

**The institution deploys the following well-chalked out action plan for effective implementation of the prescribed curriculum.**

- **Table: At the beginning of each academic session. The Academic calendar along with the time table for Arts, commerce and Science Streams is prepared according to the number of elective subjects and the options offered to the students, the number of periods devoted to each subject per week and the same is displayed on the Student Notice Board.**
- **Creation of sections: Sections are made as per the subject combination and the student strength.**
- **Unitization of Syllabus: Syllabus is divided at the departmental level according to the number of terms.**
- **Schedule of work is allotted to the respective teachers which include the number of classes to be met and the section strength.**
- **The teachers acquaint the students with the prescribed**

course content, texts and recommend relevant books. Teachers inform students about the pattern of the University question paper for better understanding.

- Problem solving and doubt clearing sessions
- Internal monitoring mechanism
- Regular periodic departmental meetings are held to review the progression of the syllabus.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | Nil |

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

The college follows the academic calendar of the affiliating university for examination, assessment and evaluation, sports trials, and youth festivals, the details of which are provided to the students at the college website with links to the university website. The information is provided to the students through the academic calendar at the time of orientation. Faculty in consultation with their respective HODS decides the projects and seminars to be given to the students and dates by which the marks are to be submitted to the office. These dates are adhered to during each semester.

Besides information about the formal evaluation, the academic calendar also carries. information regarding general orientation programme, admissions, scholarship application dates, formation of mentoring groups, NCC and NSS induction dates, planning of co curricular activities by the subject societies and clubs. Installation of various student bodies like student council, discipline committee and hostel committees, Add on courses, Workshops dates, celebration of days of National and International importance such as sports day, youth festival, trade fair fiesta, fashion show, annual convocation, annual awards day. The academic calendar is strictly adhered to in letter and spirit.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | **No File Uploaded** |
| Link for Additional information | **Nil** |

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <u>View File</u> |
| Any additional information | **No File Uploaded** |

## 1.2 - Academic Flexibility

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

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

**01**

| File Description | Documents |
|---|---|
| Any additional information | <u>View File</u> |
| Minutes of relevant Academic Council/ BOS meetings | **No File Uploaded** |
| Institutional data in prescribed format (Data Template) | **No File Uploaded** |

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

## 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

**requirement for year: (As per Data Template)**

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | **No File Uploaded** |
| List of Add on /Certificate programs (Data Template ) | **No File Uploaded** |

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

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

1

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | **No File Uploaded** |

## 1.3 - Curriculum Enrichment

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

**The institution encourages the inculcation of moral and ethical values among the students. It acknowledges the need to integrate value education with decision making skills in their personal as well as professional domains. College celebrates days of National and International importance including Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day, and regional festivals as well. The college organizes workshop and seminars on significant themes based on environment, ecology to make students aware about efficient use of natural resources. Periodical lectures on cyber security, women grievances, are conducted in the campus to make students aware about safety measures at various fronts.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | **No File Uploaded** |

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

**03**

| File Description | Documents |
|---|---|
| Any additional information | <u>View File</u> |
| Programme / Curriculum/ Syllabus of the courses | **No File Uploaded** |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | **No File Uploaded** |

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

**80**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | **No File Uploaded** |

## 1.4 - Feedback System

| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | E. None of the above |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | **No File Uploaded** |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | **No File Uploaded** |
| Any additional information(Upload) | <u>View File</u> |

| 1.4.2 - Feedback process of the Institution may be classified as follows | E. Feedback not collected |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | **Nil** |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

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

## 2.1.1.1 - Number of sanctioned seats during the year

**1380**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Institutional data in prescribed format | <u>View File</u> |

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

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

**655**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

## 2.2 - Catering to Student Diversity

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

**· College conducts numerous activities, class tests and the house examinations to assess as well as to promote the growth of advanced learners and slow learners.**

**On the basis of the performance and evaluation, the weak students are identified and additional guidance is imparted to them through remedial teaching.**

**Teachers take special assignments and tests of the weak students to fill the gap between the students.**

| File Description | Documents |
|---|---|
| Link for additional Information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

| Number of Students | Number of Teachers |
|---|---|
| **2508** | **86** |

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |

## 2.3 - Teaching- Learning Process

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

The teaching methodology in the college has been designed to be student-centric. College provides a healthy, congenial environment for the holistic growth of the learner's personality. Students are encouraged to think for themselves and solve each problem, irrespective of the field to which they belong, using their own mental faculties. Assignments and presentations play an important role in facilitating critical and problem solving capabilities in the students.

In order to make teaching more student-centric, teachers encourage active participation of the students in classroom interactive sessions. In an attempt to make the lectures motivating, lectures with audio-visual aids, smart-board techniques, and overhead projectors are incorporated. Various well equipped science, computer science and home science laboratories allow the students to explore and follow experiments more innovatively.

NCC, NSS and Red Cross Society of the college nurture students to dedicate their services for social and moral cause. In addition to this, talent hunt and various talks by eminent speakers prepare them to meet the challenges of life. These adopted practices and methodologies help students to understand and distinguish the role of a passive recipients and an active stake holder.

| File Description | Documents |
| --- | --- |
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

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

The institution supports the use of traditional as well as tech-based methodologies for long term learning. PPTs, Video clippings, animations, video demonstrations from online sources is used apart emailsand other methods to embrace the effective teaching-learning process. To facilitate the teaching- learning practices beyond the four walls of the class room, various e- learning platforms have been employed including Google meet, Zoom, and Microsoft teams.

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | **Nil** |

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

## 2.3.3.1 - Number of mentors

**100**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | **No File Uploaded** |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| mentor/mentee ratio | **No File Uploaded** |

## 2.4 - Teacher Profile and Quality

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

**102**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | [View File](#) |
| Any additional information | **No File Uploaded** |
| List of the faculty members authenticated by the Head of HEI | **No File Uploaded** |

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

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

**25**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | **No File Uploaded** |

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

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

**39**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | [View File](View File) |

**2.5 - Evaluation Process and Reforms**

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

**The college implements the periodical assessment of students in order to evaluate their aptitude so that requisite steps can be taken to redress the problems associated with their performance. Regular tests are conducted every month and students are presented with the opportunity to give presentations in the class to improve their communicative and analytical skills. A proper record of these tests is maintained to enhance the transparency in the system. In addition to this, it helps the students to keep track of their progress, their strengths and weaknesses.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | **Nil** |

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

Institute follows a transparent and time framed examination pattern. After each class test/ house test, answer sheets are evaluated and each question including doubts from students are discussed thoroughly in the class. At college level, an examination committee is established comprising of a senior teacher as convener and other teachers to handle the frame work of entire evaluation process. To ensure proper conduct of tests, invigilators are assigned to conduct the examinations, and evaluation is done by the respective faculty members within a stipulated time. The corrected answer papers of the students are distributed to them for the verification by the students and any grievances are redressed immediately. In case, the students have any grievance with reference to evaluation, revaluation is supported for satisfaction of students. If a student is doubtful about the marks awarded in any of the questions, the questions are discussed thoroughly.

| File Description | Documents |
| --- | --- |
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

S. no

Courses

Objectives

Goals

1

UG courses in Commerce and Science

To provide intensive in-depth study of key concepts making them understand the concepts related to their fields.

To promote rational approach towards problem solving.

To promote analytical and practical approach which will be helpful for the progression towards higher education.

2.

UG courses in Arts

Enrichment of values and core understanding of market chalanges.

Progression towards higher education

3.

PG programmes

in Arts

To inculcate higher levels of learning

To develop the art of acquisition, interpretation and effective communication of knowledge which is important for the job market.

4.

PG programmes in the performing arts

To enhance artistic and creative skills

Skills are helpful for seeking job

5.

Vocational courses

To impart practical approach by creating a professional environment.

To make students competitive for global and regional employment.

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | **Nil** |
| Upload COs for all courses (exemplars from Glossary) | **No File Uploaded** |

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

**The institution monitors and ensures the achievement of course outcomes through various indicators:**

- **Participation of students in interactive sessions.**
- **Organization of seminars and workshops**
- **Practical training through visits to hospitals, different science laboratories of the university and drug de-addiction centres.**
- **Alumni association monitors the achievements of the graduates from the college. It maintains a record of personal and professional data of the old students.**
- **Faculty records the performance of each student through a continuous evaluation process.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | **Nil** |

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

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

**694**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Paste link for the annual report | **Nil** |

## 2.7 - Student Satisfaction Survey

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

NIL

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

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

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

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | **No File Uploaded** |
| List of endowments / projects with details of grants(Data Template) | **No File Uploaded** |

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

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

0

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | **Nil** |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

**12**

| File Description | Documents |
|---|---|
| Report of the event | [View File](#) |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | **No File Uploaded** |

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

**7**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of research papers by title, author, department, name and year of publication (Data Template) | [View File](#) |

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

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

**22**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | **No File Uploaded** |

**3.3 - Extension Activities**

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

**Extension activities are carried out by NSS and subject societies but due to Pandemic restrictions they were not carried out. However, the students were sensitized towards various social issues through webinars. The students were asked to keep themselves healthy and follow the norms laid for Covid 19**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

**1**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year(Data Template) | **No File Uploaded** |
| e-copy of the award letters | **No File Uploaded** |

**3.3.3 - Number of extension and outreach programs conducted by the institution through**

NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

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

**14**

| File Description | Documents |
|---|---|
| Reports of the event organized | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | **No File Uploaded** |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**250**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | **No File Uploaded** |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**02**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | **No File Uploaded** |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | **No File Uploaded** |

## 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

**04**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | **No File Uploaded** |

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

**Being a government institution, all our policies regarding infrastructure and other physical facilities for teaching learning are entirely based upon the availability of grants. These grants are utilized in an efficient and effective manner keeping in mind the needs of the students and the institution. New courses are inculcated into the curriculum as per the availability of learning resources.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

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

**The institution focuses on the holistic growth of its students which is why a great deal of importance is given to providing adequate facilities for cultural activities, sports, games etc.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

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

**17**

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

**14**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <u>View File</u> |

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

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

**0**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | **No File Uploaded** |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | **No File Uploaded** |

## 4.2 - Library as a Learning Resource

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

**Name of ILMS software: Orbit Library Management System**

**Nature of automation (fully or partially) Partial**

**Year of Automation: 2007 onwards**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional Information | **Nil** |

| | |
|---|---|
| **4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** | **E. None of the above** |

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | **No File Uploaded** |

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

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | **No File Uploaded** |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | **No File Uploaded** |

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

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

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | **No File Uploaded** |

**4.3 - IT Infrastructure**

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

**2020-21 witnessed Covid-19 pandemic that greatly altered the prevalent mode of education. The faculty of the institution was required to shift to the online mode of education for which various wi-fi routers were set up in the college.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

**4.3.2 - Number of Computers**

**119**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Student – computer ratio | **No File Uploaded** |

| **4.3.3 - Bandwidth of internet connection in the Institution** | **C.10 - 30MBPS** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | **No File Uploaded** |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**02**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | **No File Uploaded** |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | **No File Uploaded** |

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

**The college has an efficient team for mainatainence and repair work of infrastructure facilities and equipments. There is a full fledge team of LA's, JLA's, SLA's, Garderners, Watchmens, permanent and temporary squad of Peons and sweepers.Regular maintainence of the facilities is undertaken under the supervision of committes. To attend to minor faults, repair of electricity and sanitation the college hires expert workers on daily basis as per**

**norms.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**647**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | **No File Uploaded** |

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

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

**650**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | **No File Uploaded** |

| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **C. 2 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Link to institutional website | **Nil** |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

0

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

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student** | **C. Any 2 of the above** |
|---|---|

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

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

## 5.2 - Student Progression

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

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

**35**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | [View File](#) |
| Upload any additional information | **No File Uploaded** |

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

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

**340**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | View File |

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

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

**0**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

**2**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

- **Student Body is an important link between the students, the principal and the staff.**
- **Maintaining proper discipline during college hours and during functions.**
- **The body is an instrument in resolving and addressing problems and difficulties faced by the students.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

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

**6**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | <u>View File</u> |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <u>View File</u> |

**5.4 - Alumni Engagement**

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

**The college has distinguished panel of alumni association. The association is not registered, due to pandemic situation no meeting was held during 2020-21.**

| File Description | Documents |
| --- | --- |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

| File Description | Documents |
| --- | --- |
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

- The institution has established various Clubs, Committees and Societies- the sole authority of which is delegated to the Convener. The different units are provided autonomy to accomplish the tasks assigned to them in the best possible way. The college facilitates their job by providing them finance, infrastructure, manpower and any kind of assistance as per their demands.
- College Council comprising five senior most teachers turns out to be the highest decision making body of the college
- Cumulative and comprehensive management approach empowers the participants, heightens their sense of duty and responsibility, thus catalyzing the success of institution's working. The college has a well structured set up with various functional committees.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

**College Management System of college for session 2019-20 includes following modules:**

1. **STUDENT MANAGEMENT SYSTEM: This module deals with retaining basic data of students like their fee details, fines if any, personal and academic details, admission and examination returns.**
2. **ACCOUNTING MANAGEMENT MODULE: This deals with day to day dealing of accounts of office. It includes options for sanctioning, bill submission, salary bill generation, account balances of all major heads.**
3. **LIBRARY MANAGEMENT SYSTEM: This modules deals with library functioning like accession register, computer based issue return, cataloguing and identity card printing of students.**

| File Description | Documents |
| --- | --- |
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**During Covid 19 the students of the college were distributed in various groups. Effective teaching- learning and online exams were conducted during the period.**

**The Headgirl with the help of Chattar sabha members ensured that each and every student of the college gets online exam related instructions. The faculty members conducted dummy exercises so that the students are able to write their exam and submit their answer sheets without any hassle.**

| File Description | Documents |
| --- | --- |
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

**The organizational structure of the college is designed keeping in mind the hierarchy and interest of an individual. The Principal is at the helm of the affairs of the institution. Five senior most faculty members and IQAC coordinator help the Principal in taking the decisions. In the vertical hierarchy it is followed by Bursar,Staff Secretary, Registrar (examination) PTA head,HEIS head and Heads of various departments.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the Institution webpage | **Nil** |
| Upload any additional information | **No File Uploaded** |

| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | **No File Uploaded** |
| Screen shots of user interfaces | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | [View File](#) |

## 6.3 - Faculty Empowerment Strategies

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

**The teaching and non-teaching staff enjoys the benefit of welfare schemes of Punjab Goernment. The college administration facilitates the process of availing these benefits by providing every possible assistance. A host of such schemes is:**

- **Medical leave (Full Pay/HalfPay)**
- **Earned leave**

- **Maternity Leave**
- **Child Care Leave**
- **LTC**
- **Loan against Provident Fund**
- **Medical re-imbursement**
- **Group insurance policy,**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

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

0

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <u>View File</u> |

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

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

0

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

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

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

**10**

| File Description | Documents |
|---|---|
| IQAC report summary | **No File Uploaded** |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of teachers attending professional development programmes during the year (Data Template) | **No File Uploaded** |

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

**The Performance Appraisal Report duly filled by the faculty members is assessed by the Head of the institution on the basis of their professional output. It is graded as per the guidelines and sent to DPI for his kind perusal. Increments and promotions are**

**based o the evaluative reports of ACR's(Annual Confidential Reports)**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 6.4 - Financial Management and Resource Mobilization

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

- **The internal audit of the college is administered in the form of internal check. The administrative office of the college, with the superintendent and ministerial staff is entrusted with the responsibility and accountability of maintaining the records as per the duties assigned to them.**
- **The records are monitored by Bursar and senior members**
- **The funds of grants PTA,HEIS, are audited by a Chartered Accoutant**
- **External Audit is conducted by Audit department of State Government.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

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

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

0

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

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

- **The Internal Audit of the college is administered in the form of internal check of the Bursar. The administrative staff under the supervision of the Superintendent is entrusted with the responsibility and accountability of maintaining the records as per the duties assigned to them.**

- **Govt. Grants and funds are subjected to external audit conducted by the Audit department of the state govt. And same is audited by the Accountant General, Punjab.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 6.5 - Internal Quality Assurance System

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

**The college has established IQAC as a post accreditation quality sustenance measure since 2005. IQAC has been striving to develop a system for conscious and consistent action plan to improve the academic and administrative performance of the institution. It has been evolving to initiate quality and capacity building programmes.**

- **Optimum use of RUSA grants: IQAC has ensured that the DPR made for the RUSA grants should help the institution in maintaining the quality benchmarks.**
- **To prepare action plans for the academic sessions and to ensure their efficiency in implementation.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

- **boost in infrastucture support, ICT facility and E-governance.**
- **Blended mode of education ;**
- **Online student-centric activities using social media platforms like instagram, facebook, communication Apps.**
- **Automation of Admission Processes**
- **Open Book Examination**
- **Workshops and guest lectures in many subjects**
- **Green initiatives in Campus – Tandrust Punjab,Buddy programm- an initiatiave by Govt. of Punjab etc.**
- **Student exchange programmes under EBSB with St. Joseph's College Vishakapatnam on feburary 13, 2021**
- **Orientation Program for English Learning and FDP for teachers under EBSB was conducted.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

| | |
|---|---|
| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | B. Any 3 of the above |

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | **Nil** |
| Upload e-copies of the accreditations and certifications | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Upload details of Quality assurance initiatives of the institution (Data Template) | [View File](View File) |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**The institution is girl's college hence all the facilities available are for girls only.**

**Cameras are fitted at every vital juncture of the college and dark areas of college are well-lit with tube lights.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | **Nil** |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | **Nil** |

| | |
|---|---|
| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** | **D. Any 1 of the above** |

| File Description | Documents |
|---|---|
| Geo tagged Photographs | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

- **Solid waste management - Different color dustbins are installed in different locations of the campus. Large Compost pits have been dug where green/biodegradable waste is dumped by the gardeners as well as the sweepers for the natural decay and decomposition. The non-degradable waste is collected by the municipal corporation garbage collector.**
- **Liquid waste management/ Biomedical waste management- The meager amount of waste that is generated in the college dispensary and Zoology labs is kept in red dustbins and duly disposed off as per norms.**
- **E-waste management- The college follows the instruction of Punjab State Pollution Control Norms.**
- **Waste recycling system -The paper waste generated in the offices/departments is collected from time to time and sent to paper recycling units.**
- **Hazardous chemicals and radioactive waste management - Keeping in mind the safety and sustainability of the environment, the affiliating university has amended the curriculum of basic sciences and some new experiments have been added.**

| File Description | Documents |
| --- | --- |
| Relevant documents like agreements/MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | **Nil** |
| Any other relevant information | **No File Uploaded** |

| 7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | C. Any 2 of the above |
| --- | --- |

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Any other relevant information | No File Uploaded |

**7.1.5 - Green campus initiatives include**

| | |
|---|---|
| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. Restricted entry of automobiles<br>2. Use of Bicycles/ Battery powered vehicles<br>3. Pedestrian Friendly pathways<br>4. Ban on use of Plastic<br>5. landscaping with trees and plants | A. Any 4 or All of the above |

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Any other relevant documents | No File Uploaded |

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

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

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

| | |
|---|---|
| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment** | B. Any 3 of the above |

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

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | **No File Uploaded** |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**NSS Volunteers celebrated 400th birth anniversary of Shri Guru Tegh Bahadur Ji, by organizing webinar dedicated to his teachings with series of competition including shlokucharan, poetry recitation and online paper reading.**

**National Unity Day was celebrated by the NSS Volunteers on 31st October, 2020. They took pledge to re-affirm the inherent strength and resilience of our nation to withstand the actual and potential threats to the unity, integrity and security of our country.**

**National Education Day was celebrated on 11th November, 2020 through online mode. Through this event, teachers and students revisited Maulana Abul Kalam Aazad's vision for education.**

**National Youth Day was celebrated On 12th January, 2021 to commemorate the birth anniversary of Swami Vivekananda. Poster competition was organized to generate interfaith awareness.**

**Polio Camp was organised in the City On 31st January, 2021, to**

**eliminate polio by vaccinating all children under the age of five by Government Of India.**

**An interactive session under the Ek Bharat Shrestha Bharat program was organized by the college on 13th February, 2021, in collaboration with St. Joseph's College For Women, Visakhapatnam. Students took National Pledge in their respective regional languages promoting communal harmony.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**National level webinar was organised by Swami Swatantranand Memorial College, Dinanagar on 8th march 2021. They encouraged every girl by telling them about women empowerment, their constitutional rights, importance of education in the life of women, need of financial independence etc.**

**NSS Unit conducted a seminar on 25th January, 2021 along poster making competition to promote NATIONAL VOTERS DAY. They motivated the youngsters to make their Voter Cards and to exercise the right to vote.**

**College conducted an event on 24th January, 2021 to celebrate NATIONAL GIRL CHILD DAY. The main agenda for celebrating this day was to spread awareness among people about all the inequalities faced by girl child in the society.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers,** | **A. All of the above** |
|---|---|

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

| File Description | Documents |
|---|---|
| Code of ethics policy document | **No File Uploaded** |
| 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 | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**A 2 kms long, Plog Run was organized on 2nd October 2020, to commemorate Gandhi Jayanti and spread message of cleanliness. Aim was to sensitize people not to use plastic bags and keep their surroundings clean. The littered plastics and wrappers were also collected from the roadside by the volunteers.**

**72nd Republic Day with patriotic fervor and spirit of nationalism was celebrated in college campus. Students were motivated to imbibe the spirit of responsibility and commitment towards the society to mark this celebration in the true sense. The event ended with the distribution of sweets.**

**Participated in national webinar on Women Empowerment in Modern Era on 8th March, 2021.**

**To commemorate 75th anniversary of India's freedom an online seminar was organized on 12th March, 2021 to highlight the struggle of freedom fighters to attain independence.**

**400th birth anniversary of Shri Guru Tegh Bahadur Ji was**

celebrated by conducting activities like competition including shlok ucharan, poetry recitation, online paper reading etc.

A webinar Azadi ka Amrit Mahotsav was conducted commemorating 75 years of Indian freedom, on 28th May, 2021 on the topic Reminiscing and Revisiting Jallianwala Bagh massacre in freedom struggle in Punjab.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | **No File Uploaded** |
| Geo tagged photographs of some of the events | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## 7.2 - Best Practices

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

Each one Educate One

- Goal: unique, noble endeavour was to reach out to the students belonging to deprived, disadvantaged sections of society.
- The Context: Being the deprived gender, a vast majority of our students were unable to continue with their studies due to extreme paucity of resources.
- The Practice: To ensure proper functioning and streamlining of this healthy practice we have the following office bearers- Principal is the President of the EOEO.
- Evidence of Success: implemented since 2006 and there has never been a paucity of funds as staff members, alumni, philanthropists and senior citizens have been contributing towards this noble cause incessantly and religiously.

II. Women Empowerment

- Goal: Strengthening the mindset of the girl child by ensuring their physical, mental and spiritual well being.
- The Context: In 2007 under the guidance of the then Principal the vision of empowering the girl child took a practical shape and our college became a pioneer institution

in Punjab to reach out to the girls through the Women Empowerment Week.

- **Practices: Besides appraising of the girls about legal consequences of any kind of atrocity inflicted on them and to tackle any such unforeseen events. the girls are given comphrehensive information regarding their safety.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## 7.3 - Institutional Distinctiveness

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

Our Distinctiveness

- **The institution has replaced the bouquets with green plants raised in the campus and transplanted in planters made out of waste boxes, tins etc. The practice was well appreciated by one and all.**
- **The college students celebrated Diwali in a unique way by showcasing their talent through the exhibition and sale of hand-made diyas (earthen light lamps), cards, handicrafts etc.**
- **The planting of indigenous trees inside the campus attracts different pollinating agents and hence improve the biodiversity. Eventually, becomes the sink of carbon sequestration.**
- **At many occasions, the college environment club distributes saplings of plants to increase the green cover of the city and reduce carbon footprints.**
- **The traditional Teej festival and Basant Panchmi are annually celebrated in a form of a carnival with great fervor. The traditional savouries and handicrafts made by students are displayed.**
- **Along with these unique endeavors, NSS and NCC volunteers have planted number of trees in the villages adopted by the college. They also encouraged the villagers not to indulge in stubble burning to improve the environment.**

Impact

- **The students and non-teaching staff are influenced by green**

greetings culture and they have adopted it in their
lifestyle.

This helps in connecting the students with their cultural roots
and awareness of the scientific of the forefathers behind the
traditions.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

- To upgrade the undergraduate science stream to post-graduate level
- To encourage students towards skilled based courses under MOOC .
- New project has been initiated to upcycle different kinds of waste for the beautification and landscaping of the campus. The same would be utilized to construct certain basic infrastructural commodities.
- A proposal for a MoU with the SLRM Centre of Amritsar Cantonment is in the pipeline for the further management of biodegradable waste.