



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
PT. MOHAN LAL S.D. COLLEGE FOR GIRLS, FATEHGARH CHURIAN	
• Name of the Head of the institution	Mrs. Pardeep Kaur
• Designation	Officiating Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01871502515
• Mobile no	9501822600
• Registered e-mail	sd_fgc@yahoo.in
• Alternate e-mail	pardeep_31@hotmail.com
• Address	Dera Baba Nanak Road,
• City/Town	Fatehgarh Churian
• State/UT	Punjab
• Pin Code	143602
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Guru Nanak Dev University, Amritsar				
• Name of the IQAC Coordinator	Ms. Jiwan				
• Phone No.	01871502960				
• Alternate phone No.	6280849238				
• Mobile	9815737464				
• IQAC e-mail address	iqacsdfgc@gmail.com				
• Alternate Email address	sd_fgc@yahoo.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://pmlsdc.ac.in/wp-content/uploads/2021/05/IQAC-Report-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://pmlsdc.ac.in/wp-content/uploads/2022/01/Academic-Calendar-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.44	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			24/07/2014		
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	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. To aware the students about future opportunities. 2.Online competitions by different departments. 3. To organize social activities. 4. Celebration of important days.		
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	
1. to improve academic side and increase pass percentage	1. Addition of extra lectures for tough subjects in the existing time-table. 2. Providing solution of ten years to the students. 3. Giving assignments from important questions. 4. Conduct regular class tests. 5. Proper evaluation of house tests. 6. Organizing competitions like quiz competitions, declamations based upon prescribed syllabus. The detail of the competitions organized is as follows: 1. Participation in Quiz	

	competition conducted by G.N.D.U on 20 July 2020. 2. Declamation on life of Guru Nanak Dev Ji on 27 Nov 2020. 3. Declamation on Shahidi diwas of Shri Guru Teg Bahadur Ji on 19 Dec 2020.
2. Workshop/extension lecture/Webinars:	1. On 17th Jan 2021 extension lecture on Youth Day. 2. 27th Jan 2021 Awareness lecture on voter day. 3. 8 March 2021 lecture on rights of women. 4. 12 June 2021 lecture on anti-child labour day. 5. 21 June 2021 webinar on benefits of Yoga. 6. 21 June 2021 anti-drug saptah.
To organize lectures enhancing Moral, Social and Cultural Values:	1. 14 Nov 2020 Diwali celebration. 2. 24 Nov 2020 Tulsi pooja. 3. 15 Aug 2020 Celebration of Independence day. 4. 6 Sep 2020 poetical recitation(Punjabi samaj and sabhayachar). 5. 14 Sep 2020 celebration of Hindi diwas. 6. 10 Jan 2021 Hawan. 7. 25 Jan 2021 celebration of Republic day. 8. 4 Feb 2021 social service programme by NSS. 9. 16 Feb 2021 Celebration of Basant panchimi. 10. 23 March 2021 shahidi diwas (S. Bhagat Singh). 11. 24 June 2021 celebration of fathers day.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
G.G.D.S.D, College Society, Chandigarh.	04/07/2020

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	16/12/2020
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
20.Distance education/online education:	

Extended Profile

1.Programme

1.1 9

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

File Description	Documents
Data Template	View File

2.Student

2.1 274

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

30

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

File Description	Documents
Data Template	No File Uploaded

2.3

112

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1

17

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2

17

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	9
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	274
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	30
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	112
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1	17
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	17
Number of sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	12
Total number of Classrooms and Seminar halls	
4.2	40,43,500
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	54
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Institution has a proper mechanism for well planned curriculum delivery. Before the beginning of every session college calendar is prepared and the meeting of the faculty is called to discuss the planning for the whole year. With the consent of every member present division of the syllabus is properly done keeping in view the term of the semester. Secondly, unit tests are taken to check the performance of the students and for their proper preparation for exams. After exams result is prepared and discussed with their parents. The copy of the result is emailed to the management. Remedial classes are arranged for the weak performers. Condition clear test are taken to make the students prepare for final exams. Ten years papers are also discussed in the classes. College organize special care and guidance classes for the compartment students.</p>	

File Description	Documents
Upload relevant supporting document	No File Uploaded
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 academic calendar is prepared well in time. The dates given by the university for admission, examination and vacations are adhered to strictly. Departmental plans are also devised to plan the academic and non-academic activities for the session. The examination committee pre-plans the schedule for the pre-semester test in each semester. At the end of examinations, Parent-Teacher meet is organized to declare the results and inform parents about the performance of their wards. The students who are slow learners are given special attention and remedial classes are arranged for them wherein short and easy notes are given to them. Advanced learners are motivated to work hard and excel in examinations. Meetings of in charges and Principal are arranged wherein they are guided and provided tips to get merits in the University. The university calendar is followed for the conduct of the final examination, practical and viva-voice. For the enhancement of in depth knowledge of the students, guest lectures, webinars and workshops are organized during every semester. Series of webinars are organized to spread awareness about career opportunities to students. All the guidelines regarding the COVID-19 period received from time to time from the university, Punjab government and UGC are considered.

File Description	Documents
Upload relevant supporting document	View File
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

D. Any 1 of the above

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
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

00

File Description	Documents
Any additional information	No File Uploaded
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)

00

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

00

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

we are to implement designed by the University. It is as follows

1.in political science Universal adult franchise, in Sociology topic of gender in language many prose and poetry related to gender equality are taught.

2. in social sciences many topics are taught to student like fundamental right and duties,National Movements,Contribution of national heros.

3. In the compulsory subject like EVS many environment related issues are taught like pollution its causes and remedies, consevation of plants and wild life.

4. In commerce professional ethics are included like insurace,corporate goveranance, company Law , bussiness environment and bussiness communication.

5. In B.Sc energy consumption and alternate energy resources are covered.

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.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**1**

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships**16**

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

D. Feedback 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 students admitted during the year

112

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

45

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

The institution organized Orientation Programme for the entrants in the beginning of every academic year. They are oriented on the academic rules and regulations, library facilities and various clubs and committees. Institution has a Guidance and Counseling Cell to help students regarding subject choice as well as course. Bridge classes are also conducted at the departmental level to enhance the level of students. Students are identified as slow and advanced learners based on their lower examination marks and performance in university examinations. After pre-semester exams principal personally interact with students. Remedial classes Online remedial classes are conducted to clarify doubts about difficult topics. After the declaration of results, remedial in-charges prepare the list of weak students Easy notes and previous years' question papers are discussed with slow learners. Strategies for advanced learners: Special classes for the advanced learners are conducted for a better understanding of the difficult concepts. They are provided reference material for additional learning. Students are encouraged to participate in the Inter College competitions like debate, group discussion, and quiz programs. The academic achievements of the students are highly appreciated and posted on Facebook, Instagram and newspapers. Special fee concession and scholarships are also given to them.

File Description	Documents
Paste 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
274	17

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

Experiential learning Each department conducts add-on programs to support students. Well -equipped Laboratories are available for conducting experiments for science department. Guest lecture by eminent and academic experts from university and colleges. Project work is organized by computer and science departments. Workshops, Field visits, Educational Trips are regular feature of the college. Role play method is adopted by English department. **Participative learning** Online webinars and workshops for students are organized by the respective departments. The activities like NSS camp, Tree plantation drive, Swachh Bharat, Village Adoption and Health Awareness camp help the students to learn social and community welfare. Talent Hunt is organized every year. Online National level competitions like E-Comfest, E-Scifest, Quiz, essay writing etc. Students participated in Mobile-learning, Blog and E-learning. **Problem solving methodology:** Remedial classes are conducted for students who are slow learners. For all students, mentor facilities are available in the college to solve their academic and personal problems. Technical problems of rural students are solved by posting short videos like PDF and Email composing. Students participating in sports, inter-college events, competitions, youth festival, are taught to manage time accordingly and improve their performance in extracurricular as well as in academics.

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 College has various ICT tools like projectors, desktops, laptops, photostat machine, smart classrooms, printers etc.
- workshops are arranged to guide the teachers about online apps for assessing e-resources.

- **Power-Point Presentations:** - Faculty members are encouraged to prepare presentations in their teaching by using LCDs and projectors. Students are also taught to prepare ppts for departmental activities and class seminars.
- **Online Quiz:** -Teachers prepare an online quiz related to subject and general awareness for students.
- **Video lecture:** - Recorded video/ audio lectures are made available to students for clarity and long-term learning.
- **Video Conferencing:** - Students are counselled with the help of Zoom, Google Meet, Cisco WebEx Meet, skype, etc. some of these apps are used to conduct online classes.
- **Online competition:** - Various events such as poster making, debates, paper presentation, e-card making, power point presentation, Quiz, etc. are being organized with the help of various information communication tools.
- **Workshops & webinars:** - Faculty members use various ICT tools for conducting departmental webinars, workshops and conferences. It helps students to develop a practical and realistic approach.

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

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

17

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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
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**

2

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)	View File

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**

17

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

Under the continuous internal evaluation system, class tests and mid semester exams are conducted during each semester. Examination committee of the college looks after the smooth conduction of exams and teachers of the committee are rotated after every two-three years. The answer books are evaluated and shown to the students. Every student is given individual attention and guidance by the teacher regarding way of presentation in exams, the points where students performed very well and the points where students need improvement. The students are honored for their better performance in academic, sports and extracurricular activities. The detail of the reforms initiative is as follows: 1) Categorized the students according to their mental level. 2) Formation of peer groups. 3) Provision of notes according to the grasping capacity of the students. 4) Fortnight assignments. 5) Class test thrice a week. 6) Discussion of 10 year after completion of every chapter. 7) Remedial Classes. 8) Interaction with the parents regarding their wards. 9) Provision of easy notes. 10) Class room revision.

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

An examination committee, is constituted to handle the issues regarding the evaluation process. The Date sheet of pre-semester is prepared and displayed, if students have any grievances regarding clashes in subjects, they approach examination committee. The Institute has taken additional measures to avoid malpractices during examinations by fixing CCTV in each room. If a student is not able to appear for examination due to medical or any genuine reason, the student has to submit the medical certificate or leave application. Their exam is conducted again with the new datesheet. Each department prepared a compiled result record and submitted the same to the examination committee. Parent-teacher meeting is organized to inform the parents with the academic performance of their ward. The answer sheets are shown to the students by teachers and they are given a chance to clarify if they have any doubt regarding evaluation. The students have the freedom to use a suggestion box to put in the note of

dissatisfaction with the internal examination mechanism. The Principal and Registrar, supervises the overall procedure by conducting the meeting with the examination committee.

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

2.6 - Student Performance and Learning Outcomes

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

Programme outcomes and course outcomes offered by the institution are communicated to the teachers and the students. The curriculum of the Programmes is designed by the university. After admission students are made aware of the course through counselling cell. The objectives of the Programme and course outcomes are communicated to the teachers and the students in the following ways. POs and Cos are displayed on departmental Notice Board, and libraries. POs and Cos are communicated to the Alumni during Alumni meet. The Vision and mission of the institute are displayed to the parents during the parent teacher meeting. The college has started many hobby classes. Their Programmes outcomes are also clearly stated and communicated to the students in regular classes. The assessment of the students provides feedback to faculty and benefits in improving the teaching learning process. The Programme outcomes are measured over a period of time by assessing the performance of students in various activities like NSS, youth festival and co-curricular activities. The performance of students in university examinations and in different internal examinations is parameter of outcomes assessment.

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

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

The programme outcomes are measured on the basis of the house test and terminals. The institute followed the academic calendar. The Internal examination committee analyzed evaluation reports of results. The college authorities prepare a feedback form to measure the programme outcomes. Feedback system provides information which helps the college to measure its learning. The Placement cell took the review of students' progress to higher studies and their placements. 75% attendance is compulsory for appearing in the examination so to ensure students' interest and participation in the class.

Programme Outcomes -

1. Critical thinking
2. Responsible citizens and Leadership Qualities
3. Awareness regarding Gender Issues
4. Women Empowerment
5. Employment

Course outcome

1. Knowledge and skill of the subject
2. Interest and capacity for research
3. Employment
4. Higher education
5. Social awareness
6. Active participation in NSS

Attainment of Cos are calculated by using university examination results. attainment levels are finalized at college level and conveyed to IQAC.

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

112

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
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)

<http://pmlsdc.ac.in/notice-board/>

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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

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

3.2 - Innovation Ecosystem

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

The faculty members are encouraged to participate and present the research paper in the the workshops and confrences held at various

institutes. They take initiatives to motivate the students of master classes to write paper on the topic prescribed in their syllabus and read them in their classes. Their papers are compiled and kept in the library. This activity helps to inculcate the spirit of research in them.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

3

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

3.4 - Extension Activities**3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

The NSS unit takes part in various initiatives like organizing a seven day camp in college, tree plantation, Swachh Bharat Abhiyaan, group discussion on social issues, Beti Bachao Beti Padoo Abhiyaan, Republic Day celebrations and Voter awareness. It has adopted two nearby villages. Besides NSS, Central Association remains active in extension activities like charitable programmes, Neki Ki Deewar, festival celebrations, visiting the orphanage/ old age home/ slum areas and also distribute stationery, clothes and many more needful things. The Environment Association conduct various programmes like environment awareness campaigns, personal health and hygiene programmes, diet awareness, road safety, tree plantation drives, plastic eradication, health checkup camps and female foeticide programmes. The college has different clubs and

committees to sensitize students and community to social issues. Each and every club performs duty effectively. These activities develop student-community relationships, leadership skills and self-confidence among the students. It also helps in nourishing personality of students.

File Description	Documents
Paste link for additional information	http://pmlsdc.ac.in/nss/
Upload any additional information	No File Uploaded

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

7

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 during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

284

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

00

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.

For the smooth functioning of the academic activities the college has adequate facilities. The college is divided into three blocks like main building, Science Blok and Student Center. all the blocks have 12 classrooms, 8 laboratories and a video center along with 11 administrative and recreational rooms. The college has one spacious Library. In the computer Lab 54 computer systems are installed to have better teaching -learning outcome. To provide hygienic environment spacious cross ventilated washrooms are provided. Every department of the college has its book bank facility. Audio-visual aids like OHP, LCD and computers are available in almost all the departments.

File Description	Documents
Upload any additional information	View File
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 college provides the best infrastructural facilities to its players. The institute has large open grounds which the students utilize. The maintenance of these sports facilities is taken care of by the Physical Education department and the ground man. Indoor games facilities such as chess, ropes for skipping, ludo and carrom board etc. are bought and maintained properly. Yoga and meditation activities are conducted in the sports room. Special classes on self defence are organized especially for female students. First aid kits and sports kits are provided to students. The college has a well-lighted and ventilated a student centre for cultural activities. Lush green lawns are used for cultural and sports activities like Teej, Lohri, Basant, Independence Day, Republic Day celebrations, and alumni meet 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.

21

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)	View File

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)

4043500

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)	View File

4.2 - Library as a Learning Resource

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

Library record is maintained and saved on the PC provided to the librarian. Wi- Fi facility is also used for the functioning of the library. Facilities present in the library are personal computer, notice boards etc.

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)

00

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

15

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

The institutute maintains and upgrades IT facilities according to the requirement.Two computer labs with 54 computers are made availble for the use of the students with Wi-Fi facilities. College campus was also upgraded with the CCTV Cameras in the main areas and WI-Fi facilities witin the campus. The college has two smart classrooms with projector and smart boards.The Wi-Fi connection provided to the college is upto 10Mbps. A technical expert cum lab attendant is appointed for upkeeping of the labs. computer systems are upgraded in the labs as well as in th administrative block. The college website is maintained from time to time.

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

4.3.2 - Number of Computers

54

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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	View File

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)**

171388

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)	View File

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.

Maintenance of Campus Infrastructure: For the maintenance of campus infrastructure a supervisor along with the senior faculty member is appointed. For the overall maintenance of the campus a maintenance committee is there to look after. maintenance of computer installation of software and networking is taken care by

the lab attendant under the supervision of HOD of computer department. Science labs are maintained by concerned assistant professors themselves. Where as library is concerned its maintenance is done by the library. Maintenance of sports facilities are looked after by the physical education department and groundman. A team of supporting staff is responsible for the cleanliness of the classroom. To supervise them various faculty members are appointed floorwise. To provide clean drinking water facility RO system is installed at the top of the main building.

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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

63

File Description	Documents
Upload any additional information	View File
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

A. All 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

54

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

54

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)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	D. Any 1 of the above
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	
0	
File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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	
17	

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

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

00

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)	No File Uploaded

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)

For the smooth functioning of institution different committees and associations are constituted. Student Council provides platform to the students to represent in various administrative, co-curricular and extracurricular activities. Every year capable students are chosen for various posts as Head girl, Vice-head girl, Secretary. They are assigned different duties according to the post. Class representative are selected for communicating the views and suggestions of the class to the authority and vice versa. Different clubs work smoothly with their heads and members.

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

7

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	No File Uploaded

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

Alumni association is not registered, but works at institutional level. To seek their suggestion alumni association is formed. Faculty members are appointed to select alumni for the session. Regular meetings are conducted through out the session in order to plan and ensure successful conduction of events and activities. Alumni group has been created on WhatsApp and all activities, achievements and news clippings are being shared in that group. Feedback forms from the alumni are collected and analysed to seek the suggestions for implementation.

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)

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

VISION

To emerge as a premier institution to empower women through holistic education.

MISSION

To disseminate knowledge that nurtures students to meet the highest standards of competence and professionalism along with grounding them firmly in a sound value system.

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.

For the smooth functioning of the college various institutional practices such as decentralization and participative management are implemented. The Principal is the administrative and academic head followed by Vice Principal, Dean Admission, NAAC Coordinator, NAAC Co-Coordinator, Registrar, Bursar, and Staff Secretary join hands together for enhancing admission. The institution formed various academic and non-academic committees to devise plans and strategies to promote the all-around development of all the stakeholders. Various camps, campaigns and charity programmes are held in a year by NSS, and Central Association. Students are empowered to play an important role in different activities. The heads of the departments are given full autonomy to arrange departmental activities and to solve the matters at the departmental level. Regular meetings are arranged with the management, and the student representatives to discuss the plans for their effective execution. The college prepares a financial budget in the beginning of the year. Non-teaching staff also has representation in the governing body and the Internal Quality Assurance Cell.

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

From the past 16years, the college has been working in the rural area . For the smooth functioning, strategies must be formulated, communicated and implemented effectively.The plans are projected after a discussion based on analysis, assessment and estimates. Students are the primary focus of the isititution. Hence to meet the changing demands of students the Management has adopted a 'student centric approach' and innovative teaching-learning methods. Laboratory infrastructure has been upgraded with respect to number of computers and software packages. Website has been updated. Softwares are used for Accounts and Admission. Effective environment is provided for student learning. In order to make students employable various skill enhancement and career guidance activities are organized. Activity-: ICT is very much helpful to teacher and students. ICT appears as a 'bridge' to break the distance and 'survive' the learning. Different apps such as Zoom, Google meet, Webex, Edmodo, Swayam etc. are used for meetings, online teaching learning process. We used different platforms through which online classes are taken, videos are uploaded, recorded lectures are sent and written material is provided on whatsapp groups of the students.

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.

Different committees of the college related to administration and academics work effectively to improve the quality and standard of

education. During the pandemic online meetings with the management helped in the working of the college. The important decisions weretaken meetings were held amongst principal,IQAC members and stakeholders.IQAC ensures efficient progression of the College with regard to academic and quality initiatives.Principal is fully supported by Vice Principal, Dean Administration, Bursar, Registrar and Dean ECAs in taking decisions and implementing them. Heads of the departments have the major responsibility of planning and executing various activities of the program.Notices regarding various events,examinations,scholarship,government schemes are issued by office for faculty and students from time to time.Appointments and service rules are foiiowed as per GNDU and UGC norms The institution has formed various committees at the institute and department level for the effective functioning of the organization.

Committees and Associations:

- Dean Administration
- Dean Admission
- Staff Secretary
- Registrar (College)
- NAAC Coordinator
- Bursar
- Dean Extra curricular activity
- Academic council and Academic Audit Incharges
- Admission Committee
- Advisory Committee
- Alumni Association
- College beautification Committee
- Cafeteria Committee
- Central association
- Career counseling and placement cell
- Class wise admission duty
- Club and societies

1. IT
2. Sports Club
3. Language Society
4. Social Science Society
5. Science Club
6. Commerce

- College assembly
- College furniture maintenance
- College photographs

- Electricity
- Emergency Leave

Recommendation committee (Students)

- Environment association
- Examination committee
- Faculty Development programme
- Fee concession committee
- Grievance Redressal cell, Women cell, Sexual Harassment cell
- Hospitality committee
- Identity cards
- Incharge of college conveyance
- Incharge of college Flex boards and discipline boards
- Incharge of college property
- Incharge of Scooter, cycles, college transport
- IQAC
- Library committee and book bank incharge
- Monthly college report
- NSS committee
- Parents Teacher Meet
- Prospectus review and drafting committee
- Punjab heritage promotion committee
- Purchase Committee
- Sanatan Dharam Sabha
- Save energy Club
- Scholarship committee (SC, OBC,Others)
- SD Swatch committee
- SMS
- Staff room incharge
- Student welfare committee (Health and Medical)
- Subject change committee
- Time table committee
- Trips and Tours
- Tutorials
- Water maintenance

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 inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The welfare measure for teaching and non-teaching staff has been taken by the institute. Faculty members are motivate to improve their qualification. They are benefitted with various types of leaves like casual leave, earned leave, medical leave, duty leave, maternity leave. Financial help is also provided in the time of need. Study leaves are also given. faculty members are inspired to attend FDP, Workshops , Conferences, etc. Group insurance is also offered. The institute organizes Neki Ki Diwar to help support staff twice a year. Employee provident fund is provided for the nonteaching staff. Diwali bonus is given to the supporting staff.

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)	No File Uploaded

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

0

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

To ensure the personal growth of the employees, the institution has introduced the policy and system of performance appraisal. This is done at two levels: the level of teaching staff and the level of nonteaching staff. At the end of the academic session, each

faculty member is asked to fill comprehensive Self Appraisal Form .These forms are submitted to the Internal Quality Assurance Cell which after a thorough examination of the same, gives recommendations to the principal who gives herremarks and takes decisions accordingly. The teachers working on adhoc basis are also asked to fill in self appraisal forms .The adhoc teachers performing well are appointed again in the next session too.For the non-teaching staff an Annual Performance Assessment Report (APAR) for each employee is evaluated by principal.

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

Institution go through the financial audit annually. before going through this process chairperson, principal, bursar along with superintendent from the administration block minutely observed the whole expenditure of the institution. G.G.D.S.D society sends their C.A. for internal audit whatever objection is raised by him is viewed and discussed in order to make the error free fresh report. After the removal of the objection the updated report is resent to the society for their approval.The student tuition fee is the major source of income for the institution. The management provides need-based assistance to the college. Sponsorships are sought from individuals and NGOs for cultural events.The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. We have our internal audit mechanism in addition to the external auditors to verify and certify the entire income and expenditure. The bursar supervises the financial aspects of the college and a team constituted by the principal checks the physical stock.

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)	No File Uploaded

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

The college is a self-financed institution, where the funds are generated through the fees paid by the students. The institute has a well-defined mechanism to monitor the effective and efficient utilization of available financial resources for the development of academic processes and infrastructure development. Every year the institutional budget is prepared by the accounts department. Accordingly, all the administrative and academic heads are requested to submit the budget required for the subsequent financial year. All the major financial decisions are taken by the Principal and the accounts department with the management of the college. Whenever the fund is needed for any activity, it is sanctioned by the principal and provided by the accounts head. The institute adheres to the utilization of budget approved for academic expenses and administrative expenses by the management. After final approval of the budget, the purchasing process is initiated by the purchase committee which includes all heads of departments and account officer; for the purchase of any equipment first of all quotations are collected and analysed. The bill payments are passed after testing and verification of items. Only

authorized person operate the transaction through bank. Financial audit is conducted by a chartered accountant every financial year to verify compliance.

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

IQAC plays an important role in the smooth and effective functioning of the institution . Meetings are held quarterly to make plans. It takes initiative to improve the quality of academic and administrative side. IQAC has contributed in the following ways.

- Benefiting neighbouring villages through the provision of health care facilities, Neki ki Deewar, placement support, etc.
- Other NSS activities
- Effort for clean and green campus
- Contribution to National Missions- Swachh Bharat Mission, Skill India, Make in India, Digital India, Beti Bachao Beti Padhao.
- Enhancement of communication skills through soft skill courses.
- Students visits to industries
- Visits of experts, guest lectures from resource persons
- Celebration of various days for giving holistic education
- Organization and participation in various co-curricular activities and games
- Morning prayer and assembly
- Ragging -free campus

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

The Internal Quality Assurance Cell continuously reviews and takes steps to improve the quality of the teaching- learning process. The academic calendar is prepared in advance, displayed and circulated in the institute. It is also displayed on college website and strictly followed. Admission to various programmes, summer/winter vacations, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the orientation programme, in which they are made aware of the vision and mission of the college, the teaching- learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the institute. All students are also given a guided tour of the campus and various facilities. The students are apprised of the time - table, programme structure, and syllabi of the courses before the semester commences. Important announcements are made in the morning assembly, and the attendance and the conduct of classes are monitored by the deans of faculties. WhatsApp groups have been created for sharing every information related to activities, examination schedule and vacations. Class committee meeting are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching - learning process. Feedback from students is also taken individually by teachers for their respective courses. A result oriented, performance-based model is adopted at the college that emphasizes accountability based on student learning.

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)	No File Uploaded

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 takes initiatives for the promotion of gender equity through different activities. The aim of the college is to empower girls by providing opportunities to them for their exposure. Different activities are organised like:-

- webinar on social issues
- camps for health and hygiene
- Installation of CCTV cameras
- lectures and awareness regarding gender discrimination
- Register gate entry regularly
- Awareness rallies and camps by NSS.
- Self defence training to the girls
- No entry of outsider without a proper enquiry

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

D. Any 1 of the above

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded
<p>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</p> <p>Solid waste management :</p> <ul style="list-style-type: none"> The solid waste is properly disposed off from time to time by calling municipal corporation members. The NSS unit takes initiative to make the campus clean . Waste material is disposed off by calling junk dealers. <p>Liquid waste management:</p> <ul style="list-style-type: none"> The internal sewage system, which is connected to the sewer line, safely disposed off Chemicals and glassware are put in different bins. 	
File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded
<p>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</p>	D. Any 1 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:

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	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 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

E. None of the above

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).

The institution beleives in secularism. Different festivals,gurus jyanties, Hawans, Paths are celebrated with full fervor.We celebrated Ambedkar Jayanti, National Youth Day, Mahashivratri, Good Friday, Kabir Jayanti, Maharishi Valmiki Jayanti, Id-Ul-Fitar Idulzuha, Gurupurab of Sikh Gurus, Birthday of Guru Ravidas,

Martyrdom days of Saints and Gurus. 'Neki Ki Deewar', 'visits to orphanage, old age home 'sharing happiness with others' are our special projects taken up in the campus. These programs are directed towards imparting nationalistic, social, moral and cultural values among students.

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

To make students responsible citizens, each department and various clubs and committees have organized various curricular and cocurricular activities. The students have enthusiastically participated in various programs like seminars, webinars and guest lectures on different topics which enriched the awareness to show respect towards National Anthem, National Flag, obey the laws of our country, safeguard public property and maintain the unity and integrity of the country. Various activities like poster making, slogan writing, essay writing competitions etc. have been organized by different departments. The college provides three polling booths in the campus. The college has organized student activities like oath-taking ceremonies, celebrating Patriotic Week and competitions on Independence Day, Republic Day, Human Rights, Voter Day and Constitutional Day wherein a large number of students participated. NSS Unit, Political Science department, Central Association, Social Sciences Club, Language Society keep on celebrating birth and death anniversaries of great freedom fighters throughout the year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.</p>	<p>C. Any 2 of the above</p>
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
<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p>	
<p>The institution celebrates different national and international days, events and festivals with full zeal. To make the students aware of the national pride and rich cultural heritage, the national/International commemorative days are regularly celebrated in the campus such as Save Water Day, World Environment Day, World population Day, Independence Day, National Youth Day, World Literacy Day, International Yoga Day, Birth anniversary of Mahatma Gandhi, Birth anniversary of Banda Bahadur, World AIDS Day, Martyrdom of Shri Guru Gobind Singh ji, National Voters day, Republic day,, International Women Day, Birth and death anniversary of Dr. B.R. Ambedkar, , anniversary of Shri Guru Teg Bahadur ji, Labour Day, Punjab Day, , Van Mahotsav, Lohri, Basant Panchami, Shivratri, Baisakhi, Dussehra, Ram Naami, Diwali and Christmas. Such practices inculcate self-discipline, high spirit and confidence in students. The college has prepared annual calendar to celebrate different days and festivals.</p>	

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.

The following are the two best practices taken by the college: 1) **Financial Support:** The main objective of the college is that no girl should be deprived of education due to financial restrains so the college provides concessions in the fees to the poor and needy girls who want to pursue higher education but cannot pay the fees. They are also made aware about the various scholarship schemes available for them by the government. They are informed and helped to apply for these schemes. 2) **Education Support:** Institutions do good practices to add value to quality of education they offer. Our institution is also pledged to spread girl's education in the rural backward area. Our objective is to empower the female section of the society. Every year it's a challenge to train the entrant classes to enable them to move on the track. Such initiatives are taken after the deep thought during the meetings of the think tank and IQAC. In the starting of the session during the first meeting of IQAC some decisions are taken for the proper functioning such as a) Division of syllabus. b) Conducting class test. c) Division of the students according to their class performance. d) Making peer groups. Faculty is intimated the recommendations given in IQAC meeting and is told to move accordingly. Zero period is added to provide extra coaching for the tough subjects to the slow learners. Above average students are guided to acquire extra knowledge of their subjects. They are directed by the concerned faculty how to be the achiever of distinction and place their names in the university merit. Ten years question papers are made available to them either through the library or the subject teacher. Easy notes are provided to the weak students so that they can get through exams. In case compartment is there, extra care is taken for the reappear students by providing them the tips to get at least pass marks. Emphasis is given on proper revision in the class and regular

class tests according to the grasping power of the students.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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

The NSS unit of our college takes the initiative for "GO Grow Green and save planet earth" objective to make the students and the nearby area community aware about the value of saving our environment. The NSS unit of our college along with our volunteers organizes various tree plantation movements, rallies on Swatch Bharat Abhayan, clean and green Diwali, value of tree plantation etc. The college has a well maintained Botanical garden and Lush green lawns filled with various seasonal colorful flowers add to the beauty of the campus. There are various fruit a tree in the college campus providing both fruit and shadow and this also adds to the beauty of the college. Different online lectures, poster making competitions, declamation contests etc. are organized on Environment Day, The Earth Day, The Save Water Day etc. The college has also its kitchen garden to promote organic vegetables.

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

1) To provide different job oriented certificate course 2) To store rainwater for different purposes. 3) To organise more seminars and extension lectures to enrich the knowledge of students. 4) To motivate the students and the faculty to use different digital platforms to enhance the skills to face the hardships of the modern scenario. 5.) To add skill based new courses