Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**S.D.S.P.MEMORIAL COLLEGE FOR WOMEN, RAYYA**
Name of the head of the Institution	**Mrs. Arvind Saini**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01853222403**
Mobile no.	**9915712336**
Registered Email	**sdspmcfwr@yahoo.co.in**
Alternate Email	**sdspmcfwr@gmail.com**
Address	**G.T Road Rayya**
City/Town	**Rayya**
State/UT	**Punjab**
Pincode	**143112**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Mrs. Anu Kapil**
Phone no/Alternate Phone no.	**01853222403**
Mobile no.	**9815263980**
Registered Email	**sdspmcfwr@yahoo.co.in**
Alternate Email	**sdspmcfwr@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://sdspmcollege.org/about/aqar.htm

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://sdspmcollege.org/courses/2019-2020.htm

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.51**	**2016**	**25-Jun-2016**	**24-Jun-2021**

6. Date of Establishment of IQAC

20-Jun-2006

7. Internal Quality Assurance System

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

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

- **Innovative teaching methods with the use of technology.**

- **Students support services have been enhanced.**

- **Seminars and extension lectures were conducted.**

- **Outreach activities conducted by NSS and NCC/Tours and Trips organized.**

- **College Library wealth have been enlarged.**

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
IQAC Committee	**10-Mar-2020**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2020**

Date of Submission	**19-Feb-2020**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Management information System Management information system is an implementation of the organization system and procedure. In this management channelize the planning, control and administration of the operations. The top management handles the planning the middle management concentrates on controlling and the lower management in concerned with actual administration. Information in (MIS) means the processed data that helps the management on planning and controlling operations. The data are recorded, reduced (summarized) and retrieved to be finally presented to the management in the form of MIS report. The system in MIS the processed data is informed to the management for performing the function eventually. Management information system or MIS is a planned system of collecting, storing and dissemination data in the form of information needed to carry out the function of management. The college has an effective system of information. The College Website www.sdspmcollege.org**

the primary source of information on which the College activities are uploaded under the College display board various themes. Moreover the college prospectus, bills are also accelerating the pace of information. The college has also own Facebook page where the information are uploaded regularly. Eventually, the college has a very supportive and dexterous management committee led by S. Baljit Singh Sekhon Worthy President of College Management Committee. IQAC Meeting where the nominee of the management are placed in high order (initial order). The plans are discussed and supported by the members and the faculty of the College so that the Action plan may be prepared by the planning board of the top level Management. The College prospectus, College display board (Department wise) Print media and social media on the various information system are the moduled to inform the management regarding functioning of the College.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum is delivered in a very innovative and effective way of teaching in the institution. The conducive and congenial environment of quality education is only due to the innovative teaching learning process. Students from the surroundings vicinity villages hale to obtain quality education in the college. This institution is committed to the overall development of the students by imparting quality education through the well planned mechanism of deliverance. At the commencement of the academic session the head of the institution called the staff meeting to discuss the agenda of making the education more innovative and to develop the quality culture ambiance in the institution. It was decided in the meeting that the teaching plan will be prepared by the faculty members to plan their curriculum on the basis of weekly teaching along with the teaching methods in the classroom teaching.At the weekends it was observed that the curriculum has been delivered as per the planning if the teaching plan.The documentation of teaching plan is well registered and recorded in the teachers diary or notebook.At the end of the week or on every Saturday the next plan is prepared for the coming week and duly discussed with the Principal of the College.In case if the planned curriculum is not completed with the week on account of any emergency to the particular faculty member, it is very essential to take extra classes for completion of the planned teaching material in the next week. So there is well planned and stream lined mechanism for the delivery and documentation of the curriculum in the college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year					
Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Divine World	10/08/2006	82
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Computer Science	3
BCA	Computer Application	6
BA	Arts	28
BSc	Economics	2
BCom	Commerce	15
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained
Feedback is very important and essential device which is helpful for the betterment and improvement of the institution. The institution obtains the feedback from the students on the feedback form. The prescribed format have been prepared by the faculty members and the students fill the form with the feedback given by them .The factors which have been included are academics , sports , cultural and up gradation of the infrastructure in the College. The teachers interact with the students from time to time to achieve the verbal feedback regarding the functioning of the College. The faculty members also give the feedback to the Head of the institution during the staff meetings. The management provides the feedback after analyzing all the activities performed by the College from time to time. The suggestions of the management are taken positively to be implemented for the betterment and the upliftment of the institution. Alumni plays an important role in the feedback mechanism. Most of the passed out students have been working in the education department in the catchment area. They are invited in the college from time to time for their feedback and precious suggestions which are again implemented for the improvement of the College functioning.Moreover it also provides conducive ambiance of teaching learning in the college. The parents meeting is held after every pre semester examination to discuss the academic performance of the students with their parents. This is the high time when a group interaction takes place between the parents and the teachers. Their suggestions are obtained in the form of feedback which are further discussed with the Head of the institution before the implementation. In fact the college has installed suggestion boxes at the various places of the college where the students give their suggestion in their write ups. Eventually the college has an effective system of feedback mechanism.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	250	75	69
BSc	Economics	60	10	7
BCA	Computer Application	120	20	18
BCom	Commerce	60	25	20
PGDCA	Computer Application	80	5	3
MSc	Computer Science	30	10	8
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2.2 – Catering to Student Diversity

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

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

2019	300	19	25	6	6

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
25	20	5	5	1	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The student mentoring system in the college is very effective. They are in the safe hands of the dedicated experienced and well qualified faculty of the college. Along with the completion of the prescribed syllabus of the respective classes the teachers make extra efforts to provide the life learning skills to the girl students hailing from the vicinity. The tutorial classes are arranged fortnightly. In these tutorials students are imparted the value added education with the various. themes . The students take part in the tutorials in the rotation form so they get the opportunity to learn from all the faculty members. It helps them to enhance their learning skills i a play way mode. During the morning assembly the students are mentored to know the importance of zone of silence and this practice make them to enhance their SQ. The activities undertaken by the college throughout the year help in mentoring the students to develop their EQ and IQ. The students are made to participate in the awareness programmes conducted by the various clubs and societies of the college along with NSS and NCC units which further help them to develop the belongingness with community. They are sensitised to the various socitical issues and become more thoughtful in this regard.The departmental seminars and the extension lectures provide them extra knowledge apart from their said curriculum. The assignment and the projects prepared by the students by using ICT help them to develop the modern skills of learning . Eventually the college takes extra efforts and endeavors to mentor the students in the field of academics, sports and culture.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
319	25	1:13

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	7	5	0	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	Nill
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College has a feasible system of continuous internal evaluation (CIE). The students academic performance is evaluated throughout the year to check their learning capacity in the various subjects by the faculty members. The evaluation system is based on the class test, house examination/presenter examination. The students appear in the examination and qualify it to prove their eligibility for the final exams. The college has initiated the reforms in the practical subjects where the evaluation was done with PPTs in the E classroom with the help of ICT tools. The students of the professional courses prepare the slides and PPTs to get evaluated moreover the interactive sessions and the practical of the grammatical skills is done in the language lab where the linguistic competence of the students ins evaluated. Hence the College is committed to provide the traditional and professional evaluation system for the betterment of the students and to make them competent enough to stand at the forefront of the modern scenario.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College has prepared the Academic Calendar to plan the activities throughout the year. The examinations are conducted on the pre- semester basis in the month of September and month of March. This planning done at the commencement of the session while preparing the Academic Calendar. Apart from this the class test are also conducted in the classrooms on weekly basis as per the teaching plan prepared by the faculty of the College. The presentations and the practicals for the professional courses are also conducted to check their skills in the professional stream courses.

2.6 – Student Performance and Learning Outcomes

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

http://sdspmcollege.org/about/program-outcomes-2019-2020.htm

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	Arts	55	55	100
Nill	BSc	Economics	9	9	100
Nill	BCA	Computer Application	22	22	100
Nill	BCom	Commerce	15	156	100
Nill	PGDCA	Computer Application	3	3	100
Nill	MSc	Computer	7	7	100

		Science			
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2.7 – Student Satisfaction Survey

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

http://sdspmcollege.org/about/sss-2019-2020.htm

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Anti Ragging	Anti Ragging Cell	05/08/2019
Say No to Plastics	Punjabi Department	12/08/2019
Seminar on the initiatives of IQAC	IQAC	17/08/2019
Seminar on Value of Discpline	English Department	16/09/2019
Seminar of Cyber Security	Computer Department	07/10/2019
Seminar on Mental Health	IQAC in collabaration with Civil Hospital Baba Bakala	21/10/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Gem of India Award	Mrs. Rajpreet Kaur	AGNIPATH	05/01/2020	Art and Music
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
College	SDSP Memorial College for Women Rayya	Fashion Designing Department	Boutique	Stiching and Designing	08/03/2017
College	SDSP Memorial College for Women Rayya	Computer Department	Techno Crates	Office Automation	30/06/2017

| College | SDSP Memorial College for Women Rayya | Music Department | Sur Sagar | Gumat Sangeet | 01/06/2019 |
| College | SDSP Memorial College for Women Rayya | Physical Education Department | Ftness Mantra | Gym and Yoga | 09/08/2019 |

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	NIL	Nill	Nill

No file uploaded.

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

Department	Number of Publication
NIL	0

No file uploaded.

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

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

No file uploaded.

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

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

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

Number of Faculty	International	National	State	Local

Attended/Seminars/Workshops	8	19	0	3

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation	1st Punjab Girls BnNCC	1	45
Cleanliness Drive	1st Punjab Girls BnNCC	1	55
Rally on Female Feticide	1st Punjab Girls BnNCC	2	55
Essay Writing	1st Punjab Girls BnNCC	1	20
Drug De Adiction	1st Punjab Girls BnNCC	1	55

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swachtta Pakhwara	Appreciation Letter	Adpoted Village Head	200

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	Nill	Nill	Nill

No file uploaded.

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant

		/research lab with contact details			
NIL	Nill	Nill	Nill	Nill	Nill

No file uploaded.

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	Nill	Nill

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
340000	312003

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Others	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Library Automation Software	Partially	1	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17343	524338	0	0	17343	524338
Reference Books	333	97845	11	5253	344	103098
Journals	27	14500	0	0	27	14500
Others(s pecify)	30	21200	0	0	30	21200

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	**Nill**	**Nill**	**Nill**

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	**110**	**80**	**80**	**4**	**4**	**2**	**2**	**200**	**20**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**110**	**80**	**80**	**4**	**4**	**2**	**2**	**200**	**20**

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

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
College Activities and Photographs	http://sdspmcollege.org/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
40000	**35334**	**300000**	**276673**

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

The College has an excellent infrastructure provided by the dexterous management to uplift the level of academics , sports and cultural ambiance in the college.The infrastructure is utilized for the welfare of the students as well as the smooth functioning of the college activities.The college has 5 well equipped computer labs with wifi facility. As per the need the new computers are also added. The library of the college is boast of having more than 15000 books for the book bank facility for the students.Needy Students can issue the books for the whole year. The budding players are also paid incentives for their encouragement. The college has indoor stadium and gymnasium for the sports students.They are given the financial aid and freeship for their dreams to be come true.The college has 100 computers in the computers lab and 20 in the language lab lased with the modern software in English. The budget is allocated for the augmentation and the upkeep of the infrastructure which is

proved to be hall mark of the college. The classrooms are well furnished and spacious with good cross ventilation. The policy for maintaining the academic and sport facility are made by IQAC advisory committee. Resolutions are made and passed by the chairman of the college managing committee. Eventually the college has a very effective procedure working in planning and maintaining the infrastructure in the form of utilizing physical and academic and sport facility.

http://www.sdspmcollege.org

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Stipends/Fee concession/Youth Festival Incentives/Sports concession/Povert Concession	195	422080
Financial Support from Other Sources			
a) National	Minority	91	318500
b)International	Nill	Nill	Nill
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Language Lab	10/08/2016	29	English Department
Yoga Meditation	15/10/2016	55	Physical EducationDepartment
Personal Counselling and Mentoring	02/07/2016	90	Career Guidance
Soft Skill Development	01/06/2017	80	English Department
Scholars Club	06/10/2018	35	Academic Council
Literary Club	18/09/2019	45	Language Departments
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

2019	Career Counselling	20	120	8	70
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
8	8	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
SDSP Public School Rayya	25	10	Nill	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	Nill	Nill	Nill	Nill	Nill
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	13
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution (maximum 500 words)

The College has formed central student association(CSA) of the students. This association is responsible to observe the discipline in the college campus. The formation of CSA is completely done with the approval of the Principal of the College. The students are educated to maintain the discipline and to be vigilant all the time in the college campus. The list of the CRs of every class is compiled and the nomination for the President of CSA is received from the final classes of all the streams.The President of CSA is selected by the committee of the senior faculty members in the Principal Office with the all approval of Madam Principal.The parameters are set and the students are required to pass those parameters to be the the part of office bearing committee of CSA. the College Head Girl is selected as the CSA President along with Deputy President from the senior classes of Computer Department. The Secretary and the cashiers are also the important part of CSA.. The maintenance of discipline is entirely the responsibility of CSA on the special occasion, functions and day to day activities. The CSA is further divided into various activities under the guidance of the teachers incharge. These committees are liable to maintain the code of conduct of the college at the particular places assigned to them. For example library committee, common room committee, cafeteria committee, lawn cleanliness committee, medical room committee, reception committee and various others.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College Management is dexterously participating in the functioning of the college in day today activities. The practice to decentralization and participation of the management is an organizational process. the IQAC advisory committee is formed with the headship of the President of the College Managing Committee and through IQAC .The management plays a key role in the smooth functioning of day to day activities related to academics ,, sports and cultural aspects of the college. The college managing committee being progressive in vision and dynamic in action, decentralized the decision making power to the principal of the college. The Principal and management both make decisions for the growth and the upliftment of the college so that the college may produce the competent students with higher caliber.The college has democratic set up where each department and unit has the freedom to make innovative practice and plan the prospective of development for the college. The management is very supportive and prepare the policies and plan to provide

the excellent infrasctructure which proves to be hallmark of the college. The organizational setup for the decentralization and participation of the management is through the IQAC advisory committee and meetings withe Principal of the College for the growth of the institution in Academic, sports and cultural.

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

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The curriculum development is done by the faculty members with the approval of Principal. The set curriculum is given by the affiliated university which is downloaded from the university website.The teaching plan is prepared to deliver the curriculum on the weekly basis.
Teaching and Learning	The College has innovative and effective teaching learning process both in traditional and professional streams. The quality culture of the academics provides a conducive ambiance for the growth of the students.
Examination and Evaluation	The College conducts pre -semester exams in the month of September and March. Their academic performance is evaluated on the basis of examination and the results in the pre semester exams. The faling students are given opportunity to appear in the exams and prove their academical status to sit in the final exams. The evaluation of the exams and the marks are registered in the record kept with the departments respectively. The award list are discussed with the Principal of the College.
Research and Development	The students in the professional streams are assigned the project work and assignments. This gives them the facility to undergo the research work and to develop the critical thinking in this regard.The UG and PG classes in the department of computers are assigned the live projects as apart of their curriculum. Apart from this the humanities group students prepare their presentations in English language and Literature assigned by the English Department.
Library, ICT and Physical Infrastructure / Instrumentation	Library is the brain of the educational institution. The college is

	boast of having large wealth of books in the well furnished library. the students are educated to be the frequent visitor of the library in order to gain the rich knowledge from the books.At present the college library more than 15000 books The college is committed to impart the quality education to the students and to make them connected with the information communication technology(ICT).To reach this target the college has 4 well equipped computer labs, 1 Language lab.and 1 ICT room.
Human Resource Management	The college has the placement cell functioning efficiently to register the placement of the students after having completed their education i the college.Most of the students have been placed in the nearby reputed schools, banking sectors and other private Govt. institutions.
Industry Interaction / Collaboration	The students of the professional streams (Commerce and Computers) are sent for the industrial visit by the College in the month of March. Apart from this The Manager from SBI and the team of LIC and many other members of different organisation and industries extend their Lectures on the various topics for the students in the College campus
Admission of Students	The admission of the students is very grave concern and taken very seriously for the intake capacity of the college. The advertisements is done through the banners and pamphlets. Moreover door to door admission campaign is under taken to motivate the students to take admission in the college. The dmisiion process is the entire responsibility of the academic council and admission committee. The poor students are facilitated to pay the college fees including university charges in the easy installments. Even they are also to get the books from the book bank of the library for the whole session.So the admission process of the college is very transparent. An admission desk works on the toes. the admission is done as per the eligibility criteria and the dates issued by the affiliated university.

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

E-governace area	Details
Planning and Development	IQAC of the College is the planning body of the academics, sports and cultural platforms of the college. At the commencement of the sessions the advisory committee of the IQAC passed the resolutions and prepare the academic calendar month wise. These plannings are developed and implemented through out the session.Seminars , extension lectures and the outreach activities
Administration	The Principal of the College is the Head of the institution. Under her supervision and guidance the organisational structure is framed. There are 4 headings Academic Council, Vice Principal, IQAC and Non Teaching Staff which is further divided into Registrar/Deputy Registrar, Heads of Departments, Nodal Officers of Clubs and societies and Superintendent. And lastly the administrative staff and class 4 staff are the components of college administration.
Finance and Accounts	At the commencement of the Academic Session the budget for the augmentation of the infrastructure is allocated to be spent on the theme throughout the year. Similarly the budget for the physical activities and the academic is allocated at the beginning of the session and spent accordingly. The financial aid given to the needy students is also registered and documented throughout the year. The annual expenditure incurred by the college is thoroughly undergone the process of audit. the external audit is done by the DPI and UGC for the various grants utilized by the College throughout the year. The internal audit is done by the Chartered Accountant at the closing of the financial year.
Student Admission and Support	The admission of the students is very grave concern and taken very seriously for the intake capacity of the college. The advertisements is done through the banners and pamphlets. Moreover door to door admission campaign is under taken to motivate the students to take admission in the college. The dmisiion process is the entire responsibility of the academic council and admission committee. The poor students are facilitated to pay the college fees

	including university charges in the easy installments. Even they are also to get the books from the book bank of the library for the whole session.So the admission process of the college is very transparent. An admission desk works on the toes. the admission is done as per the eligibility criteria and the dates issued by the affiliated university.
Examination	The College conducts pre -semester exams in the month of September and March. Their academic performance is evaluated on the basis of examination and the results in the pre semester exams. The faling students are given opportunity to appear in the exams and prove their academical status to sit in the final exams. The evaluation of the exams and the marks are registered in the record kept with the departments respectively. The award list are discussed with the Principal of the College.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	Nill	Nill	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

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

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	23	3	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers are provided with the loan facilities from the institution as per their needs.	Non Teaching staffs are provided with the loan facilities from the institution as per their needs.	Students are provided financial aids in the form of fee concession, poverty concession,youth festival incentives and the bugging players get freeship as per their performance in games and sports.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The DPI grants are received by the college from time to time. The annual budget is also allocated under the various heads and for the augmentation of the infrastructure by the IQAC advisory committee at the commencement of the session. The UC is prepared for the grants received from .DPI. The college conducts internal and external financial audits every year for the appropriate utilization of the funds.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Cabinet Minister S. Sukhjinder Singh Randhawa	500000	College Building
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DPI	Yes	CA
Administrative	Yes	UGC	Yes	CA

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

1) The College has PTA Association. The PT Meet is held after the pre semester exams of the students of the students. The faculty members discussed the result of the students with their parents in all the streams. 2) The Parents share their views on the academic status and the discipline maintained by the college. They also interacted with the faculty members. The pros and cons to

enhance the learning skills of the students. 3) A feedback is obtained by the parents on the functioning of the college as well as the teaching quality of the faculty. They also assured their co-ordination and contribution as a stake holder to uplift the academic status of the institution.

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

1) Workshops to enhance their expertise 2) Family get together.

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

1) Departmental Seminars and Extension Lectures to be arranged 2) Outreach activities by NSS and NCC 3) Use of ICT tools in the Teaching Learning Process

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Sadbhawana Diwas	20/08/2019	20/08/2019	20/08/2019	200
2019	Departmental Seminars and Extension Lectures	19/10/2019	19/10/2019	26/10/2019	115
2019	Seminar on Legal Awareness	09/11/2019	09/11/2019	09/11/2019	82

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Women Safety	30/10/2019	30/10/2019	250	5
Rally on Female Feticide	21/09/2019	21/09/2019	90	0
Poster MAking on Beti Bachao Beti Padao	09/11/2019	09/11/2019	15	0

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

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

Policies have been framed for the Zero Carbon Emission in the College Campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	2	2	15/11/2019	1	Gender Equity	Beti Bachao Beti Padao	102
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	13/05/2020	The college prospectus is a document which provides all the information regarding the admission process, eligibility criteria and fee structure of the different courses available in the college. It also provides the vital information regarding the code of conduct of the college that every student abides by. This document is in the hands of every student at the time of admission. They go through this handbook to know about the history of the college and most importantly the mission and vision of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Ardaas Divas	03/08/2019	03/08/2019	250

Sadbhawana Diwas	20/08/2019	20/08/2019	200
Extension Lecture on Mann Jeete Jag Jeet	07/09/2019	07/09/2019	195
Seminar on Teachins of Shri Guru Nanak Dev Ji	14/09/2019	14/09/2019	250
One Act Play on Kal Taran Guru Nanak Aya	14/02/2020	14/02/2020	225
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Maintenance of Herbal Garden and Tree plantation in the campus. 2) Say no to plastics. 3) Using LED bulbs. 4) Zero Carbon Emission. 5) Paper less transactions among the various departments

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Value based Education: The College is committed to impart value based education to the students and connect them to their culture and tradition apart from imparting formal and professional education in the various streams. The founder father, a great visionary Jathedar Sohan Singh Jalalusman has established this institution to commemorate the great martyr Shaheed Darshan Singh Pheruman. The mission and Vision of the college is to educate and empower the girls to make them self confident and self reliable. The college has its focus on the quality education with value added courses to develop the 5 H qualities among the students i.e. Quality of Head, Quality of Hand, Quality of Health, Quality of Honor and Quality of Holiness.In the era of commercialization consumerism and materialism the value system has been getting a back bench seat in the modern scenario. This lack of moral values have been corroding the vital part of the societal fabric, That means our youth. As the college is committed to the facilitated development of the girls students so the faculty members educate them with the holistic approach and make them competent in every field of academics , sports and culture. The value based education promotes high academic standards by nurturing ethical qualities among the students. This practice concentrate on sensitizing the students to the social issues in the community through the NSS and NCC. They become connected with the society and empower themselves with the qualities like sensitization, character building, emotional balance, civic sense, and above all it helps them to be the constructive and productive citizen of the country. The College faculty has always been on their toes under the dexterous guidance of versatile principal to inculcate the quality and spirit of strive for excellence among the students.This spirit inspires them to put all their sincere efforts, perseverance and passion to ignite the spark of learning skills. Maximum emphasis is laid on developing the IQ, EQ and SQ of the students. 2) Fee concession and Scholarship: The College is committed to impart quality education to the girl students hailing from the surrounding villages. The girls in this strata belongs to the poor families and cannot afford the expenditure of higher education. To help these needy students the college provides genuine fee concession to the economically poor students. They achieve the higher education to stand on their feet and to become self dependent as manifested in mission and vision of the college. The merit holder students.are awarded with the merit scholarship. The college has established a scholarship cell where the SC/ BC and Minority students are guided to apply for the Post Matric

Scholarship scheme. This scholarship and financial help felicitate the economically weaker students to pursue higher education in the college.A bulky fee concession, poverty concession, stipends are given to the students for their education in the college.The needy students are also given the book facilities from the book bank of the College library, college uniform is also given to the needy students. The students participating in the Zonal Youth festival are given the incentives in monatry terms. The buddy players of the college are given the freeship and half fees facility as per their performance in the sports.They are also given the free hostel facility in the college hostel.Eventually the College is committed to provide a genuine financial aid to the students to reduce the burden of the economically weaker students.Apart from this the students are given the facility to deposit their fee on the easy installments. Infact studying in this college is very beneficial for the beneficiaries as the college has a well developed system of student support facilities. Moreover the conducive environment of teaching learning in the college is really full of quality and virtues where students get their hidden talent explored and exhibited on the platform of higher education in this temple of learning.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.sdspmcollege.org

7.3 – Institutional Distinctiveness

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

The College is committed to sensitize the students withe community service. To promote this idea the college has performed well in the cleanliness of the local area in the form of distinctive activities and which have been appreciated by the locales. The awareness programs have been conducted in the form of rallies, the summer camp

Provide the weblink of the institution
http://www.sdspmcollege.org

8.Future Plans of Actions for Next Academic Year

1) Admission of the students on the college is to stimulated with the transparent process of admission. 2) Enhancement of student support service. 3) Financial aid to the needy students . 4) Books are to be issued from the book bank of library. 5) Library wealth will be added. 6) Augmentation of the infrastructure. 7) Departmental Seminars and Extension Lectures 8) Tours and Trips as an educational and recreational activities. 9) Buddying players will be given freeship as per their performance and the participants of youth festival will be given incentives. 10) Merit scholarship for the meritorious students. 11) Seminars and extension lectures on the gender equity, moral values and health awareness.