YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution　　　　　　　　S.D.S.P. Memorial College for Women Rayya (Amritsar)

- Name of the Head of the institution　　　Mrs. Arvind Saini

- Designation　　　Principal (Officiating)

- Does the institution function from its own campus?　　　Yes

- Phone no./Alternate phone no.　　　01853222403

- Mobile no　　　9915712336

- Registered e-mail　　　sdspmcfwr@yahoo.co.in

- Alternate e-mail　　　sdspmcfwr@gmail.com

- Address　　　GT Road Rayya

- City/Town　　　Rayya (Amritsar)

- State/UT　　　Punjab

- Pin Code　　　143112

2.Institutional status

- Affiliated /Constituent　　　Affiliated

- Type of Institution　　　Women

- Location　　　Rural

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Guru Nanak Dev University Amritsar**

- Name of the IQAC Coordinator **Dr. Mrs. Anu Kapil**

- Phone No. **01853222403**

- Alternate phone No. **01853222403**

- Mobile **9815263980**

- IQAC e-mail address **sdspmcfwr@yahoo.co.in**

- Alternate Email address **sdspmcfwr@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) http://www.sdspmcollege.org/pdf/AQAR-2020-21.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://sdspmcollege.org/pdf/academic-calendar-2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.51**	**2016**	**25/05/2016**	**24/05/2021**

6.Date of Establishment of IQAC **20/06/2006**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC View File

9.No. of IQAC meetings held during the year   5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- 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?   **Nil**

- If yes, mention the amount

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

College IQAC advisory Committee has taken the constructive initiatives for the progress and growth of the students and the institution. Fiest and foremost the students from the marginalized families were given financial aid in terms of fee concession,poverty concession,stipends etc as per their requirements.

The argumentation of the infrastructure was added in the existing one for the feasibility of the students.

The teaching was entirely innovative in the new normal age by using the ICTtools and social media Apps.The Teaching -Learning process was done both by traditional and modern methods of teaching.

To make the students more competent,Iintellectual and socially awaken ,the Departmentsl lectures and the Outreach Avyivities were undertaken

The activities and the important information of the college will be made available on the college website http://sdspmcollege.org/ and the facebook page was created by the college in this academic year. SDSPM Activity Page.

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
Interdisciplinary courses	**The students of traditional stream were allowed to obtain practical subjects from the professional stream eg. The students of BA could take Computer Application as one of the elective subject.**
Skill Training Courses	**The College is running vocational courses to make the students skilled and work oriented eg. Fashion Designing, Computer Application and functional Punjabi.**
Departmental activities	**The departmental of the college have arranged On-Line extension lecture and webinars with the focus of Improving the mental health of the students.**
NSS/NCC Units	**The outreach activities were conducted from home. The students had Tree Plantation at their home, the health and hygiene awareness was also provided o the virtual platform.**
Sports and Yoga	**While "Work from Home" era the students were advised by the Teacher to do Yoga and take Exercise as an activity by the Department of Physical Education and sports**
Academics	**The teaching on the Teaching-learning software proved to be very Innovative and effective students had shown their Keenness, Avidness and Seriousness to maintain their academic status.**
Financial AID	**The students were given fee concession, poverty concesion amounted to 108550./- and**

	stipend to the meritorious students amounted to 40000/-, freeship to the sports students 192000/- and youth festival incentives 37000/-and concession to merit holders 34000/-
New Clubs and Society added	The College has established Punjabi Bhasha Manch and Ek Bharat Sreshth Bharat

13.Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC Committee	15/03/2022

14.Whether institutional data submitted to AISHE

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Data of the Institution	
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14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	05/05/2023

15.Multidisciplinary / interdisciplinary

1) The College is educating the students in the interdisciplinary manner as the students from the arts stream can opt computer as a practical subject in the graduation classes to be the part of information communication technology (ICT).

2) The College has started two Diploma coiurses in Computer and Fashion Designing under is ageis of Jagat Guru Nanak Punjab State Open University, Patiala i.e. 1 Year Diploma Course in Office Automation and E- Governance and 1 Year Diploma Course in Fashion Designing. These are interdisciplernary diplomas.

16.Academic bank of credits (ABC):

NA

17.Skill development:

The College is running the vocational courses in Computer Application, Fashion Designing and Functional Punjabi. Thee courses are focussed on the Skill Development of the students. They can earn while learning.

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

NA

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

The students are mentored in the various streams in the College and the focus is laid on the outcome of their learning skills in the form of meritorious results in the University Exams. Eventually the College has Student -Oriented , innovative and effective teaching.

20.Distance education/online education:

NA

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	269

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	310

File Description	Documents
Data Template	View File

| 2.3

Number of outgoing/ final year students during the year	**67**

File Description	Documents
Data Template	View File

3.Academic

| 3.1

Number of full time teachers during the year	**17**

File Description	Documents
Data Template	View File

| 3.2

Number of sanctioned posts during the year	**12**

File Description	Documents
Data Template	View File

4.Institution

| 4.1

Total number of Classrooms and Seminar halls	**48**
4.2

Total expenditure excluding salary during the year (INR in lakhs) | **221025** |
| 4.3

Total number of computers on campus for academic purposes | **82** |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

documented process

The institution is committed to the overall development of the students as manefested in the missionand vision of the College. To achieve this target the dedicated faculty members are always on their toes under the guidance of the versatile Principal. At the commencement of the Academic session a meeting is called in the Principal Chamber and the faculty members are suggested to prepare a teaching plan for the delivery of the curriculum in an effective way. It is mandatory for every faculty member to prepare a weekly teaching plan and deliver the content of teachingin an innovative way with thehelp of effective teaching aids. In the new normalage after corona period the teachers have made their teaching more innovative and student centric by using information communication technology ICT. At the weekend it is analysed wether the planned syllabus has been delivered and a weekly test is conducted to evaluate the learning of the students. In case if the content remain pending the teacher is suggested to take the extra classes to complete the planned curruculum with the next week plan. The documentation of the teaching planis done in the teachers diary of the faculty members which is discussed with the Principal from time to time. Eventually the College ensures the effective and innovative delivery of the curricullm planned weekly and is documented in the teachers diary individually.

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)

At the commencement of the Academic Session an Academic Calender is suggested by the IQAC Advisory Committee and implemented with the approval of the Principal of the College. This Academic Calender contains the day today activities month wise to be conducted throughout the year. As this college is committed to impart value based education and the students are in the safe hands of the dedicated faculty who make extra effort to uplift and enhance the academic knowledge of the students in theory and practical both. The continous internal evaluation CIE is done in the form of theory and practical exa,ms before the final exams of odd and even semesters. These internal exams are named as pre semesters exams which are conducted in the month of October and

March respectively for both the semesters. The students are to qualify exams to prove their eligibility for appearing in the final exams. In case they are failing in pre semester exams then eligibilty exam is conducted for the improvement of the student. The months end time to conduct these exams are mentuioned in the Academic calander approved by the IQAC Advisory commiittee.So the College functioning is adhered to the Academic calander for the exams which are focussed on the continous internal evaluation CIE. In the practical subjects the students ' academic performance is evaluated on the basis of assignments, presentations(PPT) and Viva Voice

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 UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	D. Any 1 of the above

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

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

0

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)	[View File](#)

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

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

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

0

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

1.3 - Curriculum Enrichment

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

The College is committed to impart quality culture for the multifaceted development of the students so that they could stand the forefront of the modern changing scenario. As manifested in the mission and vision of the college the students are made sanitized to the current issues in the society. NSS and NCC units conduct the outreach activities in the local end surrounding areas

where the students provide their services for the community service. This practice make s them thoughtful and imbibes human values in them. The Collegeconducts the seminars on the Gender Equity such as Beti Bachao Beti Padao, Women Safety Save Girl Child and Female Feticide with the collaboration of CDPO. All the departments of the College organize extension lectures on the various Academic topics. The students are made to develop sensitization to keep the environment neat and clean and green. To achieve this target the NSS and NCC units undertake the Tree Plantation drive. The College has maintained Herbal Garden which have the medicinal plants and others. Students are assigned the duties to look after the plants and to water them regularly. Eventually the College makes positive efforts to make these students socially awaken, morally strong, emotionally balanced

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

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

43

File Description	Documents
Any additional information	View File
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	A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.sdspmcollege.org/pdf/sss-2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.sdspmcollege.org/contactUs.php

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

131

File Description	Documents
Any additional information	View File
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

136

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 College is committed to the overall development of the students in program outcome and Course Outcome. To access the Learning level of the students the college conduct Pre-semester exam for both odd and even semester. The Pre-Semester exams are held in the month of September and MarchIn case the some percentage of student's population could not qualify in some the subject then they is given next chance to appear in the eligibility exams. Apart from this the regular class test (written and oral) are given to the students to assess their academic performance in the individual subjects. The college organizes special remedial classes for the slow learner so that they could be selected material by the faculty members to Cope-up with their deficiency in the particular subject. On the other hand the college has established Scholar's Club where the advance learners are provided with extra study material so that could shine in the university exams and earn the merit position. In fact the college is providing a conducive level of environment both for the advance learner and slow learner. In the practical subjects like Computer, Fashion designing etc. the students are given the opportunity to enhance their Learning level to the practicability of the subject. Henceforth the college is committed to enhance and enrich the learning skills of the students and to provide them the best

academic platform for proving their academic excellence.

File Description	Documents
Paste link for additional information	http://www.sdspmcollege.org/facilities/Facilities_SupportServices.htm
Upload any additional information	View File

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

Number of Students	Number of Teachers
269	**17**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The College is offering the Program Outcome and Course Outcome in Humanities, Computer and Commerce. The focus of these courses outcome is to enhance the learning capabilities of the students. . As for as the experimental learning is concerned the students are educated in the practical streams in all the programs especially the computer students learn the practicability and the technicality of the subject in the well-equipped computer labs. They undertake the project work under the guidance of their supervisor faculty members. The students of the Humanities Program outcome learn the practical tips of the subjects like Fashion Designing, Music(I), Functional Punjabi In all these Program Outcome the participation of the students make them enhance and enrich their learning skills. In the participative learning the students are made participants in the outreach activities undertaken by the NSS and NCC units of the College. These activities are included rallies, awareness seminars, extension lectures, cleanliness drive, gender equity and community service. These activities senstize the students to the socital issues. Moreover the Divinity practices in the College such as Ardaas Diwas , Barsi and Morning Assembly enhance their SQ. The problem solving methodoligies are adopted by the students in the form of assignements , projects other practical work in the particular

subjects. The creativity of the students is taken into consideration while educating them how to undertake the different methodologies while learning the problem solving methods.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://www.sdspmcollege.org/facilities/Facilities_NCC_NSS.htm

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

The faculty of the College are trained in using ICT enabled tools to educate the students. The students are assigned the projects ,PPTs and assignments by the teachers and after completing their assignments they submit their accomplishments on the online platform to be evaluated by the concerned faculty members and the department. The browsing centers have been established in the college to browse the study material as assigned by the teachers. The college has one seminar hall and 4 computer labs including one language lab laced with the required software's.. The teachers make their teaching more effective and qualitative having student centric approach by using the required ICT tools in their day to day study work. The students from the backward remote areas use the ICT tools such as Zoom, Google Meet, Google Classroom, You Tube, Whatsapp etc. while learning in this college. This is the impact of the effective teaching learning process in the institution. Eventually the college faculty is always on their toes round the clock to educate the students and make them stand at the forefront of the rapid changing scenario.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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	*View File*
Circulars pertaining to assigning mentors to mentees	*View File*
Mentor/mentee ratio	*View File*

2.4 - Teacher Profile and Quality

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

8

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	*View File*
List of the faculty members authenticated by the Head of HEI	*View File*

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	*View File*
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	View File
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.

The College internal assessment is genuinely transparent where every student have the idea of the standard of the internal assessment and evaluation process of everysubject (theory and practical). The advance learners are provided with the extra material for earning the meritorious position in the University Exams.The slow learners are guided, helped to improve their grades in their academics. To access the learning outcome of the students ,mock interviews interactive sessions, and class tests are conducted from time to time. The students are suggested to enhance their learning skills so that they could overcome their barriers of their learning capacity. The teaching-learning aspect of the College are streamlined towards the betterment by having adopted the measures obtained through the feedback of the stakeholders and the employers. At the commencement of the session s.an orientation programme is conducted where all the students are informed about rhe regulations of the affiliating univetsity ,Code of conduct of the College are informed to the students and the examination pattern,academic syllabus,programme outcome,course outcome are shared with the students. The extra curricular activities are also explained to the students along with the enrolment on the NSS,NCC and various clubs and societies of the college. Morning Assembly is conducted every Monday and the weekly activities are informed to the students. College achievements are also announced in the morning assembly.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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

The College is commuted to have a transparent system of internal examination grievance and the time bound resolution for the feasibility of the students. The internal assessment is made transparent. It is observed keenly by All the Faculty members to evaluate the papers with in a week of the conduct of the exams. The answer sheets are shown to the students in the respective classes after the exams are over. students can openly resolve their doubts in the evaluation process. The discrepancy if any reported by the students is resolved then and there. The criteria of the allotment of the marks is made transparent for the satisfaction of the students.

The Assignments prepared by the students are evaluated immediately and given back to the students. The criteria is discussed with the students regarding the marks and grade earned by them in in the assignment. The efficient guidance is given to the students by the concerned faculty member.

The Project work is guided by the panel of the faculty members. The students are given the skill training to undertake the project in the particular programme outcome. The criteria of the marks designed by the faculty is made transparent to the students up to some extent. The problem formation, the review of literature,data collection, team work and timely submission of the project are the steps which are followed by the students under the efficient and timely guidance of the concerned Department and the faculty members

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.sdspmcollege.org/admissions/Eligibility.htm

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.

The programme outcome and course outcome Offered by the College are stated and displayed on the college website.First of all the programme outcome and course outcome are stated in the college Prospectus and admission brochures to acclaim the strength of the

students. The banners are printed and hanged on the prominent places of the College, local areas and catchment area. The press coverage is done from time to time. The details of the meritorious Graduates in all the programmes Offered by the College are displayed in the college website annually. The teachers are communicated through the IQAC Meetings, Staff Meetings, Career Counselling Meetings etc. The Programme outcome and course outcome are stated in the Annual Report which is read by the head of the institution on the various functions. Moreover they also visit the College website for getting the information about the programme outcome and course outcome of the College. The students can visit the College website to be communicated .Apart from this the Display boards in the college are self explanatory devices that communicate the Programme outcome and Course outcome of the College. Eventually the College Management is very much supportive to provide every platform for benefits of the students in the campus. The list of the Graduates and the post-Graduates is displayed in the college display boards , record with the placement cell , the college alumni and on the college website and communicated to the teachers and the students effectively

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.sdspmcollege.org/pdf/program-outcomes-2021-22.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The College committed to the overall development of the students and to make them stand at the forefront of the modern scenario. The conducive and congenial learning environment of the college, excellent infrastructure including Information communication Technology (ICT) tools enhances the quality culture of the Institution. The programme outcome and course outcome offered by and evaluated by the Institution through various manners. The College is offering the programme in Humanity, Commerce and Computer at UG level and the graduates in this programme choose to appear for competitive exams and choose to pursue higher education at postgraduate level. The Graduates also pursue B.Ed to join the Teaching profession. The career counseling cell and the College arrange Seminar and extension lectures by the eminent scholars

from the University or the other Colleges. Moreover the on campus and off campus placement of the graduate demonstrate the programme outcomes and Course outcomes. The Institution analyzes the student progression and eventually it is evaluated that the Graduates from the College join the banking sector, ICT sectors, Teaching profession and many more. The evaluation is made by the Institution on the basis of no. of students placed in various job sectors.The College is running the Post Graduate department in the Computer Science and the students are placed in the nearby Schools and the Colleges for teaching. Most of them undertake research projects even many of the post Graduates of the College are doing jobs in their Alma matter.

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

84

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	View File
Paste link for the annual report	No link

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://www.sdspmcollege.org/pdf/sss-2021-22.pdf

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)	<u>View File</u>

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	<u>View File</u>

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)	<u>View File</u>
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 institution has taken the initiatives to create and transfer the knowledge by using the ICT tools. The programme outcome in humanities, commerce and computer are focused to educate and sensitize the students to the environmental issues. Various outreach activities are undertaken by the departments of the College as well as NSS and NCC units. The tree plantation drives are undertaken to save the environment and to keep it clean and green. In campus the college has initiated to transfer the knowledge through the PPT's, assignments and Project work. These work done is accomplished on the laptops, mobile phones by the students rather than the note book or files etc. The study material is saved on the devices for the future use. The college has prepared the groups for the students' sin the various programme outcomes. The class wise group are feasible to transfer the knowledge by the faculty members. The information regarding the fee structure, examination dates, admission dates and college transportation are made available on the College website. The college faculty group with ICT tools is also very efficiently working to transfer the knowledge. Thus the College has made the innovative initiatives to create and transfer the knowledge using ICT tools.So the information transformation in the College is made paper less.The activities and the information regarding the transfer of knowledge is done through college website and the college facebook page.

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

0

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)	View File

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

0

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)	View File
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

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

0

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 and NCC units of the College undertake the outreach activities in the nearby villages adopted by the NSS unit. Throughout the year the activities are done to sensitize the students to the social issues like drug addiction, female feticide and Swachhta Abhyan. The rallies are flagged off in the villages to spread the awareness on the themes. Moreover the seminars and the Nukkar Natak are arranged for the holistic development of the students. The NSS volunteers and NCC cadets interact with the villagers in the vicinity and come to know about their challenges in their day to day life. Tree plantation is a first and foremost activity of these units that is carried on in the local area and the nearby villages followed by the cleanliness drive and the awareness programmes. The impact of these activities is very noticing in terms of the thoughtfulness and behavior pattern of the students. The Holistic approach of the development has made them sensitize to the environment and social issues. The students conduct tye awareness program on the social ossues in the form of Nukkar Natak at the various important locations of the neighbourhood locality. The theme of these awareness programs are "Female Feticide, Drug Addiction and Swachta hi Sewa" .They inculcate the qualities and virtuesof helpfulness, respectfulness, graveness, sincerity, sensibility and sensitivity. These outtreach activities help the students to be socially awaken, morally strong , emotionally mature and constructive citizens of the country.

File Description	Documents
Paste link for additional information	**Nil**
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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
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

12

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

75

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

0

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

0

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.

The College is boast of its excellent level of infrastructure which is the hall mark of the College profile. The physical facilities provided to the students in the best possible way. The class rooms are spacious,well furnished and well ventilated laced with all the teaching aids like lecture stand, black or white board, duster and chalks or markers etc. The Computer labs are well equipped with 75 Computers for the enhancement of the learning skill. The labs have internet facilities with WiFi. The College Library is well furnished and spacious with the seating arrangement of more than 150 students. There is a browsing centre and a reading cabin for the faculty members. The library has more than 17000 books, 45 journals,10 newspaper ,Magazines and others to enrich the reading and assimilation of the students. The Gym.isequipped with the modern apparatus for physical fitness like Treadmills Joggers , 12 station Multiple Gymnasium Running cycles, Exercise Cycle and Roller Machine. The players and other students pick up the benefits of the Gym.while their stay in the college. The Indoor Stadium and Auditorium are used by the players and for organising the various functions of the College. The Physical facilities are maintained by having allocated the budget at the commencement of the session. To educate the students regarding the linguistic skills the college has well furnished and well equipped language lab. 10 Singer Sweing Machines, 1 Iron, 2 dummies and non woven fabric were purchased for the Fashion Designing Department.

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

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

The College has excellent level of infrastructure which help the students to explore and exhibit their hidden talents in the field of cultural activities and sports. The College maintains the Auditorium with the capacity of more than 500 seating plan. There is a huge stage in it. All the cultural activities are held in the

Auditorium. The functions of the College are also arranged in the College Auditorium. The Gym is carried on by the physical education department of the College The Gym is well equipped with the apparatus and accessories Ike Treadmills, Joggers , 12 Station Multiple Gymnasium Running cycles, Exercise Cycle and Roller Machine. The College maintains Indoor Stadium for the Indoor games, and a big ground which prepares the budding players for Intercollege Tournament at the ground of affiliating university. The Indoor Stadium is also used for Yoga Activities. Eventually, the College has a beneficial set of infrastructure which is maintained by the College for the usefulness of the beneficiaries.

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.

48

File Description	Documents
Upload any additional information	View File
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)

221025

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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)

The College library is spacious and well furnished. There are more than 17000 books, 45 journals, 10 newspapers and others to enrich the knowledge of the students in the various fields. The college library is partial automated and all the learning resources are enteredsubject wise. The Text books and the Reference Books are entered in the different folders. The issuing of the books to the students are entered in the befitting manner in the software. The purchasing of the new books are added regularly by assigning the accession no. as per the catalogue no. The software updates the newly added learning resources automatically. As far as the issue and return of the books by the students the data is automatically entered and updated. So the Library of the College is the learning place where the students learn about the different great personalities and the management of the library is done on the basis of the software.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NA

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)	[View File](#)

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)

15704

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

185

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The College has well equipped 4 Computer Labs including 1 Language Lab having 75 computers with internet facility. The computers are maintained and updated from time to time. The campus has the wifi facility. In the E-classroom the ICT tools are updated for the learning enhancement of the students. The technical joggers are

dealt with by the qualified engineers.

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

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
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)

221025

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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.

The College is boast of its excellent level of infrastructure which is the hall mark of the College profile. The physical facilities provided to the students in the best possible way. The class rooms are spacious,well furnished and well ventilated laced with all the teaching aids like lecture stand, black or white board, duster and chalks or markers etc. The Computer labs are well equipped for the enhancement of the learning skill. The labs have internet facilities with WiFi. The College Library is well furnished and spacious with the seating arrangement of more than 150 students. There is a browsing centre and a reading cabin for the faculty members. The library has more than 17000 books, 45 journals,10 newspaper ,Magazines and others to enrich the reading and assimilation of the students. The Gym.isequipped with the modern apparatus for physical fitness like Treadmills Joggers , 12 station Multiple Gymnasium Running cycles, Exercise Cycle and Roller Machine. The players and other students pick up the benefits of the Gym.while their stay in the college. The Indoor Stadium and Auditorium are used by the players and for organising the various functions of the College. The Physical facilities are maintained by having allocated the budget at the commencement of the session.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.sdspmcollege.org/pdf/support-services-2021-22.pdf

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

312

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)	View File

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

312

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)	View File

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	http://www.sdspmcollege.org/
Any additional information	View File
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

70

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

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

31

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

35

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

0

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

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.

13

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 unive rsity/state/national/international level (During the year) (Data Template)	View File

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

The institution carries out the practices to facilitates the students in the various activities apart from their classroom teaching-learning throughout the year. At the commencement of the

session a well framed central student association is formed. The President of the CSA named as College Head Girl is selected and elected on the basis of the parameters designed by the institution. The Vice-President and the office bearers are selected from the list of the nominated students. The Secretory, Cashier candidates are choose from the Departments of Humanities, Computer Science and Commerce. The CSA of the College comprises of the class representative of each class and works under the guidance of The College Head Girl. The faculty members always there to mentor the working of CSA in general and particular way.The students' participation in the CSA helps them to learn social ethics, boost up their confidence level and inculcate the quality of leadership among them. Maintaining discipline on important functions in the college, The morning assembly are the responsibilities of the students council Apart from this,the duties at the particular areas of the College like Common Room Medical room,students centre,Auditorium ,stair area,Ramp area and Reception area are performed by the well knit CSA of the College. Moreover clubs and societies of the College facilitate the students to participate and perform the duties and responsibilities assign to them.Eventually the College facilitates the students to extend their helping hand in the institutional responsibilities .

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

13

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)	View File

5.4 - Alumni Engagement

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

The College doesnot have a registered Alumni Association but at times the Alumni of the College are invited on the various functions and the suggestions are taken in the form of feedback. After analysing those suggestions some of them are implemented for the betterment and upliftment of the instiitution. Most of the Alumni iof the College are rendering their services in the govt. and private schools fall in the catchment area. Therefore they help us t to accelerate the pace of admission. The College doesnot get any financial support from the Alumni rather the college honour them withthe momentoes or soviners for their support services in enhancing the admission and for their valuable feedback.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College is run by the dexterous and very supportive management. The governing council of the institution is very considerate for the development of the students getting study in their higher educational institutions. The supportive managing committee provides excellent infrastrure to accelerate the pace of academics, sports and cultural activities in the college. The courses offered by the college including the practical subjects are committed to provide the skill training programmes to the students. The departments like Career counseling and placement cells, Computer department provide the valuable training to the students to get placed in the MNCs and Banking Sector etc. The eminent scholars from the various Universities and Colleges deliver valuable lectures to make the students more confident and interactive. The governing council of the college give a positive signal to the opportunities which open the avenues for them in the job market. The Managing committee is more reflective in the spirit of making the students self reliant , self confident , self sufficient, sensible and sensitive as manifested in the vision and mission of the institution.

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.

The Managing committee of the College is committed to the Nobel cause of spreading education in the village strata. The girls students from the nearby 154 villages hail to attain quality education in this temple of learning. Under the efficient managing committee and the guidance of President of College Managing committee the College is making progress in leaps and bounds. Being a very participative management the leadership is vividly seen in the various institutional practices. The Decentralization of the participative management is clearly visible in the upliftment and betterment of institution. The Head of the Managing committee is the President of the Trust who runs the educational institution followed by the Vice President, Secretary and rest of

them are the members of the Managing Committee. The leadership qualities of the versatile Principal of the College act as the bridge between the employees and the management.

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

The institution is committee to the overall development of the students and to make them stand at the forefront of the rapidly changing scenario. At the commencement of the session the IQAC of the college prepares a plan of action and the initiatives are taken by the internal quality assurance cell fort providing a quality culture of academics, sports and cultural activities of the College. These initiatives are deployed in a strategic way to achieve the plan of action. The Various activities are held in the College by the Departments, NSS ,NCC units and other clubs and societies. The Academic calendar is prepared at the beginning of te session and the activities are under taken in the line of academic calendar. The innovative and effective teaching learning process using ICT tools has made the students familiar with the world of information technology. To attain the linguistics skills, the language departments of the college are on their toes to inculcate the art of writing and speaking among the students. Moreover financial aid is provided to the needy students along with the Governmental and non Governmental bodies.. The college wins laurels in the field of sports and youth activities.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institutional policies are based on the welfare motives. The student centric approaches are focused on the upliftment and betterment of student support services in the college. The supportive and understanding management of the college always ready to provide the required infrastructure in every department of the college. The Management is the highest body to frame the policies . The Head of the institution has a very precise and keen observation in the formulation of the policies with the consultancy of the dexterous management. The administrative set up of the college is very efficient. The Head of the Institution is the vertex body and her orders are carried out by the Departmental Heads and further conveyed to the Faculty members of the concerned Departments. In the Non-Teaching area after the Head of the Institution the administrative is Superintendent and followed by the clerks and typists. The class IV employees are also contributing a lot in the administrative set up.

As for as the procedure of appointment and service rules are concerned the college managing committee appoint the faculty members against the permanent grant in aid post by the rules and regulations laid by UGC, DPI(Colleges). Initially the faculty members appointed at the permanent post under take the contractual period for three years as per the rules of UGC and DPI(Colleges). The faculty of Adhoc basis is appointed session wise by the managing committee and the affiliating university.

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	C. Any 2 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)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

1) The institution provides the easy loan facility to the teaching and non –teaching staff as per the requirement of their emergency and situation.

2) The institution provides a rich platform for the teaching and non- teaching staff to upgrade learning and knowledge.

3) Shagun Scheme for the teaching and non teaching 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)	<u>View File</u>

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

3

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution prepares an institutional performance report (IPR) for the teaching and non teaching faculties The faculty members are assigned certain institutional responsibilities to be carried on a part on the teaching and administrative duties. The faculty members are always on their toes to perform their duties under the guidance of the Principal of the College. On the basis of the services rendered by the faculty members in the institution and her participation in all the activities organized by the college and especially in performing the duties assigned and its accomplishment, a confidential report is prepared. The report is evaluated and appraised by the Principal of the College on the consideration and reflection of the work done by the individual faculty members in their respective field of duties assigned and the teaching of the particular subject.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts the internal and external financial audits on the regular basis every year. The funds are allocated at

the commencement of the year for the physical and academic facilities to be updated ad maintained. The external financial audit is conducted by the DPI/Accountant General and UGC. On the other hand the internal financial audit is conducted b the CA and the state govt. finance department (Amritsar).The Grant and the Institutional funds are utilized for the optimal utilization.. The College conducts internal and external audits every year from the assigned authorities but there is no objection have been pointed out both in external and internal audits. The financial resources obtained by the college are utilized at the optimal level for the well being and upliftment of the College.

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 institution allocates the budget at the commencement of academic session. This budget is used for the maintenance and updation of the physical and academic facilities in the college. In the physical facilities the funds are used for the electricity bills, Generator maintenance, internet, furniture upkeep, college campus beautification, water cooler etc,. and the allotted amount of fund is used for the academic facilities like library books, computer purchase, computer maintenance etc. Eventually the

strategy of the institution for the mobilization of funds are divided into two categories physical an academic. One general budget is prepared for augmentation of the infrastructure. The funds are used at the optimum level for the smooth functioning of the institution. The Grants received by the DPI/UGC are utilized for the upliftment of the College infrastructure and for the specific purpose. The funds are also ,mobilised for the student centric approach such as celebration of the important days and maintenance of the transportation etc.

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

6.5 - Internal Quality Assurance System

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

The IQAC of the College is the internal quality assurance cell who makes the policies and strategies to assure the quality culture in academics, sports and cultural activities throughout the year. The College carried away the practices framed by the IQAC at the commencement of the session. The meetings of the IQAC members are held from time to time and resolutions are taken to institutionalize the policies framed. The Academic calendar is prepared and the activities are under taken in the line. From the month of August to the month of April the activities are divided month wise. The enrollment of the NSS and NCC is done before the outreach activities to be proceeded. The departmental extension lectures are arranged where the eminent scholars from the affiliating universities and the nearby colleges share their valuable knowledge with their students. These scholarly lectures put the deep impact on the thought process of the students and they become more thoughtful and knowledgeable. The specific program outcome in the form of practical subject impart the skill training to the students . The sports and cultural activities inculcate the competitive and leadership skills among the students. The clubs and societies organize the seminars on the life skills, Yoga, Health and hygiene to make the students healthy in terms of their mental health. Eventually IQAC of the college has taken the positive initiatives to ensure the quality culture in the institution.

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 (IQAC) set up the norms to improve the parameters of teaching learning process and learning outcomes throughout the session. Different strategies and methodologies are taken into practice to operate the activities in a qualitative manner. The improvement has been vivid in the current academic year as follows:-

1. The teaching faculty started using the ICT tools and teaching methodologies to make the teaching learning more innovative and effective as well as student centric.
2. The transformation of information from one department to another has been done through the emails and the college whats app group.
3. The Examination was done on the Google form and the feedback from the students, parents and alumni was also obtained on the Google form.
4. The students were educated to prepare the assignments , ppts, on the online platform and the literary competitions were held in the seminar hall during the Tech Fest event organised by Department of Computer Science and Application.
5. The Library is partially automated with one browsing centre.
6. Students were given the tips and techniques to develop their soft skills and a complete set up is provided by IQZC to cionduct the mock interviews of the students.
7. Placement cell of the college has started the orientation classes to prepare them for interview prepration for the varios companies as well as they were accustomed with the technicality of interviews and their body language.

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)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is imparting quality education to the girl students in the various program outcomes. As manifested in the mission and vision of the College, the institution committed to the overall development of the students getting education in this temple of learning. At the commencement of the academic session, the academic calendar is prepared by the advisory committee of IQAC. Apart from the Seminars and Extension Lectures on gender equality organized by the departments and the Clubs and societies, the College has initiated some important measures in the direction of gender equity. The Fashion Designing Department, Computer Department and English Department provide the Skill Training in their respective fields. The summer camp and Workshop is organized in the month of June to impart the skills of "Earning while Learning". The girl students from other schools and colleges also join this workshop in the chosen subject. This skill makes them to stand on their feet and get the recognition in the patriarchal society. Moreover the rallies on Beti BAcaho Beti Padao, Save Girl Child, Women Safety are flagged off with the collaboration of CDPO

Baba Bakala.The Fashion Designning Department of the College organises Fashion Show in the College Campus to celebrate the International Women's Day.

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

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

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

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

The College doesnot carry on these faciities in the College campus but it is the agenda in the coming years the solida dn liquid waste management facility to be done with.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting	D. Any 1 of the above

Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

D. Any 1 of the above

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

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	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 college caters to the inclusive environment with diversity in terms of culture, region, linguistic, communal, socioeconomic and other aspects through various Co-curricular activities. All category of students are taken care to maintain social harmony by promoting various activities related to them. Adhering to cultural

and regional diversities, Poshan-Maah is celebrated in the college where students present cuisines from various parts of India. On the occasion of Women Day, Fashion Show is organized where students present themselves wearing attires from different parts of the country. While adhering to the communal and socio economic aspect, the students of NSS, NCC and Red Ribbon Club perform various outreach activities in the surrounding areas to strengthen social bondage with service to the community. In order to inculcate the feelings of peace and harmony, students are encouraged to participate in various spiritual activities like Ardas Diwas and celebration of various Gurpurabs. The literary club of the college conducts various seminars and other events to enhance the linguistic capabilities of the 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

The students, teachers, administrators and other staff are always aware of their responsibility towards society. The NCC, NSS and Red Ribbon Club conduct programs in this regard. The code of conduct is displayed on the website and prospectus. Regular discussions about constitutional obligations, various seminars,lectures and workshops are organized to sensitize the students. Moral education exams and divinity exams are conducted every year. Oath taking ceremonies on Swachh Bharat Abhiyaan, Sadbhaavna DivasNational Unity Day Voters Day etc. are arranged to inculcate the value of fraternity,equality and peace among students.The college organizes professional ethics programs for students, teachers, administrators and other staff. Various seminars and events are conducted to aware the students about their legal rights and duties as citizens of the nation.Extension activities are carried out in the neighbourhood community, sensitizing students towards burning social issues, as it relates to responsibility as Indian citizen. The college has adopted a village- Wadala, where Swachchta Abhiyan- Cleanliness Drive and Tree plantation drives have been conducted.

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

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	**A. All of the above**

File Description	Documents
Code of ethics policy document	<u>View File</u>
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	<u>View File</u>
Any other relevant information	<u>View File</u>

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

The college is committed to sensitize the students to the spirit of Patriotism and National Integrity apart from the Academics. The events on the given theme are held and celebrated in the College campus as per the schedule. The National days such as National Unity Day, National Voters Day, Sadbhawana Diwas, No Tobacco Day, Anti-Terrorism Day, , National Youth Day, Aids Day, Constitution Day, Anti-Corruption Day, Integration Day, Communal Harmony Day, Republic Day, Independence Day, Health Awareness Day and International Days such as International Women Day, International

Yoga Day, World Population Day, World Environment Day. The College celebrates National festivals such as Teej Festival, Diwali and Lohri festival. The College commemorates Shaheed Darshan Singh Pheruman and Jathedar Sohan Singh Jalalusman by celebrating their Barsi on 27 October and 13 November resp. as the commemorative days. These mentioned events are celebrated throughout the year in which students and faculty members took zealous participation. These events put great impact to the personalities of the beneficiaries and rejuvenate their spirit.

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	View File
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 College is committedto the overall development of the students and to cater the need of the students the supportive management, versatile Principal and dedicated faculty are working round the clock. The reverential ideology of the College is to make the students self reliant,self confident and self dependent as manifested in the mission and vision of the College. The first best practice is that the College sensitizes rhe students to the burning issue related to environment .The NSS,NCC ,Red Ribbon Club,and Ek Bharat Shrashth Bharat undertake the outreach activity Tree Plantation.The students under the banner of these units plant Saplings in the neighbouhood area and the adopted villages in the area of 5 to 10 KM.and look after them.The issues like subtle burning is the great threat to the environment,therfore the College spread the Awareness regarding this grave concern.Thus the College is contributing a lot in making the environment green and clean.The second best practise is to provide the financial help to the poor students and make the higher education accessible to them in the college campus.Fee concession,poverty concession,stipends, meritorious scholarship incentives are given to the youth festival participants.The sports students are given free ship and free lodging in the college hostel.Books are given from thel book bank

of the library for the whole session.These are the best practices of the College and its Contribution to the society.

File Description	Documents
Best practices in the Institutional website	http://www.sdspmcollege.org/about/practice-2021-2022.htm
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

Creating awareness about environment

The College has been playing vital role not only in the Educational field but also it is playing important role in the perspective of environment. Now a days education has to play multi-dimensional role in the nations development. In alignment with the vision and mission of the College to make a difference in society the college organizes various environment related activities within the campus and outside also. The NSS department of the College along with Red Ribbon Club arranges various tree plantation campaigns. A number of trees have been planted in the adopted village Wadala. A herbal garden has been established in the College campus which contains 35 different Herbal plants having medicinal values. These plants are looked after the students themselves. Thus environment related activities help students to become sensitive towards their surroundings.

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

7.3.2 - Plan of action for the next academic year

1) The pace of Admission will be accelerated in the new normal age.

2) Genuine financial assistance will be provided to the needy students in terms of fee concession, poverty concession etc.

3) The meritorious students will be given the stipends and the meritorious scholarships.

4) The sports students will be given the freeship as per their performance at the State and National Level.

5) The Youth Festival participants will be given the incentives.

6) Student support services will be enhanced.

7) Innovative teaching learning by using ICT tools.

8) Celebration on National / International and festival Days to sensitize the students with the spirit of National Integration.

9) Outreach activities by NSS, NCC and Red Ribbon to inculcate the quality of leadership and community service.

10) Departmental Lectures and Seminars by the eminent scholars from the various Universities and Colleges.

11) The jute bags will be distributed among the people in the neighbourhood under the banner of Say No to Plastic Use.

12) The NSS and NCC units will be suggested to plant the saplings on the road side.

13) The pots with Green Plant saplings will be presented to the distinguised guests to greet them on the various functionsinthe College campus.

14) The College will make plans to sensitize the students and the people in the neighbourhood to keep the environment neat and clean. The environmental promotioanl activitties will be conducted to make the environment green and the earth -a planet to live on.