



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Swami Ganga Giri Janta Girls College
• Name of the Head of the institution	Dr.(Mrs.) Rajni Bala
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01624265558
• Mobile no	9463548824
• Registered e-mail	sggjcraikot@yahoo.co.in
• Alternate e-mail	dr.gargrajni@gmail.com
• Address	SH-13, Raikot-Ludhiana Road
• City/Town	Raikot
• State/UT	Punjab
• Pin Code	141109
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Semi-Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Panjab University, Chandigarh				
• Name of the IQAC Coordinator	Mrs. shilpa Goyal				
• Phone No.	8146711567				
• Alternate phone No.	01624264018				
• Mobile	9463548824				
• IQAC e-mail address	iqacsggraikot@gmail.com				
• Alternate Email address	sggjcraikot@yahoo.co.in				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://sggjpgirlscollege.com/assets/NAAC/aqar/aqar.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://sggjpgirlscollege.com/assets/uploads/academic1671615324annual_calendar_2021-22.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.07	2016	02/12/2016	01/12/2021
6. Date of Establishment of IQAC			17/05/2017		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. All the faculty members and students are encouraged to attend seminars, workshops, conferences etc. and to get their paper published in renowned journals. Due to the encouragement one teacher get their paper published in UGC notified Journals.	
2. Students are encouraged to visit library regularly. Wth this motive library period has been assigned in the time tables.	
3. All the students are encouraged to participate in co-curricular activities. With this encouragement 85 students of the college participated in Zonal and Inter Zonal Youth Festival ,2021-22.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
1. Safety of students and staff	1. Double dose of COVID vaccination was made mandatory for all.
2. Enhancement of the enrollment of students	2. Admission Committee, for the admission of 2022-23 has been established in advance. This committee will ponder regarding the admissions of 2022-23.
13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	17/01/2023

15. Multidisciplinary / interdisciplinary

Multidisciplinary approach in education is a new method which allows the students explore and study distinct subjects or curriculum from various fields. In our college students from different streams can opt for the courses of fashion designing and cosmetology. More over students of arts can also opt subjects of insurance management and computer science.

Inter disciplinary teaching helps advance critical thinking cognitive development .it is brain based skills and mental process that are needed to carry out tasks. In our college students of arts or computer science can take the course of "Tally" which is totally based on accounts relating to commerce stream. Interdisciplinary studies draws knowledge from several fields like fashion designing, physical education, economics , accounting etc.

16. Academic bank of credits (ABC):

As per new education policy, 2020, ABC is mandatory for every educational institute. ABC is a digital store house that contain the information of the credits earned by individual students throughout there learning journey , It is established by UGC. Our college has not taken the registration of ABC for the session 2021-22. It is only on the basis of fact that our university is not covered under such provision.

17. Skill development:

Skill development can be basically defined as the process of identifying a person's skills. With the co operation of "Jagat Guru Nanak Dev Open University " Patiala our collge has started following three skill development programs:

1. Certificate Course in Computer Aided Accounting (6 months)
2. Certificate Course in Information Technology-enabled Services (6 months)
3. Certificate Course in Fashion Designing (6 months)

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

As per the new education policy, knowledge of India will include knowledge from ancient India and modern India. In a clear sense of India's future aspirations concerning education, health environment etc. These elements is incorporated accurately and scientifically throughout the college curriculum wherever relevant. In particular, the Indian knowledge system, including tribal knowledge and traditional way of learning is covered and included in mathematics, philosophy, yoga, sports & games as well as in governance. Every academic year begins and concludes with Havan ceremony, which imparts Vedic knowledge to students.

Assembly is conducted periodically to celebrate religious festivals and to make students aware of their relevance. To promote understanding and belongingness to each other and to their roots lingual differences are eliminated by using common native language i.e. Hindi & Punjabi. Our college departments of history, mathematics, economics, physical education, music vocal & instruments and Computer Department take necessary steps to provide knowledge of Indian traditions and stories of our culture. Our college is not affiliated for online education, therefore, this knowledge is shared by off-line mode.

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

The outcome-based education world is a system where all the parts and aspects of education focused on the outcome of the course. The students take up courses with a certain goal to develop skills or to gain Knowledge and they have to complete the goal by end of the course. In our college computer labs have been maintained in which skill oriented courses are practically taught to the students.

These courses are:-

Accounting & Taxation

other labs of our colleges are:- Cosmetology and Fashion Designing lab fully equipped

Practical training is given to students of various streams so that they can get their jobs in future. Moreover, the industrial visit is also done by the college. College also provides an opportunity for

faculty members to attend seminars and conferences to improve their skills.

20.Distance education/online education:

As per new guidelines of UGC and of the New Education Policy approval of UGC is required for distance education or online education to various colleges or universities. Our college is not registered under the scheme, therefore, distance education is not provided.

Extended Profile

1.Programme

1.1	286
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	199
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	760
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	59
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	29
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	0
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	33
4.2 Total expenditure excluding salary during the year (INR in lakhs)	43.95
4.3 Total number of computers on campus for academic purposes	59

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 college takes utmost care of the curriculum delivery as the most vital curricular aspect. The college follows the syllabus prescribed by Panjab University Chandigarh. The college ensures curriculum delivery through a well planned and structured manner.

- The college follows the Academic calendar issued by the University and executes it rigorously.
- The Principal monitors the effective implementation of the

Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty.

- The college frames a Time Table committee consisting of HODs of all the departments and this committee frames a well planned consolidated time table for all the departments.
- The Heads of Departments conduct the meetings with the faculty of their concerned department to distribute workload and allot subjects. They altogether plan the activities of their department to be conducted in that session.
- Time table framed by the time table committee ensure the optimum utilization of classrooms and laboratories for theory and practical classes.
- The students are well prepared through class tests, Group discussions and Presentations before the final University examinations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

With the commencement of the session, A college level academic calendar is prepared by all the HoDs in consultation with the principal of the college. This calendar goes parallel to the university Calendar and contains all the key dates like admission dates, commencement of teaching, practical examination dates, final examination dates etc. Subsequently, this calendar is uploaded on the College website. Following it, every HoD prepares a department level academic calendar in consultation with faculty of the department. During the session the Principal ensures the adherence to the Calendar. When we talk about CIE, The college evaluates the academic performance of the students on a regular basis. The teachers are authorized to conduct planned and surprise class tests in their respective classes. Tests are taken in any prescribed form (Oral/written). Students are asked to prepare presentations on

subject topics. Group discussions are planned in the class to evaluate the level of performance of the students. Course wise assignments are taken from the students. On half completion of the semester, unit tests are conducted to enhance their ability to perform well in the final examinations. Special attention is given to those students, who are considered academically poor.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sggjgirlscollege.com/assets/uploads/academic1671615324annual_calendar_2021-22.pdf

1.1.3 - Teachers of the Institution participate in D. Any 1 of the above 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

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

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

27

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Professional Ethics: The professional courses M.Com, M.Sc(IT) deal with professional ethics. Various activities are planned by these departments in the classrooms and outside the classroom as well.

Gender Issues: The college has Women Grievance Redressal Cell, Anti Ragging Cell, Gender Equity Cell to tackle the gender issues and

maintain gender equity. The college campus is secured with CCTV.

Human Values: College celebrates days of National and International importance as Women's day, Mother's day, Mother tongue day, Constitution day, Teacher`s day, Human Rights Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values among students.

Environment and Sustainability: Panjab University has made exam of 'Environment, Road Safety, education, violence against Women/children and drug abuse' mandatory for first year UG students. University has made it as integral part of UG curriculum to make students aware of the environment. Eco Club of the college also takes charge to disseminate environmental awareness.

File Description	Documents
Any additional information	View File
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

5

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

14

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	http://sggjgirlscollege.com/student-satisfaction-survey/8-1
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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sggjgirlscollege.com/student-satisfaction-survey/8-1

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

199

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**

109

File Description	Documents
Any additional information	View File
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

In the beginning of the session, after admission process, subject teacher, along with Head of Department, identify the slow learners and advance learners. Each teacher assesses each student on the basis of various methods that includes attendance record, oral test, quick reply of query session, judgement in group discussion session, knowledge of subject. The attendance and test marks are tracked regularly for tracking student's progress. On that basis, advanced learners are constantly encouraged for participation in various curricular and co-curricular activities. Slow learners are monitored by their subject teachers from time to time to make them educated enough to compete in this competitive era.

File Description	Documents
Paste link for additional information	NIL
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
199	29

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 practices student centric methods to enhance their learning ability using various methods like seminars, mini projects, presentations on various events etc. For experimental learning, students are allowed to conduct coding or programming in computer laboratories and generate results on the basis of problems. Mini project, based on particular subject, for final year students of BCA, PGDCA, MSc.(IT) and first year students of MCOM helps in imparting the technical and professional skills to the students. They are encouraged to do the internship in industries. For participative learning, students are motivated or encouraged to participate in quiz competitions, inter class competitions, group discussions etc. College students have different kinds of problems that can be related to their physical health, mental health, any academic issue, any family problem, problems of adolescent age etc. An environment is created in the college through assembly and tutorials that provides an open mindset to students in which students are free to discuss any kind of problem with their mentor. Discussion of problems with friends also teaches them how to overcome a problem.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

The classrooms and labs are ICT enabled with projectors installed and the campus is enabled with wifi facility with speed of

20mbps..The faculty uses various ICT enabled tools to enhance the quality of teaching-learning. In the odd semester, teaching remained continue in online mode. Here, every faculty member of college used various platforms like Google Meet, Zoom, Webex etc. for teaching learning process. In the even semester, teaching switched to offline mode. The faculty members of the college combined technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) to support and enhance the delivery of lectures. The methodolgy used for teaching learning is PowerPoint presentations, Video lectures like Priksha Pe Charcha etc.

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

24

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

29

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

04

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

95

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.

College maintains very strict, impartial and transparent mechanism of internal assessment. On the basis of attendance, monthly tests

record, participation in all the activities i.e. curricular as well as co-curricular and internal examination record, students are assessed and the information regarding each and every student is displayed on the college and departmental notice board. The proper guidance is provided to the students to perform well in the examination as well as in life too.

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

College has an examination committee which comprises of the Principal, (Chief Supdt. Of Examination), Senior faculty and other teaching staff as members. It is constituted to deal with examination related grievances raised by students regarding examinations. First of all grievances are discussed with the members of examination committee and needful action against grievances is taken according to the situation. Any grievances like question paper (out of syllabus, repeated questions etc.) are discussed with subject teacher along with head of departments and suitable corrective measures are taken.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

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

The college is offering different opportunities to the students through its teaching and learning programmes so that the students should develop as an individual to contribute in the advancement of the society and humanity. Programme and course outcomes for all programmes are well stated to students at the beginning of the semester through orientation program. Programme and courses outcomes are displayed on college website as well college notice board and department notice board.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sggjpgirlscollege.com/assets/course-outcomes/course-outcomes1672129722program_and_course_OUTCOME.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.

Our college is affiliated to Panjab University, Chandigarh. The college follows the curriculum designed by affiliated University. The program outcomes, Program specific Outcomes and course Outcomes are shared with the students in the class room in the beginning of the semester and same is displayed on the departmental notice board. For the evaluation of attainment of the POs, PSOs and COs, college takes into consideration performance in monthly test, house test, overall class performance and the result of final examination. It is observed that passing percentage of students is increasing consistently.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sggjpgirlscollege.com/programs-outcomes

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

59

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	NIL

2.7 - Student Satisfaction Survey

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

<http://sggjgirlscollege.com/student-satisfaction-survey/8-1>

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)

Nil

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

NIL

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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 provides a conducive environment for promotion of innovation. All required facilities are provided and guidance is extended to the students. Students are encouraged to actively involve in the application of technology for the social and academic needs. Necessary support is provided for documentation, publication of research papers and also for obtaining patents.

Awareness meets, workshops and lectures on entrepreneurship were organized during the year. Students were provided opportunities to directly interact with outstanding entrepreneurs excelling in their fields. Students were encouraged to gain hands on experience and better industrial exposure.

One patent was got registered by one of our faculty member under the head " Procedures & Techniques of Artificial Intelligence for Marketing Planning & Forcasting".

One of our faculty member had participated as a resource person in national conference on the topic of 'Migration of Youth from India to Abroad', Date of conference was 31-03-2022. For the upgradation of knowledge college had given chance to our faculty member to attend NACC workshop at Kanya Maha Vidyalaya organized by IQAC as on 04-06-22.

Our Faculty member had attended one month orientation programme conducted by Guru Nanak Dev University, Amritsar, (UGC sponsored online faculty) Programme.

File Description	Documents
Upload any additional information	View File
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	View File
Any additional information	View File
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	View File

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

3

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	View File
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 college organizes a number of extension activities in neighbourhood community and to sensitize the students towards community needs. The students of our college actively participated in

social activities leading to their overall development. The college runs National Service Scheme, National Cadet Corps unit, Red Cross Society, ECO Club, Rotract Club, Red Ribbon club actively.

NSS unit regularly organizes various activities for the welfare of the society like seminar on 'Single Use Plastic', 'Waste Management', 'A Pledge on Rashtriya Ekta Diwas', Rally on National Unity Day, Seven day camp at village Gondwall, celebration of World Bicycle Day & World Environment Day.

The NCC unit of college runs under 3PB Girls Bn NCC, Ludhiana. The cadets of the NCC unit participated in various extension activities such as 'Fit India Freedom Run', 'Anti Drug Pledge', Cleanliness in villages, Rally against Stubble Burning, International Yoga Day. Other than NCC and NSS units, various departments of the college are conscious about their responsibility for shaping and making the students responsible citizens of the country. Awareness is given to the students through various programmes like celebration of Children Day, National Yoga Day, Constitution Day, National Voter Day etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

21

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

950

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Classroom: There are 32 classrooms fully-furnished, well ventilated, spacious lecture rooms for conducting theory classes. Each class room is furnished with and internet facility to adapt advanced teaching methods. Addition to this, Server Room, Language Lab, available for their particular purposes.

Laboratories: Institute has 9 laboratories (4 Computers Labs, 1 fashion Design Lab, 1 Cosmetology Lab, 2 Music lab and 1 language lab) to carry out the academic experiments.

Computing facilities: There 59 computers which exclude 1 server and 1 laptop. The entire computers area unit connected with local area network and net facility. Departments have personal computer for

departmental functions. The institute has 20 Mbps of internet. Seminar hall - A Seminar hall with projector and good audio visual facilities are provided. Seminar hall used for seminars, workshops and placement activities and its capacity of seating is 150.

Basic amenities on college premises include canteen, drinking water facility (R.O & water coolers), and first-aid, CCTV for security, fire safety and separate washrooms for male and female staff and students as well as for disabled persons. Generator with Capacity (100 kv) is available for uninterrupted power supply. Inverter facility also exists in library, staff room and office. Medical room for first aid, Gym, NCC and NSS Room are also available in the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sggjgirlscollege.com/infrastructure/Computer_Lab

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

The Institution has adequate physical facilities to conduct curricular, co-curricular and extra curricular activities efficiently.

Cultural- The institution has sufficient space to manage cultural functions. Indoor functions are celebrated in the seminar hall of the college comprising sitting capacity of 150 people.

Outdoor functions like Lohri, Teej etc are celebrated at open stage of the college ground. Functions of the music department are organized in the music lab of the college.

Sports- The college has sufficient spacious play ground to conduct various sports related activities. Fee Concession for outstanding performance is also provided to sportsmen. Beside it Annual Athletic meet is also organised every year in the college.sports committee has been constituted for the effective functioning of the sports department.

Indoor Games- Gymnasium is equipped with carom board, and modern equipments like Exercise Cycle, treadmill, Fitness Bench, Twister

Machine for exercising. Gymnasium can used by students free of cost.

Outdoor games- The Ground of institution is used for sporting activities like Throw Ball, Badminton. Basketball, Kabaddi, and Athletic etc.

Yoga- yoga activities are conducted in the institute on yoga day.

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.

33

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sgggirlscollege.com/infrastructure/Computer_Lab
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)

.28

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)

To perform all the library operations with efficiency and at reduced cost, our College Library has partially-automated library management software. All the activities like cataloguing, indexing, circulation and stock checking are done by the software. This software is user friendly. With just a few clicks, the user can search for books by title, author and subject and their availability on the shelves. Adding, removing and editing the database is a simple process. This software is an integral part of the library.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources D. Any 1 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)

.23210

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

14

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 institution has the periodical up gradation of the IT facilities. New IT infrastructure is created taking into consideration the requirement of the entire college. The institution has 25 MBPS speed internet connectivity through Wi-Fi with access points/ switches. For the maintenance of IT infrastructure, institution has appointed Lab Technician (S. Kuljit Singh) whose take care of it from time to time . Every Department has personal computers for departmental functions. There are 59 computers in working condition, one laptop, one server, one Wi-Fi, 12 Access points, 05 switches, 04 printers, 03 Scanners, 08 IR Boards and 32 CCTV cameras in the institution.

The institution Wi-Fi is available 24x7 and the speed of internet is 20 MBPS. The software of Academic and Office working is upgraded before their expiration.

Year

2021-22

Number of Computers (in Working Condition)

59

Laptop

01

Servers

1

IR Board

08

Wi-Fi/ Access Point/ Switches

1/12/05

Printers (in working condition)

04

SCANNERS

03

No. of CCTV cameras

32

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

4.3.2 - Number of Computers

59

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

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

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)

11.56

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 policy of the College is to fulfill and upgrade the infrastructural requirements as and when such need arises through different committees like Timetable Committee, Sale Purchase Committee, Library Committee, Examination Committee, Research Committee, and Internal Committee for Disabled Students,

Transportation Committee, and College Property Record Committee.

Procedure for maintenance of facilities: The maintenance of work is carried out by trained internal experts and by subcontractors from relevant external agencies. A full-time supervisor is appointed by the College to ensure cleanliness, hygiene, sanitation, water supply, electricity, security and to report the Principal of the institution about the current/ daily state of affair. The College has its own full-time electrician, sweepers and gardener. The College has appointed a Lab Technician to provide regular support services relating to computer hardware and software. The College also hires outsourced technician for the maintenance of computers, LAN, servers, printers, projectors, scanners, laptops, and bio-metric attendance system.

Procedure for utilization of facilities: The timetable committee evaluates the possibilities of rational and optimal use of the time and space available. Rooms of different sizes are allotted in accordance with the size of the classes. They make recommendations periodically about the best utilisation , remodeling or re-using of the existing space. Further, suggestions are made for the most efficient use of the time frame, keeping in mind the need to balance academics, co curricular and extra-curricular activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sgggirlscollege.com/assets/NAAC/agar_web_links/4.4.2.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

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

39

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

D. 1 of the above

File Description	Documents
Link to Institutional website	http://sggjgirlscollege.com/
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

0

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

0

File Description	Documents
Any additional information	View File
Number of students benefitted 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

C. Any 2 of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

01

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

7

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	View File
Any additional information	View File
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.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

For the overall development of the students, they are encouraged to take part in various competitions, activities, workshops, seminars etc. This gives them an opportunity for their intellectual development as well as to connect with the society.

Following are the various bodies at Institute Level

Central Association:-The college has a central association whose members are elected by the students through voting for one academic year. It consists of the members students of various clubs and class representatives. The central association members act as a mediator between college Principal and the students.All members are actively involved in all events or functions organized by the institute.

Red Ribbon Club:- Purpose of the club is to make the students aware against various social evils, national Health programme and youth activities.

Rotract Club:-It is an international organization to provide humanitarian services and peace around the world. RotractClub focuses on the development of students as leaders in their

communities and workplace.

Sports Club:-Every year Physical Education department composes Sports Club. Sports club suggests various sports activities for making the students physically and mentally fit. The Club member handles the responsibility of planning, organizing and implementation of various sports activities throughout the session.

Apart from these Students are also the active members of other units like NCC Unit, NSS Unit and Eco Club etc.

File Description	Documents
Paste link for additional information	http://sggjgirlscollege.com
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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 institute strongly has faith in creating and maintaining association with its representatives and has a functioning Alumni Association, which is altogether contributing towards the advancement of the Institution during the recent years. Institution

received Non-Financial Assistance and Commitment from its Alumni particularly as Alumni Interaction, promoting Institute's events and through Alumni meets.

The Alumni play an important role in the overall development of the Institute's students by the way of regular interaction and Alumni give insights to the students, over a span of time in various areas. They encourage the students with their success stories and various difficulties faced by them.

The Alumni also play a significant role in promoting the events of Institute, as they are effectively associated with it. They promote cultural events, Seminars and Workshops organized by Institute.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

Our college always strives to achieve excellence and fulfill the objectives as envisaged from its vision and mission.

Vision: Our college urges to have cathartic impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence.

Mission: Our College tries to maintain a high standard of integrity and performance leading to the achievement of academic and

our college mission is:

- To facilitate Young adult learners With opportunities to hone their ethics and leadership potential.
- To Sensitize learners towards inclusive social corner, human rights, gender corruption , social evils and environmental issues.
- To promote and inspire Indian tradition and Vedic culture through learned discoveries and awareness rising programs.
- To enlighten and to excel so that the effective learners are able to assume positive and fulfilling roles in nation building.

File Description	Documents
Paste link for additional information	http://sggjgirlscollege.com/About/vision_mission
Upload any additional information	View File

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

The governance and leadership of college is in accordance with the vision and mission of the institution and is visible in various institutional practices such as decentralisation and participation in institutional governance. Our college provide equal opportunities to all faculty and non faculty to participate in the functioning of the college. Success of the institution is the result of the combined efforts of all. Their involvement and corporation in devising and implementing decisionsfor academic and administrative affairs is sorted through various bodies and committees such as sports committee, prospectus committee, college magazine committee, youth activities committee etc.All the committees have been framed for the smooth functioning of the college activities.The college has framed a central association, comprising one class representative(elected democratically)from each class, presidents of various clubs, committees, NCC and NSS to empower the students. Periodic meetings of central association are held to get feedback and to know their viewpoint.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

overall development is the main strategic plan of the college which has been drafted to encompasses In itself various dimensions of the growth including academic excellence, capacity building, self reliance ,governance, infrastructure, sustainability etc.

Strategic plan of the college:

- Renovations to revive aging infrastructure.
- Timely completion of the curriculum is strictly monitored by the principal.
- Always encourage the faculty members for orientation, refresher courses, short term courses and to attend seminars, conferences and workshops.

Locate social and moral values, various clubs are built like NCC , NSS, red ribbon, eco club, rotract club etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	View File

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.

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.

Arya pratinidhi Sabha Jalandhar is the apex body under whose guidance our college functions . As a governing body our managing committee prepares strategies and policies which are implemented by the college principal with the help of various committees. Functions of key administrative positions are described as follows:

Functions of Governing body:

- Consider recommendations of the principal regarding

appointment of the adhoc staff.

- Selection and appointments
- Pass annual budget of the college.

Principal

- Provide guidance to all the employees for implementation of all the academic and related activities and monitor them.
- Initiate all the development activities, monitor the progress and report to the governing body.

Committees

- Every committee has well defined roles and functions at all levels.
- Incharge of the particular Committee look after the programmes and operations of that committee.

Head of the department

- Department HOD prepare departmental workload according to the syllabus or subjects.
- Monitor the departmental issues.

IQAC

- IQAC is responsible for fixing quality parameters for various academic and administrative activities.

Service rules policies and procedures

Service rules, policies and procedures are according to the Punjab university Chandigarh guidelines

<https://rti.puchd.ac.in/rti-handbook.pdf>

File Description	Documents
Paste link for additional information	https://rti.puchd.ac.in/rti-handbook.pdf
Link to Organogram of the institution webpage	<u>NIL</u>
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Various welfare facilities are provided by the college to teaching and non teaching staff like advance facility ,free transportation, casual and medical leave, permission for flexible hours ,vacational support to attend Conference, seminars and workshops etc.

File Description	Documents
Paste link for additional information	<u>NIL</u>
Upload any additional information	View File

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	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

4

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

Performance of teaching and non teaching is evaluated by the head of the institution on various parameters like character, habits, working abilities' teaching abilities, technical abilities, punctuality, relation with colleagues, superiors and students etc.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

Internal and external financial audit is conducted by the college regularly. The following two types of audit is conducted by the college.

Internal Audit: Internal audit is conducted by the i) deputy controller (finance and accounts), Internal Audit Sanstha (mall), Finance department, ludhiana.

ii) The chartered accountant of the institution audits the financial statement of the college annually.

External Audit: The Indian and Accounts department (Office and Accounts General (audit) Punjab, Chandigarh) conduct the external

audit after four years.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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)

1

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Mobilization of resources:

Resources are mobilised from the following ways:

1. Financial sources are mobilised by fees collected from students.
2. Donations are welcomed for giving awards to the students
3. philanthropist are fetched to generously donate the funds to the college.

Optimum utilisation of resources: Funds generated from above sources are totally used for the development of the college. Students with poor economic backgrounds are helped from these funds.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC constantly observing the quality in the college. Qualified teachers are recruited according to the requirements. For the growth of the faculty they are motivated to attend seminars and workshops. Various awareness programmes, rallies, activities are regularly conducted to create social awareness for the environment

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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 institution periodically reviewed the quality of the college. Admission of the student is the prime need of the college. Staff meetings are conducted regularly to discuss the strategies related to enhance the enrollment. All newly admitted students are made aware of the working system of the college through morning assembly. Appropriate teaching plan is prepared by the faculty members. Feedback from the student is taken individually by feedback committee. Performance of the students is also monitored through regular classes and interaction.

File Description	Documents
Paste link for additional information	http://sgggirlscollege.com/assets/uploads/academic1671615324annual_calendar_2021-22.pdf
Upload any additional information	View File

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	http://sggjgirlscollege.com/student-satisfaction-survey/8-1
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

Annual Gender Sensitization Action Plan: Gender Sensitization is critical as well as an essential issue. The institute organizes Gender awareness programs and events, at regular intervals in order to spread awareness, about gender inequality, cybercrime, sexual harassment, women empowerment, and techniques for self-defense. We practice to bring a positive change in the attitude and support equity among genders within the institute and in our outreach. In order to achieve the aforesaid aim, the following plan of action is prepared:

Facilities for women in campus include:

- Skill-oriented workshops and training programs are organized for students to make them competent, disciplined and self-reliant;
- 24*7 Security cameras are installed for safety and security personnel are appointed everywhere, in and around the campus;

- Gymnasium facility provided by the institute for fitness and healthy lifestyle;
- Separate common room for girls;
- Girls Hostel;
- Anti-ragging Committee to ensure women safety in college;
- Counselling and guidance to the students is provided periodically;
- International Women's day is celebrated every year;
- Different activities within the college with a view to create gender sensitization by Poster making, Plays, Paper Presentation, Debate etc.

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	View File
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

Our College has deep concern to protect environment through implementation through effective waste management practices . Students and staff members are made aware of the consequences of 'throw-away' life style and consciousness is raised among them to

generate less waste. Our supporting staff like peons, gardeners and sweepers help in segregation of waste. The institute has adopted an appropriate disposal mechanism and to maintain the college environment plastic free. Different color of bins are being used to segregate wet and dry waste. The solid waste which is usually the non-degradable waste, collected by local municipality for disposal. Waste like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to authorized vendors for its recycling. • College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp, email etc. to reduce paper wastage and reduce carbon dioxide emissions.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

File Description	Documents
Geo tagged photographs / videos of the facilities	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: B. Any 3 of the above

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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

E. None 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).

Our institute has its roots based on empathy and harmony towards its stakeholders. The college has always been at the forefront of sensitizing students to the cultural, regional, linguistic, communal, and socio-economic diversities of the state and the nation. To promote understanding & belongingness to each other, lingual differences are eliminated by using their common cultural language be it Punjabi, Hindi and English by the college.

Despite the diversity of class and caste in society, our college admits students from every set of the background without any discrimination. The college provides such an ambience, where students and staff members from all the backgrounds mix-up with each other and share the same platform in the class room, tutorials and in assemblies. The College has an unbiased selection criteria for participation in festivals, events such as Shabad, Kavishri, debate and in other performances as well. College organizes events where harmony is promoted like world heritage day in which they shared their meals with each other as a family.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The institution sincerely takes initiatives to sensitize students and staff members towards the values, fundamental Duties & Rights and responsibilities being a part of the society. The institution celebrates Independence Day and Republic Day and students also take part in the parade organized by the local administration. Institute focuses on installing a sense of responsibility in its students towards the Constitution through various efforts. College organized a lecture on Constitutional day to inculcate the awareness about the fundamental duties and fundamental rights.

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** D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

The college believes in celebrating events and festivals in the

college. It is an integral part of learning and building a strong cultural belief in students. The events and festivals organised at college are celebrated with great pomp and gaiety. Importance of national festivals and events preach them and remind them about our country's cultural heritage and history.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practices:

- **Plastic Free Campus:**Our College always had sustainable initiatives at the core of all activities, despite the relatively small campus. Our College campus has significant greenery covering all parts of the campus, something that is appreciated by all visitors. It is necessary to make the campus plastic free. Instructions are given at regular intervals to the students and employees to restrict the use of plastic in the campus. A lecture was organised on the topic "Plastic Free India" by MC Raikot Ms. Seema.
- **Addition of new courses:**College has started three new skill oriented courses named Certificate Course in Computer Aided Accounting, Certificate Course in Information Technology enabled Services, Certificate Course in Fashion Designing. Total 33 students got enrolled in these courses. 28 students got enrolled in Certificate Course in Computer Aided Accounting and 5 got enrolled in Certificate Course in Fashion Designing.

File Description	Documents
Best practices in the Institutional website	http://sggjgirlscollege.com/best-practice/8
Any other relevant information	<u>NIL</u>

7.3 - Institutional Distinctiveness

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

The vision of the college is to enrich the society through education and various activities. NSS and NCC units of the college do honest efforts to comply the vision of the college. NSS unit of the college organised a seven day camp in the village Gondwal from 16 March, 2022 to 22 March, 2022 with the theme of " Swachh Bharat and Jal Shakti Abhiyan". Throughout the camp multiple activities were organised each day such as Nukkad natak to aware about the environment issues, brooming within the village, best from waste to promote recycle, awareness rally regarding save water, Youth for Haryali to promote tree plantation, posters and slogan regarding girl child education and ended with the tribute to Shaheed Bhagat Singh ji. This camp proved to be a great success in achieving the aforesaid main idea of the camp to aware the marginalised section about such issues.

weblink:http://sggjgirlscollege.com/assets/NAAC/aqar_web_links/7.3.1.pdf

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 college takes utmost care of the curriculum delivery as the most vital curricular aspect. The college follows the syllabus prescribed by Panjab University Chandigarh. The college ensures curriculum delivery through a well planned and structured manner.

- The college follows the Academic calendar issued by the University and executes it rigorously.
- The Principal monitors the effective implementation of the Calendar through formal meetings with Heads of Departments and if necessary informal discussions with faculty.
- The college frames a Time Table committee consisting of HODs of all the departments and this committee frames a well planned consolidated time table for all the departments.
- The Heads of Departments conduct the meetings with the faculty of their concerned department to distribute workload and allot subjects. They altogether plan the activities of their department to be conducted in that session.
- Time table framed by the time table committee ensure the optimum utilization of classrooms and laboratories for theory and practical classes.
- The students are well prepared through class tests, Group discussions and Presentations before the final University examinations.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

With the commencement of the session, A college level academic calendar is prepared by all the HoDs in consultation with the principal of the college. This calendar goes parallel to the university Calendar and contains all the key dates like admission dates, commencement of teaching, practical examination dates, final examination dates etc. Subsequently, this calendar is uploaded on the College website. Following it, every HoD prepares a department level academic calendar in consultation with faculty of the department. During the session the Principal ensures the adherence to the Calendar. When we talk about CIE, The college evaluates the academic performance of the students on a regular basis. The teachers are authorized to conduct planned and surprise class tests in their respective classes. Tests are taken in any prescribed form (Oral/written). Students are asked to prepare presentations on subject topics. Group discussions are planned in the class to evaluate the level of performance of the students. Course wise assignments are taken from the students. On half completion of the semester, unit tests are conducted to enhance their ability to perform well in the final examinations. Special attention is given to those students, who are considered academically poor.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sgggirlscollege.com/assets/uploads/academic1671615324annual_calendar_2021-22.pdf

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.

D. Any 1 of the above

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

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

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

27

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Professional Ethics: The professional courses M.Com, M.Sc(IT) deal with professional ethics. Various activities are planned by these departments in the classrooms and outside the classroom as well.

Gender Issues: The college has Women Grievance Redressal Cell, Anti Ragging Cell, Gender Equity Cell to tackle the gender issues and maintain gender equity. The college campus is secured with CCTV.

Human Values: College celebrates days of National and International importance as Women's day, Mother's day, Mother tongue day, Constitution day, Teacher`s day, Human Rights Day, International Yoga Day etc. These celebrations nurture the moral, ethical and social values among students.

Environment and Sustainability: Panjab University has made exam of 'Environment, Road Safety, education, violence against Women/children and drug abuse' mandatory for first year UG students. University has made it as integral part of UG curriculum to make students aware of the environment. Eco Club of the college also takes charge to disseminate environmental awareness.

File Description	Documents
Any additional information	View File
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

5

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

14

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

D. Any 1 of the above

from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	http://sggjgirlscollege.com/student-satisfaction-survey/8-1
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	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sggjgirlscollege.com/student-satisfaction-survey/8-1
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	
199	
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	

109

File Description	Documents
Any additional information	View File
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

In the beginning of the session, after admission process, subject teacher, along with Head of Department, identify the slow learners and advance learners. Each teacher assesses each student on the basis of various methods that includes attendance record, oral test, quick reply of query session, judgement in group discussion session, knowledge of subject. The attendance and test marks are tracked regularly for tracking student's progress. On that basis, advanced learners are constantly encouraged for participation in various curricular and co-curricular activities. Slow learners are monitored by their subject teachers from time to time to make them educated enough to compete in this competitive era.

File Description	Documents
Paste link for additional information	NIL
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
199	29

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 practices student centric methods to enhance their learning ability using various methods like seminars, mini projects, presentations on various events etc. For experimental learning, students are allowed to conduct coding or programming in computer laboratories and generate results on the basis of problems. Mini project, based on particular subject, for final year students of BCA, PGDCA, MSc.(IT) and first year students of MCOM helps in imparting the technical and professional skills to the students. They are encouraged to do the internship in industries. For participative learning, students are motivated or encouraged to participate in quiz competitions, inter class competitions, group discussions etc. College students have different kinds of problems that can be related to their physical health, mental health, any academic issue, any family problem, problems of adolescent age etc. An environment is created in the college through assembly and tutorials that provides an open mindset to students in which students are free to discuss any kind of problem with their mentor. Discussion of problems with friends also teaches them how to overcome a problem.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

The classrooms and labs are ICT enabled with projectors installed and the campus is enabled with wifi facility with speed of 20mbps..The faculty uses various ICT enabled tools to enhance the quality of teaching-learning. In the odd semester, teaching remained continue in online mode. Here, every faculty member of college used various platforms like Google Meet, Zoom, Webex etc. for teaching learning process. In the even semester, teaching switched to offline mode. The faculty members of the college combined technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) to support and enhance the delivery of lectures. The methodology used for teaching learning is PowerPoint presentations, Video lectures like Priksha Pe Charcha etc.

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

24

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

29

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

04

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

95

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.

College maintains very strict, impartial and transparent mechanism of internal assessment. On the basis of attendance, monthly tests record, participation in all the activities i.e. curricular as well as co-curricular and internal examination record, students are assessed and the information regarding each and every student is displayed on the college and departmental notice board. The proper guidance is provided to the students to perform well in the examination as well as in life too.

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

College has an examination committee which comprises of the Principal, (Chief Supdt. Of Examination), Senior faculty and other teaching staff as members. It is constituted to deal with examination related grievances raised by students regarding examinations. First of all grievances are discussed with the members of examination committee and needful action against grievances is taken according to the situation. Any grievances like question paper (out of syllabus, repeated questions etc.) are discussed with subject teacher along with head of departments and suitable corrective measures are taken.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

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

The college is offering different opportunities to the students through its teaching and learning programmes so that the students should develop as an individual to contribute in the advancement of the society and humanity. Programme and course outcomes for all programmes are well stated to students at the beginning of the semester through orientation program. Programme and courses outcomes are displayed on college website as well college notice board and department notice board.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sgggirlscollege.com/assets/course-outcomes/course-outcomes1672129722program_and_course_OUTCOME.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.

Our college is affiliated to Panjab University, Chandigarh. The college follows the curriculum designed by affiliated University.

The program outcomes, Program specific Outcomes and course Outcomes are shared with the students in the class room in the beginning of the semester and same is displayed on the departmental notice board. For the evaluation of attainment of the POs, PSOs and COs, college takes into consideration performance in monthly test, house test, overall class performance and the result of final examination. It is observed that passing percentage of students is increasing consistently.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sggjgirlscollege.com/programs-outcomes

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

59

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	NIL

2.7 - Student Satisfaction Survey

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

<http://sggjgirlscollege.com/student-satisfaction-survey/8-1>

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)**Nil**

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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****NIL**

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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****NIL**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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 provides a conducive environment for promotion of innovation. All required facilities are provided and guidance is extended to the students. Students are encouraged to actively involve in the application of technology for the social and academic needs. Necessary support is provided for documentation, publication of research papers and also for obtaining patents.

Awareness meets, workshops and lectures on entrepreneurship were organized during the year. Students were provided opportunities to directly interact with outstanding entrepreneurs excelling in their fields. Students were encouraged to gain hands on experience and better industrial exposure.

One patent was got registered by one of our faculty member under the head " Procedures & Techniques of Artificial Intelligence for Marketing Planning & Forcasting".

One of our faculty member had participated as a resource person in national conference on the topic of 'Migration of Youth from India to Abroad', Date of conference was 31-03-2022. For the upgradation of knowledge college had given chance to our faculty member to attend NACC workshop at Kanya Maha Vidyalaya organized by IQAC as on 04-06-22.

Our Faculty member had attended one month orientation programme conducted by Guru Nanak Dev University, Amritsar, (UGC sponsored online faculty) Programme.

File Description	Documents
Upload any additional information	View File
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	View File
Any additional information	View File
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	View File

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

3

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	View File
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 college organizes a number of extension activities in neighbourhood community and to sensitize the students towards community needs. The students of our college actively participated in social activities leading to their overall development. The college runs National Service Scheme, National Cadet Corps unit, Red Cross Society, ECO Club, Rotract Club, Red Ribbon club actively.

NSS unit regularly organizes various activities for the welfare of the society like seminar on 'Single Use Plastic', 'Waste Management', 'A Pledge on Rashtriya Ekta Diwas', Rally on National Unity Day, Seven day camp at village Gondwall, celebration of World Bicycle Day & World Environment Day.

The NCC unit of college runs under 3PB Girls Bn NCC, Ludhiana. The cadets of the NCC unit participated in various extension activities such as 'Fit India Freedom Run', 'Anti Drug Pledge', Cleanliness in villages, Rally against Stubble Burning, International Yoga Day. Other than NCC and NSS units, various departments of the college are conscious about their responsibility for shaping and making the students responsible citizens of the country. Awareness is given to the students through various programmes like celebration of Children Day, National Yoga Day, Constitution Day, National Voter Day etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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**

21

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**

950

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Classroom: There are 32 classrooms fully-furnished, well ventilated, spacious lecture rooms for conducting theory classes. Each class room is furnished with and internet facility to adapt advanced teaching methods. Addition to this, Server Room, Language Lab, available for their particular purposes.

Laboratories: Institute has 9 laboratories (4 Computers Labs, 1 fashion Design Lab, 1 Cosmetology Lab, 2 Music lab and 1 language lab) to carry out the academic experiments.

Computing facilities: There 59 computers which exclude 1 server and 1 laptop. The entire computers area unit connected with local area network and net facility. Departments have personal computer for departmental functions. The institute has 20 Mbps of internet. Seminar hall - A Seminar hall with projector and good audio visual facilities are provided. Seminar hall used for seminars, workshops and placement activities and its capacity of seating is 150.

Basic amenities on college premises include canteen, drinking water facility (R.O & water coolers), and first-aid, CCTV for security, fire safety and separate washrooms for male and female staff and students as well as for disabled persons. Generator with Capacity (100 kv) is available for uninterrupted power supply. Inverter facility also exists in library, staff room and office. Medical room for first aid, Gym, NCC and NSS Room are also available in the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sggjgirlscollege.com/infrastructure/Computer Lab

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

The Institution has adequate physical facilities to conduct

curricular, co-curricular and extra curricular activities efficiently.

Cultural- The institution has sufficient space to manage cultural functions. Indoor functions are celebrated in the seminar hall of the college comprising sitting capacity of 150 people.

Outdoor functions like Lohri, Teej etc are celebrated at open stage of the college ground. Functions of the music department are organized in the music lab of the college.

Sports- The college has sufficient spacious play ground to conduct various sports related activities. Fee Concession for outstanding performance is also provided to sportsmen. Beside it Annual Athletic meet is also organised every year in the college.sports committee has been constituted for the effective functioning of the sports department.

Indoor Games- Gymnasium is equipped with carom board, and modern equipments like Exercise Cycle, treadmill, Fitness Bench, Twister Machine for exercising. Gymnasium can used by students free of cost.

Outdoor games- The Ground of institution is used for sporting activities like Throw Ball, Badminton. Basketball, Kabaddi, and Athletic etc.

Yoga- yoga activities are conducted in the institute on yoga day.

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.

33

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sgggirlscollege.com/infrastructure/Computer_Lab
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)

.28

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)

To perform all the library operations with efficiency and at reduced cost, our College Library has partially-automated library management software. All the activities like cataloguing, indexing, circulation and stock checking are done by the software. This software is user friendly. With just a few clicks, the user can search for books by title, author and subject and their availability on the shelves. Adding, removing and editing the database is a simple process. This software is an integral part of the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 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)	
. 23210	
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	
14	

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 institution has the periodical up gradation of the IT facilities. New IT infrastructure is created taking into consideration the requirement of the entire college. The institution has 25 MBPS speed internet connectivity through Wi-Fi with access points/ switches. For the maintenance of IT infrastructure, institution has appointed Lab Technician (S. Kuljit Singh) whose take care of it from time to time . Every Department has personal computers for departmental functions. There are 59 computers in working condition, one laptop, one server, one Wi-Fi, 12 Access points, 05 switches, 04 printers, 03 Scanners, 08 IR Boards and 32 CCTV cameras in the institution.

The institution Wi-Fi is available 24x7 and the speed of internet is 20 MBPS. The software of Academic and Office working is upgraded before their expiration.

Year

2021-22

Number of Computers (in Working Condition)

59

Laptop

01

Servers

1

IR Board

08

Wi-Fi/ Access Point/ Switches

1/12/05

Printers (in working condition)

04

SCANNERS

03

No. of CCTV cameras

32

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

4.3.2 - Number of Computers

59

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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)**

11.56

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 policy of the College is to fulfill and upgrade the infrastructural requirements as and when such need arises through different committees like Timetable Committee, Sale Purchase Committee, Library Committee, Examination Committee, Research Committee, and Internal Committee for Disabled Students, Transportation Committee, and College Property Record Committee.

Procedure for maintenance of facilities: The maintenance of work is carried out by trained internal experts and by subcontractors from relevant external agencies. A full-time supervisor is appointed by the College to ensure cleanliness, hygiene, sanitation, water supply, electricity, security and to report the Principal of the institution about the current/ daily state of affair. The College has its own full-time electrician, sweepers and gardener. The College has appointed a Lab Technician to provide regular support services relating to computer hardware and software. The College also hires outsourced technician for the maintenance of computers, LAN, servers, printers, projectors, scanners, laptops, and bio-metric attendance system.

Procedure for utilization of facilities: The timetable committee evaluates the possibilities of rational and optimal use of the time and space available. Rooms of different sizes are allotted in accordance with the size of the classes. They make recommendations periodically about the best utilisation ,

remodeling or re-using of the existing space. Further, suggestions are made for the most efficient use of the time frame, keeping in mind the need to balance academics, co curricular and extra-curricular activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sgggirlscollege.com/assets/NAAC/aqar_web_links/4.4.2.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

44

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

39

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	D. 1 of the above
File Description	Documents
Link to Institutional website	http://sggjgirlscollege.com/
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	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	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	C. Any 2 of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

01

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

7

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	View File
Any additional information	View File
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.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

For the overall development of the students, they are encouraged to take part in various competitions, activities, workshops, seminars etc. This gives them an opportunity for their intellectual development as well as to connect with the society.

Following are the various bodies at Institute Level

Central Association:-The college has a central association whose members are elected by the students through voting for one academic year. It consists of the members students of various clubs and class representatives. The central association members act as a mediator between college Principal and the students. All members are actively involved in all events or functions organized by the institute.

Red Ribbon Club:- Purpose of the club is to make the students aware against various social evils, national Health programme and youth activities.

Rotract Club:-It is an international organization to provide humanitarian services and peace around the world. RotractClub focuses on the development of students as leaders in their communities and workplace.

Sports Club:-Every year Physical Education department composes Sports Club. Sports club suggests various sports activities for making the students physically and mentally fit. The Club member handles the responsibility of planning, organizing and implementation of various sports activities throughout the session.

Apart from these Students are also the active members of other units like NCC Unit, NSS Unit and Eco Club etc.

File Description	Documents
Paste link for additional information	http://sgggirlscollege.com
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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 institute strongly has faith in creating and maintaining association with its representatives and has a functioning Alumni Association, which is altogether contributing towards the advancement of the Institution during the recent years. Institution received Non-Financial Assistance and Commitment from its Alumni particularly as Alumni Interaction, promoting Institute's events and through Alumni meets.

The Alumni play an important role in the overall development of the Institute's students by the way of regular interaction and Alumni give insights to the students, over a span of time in various areas. They encourage the students with their success

stories and various difficulties faced by them.

The Alumni also play a significant role in promoting the events of Institute, as they are effectively associated with it. They promote cultural events, Seminars and Workshops organized by Institute.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

Our college always strives to achieve excellence and fulfill the objectives as envisaged from its vision and mission.

Vision: Our college urges to have cathartic impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence.

Mission: Our College tries to maintain a high standard of integrity and performance leading to the achievement of academic and

our college mission is:

- To facilitate Young adult learners With opportunities to hone their ethics and leadership potential.
- To Sensitize learners towards inclusive social corner, human rights, gender corruption , social evils and environmental issues.
- To promote and inspire Indian tradition and Vedic culture

through learned discoveries and awareness rising programs.

- To enlighten and to excel so that the effective learners are able to assume positive and fulfilling roles in nation building.

File Description	Documents
Paste link for additional information	http://sggjgirlscollege.com/About/vision_mission
Upload any additional information	View File

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

The governance and leadership of college is in accordance with the vision and mission of the institution and is visible in various institutional practices such as decentralisation and participation in institutional governance. Our college provide equal opportunities to all faculty and non faculty to participate in the functioning of the college. Success of the institution is the result of the combined efforts of all. Their involvement and corporation in devising and implementing decisionsfor academic and administrative affairs is sorted through various bodies and committees such as sports committee, prospectus committee, college magazine committee, youth activities committee etc.All the committees have been framed for the smooth functioning of the college activities.The college has framed a central association, comprising one class representative(elected democratically)from each class, presidents of various clubs, committees, NCC and NSS to empower the students. Periodic meetings of central association are held to get feedback and to know their viewpoint.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

overall development is the main strategic plan of the college which has been drafted to encompasses In itself various

dimensions of the growth including academic excellence, capacity building, self reliance ,governance, infrastructure, sustainability etc.

Strategic plan of the college:

- Renovations to revive aging infrastructure.
- Timely completion of the curriculum is strictly monitored by the principal.
- Always encourage the faculty members for orientation, refresher courses, short term courses and to attend seminars, conferences and workshops.

Locate social and moral values, various clubs are built like NCC , NSS, red ribbon, eco club, rotract club etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	View File

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.

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.

Arya pratinidhi Sabha Jalandhar is the apex body under whose guidance our college functions . As a governing body our managing committee prepares strategies and policies which are implemented by the college principal with the help of various committees. Functions of key administrative positions are described as follows:

Functions of Governing body:

- Consider recommendations of the principal regarding appointment of the adhoc staff.
- Selection and appointments
- Pass annual budget of the college.

Principal

- Provide guidance to all the employees for implementation of all the academic and related activities and monitor them.
- Initiate all the development activities, monitor the progress and report to the governing body.

Committees

- Every committee has well defined roles and functions at all levels.
- Incharge of the particular Committee look after the programmes and operations of that committee.

Head of the department

- Department HOD prepare departmental workload according to the syllabus or subjects.
- Monitor the departmental issues.

IQAC

- IQAC is responsible for fixing quality parameters for various academic and administrative activities.

Service rules policies and procedures

Service rules, policies and procedures are according to the Punjab university Chandigarh guidelines

<https://rti.puchd.ac.in/rti-handbook.pdf>

File Description	Documents
Paste link for additional information	https://rti.puchd.ac.in/rti-handbook.pdf
Link to Organogram of the institution webpage	NIL
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance

B. Any 3 of the above

and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Various welfare facilities are provided by the college to teaching and non teaching staff like advance facility ,free transportation, casual and medical leave, permission for flexible hours ,vacational support to attend Conference, seminars and workshops etc.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	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**

4

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

Performance of teaching and non teaching is evaluated by the head of the institution on various parameters like character, habits, working abilities' teaching abilities, technical abilities, punctuality, relation with colleagues, superiors and students etc.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

Internal and external financial audit is conducted by the college regularly. The following two types of audit is conducted by the college.

Internal Audit: Internal audit is conducted by the i) deputy controller (finance and accounts), Internal Audit Sanstha (mall), Finance department, ludhiana.

ii) The chartered accountant of the institution audits the financial statement of the college annually.

External Audit: The Indian and Accounts department (Office and Accounts General (audit) Punjab, Chandigarh) conduct the external audit after four years.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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)

1

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Mobilization of resources:

Resources are mobilised from the following ways:

1. Financial sources are mobilised by fees collected from students.
2. Donations are welcomed for giving awards to the students
3. philanthropist are fetched to generously donate the funds to the college.

Optimum utilisation of resources: Funds generated from above sources are totally used for the development of the college. Students with poor economic backgrounds are helped from these funds.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC constantly observing the quality in the college. Qualified teachers are recruited according to the requirements. For the growth of the faculty they are motivated to attend seminars and workshops. Various awareness programmes, rallies, activities are regularly conducted to create social awareness for the environment

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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 institution periodically reviewed the quality of the college. Admission of the student is the prime need of the college. Staff meetings are conducted regularly to discuss the strategies related to enhance the enrollment. All newly admitted students are made aware of the working system of the college through morning assembly. Appropriate teaching plan is prepared by the faculty members. Feedback from the student is taken individually by feedback committee. Performance of the students is also monitored through regular classes and interaction.

File Description	Documents
Paste link for additional information	http://sggjgirlscollege.com/assets/uploads/academic1671615324annual_calendar_2021-22.pdf
Upload any additional information	View File

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	http://sggjgirlscollege.com/student-satisfaction-survey/8-1
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

Annual Gender Sensitization Action Plan: Gender Sensitization is critical as well as an essential issue. The institute organizes Gender awareness programs and events, at regular intervals in order to spread awareness, about gender inequality, cybercrime, sexual harassment, women empowerment, and techniques for self-defense. We practice to bring a positive change in the attitude and support equity among genders within the institute and in our

outreach. In order to achieve the aforesaid aim, the following plan of action is prepared:

Facilities for women in campus include:

- Skill-oriented workshops and training programs are organized for students to make them competent, disciplined and self-reliant;
- 24*7 Security cameras are installed for safety and security personnel are appointed everywhere, in and around the campus;
- Gymnasium facility provided by the institute for fitness and healthy lifestyle;
- Separate common room for girls;
- Girls Hostel;
- Anti-ragging Committee to ensure women safety in college;
- Counselling and guidance to the students is provided periodically;
- International Women's day is celebrated every year;
- Different activities within the college with a view to create gender sensitization by Poster making, Plays, Paper Presentation, Debate etc.

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	View File
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

Our College has deep concern to protect environment through implementation through effective waste management practices. Students and staff members are made aware of the consequences of 'throw-away' life style and consciousness is raised among them to generate less waste. Our supporting staff like peons, gardeners and sweepers help in segregation of waste. The institute has adopted an appropriate disposal mechanism and to maintain the college environment plastic free. Different color of bins are being used to segregate wet and dry waste. The solid waste which is usually the non-degradable waste, collected by local municipality for disposal. Waste like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to authorized vendors for its recycling. • College adopts almost paperless concept by digitization of office procedures through electronic means via WhatsApp, email etc. to reduce paper wastage and reduce carbon dioxide emissions.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	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**

B. Any 3 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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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

E. None 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).

Our institute has its roots based on empathy and harmony towards its stakeholders. The college has always been at the forefront of sensitizing students to the cultural, regional, linguistic, communal, and socio-economic diversities of the state and the nation. To promote understanding & belongingness to each other,

lingual differences are eliminated by using their common cultural language be it Punjabi, Hindi and English by the college.

Despite the diversity of class and caste in society, our college admits students from every set of the background without any discrimination. The college provides such an ambience, where students and staff members from all the backgrounds mix-up with each other and share the same platform in the class room, tutorials and in assemblies. The College has an unbiased selection criteria for participation in festivals, events such as Shabad, Kavishri, debate and in other performances as well. College organizes events where harmony is promoted like world heritage day in which they shared their meals with each other as a family.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The institution sincerely takes initiatives to sensitize students and staff members towards the values, fundamental Duties & Rights and responsibilities being a part of the society. The institution celebrates Independence Day and Republic Day and students also take part in the parade organized by the local administration. Institute focuses on installing a sense of responsibility in its students towards the Constitution through various efforts. College organized a lecture on Consitutional day to inculcate the awarenes about the fundamental duties and fundamental rights.

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 | **D. Any 1 of the above**

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

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

The college believes in celebrating events and festivals in the college. It is an integral part of learning and building a strong cultural belief in students. The events and festivals organised at college are celebrated with great pomp and gaiety. Importance of national festivals and events preach them and remind them about our country's cultural heritage and history.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practices:

- **Plastic Free Campus:**Our College always had sustainable initiatives at the core of all activities, despite the relatively small campus. Our College campus has significant greenery covering all parts of the campus, something that is appreciated by all visitors. It is necessary to make the campus plastic free. Instructions are given at regular intervals to the students and employees to restrict the use of plastic in the campus. A lecture was organised on the topic "Plastic Free India" by MC Raikot Ms. Seema.
- **Addition of new courses:**College has started three new skill oriented courses named Certificate Course in Computer Aided Accounting, Certificate Course in Information Technology enabled Services, Certificate Course in Fashion Designing. Total 33 students got enrolled int hese courses. 28 students got enrolled in Certificate Course in Computer Aided Accounting and 5 got enrolled in Certificate Course in Fashion Designing.

File Description	Documents
Best practices in the Institutional website	http://sggjgirlscollege.com/best-practice/8
Any other relevant information	<u>NIL</u>

7.3 - Institutional Distinctiveness

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

The vision of the college is to enrich the society through education and various activities. NSS and NCC units of the college do honest efforts to comply the vision of the college. NSS unit of the college organised a seven day camp in the village Gondwal from 16 March, 2022 to 22 March, 2022 with the theme of "Swachh Bharat and Jal Shakti Abhiyan". Throughout the camp multiple activities were organised each day such as Nukkad natak to aware about the environment issues, brooming within the village, best from waste to promote recycle, awareness rally

regarding save water, Youth for Haryali to promote tree plantation, posters and slogan regarding girl child education and ended with the tribute to Shaheed Bhagat Singh ji. This camp proved to be a great success in achieving the aforesaid main idea of the camp to aware the marginlised section about such issues.

weblink:http://sggjgirlscollege.com/assets/NAAC/aqar_web_links/7.3.1.pdf

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- **Importance of an Elder Care:** It is an irrefutable fact that with the impact of technology has made us less sensitive to emotions towards old people. Therefore our institute has decided to sensitize the students about the problems faced by the elderly and to make them aware about joy of serving and being with the elderly.
- **construction of stage:** For the enhancement of college and students, management planned to construct new stage in seminar hall as the student of college always participate in youth festival. so there is a need for advanced stage. Moreover, every week assembly is conducted in seminar hall. Therefore, it is decided that new stage with proper lights, projector and ventilation shall be constructed next year.