



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

Swami Ganga Giri Janta Girls  
College, Raikot

- 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 / Constitution Colleges
- 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. **01624264018**
- Alternate phone No. **01624264558**
- Mobile **8146711567**
- IQAC e-mail address **iqacsggraikot@gmail.com**
- Alternate e-mail address **sggjcraikot@yahoo.co.in**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

<http://sggjpgirlscollege.com/agar>

**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/academic1620026840CALENDER.pdf>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B</b>	<b>2.07</b>	<b>2016</b>	<b>02/12/2016</b>	<b>01/12/2021</b>

**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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**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 3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No**

- If yes, mention the amount

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

1.Orientation Program for the new students of the college was organised. 2. Various streams and societies running in the college prepared their academic calendar in the beginning of the session and implemented it. 3 Promoted social responsibility among students by adopting three villages - Bassian , Buraj Hari Singh and Gondwal. 4 Performance appraisal of faculty members and collection and evaluation of feedback. 5.Documentation of activities.

**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. Training of teachers to conduct online classes using e-platform like Zoom Cloud Meet, Google Meet, Google Classroom, Google Form etc.	1. All the teachers were given training for smooth conduct of online classes.
2. To maintain balance between Curricular and co-curricular activities during pandemic period.	2. Various online competitions and workshops were conducted along with teaching to keep balance between curricular and co-curricular activities during pandemic period.

**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**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Swami Ganga Giri Janta Girls College, Raikot
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• Designation	Principal
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• Location	Semi-Urban
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• Name of the IQAC Coordinator	Mrs. Shilpa Goyal

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• Alternate phone No.	01624264558				
• Mobile	8146711567				
• IQAC e-mail address	iqacsggraikot@gmail.com				
• Alternate e-mail address	sggjccraikot@yahoo.co.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://sggjgirlscollege.com/aqar">http://sggjgirlscollege.com/aqar</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://sggjgirlscollege.com/assets/uploads/academic1620026840CALENDER.pdf">http://sggjgirlscollege.com/assets/uploads/academic1620026840CALENDER.pdf</a>				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.07	2016	02/12/2016	01/12/2021
<b>6.Date of Establishment of IQAC</b>			17/05/2017		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>1.Orientation Program for the new students of the college was organised. 2. Various streams and societies running in the college prepared their academic calendar in the beginning of the session and implemented it. 3 Promoted social responsibility among students by adopting three villages - Bassian , Buraj Hari Singh and Gondwal. 4 Performance appraisal of faculty members and collection and evaluation of feedback. 5.Documentation of activities.</p>	
<b>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</b>	
Plan of Action	Achievements/Outcomes
<p>1. Training of teachers to conduct online classes using e-platform like Zoom Cloud Meet, Google Meet, Google Classroom, Google Form etc.</p>	<p>1. All the teachers were given training for smooth conduct of online classes.</p>
<p>2. To maintain balance between Curricular and co-curricular activities during pandemic period.</p>	<p>2. Various online competitions and workshops were conducted along with teaching to keep balance between curricular and co-curricular activities during pandemic period.</p>
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

**14.Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-2021	31/01/2022

**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 define 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 program.

**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 a clear sense of India's future aspirations concerning education, health environment et cetera. These elements will be incorporated accurately and scientifically throughout the college curriculum wherever relevant. In particular, the Indian knowledge system, including tribal knowledge and traditional way of learning will be covered and included in mathematics, philosophy, yoga, sports & games as well as in governance. Our college departments of history, mathematics, economics, physical education, and Computer Dept, 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 of developing skills or gaining Knowledge and they have to complete the goal by end of the course. In our college computer labs have been maintained in which job skill courses are practically taught to students. These courses are:-

Accounting & Taxation

other labs of our colleges are:-

- cosmetology lab fully equipped

-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:**

Distance education/ online learning is a form of education in which the main elements include the physical separation of teachers and students during instructions and the use of various techniques to facilitate teachers- students and students' interpersonal communication. As per new guidelines of UGC and of the New Education Policy approval of using UGC is required for distance education or online education to various colleges or

universities. Our is colleges not registered under the scheme  
Therefore, distance education is not provided.

## Extended Profile

### 1.Programme

1.1	274
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	228
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	1028
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	84
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	28
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	33
Total number of Classrooms and Seminar halls	
4.2	20.84
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	59
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

As the college is affiliated to Panjab University Chandigarh, it follows the curriculum laid down by the University. The college follows the following mechanism for the effective delivery of curriculum. • Librarian of the college downloads the syllabus of the concerned programmes from the University website and distributes the same to the heads of concerned departments. • Head of department distributes the syllabus and workload to the faculty of that department as per norms. • The Time Table committee frames the time table prior to the beginning of the session for the smooth delivery of lectures. • Each teacher prepares its teaching plan in advance for the timely completion of the curriculum. • During this pandemic period, teachers used the Google Meet as an online platform for the delivery of lectures. Regular class test are conducted through an online platform to evaluate the students.

- College prepares its own annual academic calendar in line with the University Academic Calendar. Further departments prepare the department level calendar in line with the college annual calendar. All events are conducted inline with these calendars.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://sggjgirlscollege.com/assets/uploads/academic1620026840CALENDER.pdf">http://sggjgirlscollege.com/assets/uploads/academic1620026840CALENDER.pdf</a>

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

Being an affiliated college, SGGJGC adheres to the annual calendar issued by the university. An annual calendar of College level is prepared by all HODs in consultation with the Principal including all curricular and co-curricular activities. Further each HOD prepares a detailed annual calendar of departmental level in line with the college annual calendar containing all competitions, workshops, guest lectures etc. to be organised by that department. Various competitions and events are a yardstick to measure the performance of the students. Active participation of a student in co-curricular activities makes him an active learner. So far HOD takes these activities into consideration and plans these events besides academic activities for the all round development of the students. A schedule is planned for the smooth execution of all the activities and HOD assesses it. Regular class tests are conducted for the continuous evaluation of students. These class tests can be in writing, oral or in group discussion form. Performance of students is noted and if felt counseling for the lagging behind students is done by the concerned teacher to bring them at par with other students.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://sggjgirlscollege.com/assets/uploads/academic1620026840CALENDER.pdf">http://sggjgirlscollege.com/assets/uploads/academic1620026840CALENDER.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum** D. Any 1 of the above

**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	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

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

0

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

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

31

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

31

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The college pays close attention to the cross cutting issues with the syllabi provided by the University. Heads of the departments and Incharges of various clubs and societies of the college takes it on a priority basis to inculcate moral values among the students. For this ? Hawan ceremony is performed twice every year in the college campus when the session begins and ends to connect all with the spiritual world. This year Hawan was performed to spread the positive vibes against Covid. ? Celebration of Yoga activities, National sports day, self defence workshops, International women's day, Mother's day makes students emotionally and physically strong. ? Celebration of events related to rights and duties of an Indian citizen like constitution day, National Voter day, Rashtriya Ekta diwas makes students an aware citizen and to enlighten the Path of development of the country. ? Celebration of World Environment day, tree plantations, Competitions on various environmental issues etc. spread awareness

among students about recent environmental issues and teaches them to stand against the activities harmful for the environment. ? Festival celebrations like Basant Panchmi, Lohri celebration, vaisakhi Mela associate the students with traditions and culture of the locality.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

03

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

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

16

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

E. None of the above

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

**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	<a href="#">View File</a>
URL for feedback report	<a href="http://sgggirlscollege.com/student-satisfaction-survey">http://sgggirlscollege.com/student-satisfaction-survey</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

**2.1.1.1 - Number of sanctioned seats during the year**



File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

## 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

143

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

For tracking student's progress, the attendance and test marks are tracked. 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. On that basis, advanced learners are constantly encouraged for participation in various curricular and co-curricular activities. Slow learners are monitored by class incharges time to time.

File Description	Documents
Link for additional Information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
228	28

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

The college is practising student centric learning method 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 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	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

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

College uses a diverse set of ICT tools to communicate, create and manage information. Due to pandemic, in year 2020 teaching learning process was affected. Teaching learning process changed from offline to online mode. To cope up with this situation, every

faculty member of college has access to wi-fi with speed of 20mbps. Various apps like Google Meet, Zoom, Webex etc. were opted.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NIL</a>

### 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

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

34

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 notice board as well as department notice board.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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 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	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

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

Programme and course outcomes for all programs are well stated to students at the beginning of the semester through orientation program. Program and courses outcomes are displayed on college website as well college notice board and department notice board.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://sggjgirlscollege.com/programs-outcomes">http://sggjgirlscollege.com/programs-outcomes</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

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	No File Uploaded
Paste link for Additional information	<a href="http://sggjgirlscollege.com/programs-outcomes">http://sggjgirlscollege.com/programs-outcomes</a>

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

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

84

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NIL</a>

### 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>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

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

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

04

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

02

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

0

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

### 3.3 - Extension Activities

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

The College organizes a number of extension activities to promote institute -neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social services activities leading to their overall development. The college runs effectivity National Service Scheme and National Cadet corps Units. Through these units the college undertakes various extension activities in the neighborhood community.

NSS unit organize various activities for the welfare of the society like poster making competition on the Gandagi mukt mera gaon", "stop stubble burning ", celebration of "Pollution free



Diwali " as well as essay writing competition on "constitution day " .

The NCC unit of College runs under 3pb Girls bn NCC Ludhiana. The Cadets of NCC unit participated in various extension activities such as tree plantation, AtamNirbhar Bharat, Mission Tandrust Punjab , .Other than NCC and NSS unit the various departments of the college is conscious about its responsibility for shaping students in to responsible citizens of the country by making students aware of social issue through various programs like quiz on literacy day, National Consumer Right day, Mother tongue Day, voter awareness day etc.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

26

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

729

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

0

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

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

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

**other universities, industries, corporate houses etc. during the year**

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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 20Mbps 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), and first-aid, CCTV for security, fire safety and separate washrooms for male and female staff and students. 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, NCC and

NSS Room are also available in the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://sggjgirlscollege.com/infrastructure/Music_Lab">http://sggjgirlscollege.com/infrastructure/Music Lab</a>

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.

**Indoor Games-** Gymnasium is equipped with carom board, and modern equipments like Exercise Cycle, Exercise Ball, treadmill, Fitness Bench, Twister Machine for exercising.

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

33

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

33

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

0.49

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">NIL</a>

**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**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.41

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

06

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 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 20MBPS speed internet connectivity through Wi-Fi with access points/ switches. For the maintenance of IT infrastructure, institution has appointed Lab Technician ( S. Kuljit Singh ) who is taking care of it from time to time. Every Department have 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 20MBPS. The software of Academic and Office working is up gradated before their expiration.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

8.84

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**Procedure for maintenance of facilities:** The maintenance 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 affairs. 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 need for expanding the existing space, remodeling or re-using 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	No File Uploaded
Paste link for additional information	<a href="http://sggjgirlscollege.com/infrastructure/Procedure and Policies for maintaining an d utilizing facilities">http://sggjgirlscollege.com/infrastructure/Procedure and Policies for maintaining an d utilizing facilities</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

39

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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

22

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="http://sgggirlscollege.com/">http://sgggirlscollege.com/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

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

**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	<a href="#">View File</a>
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

02

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

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

16

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

01

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

0

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

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

For the overall development of the students, they are encouraged to take part in various competitions, activities, workshops, seminars etc.

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. Rotract Club 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.

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	<a href="http://sggjgirlscollege.com">http://sggjgirlscollege.com</a>
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**

18

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

#### 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	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

**Vision:** Our college aspires to have transformational impact on students through comprehensive education by inculcating qualities of competence, Confidence and excellence becoming more aware of Institution , innovation and insight and moving beyond the target standards limits through planning and efforts.

**Mission:** Our College try to maintain a high standard of integrity and performance leading to the achievement of academic and career goods which taken as challenge due to COVID-19 during the year 2020-21

While fulfilling COVID guidelines our college mission was:

- 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 divide Indian tradition and Vedic culture through learned discoveries and awareness rising programs.
- To enlighten and to excel so that the entire learners are able to assume positive and fulfilling roles in nation building

File Description	Documents
Paste link for additional information	<a href="http://sggjgirlscollege.com/About/vision_mission">http://sggjgirlscollege.com/About/vision_mission</a>
Upload any additional information	No File Uploaded

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

The college focuses on decentralization by providing equal opportunities to all teaching and non teaching staff to participate in the functioning of the college. The success of an institution is the result of combined efforts of all those who work towards attaining the vision of college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs is valued. Various bodies and committees such as sports committee, prospectus committee, college magazine committee, youth activities committee etc. have been framed for the smooth functioning of college activities. The college annually frames Central Association comprising class representatives from each class to empower the students.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Since its beginning institution has shown tremendous growth and is continuously making efforts for its sustainability. The strategic plan of college includes:

1. Timely completion of the curriculum is strictly monitored by the Principal.
2. All the faculty members are always encouraged for orientation/refresher/short term course or to attend seminars and workshops.
3. Various clubs like NSS, NCC, Red Ribbon, Eco Club, Rotract Club are running in the college to inculcate additional values among the students.
4. Various outreach programs and activities for the welfare of the society are planned in the beginning of the every academic year.



File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The college is regulated by Arya Vidya Prishad, Punjab(Regd.), an educational wing of Arya Pratinidhi Sabha, Punajb(Regd.). The college management frames the strategies and policies under the supervision of this body. The college strictly follows the norms of the affiliating university and Arya Vidya Prishad in all aspects. The Arya Vidya Prishad has given authority to lay down the policies in favour of college. The college management conducts timely meetings to discuss various issues for the progress of the college and frame the policies. The management also takes into account the effective implementation of the policies.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Our college provides various welfare facilities to teaching and non teaching staff like advance facility, Free transportation, casual leave, medical leave,maternity leave,creche, vacation, fee concession to employees children.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

0

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

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

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

03

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Principal of the college evaluates the teaching and non teaching staff on various parameters like character, habits, working abilities, teaching abilities, technical abilities, work ethics, punctuality, relation with colleagues, superiors and students etc.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

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

SGGJGC regularly conducts internal and external financial audits. The agencies that conduct regular financial audit of the college include: External Audit : External audit is conducted by the Indian and Accounts Department (office and Account General ( Audit) Punjab, Chandigarh). Internal Audit: Internal Audit is conducted by the following: (i) deputy controller ( finance and Accounts), Internal Audit Sanstha( Mall), Finance Department, Ludhiana. (ii) the Chartered Accountant of the institute. He regularly audits the accounts and annual financial statements of the college.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

0.50000

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

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

The strategies of the institution in this concern are as follows:  
**Mobilization of resources:** Resources are mobilized in the following ways: (i) Financial resources are mobilized through student fee collection. (ii) The college creates a strong bond with the reputed personalities of the society and associates them with the college. They often provide financial assistance to the college in the form of donations. The college is always active to create relations with these kind of philanthropists. Optimal utilisation of resources: Funds generated from above sources are completely utilised for the welfare of the students. A big number of students in the college belong to the families of poor economic background. College is always eager to help them. These funds are hereby used for the fee concession of these kind of students.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

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

**IQAC continuously monitors the quality in the college. In the academic concern, teachers are recruited whenever the need arises. During the pandemic period, teaching learning was switched to online mode. Keeping in view the need of the time, the staff was trained to teach in online mode. Moreover, for the growth of faculty, an online workshop was organised by IQAC with collaboration of Department of Computer Science and Applications. Various awareness programmes, rallies, activities are regularly**

conducted to create social awareness for the environment.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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 reviews the quality of the college. Admission of the students is the prime need of the college. Staff meetings are conducted regularly to discuss the strategy to enhance the enrollment. All newly admitted students are made aware of the working system of the college through morning assembly. Appropriate steps are taken to enhance the quality of teaching learning process. Teaching plan is prepared by the faculty members. Feedback from students is taken individually by feedback committee. Performance of the students is also monitored through regular class test and interactions.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Gender Sensitization is a critical as well as an essential issue. The institute organizes Gender equity programs and events at regular intervals in order to spread awareness, about gender inequality, cybercrime, sexual harassment, women empowerment, and techniques for self-defense. Facilities for women in campus include:

- 24\*7 Security cameras are installed for safety and security personnel are appointed everywhere, in and around the campus;
- The Institute has a day care-center for young children;
- Common room for girls;
- Girls hostel;
- Women/Sexual Harrassment Cell to ensure women safety in college;
- Inclusive representation of women in the college committees and various activities in the college;
- International Women's day is celebrated every year;
- Students are encouraged to participate in all co-curricular and extra- curricular activities. Students join NSS Units, NCC Units and participate in the Republic day and Independence day parade;
- All staff members are given equal opportunities to participate in different activities by the college or othercollegesperformed throughout the year;

File Description	Documents
Annual gender sensitization action plan	<a href="#">NIL</a>
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	<a href="#">NIL</a>

**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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

The institute has sustainable environment. Institute has spared no efforts to enhance and care for, to make an eco-friendly environment. Institute has trained staff like gardener and sweepers to take care and maintain the surrounding clean and green. The institute has adopted an appropriate disposal mechanism. The waste which is generated in college, is separated through different dustbins. Blue coloured bins are used for paper waste and green coloured bins are used for plastic waste. Students are advised to use the bins as per their category. Liquid waste of the college emanate through underground discharge of system into local sewage. E-waste of the college, when it becomes a pile, is sold to e-waste collection companies. To sensitize and aware about the environment issues, college has taken many initiatives in line with NSS & NCC units, Rotract club, Red Ribbon Club and Eco-Club be it tree plantation at home under the govt. of india notifications, aware the surrounding about pollution free Diwali, homemade masks preparation through covid-19 period, eco-friendly bricks preparation and distribution, distribution of sanitary



**napkins.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** C. Any 2 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 with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the** D. Any 1 of the above

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**E. None of the above**

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

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

**Our institute has its roots, based on being empathetic and**

harmonious towards its users and society as whole. Despite the discrimination of class and caste in society, our 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, celebrate every festival and joyous moments together. To promote understanding & belongingness to each other, lingual differences are eliminated by using their common language like Punjabi, Hindi and English. The institute has a firm and long- standing commitment to its social responsibilities. NSS and NCC unit has undertaken many drives in the area to educate people about social issues.

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

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

The 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 on those days. Institute focuses on installing a sense of responsibility in its students towards the Constitution through various efforts. Some notable being New India Pledge taking ceremony on Republic Day and Independence Day.

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts** E. None of the above

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

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

- Homemade mask preparation and distribution in slum areas on July 28, 2020 by Rotract Club;
- Tree Plantation drive on August 8, 2020 by NCC Unit;
- National Workshop on "Women Safety and Self Defense" on October 27th, 2020 by Physical Education Department;
- Poster making Competition on "Pollution free Diwali" on nov 14th, 2020 by NSS Unit;
- Distribution of sanitary napkins to the students and children of the slum area by Rotract club;
- Hawan Ceremony in the college campus
- Lohri Celebration on Jan 13th, 2021 by NSS Unit;
- Basant Panchami Celebration on February 16th, 2021 by Music Department;
- International Women's day celebration on march 8th, 2021 by Computer Science Department;
- Mother's day celebration on May 9th, 2021 by ComputerScience Department;

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### 1. Faculty Training for Online Classes:

After the announcement of the Lockdown due to COVID 19, the whole education system of the country switched to online mode. Panjab University also instructed its colleges to switch to online mode during this session. Though faculty of the college is expert in its field, but training to handle online classes was the need of the time. Therefore computer department of the college organised a seven day program to train the faculty in this concern. This training helped the faculty to conduct the online classes through various online apps like Google Meet, Google classroom, zoom etc. smoothly in the teaching learning process.

### 2. Virtual Summer Camp to increase the strength of students:

During the pandemic, everybody got disconnected with the outer world. This created stress and depression in the society. To tackle this situation, college came forward and organised ten day virtual Summer camp. All the students of the college and many people from the society joined this camp. Yoga activity as a part of the camp helped to overcome the problem of stress and disseminated mental stability and created a peaceful environment. Feedback of the people regarding this camp was very positive.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

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

The driving force of the institute is "to enrich the society through education by generating globally competent manpower that can make an honest living in the country or overseas, to make them equally capable of contributing to the socio-economic development and welfare of the society". With this view, our college always tries to enhance the quality of rural area students. Our college has a large number of enrollment from the surrounding villages. As far as, our Mission and Vision is concerned, the college always tries to implement distinctiveness in this area. Most of the students from rural areas have poor backgrounds, but they are not poor in talent, knowledge and humility. Our College staff recognizes their talent and encourages them to prepare the students with core competencies to face the global challenges, the institute strives in making students understand and contribute to the socio-economic development & welfare of society.

## 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

As the college is affiliated to Panjab University Chandigarh, it follows the curriculum laid down by the University. The college follows the following mechanism for the effective delivery of curriculum.

- Librarian of the college downloads the syllabus of the concerned programmes from the University website and distributes the same to the heads of concerned departments.
- Head of department distributes the syllabus and workload to the faculty of that department as per norms.
- The Time Table committee frames the time table prior to the beginning of the session for the smooth delivery of lectures.
- Each teacher prepares its teaching plan in advance for the timely completion of the curriculum.
- During this pandemic period, teachers used the Google Meet as an online platform for the delivery of lectures. Regular class test are conducted through an online platform to evaluate the students.
- College prepares its own annual academic calendar in line with the University Academic Calendar. Further departments prepare the department level calendar in line with the college annual calendar. All events are conducted inline with these calendars.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://sggjgirlscollege.com/assets/uploads/academic1620026840CALENDER.pdf">http://sggjgirlscollege.com/assets/uploads/academic1620026840CALENDER.pdf</a>

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

Being an affiliated college, SGGJGC adheres to the annual calendar issued by the university. An annual calendar of College level is prepared by all HODs in consultation with the Principal including all curricular and co- curricular activities. Further each HOD prepares a detailed annual calendar of departmental level in line with the college annual calendar containing all competitions, workshops, guest lectures

etc. to be organised by that department. Various competitions and events are a yardstick to measure the performance of the students. Active participation of a student in co-curricular activities makes him an active learner. So far HOD takes these activities into consideration and plans these events besides academic activities for the all round development of the students. A schedule is planned for the smooth execution of all the activities and HOD assesses it. Regular class tests are conducted for the continuous evaluation of students. These class tests can be in writing, oral or in group discussion form. Performance of students is noted and if felt counseling for the lagging behind students is done by the concerned teacher to bring them at par with other students.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://sggjgirlscollege.com/assets/uploads/academic1620026840CALENDER.pdf">http://sggjgirlscollege.com/assets/uploads/academic1620026840CALENDER.pdf</a>

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

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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



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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

0

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

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

31

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

31

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

The college pays close attention to the cross cutting issues with the syllabi provided by the University. Heads of the departments and Incharges of various clubs and societies of the college takes it on a priority basis to inculcate moral values among the students. For this ? Hawan ceremony is performed twice every year in the college campus when the session begins and ends to connect all with the spiritual world. This year Hawan was performed to spread the positive vibes against Covid. ? Celebration of Yoga activities, National sports day, self defence workshops, International women's day, Mother's day makes students emotionally and physically strong. ? Celebration of events related to rights and duties of an Indian citizen like constitution day, National Voter day, Rashtriya Ekta diwas makes students an aware citizen and to enlighten the Path of development of the country. ? Celebration of World Environment day, tree plantations, Competitions on various environmental issues etc. spread awareness among students about recent environmental issues and teaches them to stand against the activities harmful for the environment. ? Festival celebrations like Basant Panchmi, Lohri celebration, vaisakhi Mela associate the students with traditions and culture of the locality.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

03

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

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

16

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

**E. None of the above**

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

**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	<a href="#">View File</a>
URL for feedback report	<a href="http://sgggirlscollege.com/student-satisfaction-survey">http://sgggirlscollege.com/student-satisfaction-survey</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

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

**2.1.1.1 - Number of sanctioned seats during the year**

228

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

143

File Description	Documents
Any additional information	<a href="#">No File Uploaded</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

For tracking student's progress, the attendance and test marks are tracked. 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. On that basis, advanced learners are constantly encouraged for participation in various curricular and co-curricular activities. Slow learners are monitored by class incharges time to time.

File Description	Documents
Link for additional Information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
228	28

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

The college is practising student centric learning method 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 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	<a href="#">View File</a>
Link for additional information	<a href="#">NIL</a>

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

College uses a diverse set of ICT tools to communicate, create and manage information. Due to pandemic, in year 2020 teaching learning process was affected. Teaching learning process changed from offline to online mode. To cope up with this situation, every faculty member of college has access to wi-fi with speed of 20mbps. Various apps like Google Meet, Zoom, Webex etc. were opted.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NIL</a>

**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**

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

34

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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 notice board as well as department notice board.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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 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	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

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

Programme and course outcomes for all programs are well stated to students at the beginning of the semester through orientation program. Program and courses outcomes are displayed on college website as well college notice board and department notice board.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://sgggirlscollege.com/programs-outcomes">http://sgggirlscollege.com/programs-outcomes</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

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 begining of the semester and same is diaplayed 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	No File Uploaded
Paste link for Additional information	<a href="http://sggjgirlscollege.com/programs-outcomes">http://sggjgirlscollege.com/programs-outcomes</a>

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

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

84

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NIL</a>

### 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>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

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

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

04

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

02

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

0

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

**3.3 - Extension Activities**

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

The College organizes a number of extension activities to promote institute -neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social services activities leading to their overall development. The college runs effectivity National Service Scheme and National Cadet corps Units. Through these units the college undertakes various extension activities in the neighborhood community.

NSS unit organize various activities for the welfare of the society like poster making competition on the Gandagi mukt mera

gaon", "stop stubble burning ", celebration of "Pollution free Diwali " as well as essay writing competition on "constitution day " .

The NCC unit of College runs under 3pb Girls bn NCC Ludhiana. The Cadets of NCC unit participated in various extension activities such as tree plantation, AtamNirbhar Bharat, Mission Tandrust Punjab , .Other than NCC and NSS unit the various departments of the college is conscious about its responsibility for shaping students in to responsible citizens of the country by making students aware of social issue through various programs like quiz on literacy day, National Consumer Right day, Mother tongue Day, voter awareness day etc.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

26

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

729

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

0

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

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**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 20Mbps 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), and first-aid, CCTV for security, fire

safety and separate washrooms for male and female staff and students. 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, NCC and NSS Room are also available in the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://sggjgirlscollege.com/infrastructure/Music_Lab">http://sggjgirlscollege.com/infrastructure/Music_Lab</a>

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.

**Indoor Games-** Gymnasium is equipped with carom board, and modern equipments like Exercise Cycle, Exercise Ball, treadmill, Fitness Bench, Twister Machine for exercising.

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



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

33

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

33

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

0.49

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">NIL</a>

**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)	<a href="#">View File</a>

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

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

0.41

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

06

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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 20MBPS speed internet connectivity through Wi-Fi with access points/ switches. For the maintenance of IT infrastructure, institution has appointed Lab Technician ( S. Kuljit Singh ) who is taking care of it from time to time. Every Department have 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 20MBPS. The software of Academic and Office working is up gradated before their expiration.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

8.84

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

**Procedure for maintenance of facilities:** The maintenance 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 affairs. 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 need for expanding the existing space, remodeling or re-using 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	No File Uploaded
Paste link for additional information	<a href="http://sgggirlscollege.com/infrastructure/Procedure_and_Policies_for_maintaining_and_utilizing_facilities">http://sgggirlscollege.com/infrastructure/Procedure_and_Policies_for_maintaining_and_utilizing_facilities</a>

## 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

39

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**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**

22

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="http://sggjgirlscollege.com/">http://sggjgirlscollege.com/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

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

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

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	<a href="#">View File</a>
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

02

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

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

16

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

01

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

For the overall development of the students, they are encouraged to take part in various competitions, activities, workshops, seminars etc.

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. Rotract Club 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.

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	<a href="http://sggjgirlscollege.com">http://sggjgirlscollege.com</a>
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

18

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

## 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	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**Vision:** Our college aspires to have transformational impact on students through comprehensive education by inculcating

qualities of competence, Confidence and excellence becoming more aware of Institution , innovation and insight and moving beyond the target standards limits through planning and efforts.

Mission: Our College try to maintain a high standard of integrity and performance leading to the achievement of academic and career goods which taken as challenge due to COVID-19 during the year 2020-21

While fulfilling COVID guidelines our college mission was:

- 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 divide Indian tradition and Vedic culture through learned discoveries and awareness rising programs.
- To enlighten and to excel so that the entire learners are able to assume positive and fulfilling roles in nation building

File Description	Documents
Paste link for additional information	<a href="http://sggjgirlscollege.com/About/vision_mission">http://sggjgirlscollege.com/About/vision_mission</a>
Upload any additional information	No File Uploaded

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

The college focuses on decentralization by providing equal opportunities to all teaching and non teaching staff to participate in the functioning of the college. The success of an institution is the result of combined efforts of all those who work towards attaining the vision of college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs is valued. Various bodies and committees such as sports committee, prospectus committee, college magazine committee, youth activities committee etc. have been framed for the smooth functioning of college activities. The college annually frames

Central Association comprising class representatives from each class to empower the students.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Since its beginning institution has shown tremendous growth and is continuously making efforts for its sustainability. The strategic plan of college includes:

1. Timely completion of the curriculum is strictly monitored by the Principal.
2. All the faculty members are always encouraged for orientation/refresher/short term course or to attend seminars and workshops.
3. Various clubs like NSS, NCC, Red Ribbon, Eco Club, Rotract Club are running in the college to inculcate additional values among the students.
4. Various outreach programs and activities for the welfare of the society are planned in the beginning of the every academic year.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The college is regulated by Arya Vidya Prishad, Punjab(Regd.), an educational wing of Arya Pratinidhi Sabha, Punajb(Regd.). The college management frames the strategies and policies under the supervision of this body. The college strictly follows the norms of the affiliating university

and Arya Vidya Prishad in all aspects. The Arya Vidya Prishad has given authority to lay down the policies in favour of college. The college management conducts timely meetings to discuss various issues for the progress of the college and frame the policies. The management also takes into account the effective implementation of the policies.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Our college provides various welfare facilities to teaching and non-teaching staff like advance facility, Free transportation, casual leave, medical leave, maternity leave, creche, vacation, fee concession to employees children.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

0

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

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

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

03

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Principal of the college evaluates the teaching and non teaching staff on various parameters like character, habits, working abilities, teaching abilities, technical abilities,



work ethics, punctuality, relation with colleagues, superiors and students etc.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

SGGJGC regularly conducts internal and external financial audits. The agencies that conduct regular financial audit of the college include: External Audit : External audit is conducted by the Indian and Accounts Department (office and Account General ( Audit) Punjab, Chandigarh). Internal Audit: Internal Audit is conducted by the following: (i) deputy controller ( finance and Accounts), Internal Audit Sanstha( Mall), Finance Department, Ludhiana. (ii) the Chartered Accountant of the institute. He regularly audits the accounts and annual financial statements of the college.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

0.50000

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

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

The strategies of the institution in this concern are as follows: Mobilization of resources: Resources are mobilized in the following ways: (i) Financial resources are mobilized through student fee collection. (ii) The college creates a strong bond with the reputed personalities of the society and associates them with the college. They often provide financial assistance to the college in the form of donations. The college is always active to create relations with these kind of philanthropists. Optimal utilisation of resources: Funds generated from above sources are completely utilised for the welfare of the students. A big number of students in the college belong to the families of poor economic background. College is always eager to help them. These funds are hereby used for the fee concession of these kind of students.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### 6.5 - Internal Quality Assurance System

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

IQAC continuously monitors the quality in the college. In the academic concern, teachers are recruited whenever the need arises. During the pandemic period, teaching learning was switched to online mode. Keeping in view the need of the time, the staff was trained to teach in online mode. Moreover, for the growth of faculty, an online workshop was organised by IQAC with collaboration of Department of Computer Science and

Applications. Various awareness programmes, rallies, activities are regularly conducted to create social awareness for the environment.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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 reviews the quality of the college. Admission of the students is the prime need of the college. Staff meetings are conducted regularly to discuss the strategy to enhance the enrollment. All newly admitted students are made aware of the working system of the college through morning assembly. Appropriate steps are taken to enhance the quality of teaching learning process. Teaching plan is prepared by the faculty members. Feedback from students is taken individually by feedback committee. Performance of the students is also monitored through regular class test and interactions.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Gender Sensitization is a critical as well as an essential issue. The institute organizes Gender equity programs and events at regular intervals in order to spread awareness, about gender inequality, cybercrime, sexual harassment, women empowerment, and techniques for self-defense. Facilities for women in campus include:

- 24\*7 Security cameras are installed for safety and security personnel are appointed everywhere, in and around the campus;
- The Institute has a day care-center for young children;
- Common room for girls;
- Girls hostel;
- Women/Sexual Harassment Cell to ensure women safety in college;
- Inclusive representation of women in the college committees and various activities in the college;
- International Women's day is celebrated every year;
- Students are encouraged to participate in all co-curricular and extra-curricular activities. Students join NSS Units, NCC Units and participate in the Republic day and Independence day parade;
- All staff members are given equal opportunities to participate in different activities by the college or other colleges performed throughout the year;

File Description	Documents
Annual gender sensitization action plan	<a href="#">NIL</a>
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	<a href="#">NIL</a>

**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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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

The institute has sustainable environment. Institute has spared no efforts to enhance and care for, to make an eco-friendly environment. Institute has trained staff like gardener and sweepers to take care and maintain the surrounding clean and green. The institute has adopted an appropriate disposal mechanism. The waste which is generated in college, is separated through different dustbins. Blue coloured bins are used for paper waste and green coloured bins are used for plastic waste. Students are advised to use the bins as per their category. Liquid waste of the college emanate through underground discharge of system into local sewage. E-waste of the college, when it becomes a pile, is sold to e-waste collection companies. To sensitize and aware about the environment issues, college has taken many initiatives in line with NSS & NCC units, Rotract club, Red Ribbon Club and Eco-Club be it tree plantation at home under the govt. of india notifications, aware the surrounding about pollution free Diwali, homemade

masks preparation through covid-19 period, eco-friendly bricks preparation and distribution, distribution of sanitary napkins.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NIL</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

C. Any 2 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 with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

<b>institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>
<b>File Description</b>	<b>Documents</b>
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>
<b>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</b>	<b>E. None of the above</b>

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

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

Our institute has its roots, based on being empathetic and harmonious towards its users and society as whole. Despite the discrimination of class and caste in society, our 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, celebrate every festival and joyous moments together. To promote understanding & belongingness to each other, lingual differences are eliminated by using their common language like Punjabi, Hindi and English. The institute has a firm and long- standing commitment to its social responsibilities. NSS and NCC unit has undertaken many drives in the area to educate people about social issues.

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

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

The 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 on those days. Institute focuses on installing a sense of responsibility in its students towards the Constitution through various efforts. Some notable being New India Pledge taking ceremony on Republic Day and Independence Day.

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, 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**

E. None of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

- **Homemade mask preparation and distribution in slum areas on July 28, 2020 by Retract Club;**

- Tree Plantation drive on August 8, 2020 by NCC Unit;
- National Workshop on "Women Safety and Self Defense" on October 27th, 2020 by Physical Education Department;
- Poster making Competition on "Pollution free Diwali" on nov 14th, 2020 by NSS Unit;
- Distribution of sanitary napkins to the students and children of the slum area by Rotract club;
- Hawan Ceremony in the college campus
- Lohri Celebration on Jan 13th, 2021 by NSS Unit;
- Basant Panchami Celebration on February 16th, 2021 by Music Department;
- International Women's day celebration on march 8th, 2021 by Computer Science Department;
- Mother's day celebration on May 9th, 2021 by ComputerScience Department;

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### 1. Faculty Training for Online Classes:

After the announcement of the Lockdown due to COVID 19, the whole education system of the country switched to online mode. Panjab University also instructed its colleges to switch to online mode during this session. Though faculty of the college is expert in its field, but training to handle online classes was the need of the time. Therefore computer department of the college organised a seven day program to train the faculty in this concern. This training helped the faculty to conduct the online classes through various online apps like Google Meet, Google classroom, zoom etc. smoothly in the teaching learning process.

**2. Virtual Summer Camp to increase the strength of students:**

During the pandemic, everybody got disconnected with the outer world. This created stress and depression in the society. To tackle this situation, college came forward and organised ten day virtual Summer camp. All the students of the college and many people from the society joined this camp. Yoga activity as a part of the camp helped to overcome the problem of stress and disseminated mental stability and created a peaceful environment. Feedback of the people regarding this camp was very positive.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.3 - Institutional Distinctiveness**

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

The driving force of the institute is "to enrich the society through education by generating globally competent manpower that can make an honest living in the country or overseas, to make them equally capable of contributing to the socio-economic development and welfare of the society". With this view, our college always tries to enhance the quality of rural area students. Our college has a large number of enrollment from the surrounding villages. As far as, our Mission and Vision is concerned, the college always tries to implement distinctiveness in this area. Most of the students from rural areas have poor backgrounds, but they are not poor in talent, knowledge and humility. Our College staff recognizes their talent and encourages them to prepare the students with core competencies to face the global challenges, the institute strives in making students understand and contribute to the socio-economic development & welfare of society.

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

7.3.2 - Plan of action for the next academic year

1. Plastic Free Campus Today's young generation is leader for tomorrow and it is our primary duty to pass healthy environment to our future generations. Usage of plastic is very harmful for the environment. Laying the foundation for the future generation, college has decided to make the students change maker and to initiate for the plastic free campus. College will make keen efforts to make students and society aware of the consequences of plastic pollution. Along with this,the college will instruct its faculty and students to reduce the usage of plastic and will make the campus plastic free campus.
2. Addition of new courses alongwith running courses in the college College is focusing to increase the gross enrollment in the college. Therefore college is planning to start government approved new certificate courses. The courses will be skill oriented with duration of six months or one year. Students from the college as well as from the society will be eligible for thse courses. Fee will be kept very nominal so that maximum number of students can take benefits from it. Any requirement regarding new course like infrastructure, recruitment will be fulfilled timely.