



Yearly Status Report - 2019-2020

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. Rajni Bala
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01624265558
Mobile no.	9463548824
Registered Email	sggjcraikot@yahoo.co.in
Alternate Email	dr.gargrajni@gmail.com
Address	SH-13 Raikot-Ludhiana Road
City/Town	Raikot
State/UT	Punjab

Pincode	141109				
2. Institutional Status					
Affiliated / Constituent	Affiliated				
Type of Institution	Women				
Location	Semi-urban				
Financial Status	state				
Name of the IQAC co-ordinator/Director	Mrs. Shilpa Goyal				
Phone no/Alternate Phone no.	01624264018				
Mobile no.	8146711567				
Registered Email	sggjcraikot@yahoo.co.in				
Alternate Email	iqacsggraikot@gmail.com				
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)	http://sggjpgirlscollege.com/aqar				
4. Whether Academic Calendar prepared during the year	Yes				
if yes, whether it is uploaded in the institutional website: Weblink :	http://sggjpgirlscollege.com/Academic				
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To

1	B	2.07	2016	02-Dec-2016	01-Dec-2021
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6. Date of Establishment of IQAC

17-May-2017

7. Internal Quality Assurance System**Quality initiatives by IQAC during the year for promoting quality culture**

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Academic Audit	09-Mar-2020 1	8

[View File](#)**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)**10. Number of IQAC meetings held during the year :**

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)**11. Whether IQAC received funding from any of the funding**

No

agency to support its activities during the year?

12. 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.

[View File](#)

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

Plan of Action	Achivements/Outcomes
To promote social responsibility	College adopted three villages Bassian, Buraj Hari Singh and Gondwal
Internal Inspection System	Records of all the departments, administrative office and societies were cross checked.

[View File](#)

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

30-Sep-2019

17. Does the Institution have Management Information System

No

?

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

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

The college has been affiliated to Panjab University, Chandigarh since 1973. Since then college has progressed by leaps and bounds. College runs four PG programmes (MA-Punjabi, MA -Political Science, M. com, M. Sc IT), three UG programme (BA, B.Com, BCA), two add on courses (cosmetology and fashion designing) and one diploma programme (PGDCA) at present. A student can get herself enrolled in any Add-on course offered by the college alongside undergraduate and postgraduate programme. The syllabi to be followed for all the courses is designed by the Panjab University, Chandigarh and uploaded on its official website puchd.ac.in. Institution has 3-fold mechanism for curriculum completion. (I) College/Institution level (II) Departmental level (III) Individual Level. College Level: IQAC prepares annual academic calendar and the same is displayed on college website. Accordingly, effective time table is prepared by the time table committee. And workload to the faculty is assigned as per the guidelines of Panjab University calendar. Classrooms/smart classrooms/ computer labs are allocated in the timetable in a way to provide appropriate space for the delivery of the lecture and effective utilization of the infrastructure of the college. Teachers being an important pillar in teaching learning process, the appointments of teachers are done well in advance before the commencement of the academic session. Tentative dates of University examination and college examination are declared well in advance so that students get sufficient time for preparations of exams. Department Level: Each department prepares its own departmental academic calendar on the basis of annual academic calendar prepared by the IQAC. All the departments conduct departmental meetings regarding teaching methodologies and activities to be organised and implemented for completion of curriculum with the Principal as well as at department level. Departmental time table and mode of disseminating learning outcomes are discussed in the meeting. HODs review the departmental activities from time to time. Individual Level: Implementation of curriculum is smoothly administered by teachers. Every teacher follows his/her assigned timetable, prepares teaching plans and maintains the record in teacher's diary. Teachers are free to follow any innovative idea of teaching they wish. College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college. After the semester examination, results are

analyzed and feedback is given to faculty. Institution encourages teachers to attend seminars, conferences and FDP's to upgrade them. The College has an established library for individual-level growth of professors and students with N-list facilities. Unique username and password is provided to the students and faculty to search e-content. Besides this, all the PG departments of the college have departmental library. Online feedback of all the teachers regarding curriculum delivery is taken from the students which is kept confidential from the teachers. Various clubs are functioning in the college to inculcate life skills among the students. College fully recognize its role towards quality education to ensure a healthy social environment and prepare students to become good citizens.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Nil	Nil	Nil	Nil	Nil	Nil

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 - Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled

Nil

Nill

Nill

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	Commerce	7

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college happily accepts the feedback from the students. Students are reminded time to time to fill the feedback form in either online or offline mode. Every student of college has been provided a unique Id and password to access the feedback portal through which they can fill the feedback. This information is analyzed automatically through automation system. Analysis is kept open for everyone at the college website <http://sggjjgirlscollege.com>. The feedback committee has been framed so that students can fill the feedback form in offline mode also. Personal information is kept confidential to keep the information authentic and reliable enough to use for different purposes already mentioned above. These offline forms are analyzed by the established committee. Feedback received from students and parents is a yardstick for self assessment. > Feedback from students: Feedback from students is received from two aspects: 1) Feedback of Teachers: Students submit the feedback regarding the subject knowledge, communication skills, punctuality and regularity, preparation for class, motivational skills, friendly and helpful behavior etc. of concerned teachers. They also submit the information whether the teacher completes the syllabus in

time, motivates students towards career, maintains the attendance records and encourages them for participation in discussions. 2) Feedback of College: A consolidated feedback questionnaire is framed in such a way that we can get the overall feedback from the students in terms of Infrastructure, Academics, Library, Canteen, Administration and Grievances if any from the point of view of students. Students are asked to provide their feedback regarding the infrastructure facilities in terms of electricity, drinking water, washrooms and classrooms. In Academic category, cooperative nature, time management and technical aspects of the faculty are asked. Library facilities is also asked for the further improvement and advancement in the library. In the category Canteen students need to fill the feedback regarding the quality and hygienic aspect of the food. The cooperative nature of the administrative staff is also assessed through Feedback form. College has determined to create ragging and caste/creed/religion free environment, therefore college has given these points a space in the feedback form. > Feedback from Parents: To make the feedback more dependable and genuine, feedback from parents is also taken. Feedback regarding admission procedure, counselling, guidance, transportation facilities, sports and cultural activities, evaluation mechanism has been taken to implement changes for betterment in the college. > Action Taken: Collected feedback is analyzed by the feedback committee and the report of the same is submitted to IQAC for follow up. IQAC notices the deficiencies and short comings from the report. Recommendations of the meetings are provided to the concerned body for the appropriate actions. IQAC also reviews the action taken by the body.

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	UG (Regular)	1000	122	122
BCom	UG (Regular)	60	54	54
BCA	UG (Regular)	40	23	23
MA	Political Science	60	25	25
MA	Punjabi	60	6	6
MCom	Commerce	60	19	19
MSc	Information Technology	30	Nil	Nil
PGDCA	Computer Application	30	4	4

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2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	199	54	16	Nil	20

2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
36	36	7	8	7	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has adopted Tutorial and assembly as a mentoring system for students. The aim of this practice is to foster a healthy bond between students and teachers and all round development of students. College is always eager to inculcate values among students and guide them on the right path of life. College mentoring mechanism emphasizes on:

- **Tutorial group:** Tutoring is an activity where the tutors spend few hours with the students to create a friendly bond with them. In the tutorial group, faculty of the college plays the role of tutor as well as mentor. Tutor mentors the students in an individualized form. In the tutoring process, the total enrolled students are divided into equal groups called tutorials. An individual teacher is appointed as tutor of every group of 7 to 10 students, who is enriched with deep knowledge and profound expertise in a specific field. Fortnight tutorials are arranged for students where the tutor provides assistance to his/her assigned students on various issues like health care and hygiene, drug abuse, social behavior, women empowerment, sexual harassment etc. Guidance on these issues makes students enable to walk in the society confidently. Personal life is an integral part of student life. Personal problems, make the students slow in their performance. Tutor while tutoring resolves their personal problems and counsel them. Academic issues are also discussed in tutoring activity.
- **Morning Assembly:** In an institution, everyone needs to assemble and gather to build up a healthy culture of communication. In our college, every alternate Monday, college assembly is held to

fulfill the purpose of conventional gathering and for good. Assembly is organized by each tutorial group on rotation basis. Assembly starts with a religious prayer that can be Shabad/ Bhajan or any Vandna. Spirituality connects students and everyone present in the assembly with their inner-selves. In today's scenario, students are struggling with the issues of depression, stress, anxiety suicide and other similar issues. While organizing assembly, each tutorial group keeps these things in mind and assigns a theme of the assembly to make assembly valuable and effective. A theme based assembly helps students to break the cycle of these issues. The assembly provides the students an opportunity to develop their leadership skills and gives them experience of working in a team. Students get an opportunity to manage things while organizing assembly. These skills help them in their daily life. Students share their experiences with others from the assembly stage. The assembly also helps the students to acquaint them with college programs and activities like various scholarship schemes, examinations, cultural functions, sport functions and other curricular and co-curricular activities. Assembly develops a feeling of association among all. Besides this, assembly is the source of entertainment for all.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
253	36	1 : 7

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
13	8	5	2	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil

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2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	1st Semester	17/10/2020	05/03/2020
BA	UG	3rd	17/10/2020	17/03/2020

		Semester		
BA	UG	5th Semester	17/10/2020	13/02/2020
BCA	UG	1st Semester	17/10/2020	20/01/2020
BCA	UG	3rd Semester	17/10/2020	17/01/2020
BCA	UG	5th Semester	17/10/2020	04/01/2020
BCom	UG	1st Semester	17/10/2020	07/02/2020
BCom	UG	3rd Semester	17/10/2020	30/05/2020
BCom	UG	5th Semester	17/10/2020	07/02/2020
PGDCA	Diploma	1st Semester	17/10/2020	19/03/2020

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the semester system for the evaluation of UG and PG degree of students as per our affiliation body norms. Departments plan their curriculum in such a way that there is continuous evaluation of students in form of class tests, presentations, seminars, mid semester test and project (minor/major). The college has a setup to conduct monthly tests to evaluate the learning of the students and prepare them for the final examination. Date sheets of the house examinations are prepared as per routine time table and the same is displayed on the notice boards. Previous years question papers are discussed with the students. Previous year questions papers are made available to students through college library/departmental library for practice. Examination committee ensures timely compilation of the results of house examinations and proper record is maintained by department. Results are discussed at departmental level and in staff meetings. Special attention is paid to the underperformers in every subject by the concerned teachers.

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

The affiliating body Panjab University Chandigarh uploads an annual academic calendar on its official website <https://puchd.ac.in/important-documents.php> for its affiliated colleges to be comply with. The college adheres to the above said calendar for the commencement of academic session of the college. For admissions the college strictly follows the dates suggested by this calendar. No student is enrolled after the last date of admission mentioned in it. Teaching of UG and PG classes starts as per the scheduled dates. The college follows the semester system for all classes. Final examinations of all odd semesters are conducted in the month of December and even semesters in the month of May. On the basis of this calendar, IQAC of the college prepares a tentative annual calendar at the college level in the beginning of the session. This calendar includes assignment submission dates, assessment display dates, tentative dates of house tests and result declaration dates. This calendar is uploaded on the college website to disseminate all the information to the students as all this information is concerned with them. Timetable committee keeps in mind the fulfilment of working hours and teaching hours required as per the University calendar of Panjab University while preparing timetable. All the teachers are instructed to complete their syllabi approximately two weeks before the commencement of the final examination.

2.6 - Student Performance and Learning Outcomes

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

<http://sggjgirlscollege.com/programs-outcomes>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PG	MCom	NA	10	10	100
UG	BCom	NA	8	8	100
UG	BCA	NA	8	8	100
UG	BA	NA	49	49	100

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2.7 - Student Satisfaction Survey

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

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

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0

No file uploaded.

3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil

No file uploaded.

3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	2	Nil

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

Department	Number of Publication
Commerce	1
Physical Education	1

[View File](#)

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

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

No file uploaded.

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	11	132	Nil	Nil
Presented papers	4	5	Nil	Nil

[View File](#)

3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Distribution of Cloth and Paper Bags on Plastic Bag Free Day	Rotract Club	1	7
Online Lecture on Say No To Drugs	Red Ribbon Club	1	100
Distribution of Masks for Covid-19 Awareness	Red Cross Society	1	50
Online Extension lecture on World Environment Health Day	Red Ribbon	7	200
World Food Day	Rotract Club	1	15
Seven Days Camp on Save Earth Save Environment	NSS	1	35

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
CATC-89 at Malout	Certificate	3 Punjab Battalion, Ludhiana	22
National Anthem Performance on	Certificate	Sub-Divisional Magistrate	4

Independence Day		Office, Raikot	
Prade on Independence Day	Certificate	Sub-Divisional Magistrate Office, Raikot	22
Cultural Activity on Independence Day	Certificate	Sub-Divisional Magistrate Office, Raikot	18
National Anthem Performance on Republic Day	Certificate	Sub-Divisional Magistrate Office, Raikot	4
Prade on Republic Day	Certificate	Sub-Divisional Magistrate Office, Raikot	22
Cultural Activity on Republic Day	Certificate	Sub-Divisional Magistrate Office, Raikot	7

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Celebrate Biodiversity week	Eco-Club	Slogan Writing, Essay Writing Competition and Zero Waste Challenge	1	150
Yoga at Home, Yoga with Family	NSS	Celebrate Yoga Week	2	200
HIV/AIDS awareness	Red Ribbon Club	Guest Lecture	1	200
Celebrate Poshan Maah	Red Cross Society	Spread awareness about Balance Diet and Sanitation in Slum Areas	1	20
Anti Stubble Burning	NCC	Awareness Rally on Anti Stubble Burning	2	54

[View File](#)**3.5 - Collaborations****3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year**

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil

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

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

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities****4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year**

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Nil	111643

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly

	Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

[View File](#)

4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Library Management	Partially	Latest	2014

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20518	2583935	131	Nil	20649	2583935
Reference Books	1573	326162	24	Nil	1597	326162
e-Books	3135000	5900	Nil	Nil	3135000	5900
Journals	12	21080	Nil	Nil	12	21080
e-Journals	6000	5900	Nil	Nil	6000	5900
CD & Video	230	Nil	Nil	Nil	230	Nil
Library Automation	1	65000	Nil	Nil	1	65000
Weeding (hard & soft)	453	27457	3	290	456	27747

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

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

No file uploaded.

4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	87	4	1	1	1	6	20	0
Added	0	0	0	0	0	0	0	0
Total	87	4	1	1	1	6	20	0

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

20 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 - Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nil	943261	Nil	2484464

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex,

computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The policy of the College is to fulfill and upgrade the infrastructural requirements as and when such need arises. Various committees of the College are constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. These include: 1. Timetable Committee 2. Sale Purchase Committee 3. Library Committee 4. Examination Committee 5. Research Committee 6. Internal Committee for Disabled Students 7. Transportation Committee 8. College Property Record Committee Procedure for maintenance of facilities: The College ensures regular maintenance and sustenance of all infrastructural 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. Furniture and equipment are purchased on a regular basis as per the requirements. 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. He ensures the allotment of Wi-Fi passwords to individual students and faculty members. 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 evaluate 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.

<http://sggjgirlscollege.com/infrastructure/Procedure and Policies for maintaining and utilizing facilities>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FEE CONCESSION Merit and Sports	47	170669
Financial Support from Other Sources			
a) National	SC/BC	31	601552
b) International	NISHKAM SEWA SCHOLARSHIP	12	286000

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Installation Ceremony	11/11/2020	19	Rotary Club Members
Inter-national Yoga Day	15/06/2020	185	PHYSICAL EDUCATION DEPARTMENT OF SWAMI GANGA GIRI JANTA GIRLS COLLEGE, RAIKOT

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5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

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

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5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

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5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	Master of Arts	Punjabi	KHALSA COLLEGE for Women, Sidhwan Khurd	MA (History)
2019	1	BACHELOR OF COMMERCE	COMMERCE	GTB College, Dakha (Ldh.)	MBA
2019	2	BACHELOR OF COMMERCE	COMMERCE	G.G.N. Khalsa COLLEGE, LUDHIANA	M.Com
2019	2	BACHELOR OF COMMERCE	COMMERCE	G.H.G. Khalsa College, Gurusar Sudhar	M.Com
2019	9	BACHELOR OF COMMERCE	COMMERCE	SWAMI GANGA GIRI JANTA GIRLS COLLEGE, RAIKOT	M.Com
2019	3	BACHELOR OF ARTS	ARTS	SWAMI GANGA GIRI JANTA GIRLS COLLEGE, RAIKOT	PGDCA
2019	3	BACHELOR OF ARTS	ARTS	G.H.G Khalsa College, Gurusar Sudhar	B.Ed
2019	13	BACHELOR OF ARTS	ARTS	SWAMI GANGA GIRI JANTA GIRLS COLLEGE, RAIKOT	M.A. (Pol Sci.)

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5.2.3 - Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	1

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

Activity	Level	Number of Participants
Dheeraj Kaura (Bhola) Memorial Kabadi Tournament	Institute Level (Extra Mural)	91
Online Quiz on World Athletic Day	National Level	523
National Sports Day	Institute Level	56
Lohri Celebration	Institute Level	204
Basant Panchami	Institute Level	75
Teej Mela	Institute Level	245
Talent Hunt 2020	Institute Level	152
Annual Athletic Meet 2020	Institute Level	253

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5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students are the integral part of academic administrative functioning of the college and college strives to gather their opinion on any issue concerned with them. Keeping this in mind, college includes Central Association in its administrative setup. It consists of the staff and the student representatives from all classes. Nominations are called on voluntarily basis after the completion of the admission process. Members of this body are elected by students through voting for one academic year. Four designations Head Girl, Deputy Head Girl, Secretary and Joint secretary are awarded among the elected members in a meeting of central association with Principal. The representative of each class passes the academic problems, behavioural issues, social and economic issues etc. to the Principal via the incharge of central association. These members are assigned

major duties in the major functions organized by the college. The college has framed internal committee for disable students comprising of two staff members, one clerk, two parents and two students to know the needs of the disable students. Two units of NSS are running in the college.

Each units comprises of 100 students. Two students among them are elected as president and secretary of the unit. Magazine committee of the college annually prepares a college magazine "Kanya Sandesh" with the help of students. Students from each department play the role of student editor. College has editorial board consisting of six students. The students get the opportunity to explore their thoughts through "Kanya Sandesh". The student editors motivate and encourage them to express their views in the magazine. Besides this, There are the bodies which have student representatives on them like NCC, Red Ribbon club, Rotract club, Red Cross society, sports club etc. During admission days, a team of teachers is formed under the supervision of Head of Departments.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

Yes

SGG Alumni Association was registered on 28/05/2019 at Ludhiana under Society Registration Act 1860. The area of operation is Raikot (Ludhiana). It is a seven-member body which is called governing body. The principal of our college is the chief Patron of the Alumni Association. Objectives of SGG Alumni Association are as follows: To encourage and nurture the interactions between Alumni and Institute for further perspective. To urge the Alumni to take interest in the progress and development of the institute. To guide the students of the institute for professional development, higher education and being good citizens. To bring together all the old the students. To help Alumni members in their times of need. Our many alumni are well placed in all walks of life and assist the college by different ways. Some of our alumni are working as Assistant Professor in different departments in our college. We maintain and update the database of all the alumnus of the college and time to time interact with them to utilize the rich experiences of our old college students for the benefit and better development of the present students. The SGG Alumni Association has its own constitution. There are three types of membership like Annual Membership, Life-time Membership and Honorary membership. There is also mention about the cessation of membership like if she dies, resigns, unsound mind, acts against the objectives of the association, defaulted in payment of subscription fees etc. There also have a general body, which comprises with term and life time members. The members of general body have the right to attend all the events, functions, activities and meetings of the association. The meetings of the general body also held whenever it is necessary. On the other side, the members of the governing body meet on regular basis and encourage Alumnus connect activities regularly. The Alumnus are

also invited for various activities as judges as well as speakers to share their experiences and to motivate young talents. The Alumnus members show keen interest in guiding their juniors for comprehensive grooming. It is a tremendous time for SGG Alumni Association and it would be developed as one of the best Alumni Association in this course of time.

5.4.2 - No. of enrolled Alumni:

0

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

0

5.4.4 - Meetings/activities organized by Alumni Association :

Two Meetings dated 20.07.2019, 03.09.2019

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

On the College level, various departments are provided with authority to take own decisions. The success of an institution is the result of combined efforts of all who work towards attaining the vision of college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the college development. The college focuses keen on decentralization by providing equal opportunities to all faculty and non faculty to participate in the functioning of the college. Various Committees like - Sports committee, Prospectus Committee, College Magazine Committee, Youth Activity Committee, Website Updation committee, Time Table Committee, Placement Cell, Youth Activity Executive Committee, Research Committee, Assembly/Tutorial Committee, UGC Committee, Examination committee etc. has been framed at the college level for the smooth conduction of college activities. These Committees have been given authority to manage to manage the activities concerned with them. To empower the students the college has framed central association comprising of class representative from each class.

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

No

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>College runs four PG programmes, three UG programme, two add on courses and one diploma programme at present. A student can get herself enrolled in any Add-on course offered by the college alongside undergraduate and postgraduate programme. The syllabi to be followed for all the courses is designed by the Panjab University, Chandigarh. Being an affiliated body, college is not authorized to design syllabus. To enhance the curriculum provided by the University NSS, NCC, Red Cross Society, Red Ribbon club and various other clubs are functioning in the college. Students are encouraged to be the member of these clubs/units.</p>
Teaching and Learning	<p>Learning becomes more meaningful when they are made more effective. The college recruits well qualified faculty for every stream. To make teaching learning effective timetable committee has been constituted. Subjective and practical classes are distributed to faculty members as per their expertise and specialization. Modern teaching tools like LCD projectors, IR boards are used for the purpose of teaching and learning. College library is equipped with N-List facility .</p>
Examination and Evaluation	<p>Being affiliated with Panjab University Chandigarh, our college cannot conduct the examination at its own level. The faculty is free to fill the form to perform duties of examination Superintendent, Assistant to superintendent in outside colleges, flying squad, duty to evaluate the answer sheets etc. they are given duty leaves to perform these duties. College also becomes the center for conduction of examinations. Principal of the college plays the role of controller in it whereas the faculty members of college performs the duty of Deputy Superintendent, Assistant to Superintendents, Center Outsider and other supporting duties.</p>
Research and Development	<p>The college has a research committee with due representation to computer, humanities and commerce departments constituted under the leadership of principal. The college encourages teachers to present their research papers in national or international journal or magazines. E-book, E- journals facilities are provided through N-list in library. Our institution also provided duty leaves for Research work, presenting papers, attending seminars etc. The faculty is encouraged to join MOOC courses, Swayam etc. and motivated to attend FDPs, Orientation Program and Refresher courses.</p>
Library, ICT and Physical	<p>The library is the nerve centre for teaching and learning activities in the college. The college has taken initiatives to motivate the students to make the</p>

Infrastructure / Instrumentation	best use of the facilities provided to inculcate the reading habits, research and overall development of the students for their bright future. Prominent student friendly initiatives by the library include 1. Huge collections of text books, reference books, magazines periodicals etc. 2. Separate reading room for the faculty and students 3. Xerox facilities are also available in the library for ease of students and faculty.
Human Resource Management	HRM is a management function concerned with hiring, motivating and maintaining workforce in the organization. The college has recruited adequate number of faculty members, technical staff and class four staff as per the guidelines mandated by the apex authority. The excess load is divided by the recruitment of staff members on temporary fulltime basis.
Industry Interaction / Collaboration	The students from professional streams are regularly sent for training/ internship as prescribed under PU syllabus.
Admission of Students	The admission procedure, rules and regulations of admission policy and enrollment of students are done, according to guidelines laid by the Panjab University, Chandigarh. For this purpose, college issues prospectus to the students as per the norms of State University. Government rules are followed, while giving admissions to reserved categories.

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

E-governance area	Details
Planning and Development	Meetings of the management are conducted time to time where development issues of the college are discussed and implemented as per the needs of the college.
Administration	The system of administration of college is partially computerized.
Finance and Accounts	The college accords top priority to transparency in maintenance of finance and accounts through internal and external audit. Such system is fully computerized. Finance entries are arranged through tally.
Student Admission and Support	Elaborate and efficient arrangements have been made to make admission process student friendly. The program offered and course available in the college can be assessed by the reaching College website http://sggjgirlscollege.com/
Examination	Institution follows the examination portal provided by Panjab University, Chandigarh. Information and notices related to examinations are timely updated on the college website http://sggjgirlscollege.com.

6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr Ravinder Kaur	Parwasi Punjabi Sahitya Ajoke Sundharab Vich	Gujranwala Guru Nanak Khalsa College, Ludhiana	1000
2020	Dr Jaspreet Kaur	Parwasi Punjabi Sahitya Ajoke Sundharab Vich	Gujranwala Guru Nanak Khalsa College, Ludhiana	1000
2020	Dr Ravinder Kaur	Man Boli Punjab Samkal Ate Bhavikh	Khalsa College for women ,Ludhiana	800
2020	Dr Jaspreet Kaur	Man Boli Punjab Samkal Ate Bhavikh	Khalsa College for women ,Ludhiana	800

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6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

FDP on ICT tools for teaching learning process- post pandemic educational strategies	1	17/08/2020	23/08/2020	7
Short term course on intellectual property rights and ethics	1	28/07/2020	30/08/2020	32
E-Content and ICT Tools for Innovative and Effective Teaching	1	15/07/2020	21/12/2020	7
Futuristic Trends of Language and Literature- Impact of 21st Century Learners	1	13/07/2020	18/07/2020	6
ICT Tools for Technology Infused Learning V 2.0 Module 2	1	29/06/2020	04/07/2020	7
ICT Tools for Technology Infused Learning V 2.0 Module 1 (FDP)	1	22/06/2020	27/06/2020	6
Technology and Instructional Reforms with Reference to Online Teaching, Learning Evaluation(FDP)	2	15/07/2020	20/07/2020	6
Development of Research Tools in Physical Education (FDP)	1	10/06/2020	15/06/2020	6
Teaching Learning Center Ramanujan College University Delhi (orientation programmed)	1	04/05/2020	01/06/2020	29
Celebrating and Reviving Physical Education and Sports Sciences in XXXII Olympiad(FDP)	1	24/04/2020	29/04/2020	6

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	22	8	13

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
1.Provident funds according to norms laid by the provident fund Act,1952.	Provident funds according to norms laid by the provident fund Act,1952.	1.group insurance scheme for college bus

2.Advance granted if needed by any faculty.

2.Advance granted according to need of staff.

students 2. Fess concession

6.4 - Financial Management and Resource Mobilization

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

Financial reports are prepared on regular basis via internal and external audit. Internal audit is done by CA at college level and by department of Punjab government, Punjab internal audit. While external audit is done by the statutory auditor, CAG. If any discrepancies are found by the external auditor then it is rectified on timely basis. While preparing books of accounts, all legal provisions given by the relevant act are followed by the institution

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Philanthropies	427575	For the betterment of students

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6.4.3 - Total corpus fund generated

52378136

6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Principal
Administrative	Yes	AG, Punjab	Yes	CA

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

- The meeting process is very useful as it builds a healthy relationship among parents, students and teachers. Parents express their views on academic matters freely and point out discrepancies, if any, and also give suggestions for further improvement of academic atmosphere. Timely Parents meeting is conducted to discuss issues concerned with students learning and growth.

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

Nil

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

1. Registration of Alumni Association 2. E- Wastage manifest 3. Village adoption 4. Signed MOU with two companies

6.5.5 - Internal Quality Assurance System Details

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

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Academic Audit	09/03/2020	09/03/2020	16/03/2020	8

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Inter Class Poster Making Competition on SOCIAL EVIL AND WOMEN EMPOWERMENT	17/02/2020	17/02/2020	40	Nil
Suicide in Youth-Causes and Effects	29/09/2020	29/09/2020	65	Nil
NCC cadet Participation in Republic day Prade	26/01/2020	26/01/2020	30	Nil
NCC cadet Participation in Independence day Prade	15/08/2019	15/08/2019	30	Nil
Declamation on International Women's Day	17/02/2020	17/02/2020	40	Nil

Lohri Festival Celebration-"Dhian di Lohri"	13/01/2020	13/01/2020	195	Nil
Womens Day -"Women Empowerment and Constitutional Rights of Women"	08/03/2020	08/03/2020	35	Nil
Seminar on 100th Birth Anniversary of Poetess Amrita Pritam"	31/08/2020	31/08/2020	20	Nil

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

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

The college uses LED bulbs for energy conservation. College buses regularly go through the emission test to get the Pollution Certificate. The institution has also taken the initiative of bringing major environment consciousness among students with the formation of Eco-Club in the college and preserving a green campus. Eco-club also started a Green Campaign to take care of greenery in the campus. Rallies and campaigns are conducted to make people aware of drawbacks of stubble burning and to make environment pollution free. A theme based NSS Camp from 04-10-2019 to 10-10-2019 was organized, which highlighted the "Save Earth Save Environment" to conserve sources of energy.

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	No	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Special skill development for differently abled students	No	Nil
Scribes for examination	No	Nil
Any other similar facility	No	Nil

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

2019	1	1	28/05/2019	1	Fire Safety Programme	Save Human Life	30
2019	1	1	01/11/2019	7	Vigilance awareness week	Integrity and honesty	75
2019	1	1	02/12/2019	1	Firewall Network Security	E-Security related rules discussed	22
2020	1	1	25/12/2020	1	Voter Day Awareness	Importance of voting	17

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7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for students	17/09/2019	Code of conduct for students is illustrated in college prospectus annually before the commencement of the new session. It clearly defines the rules and regulations that are mandatory to be adhered by every student.
Code of conduct for teachers	Nil	Code of Conduct for Teachers is laid down by Panjab University Calender and the same is adhered in the college.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Basant Utsav	31/01/2020	31/01/2020	40
Assembly	17/09/2019	17/09/2019	200
Hawan Ceremony	28/08/2019	28/08/2019	200

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7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.E-Waste Management: The Ministry of Environment emphasizes reduction of e-waste production and promotes its recycling as it has a long term harmful impact on environment. College has initiated to recycle the e waste of the college. College sent 295 kg of e-waste to SPRECO Recycling Ludhiana. 2.Seven Day NSS Camp Main theme -Save Earth Save Environment: every year NSS unit of the college organizes a theme based seven day camp to inculcate the values related with themes among students. In this session, Main theme of camp was SAVE EARTH SAVE ENVIRONMENT. Day wise themes are: i) Protect the earth for next generations ii) Say No To stubble burning iii) Fit Youth fit India iv) Awareness regarding environment issues v) Say no to plastic vi) Victory of good over evil vii) No Girl No Mother, Ultimately no Life. 3.Swachhta Pakhwada Scheme: NSS Unit of the college initiated Swachhta Pakhwada Scheme. Under this scheme the unit conducted rallies, competitions, camps etc. 4.Formation of Eco-Club: An Eco-club was framed in this session to chalk out the environmental activities in the college. Students voluntarily became the member of the club. Time to time they organize various activities related to environment like distribution of paper and cloth bags, distribution of plants in the society, nature walk etc. 5.Eco-friendly Diwali: Diwali is the festival that gives more pleasure in community celebration than individual celebration. College celebrated eco friendly Diwali with the students. Hawan was organized in the morning to purify the environment. Staff and the students jointly lit the earthen lamps. They were advised to follow the same at their homes and to cut down the crackers to reduce noise and air pollution.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

1.E-Waste Management: The Ministry of Environment emphasizes reduction of e-waste production and promotes its recycling as it has a long term harmful impact on environment. College has initiated to recycle the e waste of the college. College sent 295 kg of e waste to SPRECO Recycling Ludhiana. 2.Formation of Eco-Club: An Eco-club was framed in this session to chalk out the environmental activities in the college. Students voluntarily became the member of the club. Time to time they organize various activities related to environment like distribution of paper and cloth bags, distribution of plants in the society, nature walk etc.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://sggjgirlscollege.com/best-practice>

7.3 - Institutional Distinctiveness

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

The spirit of mutual work, discipline, social responsibility towards community development and nation building is inculcated through Eco- Club, NSS, NCC etc. The College contributes towards women empowerment by organizing various activities. The College encourages its faculty and students to participate in seminars and conferences and promote a holistic teaching-learning environment. They are further facilitated by our infrastructural facilities including four fully functional computer labs, well-stocked computerized library. In addition, the College facilitates regular interactions through seminars, workshops, special lectures etc. for a healthy and vast exposure to our students.

Provide the weblink of the institution

<http://sggjgirlscollege.com/>

8.Future Plans of Actions for Next Academic Year

1. Publication of Handbook comprising code of conduct for teachers. 2. Training of teachers to conduct online classes using e-platform like Zoom Cloud Meet, Google Meet, Google Classroom, Google Form etc. 3. To maintain balance between Curricular and co-curricular activities during pandemic period. 4. To increase the number of newly enrolled students. 5. Online admission procedure during nation wise pandemic lockdown.