

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) by Accredited Institutions**  
*(For Affiliated/Constituent Colleges)*

(Revised as per Revised Accreditation Framework in November, 2017)



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## ***IQAC – Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

### *IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

### *Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

## **Benefits**

### *IQAC will facilitate / contribute to*

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.



- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of the Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

*The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.*

### **Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31<sup>st</sup> December of every year.

*The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.*

### **Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation with effect from 16<sup>th</sup> September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

*Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.*

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

**1. Name of the Institution                      Shri Sanatan Dharam Girls' College**

- Name of the Head of the institution :    Dr. Parminder Kaur
- Designation:    Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 0164-255104, 0164-2236108
- Mobile no.: 81464-32222
- Registered e-mail: ssdgirlcollege@gmail.com
- Alternate e-mail : ssdgcinfo@gmail.com
- Address        : Amrik Singh Road,
- City/Town     : Bathinda
- State/UT      : Punjab
- Pin Code      : 151001

**2. Institutional status:**

- Affiliated / Constituent: Affiliated
- Type of Institution: Women
- Location : Rural/Semi-urban/Urban: Urban

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
- Name of the Affiliating University: Punjabi University, Patiala
- Name of the IQAC Co-ordinator : Mrs. Neelam Gupta
- Phone no. : 94643-54979
- Alternate phone no. :Mobile: 81464-32222
- IQAC e-mail address: ssdgcqac@gmail.com
- Alternate Email address: ssdgirlcollege@gmail.com

3. Website address: [www.ssdgc.com](http://www.ssdgc.com)

Web-link of the AQAR: (Previous Academic Year): <http://ssdgc.com/Naac/aqar-report.pdf>  
 For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: <http://www.ssdgc.com/Naac/Academic-Calendar.pdf> See Annexure (i)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	A	3.03	2016	from:5-11-2016 to: 5-11-2021
2 <sup>nd</sup>				from: to:
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 18-11-2015

7. Internal Quality Assurance System

Name of quality initiative by IQAC	Date of conducting activity	Number of participants
Conducting Regular Meetings of IQAC	16-07-2018 06-10-2018 26-12-2018 04-05-2019	All the members of IQAC
Timely and regular submission of AQAR	14 <sup>th</sup> Oct., 2017 31 <sup>st</sup> Oct., 2018	All the members of IQAC
Academic and Administrative audit conducted	29 <sup>th</sup> Jan., 2019	All the members of IQAC
Feedback from all stakeholders collected, analyzed and used for improvements	Last week of April	----
Student Satisfaction Survey Conducted	End of March	Total students of the college
Offering discount on Fee to the	Session 2018-19	342

meritorious & Economically weaker students		
Functional Languages (English & Punjabi)	Throughout the Session	300
Established EDP (Club)	Started on 6 <sup>th</sup> Oct., 2018 (Activities conducted throughout the year)	80
Seminar on SWAYAM	25 <sup>th</sup> Feb., 2019	500
Lecture on Stress Management	5 <sup>th</sup> April, 2019	Students & Staff

**Note: Some Quality Assurance initiatives of the institution are:**

**(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**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
----	----	----	----	----
----	----	----	----	----
----	----	----	----	----

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

\*upload latest notification of formation of IQAC See Annexure (ii)

**10. No. of IQAC meetings held during the year: 4**

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

Yes/No : Yes

(Please upload, minutes of meetings and action taken report)

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

If yes, mention the amount:

Year:

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

• Academic and Administrative audit conducted on 29 <sup>th</sup> Jan., 2019
• Student Satisfaction Survey Conducted in the end of March
• Feedback from all stakeholders was collected in the last week of April, analyzed and used for improvements
• Offered discount on Fee to the meritorious students and Economically weaker students in the Session 2018-19
• Established EDP (Club) on 6 <sup>th</sup> Oct., 2018 (Activities conducted throughout the year)
• Functional Languages (English & Punjabi) were taught to all the final year students throughout the session

**13. 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**

S. No.	Plan of Action	Achievements/Outcomes
	To celebrate religious days/festivals	Religious days/festivals were celebrated throughout the year (Please refer academic calendar)
	To observe days/events of National/International importance	National/International days/events were observed throughout the year(Please refer academic calendar)
	To organise various activities dedicated to 550 <sup>th</sup> birthday of Shri Guru Nanak Dev Ji	Various activities were organised throughout the year please refer academic calendar
	Planned for Hawan and Orientation Program in the beginning of the session	Done on 1 <sup>st</sup> Aug., 2018
	To organise workshop on 'Disaster Management'	A workshop on 'Disaster Management' was organised on 1 <sup>st</sup> Feb., 2019
	To organise lecture on 'Domestic Violence'	A lecture of 'Domestic Violence' was organised on 4 <sup>th</sup> Feb., 2019
	To organise training on 'Self Defence'	A training on 'Self Defence' was organised on 4 <sup>th</sup> Feb., 2019 to 6 <sup>th</sup> Feb., 2019
	To organise lecture on IPR(Intellectual Property Rights)	A lecture of 'IPR' was organised on 16 <sup>th</sup> Feb., 2019
	To organise lecture on 'Stress Management'	A lecture of 'Stress Management' was organised on 16 <sup>th</sup> Feb., 2019
	To organise 'Annual Sports Day'	Annual Sport Day was organised on 2 <sup>nd</sup> March, 2019
	To organise 'Convocation'	'Convocation' was organised on 8 <sup>th</sup> March, 2019
	To organise 'Alumni Meet'	'Alumni Meet' was organised on 30 <sup>th</sup> March, 2019

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: Management of S.S.D. Group of Girls' Colleges

Date of meeting(s): 16-07-2018, 06-10-2018, 26-12-2018, 04-05-2019

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

Yes/No: Yes

Date: 29<sup>th</sup> Jan., 2019

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2019

Date of Submission: 18<sup>th</sup> Feb., 2019

17. Does the Institution have Management Information System?

Yes ✓ No

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Yes, the institution has management information system. We are using E-Granthalya, Tally 7.2 and software from Softel Solutions. The modules operational in these softwares are as follows:

**E-Granthalya :**

- ***Data Entry Modules***

- Database Administration
- Library Administration
- Master Data Module
- Books Acquisition
- Cataloguing Module
- Circulation Module
- Search/OPAC

- **Web OPAC Module**

- Browser Based Interface
- Search Library Catalogue
- Basic/Advance Search
- Uses Boolean Operator
- Federated Search
- Recent Additions in Library
- Member Services behind Login
- Access Digital Library Online.

## **Tally 7.2**

- Masters
  - Accounts Info.
  - Import Masters
- Transactions/Vouchers
  - Accounting Vouchers
  - Import Transactions
- Reports
  - Balance Sheet
  - Income & Expenses A/c
  - Display
  - Multi-Account Printing

## **Software by Softel Solution**

- Online Admission
- Student Ledger
- Fee Management System(FMS)
- Printing Report



## Part-B

<b>CRITERION I – CURRICULAR ASPECTS</b>
<b>1.1 Curriculum Planning and Implementation</b>
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
<p>The college being affiliated to Punjabi University, Patiala adheres to the curriculum designed and prescribed by the university. But, towards the framing of this curriculum senior faculty from the college make their contributions as members of Board of Studies/Various Faculties of the University or by sharing their inputs with the member of Board of Studies/Faculties in their respective subjects. The college aims to develop and deploy various plans for effective implementation of the curriculum in which the steps taken in the beginning of the academic year are: Each department conducts departmental meetings where workload distribution among staff is prepared. A ‘Schedule of Work’ is prepared following the Academic Calendar issued by the affiliating University and the college. Students are made aware of the academic plans through the College Prospectus, Time Table, Relevant Notices as well as in the classrooms by their respective teachers. Teaching Plans are prepared by the teachers of all faculties in view of the abilities of the slow learners, the average students and the advanced learners. Time Tables are prepared for all classes of the respective programmes. All the teachers follow the teaching schedule as per the timetable. Class tests are a prominent feature of the academic plans of the college. The meticulously developed plans are implemented by the teachers through innovative and participative teaching methods. Regular tests, class seminars, class presentations, home assignments and examinations are the means through which the progress of the students is observed. The subject teachers arrange study tours, field visits and practical sessions whenever required for enhancing the fundamental concepts and knowledge of the respective subjects. The college always supports and organise study tours, guest lectures/extension lectures, group discussions and industrial visits etc for students to understand the curriculum more effectively. Departments use modern teaching aids, ICT devices for effective curriculum delivery. The college provides state-of-the-art labs (Conference Hall, Language Lab and Internet enabled Computer Labs) and well equipped library.</p> <p>The heads of departments strictly adhere to the academic calendar and in case the syllabus is not covered within the stipulated time, compensatory classes are held to complete the syllabus. The IQAC monitors the feedback of the students regarding the same which helps in incorporating remedial measures.</p>

1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
---	---	---	---	---	
<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year					
<b>Programme with Code</b>	<b>Date of Introduction</b>		<b>Course with Code</b>	<b>Date of Introduction</b>	
---	---		---	---	
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	<b>UG</b>	<b>PG</b>	Date of implementation of CBCS / Elective Course System	<b>UG</b>	<b>PG</b>
---	---	---	---	---	---
Elective Course System in UG Programme already adopted since 1967					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	---		---		
<b>1.3 Curriculum Enrichment</b>					
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	
----		----		----	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
B.Com (H) - I			25 (4-6 weeks training after the 2 <sup>nd</sup> Semester)		
BA			21 (4 weeks training after 2 <sup>nd</sup> Semester)		
Sub : Office Management & Secretarial Practice			09 (4 weeks training after 4 <sup>th</sup> Semester)		
<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders. (See Annexure (iii)(a) & (iii)(b))					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	No	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
<p>Evaluation is an integral part of the education. Although there are various methods of teachers' evaluation, students' feedback is considered as the most effective and reliable method. A structured feedback was obtained from the students by the end of the session that will help the teachers not only to identify what they have done but will also help to identify the areas of improvement. The aim of this feedback was to improve the quality of teaching.</p> <p>Data was collected on various parameters as given in the Feedback Performa and was analysed using the descriptive statistics i.e. calculating mean scores and preparing bar graphs on the basis of that.</p> <p>Teachers were pointed out by the college principal who needed improvement in different areas as per the analysis report so prepared.</p>					

**CRITERION II -TEACHING-LEARNING AND EVALUATION****2.1 Student Enrolment and Profile****2.1.1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Students Enrolled	Demand Ratio in %
<b>UG Programs</b>			
BA	Open	117	100
B.Com(R)	120	59	49.17
B.Com(H)	60	25	41.67
BCA	40	9	22.50
B.Sc.(CSM)	30	6	22.00
BBA	50	0	0
B.Sc.(Medical)	40	14	35.00
B.Sc. (Non-Medical)	40	23	57.50
<b>PG Programs</b>			
MA(English)	30	11	36.67
MA(Punjabi)	30	0	0.00
MA(Hindi)	30	5	16.67
M.Com	60	38	63.33
M.Sc-IT(R)	60	9	15.00
M.Sc(Maths)	30	13	43.33
M.Sc-IT(LE)	30	11	36.67
PGDCA	30	0	0.00
B.Lib	20	17	85.00

**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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	839	202	31	3	28

**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) : 59.09%**

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
66	39	Projectors, LCD, Laptops & Mobiles	9	0	<b>E-resources :</b> E-Journals, E-books, Online Database, Websites and <b>Techniques :</b> INFLIBNET, DELNET& e-GRANTHALYA

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

As the students are from varied educational and economic background and also many students are from rural areas. Therefore, the students mentoring system has been devised to provide a better understanding of individual students and bring out their highest potential. It also appears to be the most effective method for mitigating cases of those students who are vulnerable to drop-out from studies. Students are categorized based on the streams of studies. They are divided into the groups of 20 each. Each group is assigned a teacher-mentor who would perform mentoring duties. A Mentoring Format with the guidelines of IQAC has been prepared to ensure uniformity.

- Mentors maintain and update the Mentoring Format which contains space for entering particulars and performance of students (MSTs, monthly attendance records etc.)
- After collecting all necessary information, Mentors are expected to offer guidance and counselling, as and when required.
- It is the practice of Mentors to meet students individually or in groups.
- In isolated cases parents are called for counselling/special meetings with the Principal at the suggestion of the Mentor.
- If a student is identified as having weakness in particular subject, it is the duty of the Mentor to apprise the concerned subject teacher.
- This institutional practice of Mentoring System has been designed and implemented to be student-centric and renders equitable service to students of varied academic & economic backgrounds.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
<b>1041</b>	<b>66</b>	<b>1:16</b>

**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
Teaching Faculty	Non-Teaching Staff	Technical Staff	Teaching Faculty	Non-Teaching Staff	Technical Staff	Teaching Faculty	Non-Teaching Staff	Technical Staff		
<b>21</b>	<b>06</b>	<b>03</b>	<b>04</b>	<b>03</b>	<b>01</b>	<b>17</b>	<b>03</b>	<b>02</b>	<b>04</b>	<b>09</b>

**Note:**

**Post of the Principal and Librarian are also sanctioned by DPI(Punjab). Therefore, the total no. of sanctioned posts is 23.**

**2.4.2 Honours and recognitions received by teachers**

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year ) See Annexure (iv)*

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
2018	Dr. Neeru Garg	Assoc. Prof. & Head PG Department of Commerce	Bharat Ratna Rajiv Gandhi Gold Medal Award from Global Economic Progress and Research Association

2018	Dr. Neeru Garg	Assoc. Prof. & Head PG Department of Commerce	Awarded Certificate of Excellence on Teacher's Day by Dainik Bhaskar, Bathinda
2019	Mrs. Taru Gupta	Assist. Prof. & Head PG Department of Mathematics	Selected for Bharat Gaurav Award

## 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
----------------	----------------	----------------	---	---

-----NA-----

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

There are two levels at which the internal assessment is carried out at the college: Postgraduate and Under-graduate. Following the examination pattern prescribed by the affiliating University i.e. Punjabi University, Patiala, all post graduate departments conduct Continuous Internal Evaluation for 25% marks for every paper in each semester. This system of evaluation includes attendance, performance in MSTs, assignments, book review, presentations, class seminar, class tests and surprise test etc. The students are well informed in advance about this system of evaluation. The schedule of internal evaluation varies from department to department and is spread out across the semester. The continuous internal evaluation conducted by post graduate departments provides excellent opportunities to the students to not only showcase their learning but also to develop their skills such as academic writing, research culture and public speaking etc. It also enhances their participation in classroom activities and improves the overall teaching-learning process. After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for further improvement. For undergraduate students, internal evaluation comprises of percentage of marks as per the syllabus provided by the affiliating university which includes attendance, assignment, presentation, class test, surprise test and performance in MST's. All prescribed practicals are conducted and the students are given sufficient training in carrying these out.

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

The academic calendar of the college, published in the college prospectus and displayed on the college website gives general details about the important days/events to be observed, MSTs, Talent hunt show and participation, preparation for youth festival, different departmental activities, PTM, Industrial visits, Educational Tours/Excursions and University Semester Exams. All departments adhere to the broad guidelines as contained in the academic calendar. Internal examinations (MSTs) are held according to the time table announced in advance through notices circulated in the classrooms and on the display boards. The affiliating university prescribes the overall framework of time as far as examination timetable is concerned. The departments conduct all the continuous internal evaluations within the broad framework.

## 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 (weblink <http://www.ssdgc.com/Naac/Objectives.pdf>)

Program outcomes, Program specific outcomes and course outcomes for all programs offered by the college are stated and displayed on the college website [www.ssdgc.com](http://www.ssdgc.com). The college has maintained a dynamic website which is comprehensive and regularly updated. The department tab provides an introduction to the faculty along with their qualification. The admission tab displays information about various programs, eligibility conditions and intake strength and courses offered in each program along with their objectives and course outcome. The college prospectus also gives a list of programs and course along with their code.

### 2.6.2 Pass percentage of students

Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage	Distinction (75% and above)
<b>UNDERGRADUATE COURSE</b>				
BA-I (Sem.1)	131	124	94.60%	9
BA-I (Sem.2)	121	114	94.2%	6
BA-II (Sem.3)	115	113	98.26%	11
BA-II (Sem.4)	112	112	100%	5
BA-III (Sem.5)	116	116	100%	12
BA-III (Sem.6)	116	116	100%	11
B.Sc.(Med.)-I -Sem.1	17	16	94.11%	07
B.Sc.(Med.)-I -Sem.2	15	15	100%	09
B.Sc.(Med.)-II-Sem.3	6	6	100%	02
B.Sc.(Med.)-II-Sem.4	6	6	100%	01
B.Sc.(Med.)-III-Sem.5	B.Sc (Med) Started in 2016-17			
B.Sc.(Med.)-III-Sem.6	B.Sc (Med) Started in 2016-17			
B.Sc.(Non Med.)-I -Sem.1	20	20	100%	03
B.Sc.( Non Med.)-I -Sem.2	20	20	100%	03
B.Sc.(Non Med.)-II-Sem.3	14	14	100%	05
B.Sc.(Non Med.)-II-Sem.4	14	14	100%	04
B.Sc.(Non Med.)-III-Sem.5	B.Sc (Med) Started in 2016-17			
B.Sc.(Non Med.)-III-Sem.6	B.Sc (Med) Started in 2016-17			
B.Sc.(CSM)-I Sem-1	09	09	100%	08
B.Sc.(CSM)-I Sem-2	09	09	100%	06
B.Sc.(CSM)-II Sem-3	13	13	100%	07
B.Sc.(CSM)-II Sem-4	13	13	100%	08

B.Sc.(CSM)-III Sem-5	04	04	100%	02
B.Sc.(CSM)-III Sem-6	04	04	100%	04
BCA-I Sem. 1	10	09	90%	02
BCA-I Sem. 2	05	05	100%	01
BCA-II Sem. 3	No Admission			
BCA-II Sem. 4	No Admission			
BCA-III Sem. 5	No Admission			
BCA-III Sem. 6	No Admission			
B.Lib. Sem-1	10	10	100%	10
B.Lib. Sem-2	10	10	100%	06
B.Com –I(R) Sem-1	92	88	95.65%	10
B.Com –I(R) Sem-2	91	89	97.80%	09
B.Com –II(R) Sem-3	97	96	98.97%	01
B.Com –II(R) Sem-4	97	97	100%	16
B.Com –III(R) Sem-5	96	94	97.92%	07
B.Com –III(R) Sem-6	94	94	100%	14
B.Com –I(H) Sem-1	45	44	97.78%	05
B.Com –I(H) Sem-2	44	44	100%	16
B.Com –II(H) Sem-3	39	39	100%	19
B.Com –II(H) Sem-4	39	39	100%	14
B.Com –III(H) Sem-5	49	49	100%	28
B.Com –III(H) Sem-6	49	49	100%	33
M.Sc(IT)R-I Sem.1	02	02	100%	-----
M.Sc(IT)R-I Sem.2	02	02	100%	-----
M.Sc(IT)R-II Sem.3	18	18	100%	11
M.Sc(IT)R-II Sem.4	18	18	100%	18
MA(Pbi.)-I Sem.1	08	08	100%	02
MA(Pbi.)-I Sem.2	08	08	100%	-----

MA(Pbi.)-II Sem.3	11	11	100%	09
MA(Pbi.)-II Sem.4	11	11	100%	06
MA(Eng.)-I Sem.1	12	12	100%	02
MA(Eng.)-I Sem.2	11	11	100%	01
MA(Eng.)-II Sem.3	13	13	100%	01
MA(Eng.)-II Sem.4	13	13	100%	-----
MA(Hindi)-I Sem.1	05	05	100%	02
MA(Hindi)-I Sem.2	04	04	100%	02
MA(Hindi)-II Sem.3	09	09	100%	04
MA(Hindi)-II Sem.4	09	09	100%	02
M.Sc(Maths)-I Sem.1	30	30	100%	14
M.Sc(Maths)-I Sem.2	30	30	100%	08
M.Sc(Maths)-II Sem.3	33	33	100%	14
M.Sc(Maths)-II Sem.4	33	33	100%	12
M.Com – I Sem-1	51	51	100%	33
M.Com – I Sem-2	49	49	100%	42
M.Com – II Sem-3	31	31	100%	11
M.Com – II Sem-4	31	31	100%	23

## 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 under weblink : <http://www.ssdgc.com/Naac/SSS-Report.pdf>)

## 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 Academic year
Major projects	---	---	---	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored Projects	---	---	---	---
Projects sponsored by	---	---	---	---



the University/ College				
Students Research Projects (other than compulsory by the College)	---	---	---	---
International Projects	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---
<b>3.2 Innovation Ecosystem</b>				
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(s)	
Awareness Programme on IPR	S.S.D Girls' College		16.02.2019	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
---	---	---	---	---
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
---	---		---	
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Name of the Start-up	Nature of Start-up		Date of commencement	
---	---		---	
<b>3.3 Research Publications and Awards</b>				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
Honoured at College Functions, printed in the Newspapers, College Magazine & Prospectus and in the Annual Report of the college forwarded to the affiliating University (Punjabi University, Patiala)				
3.3.2 Ph.Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
---		---		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	Economics (Principal)	1	5.87	
International	Economics (Principal)	1	3.106	
	Commerce	2	5.414 , 6.939	
	Physics	1	2.011	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year				
Department		No. of publication		

Commerce	1 (Book)
Physics	1 (Book)
Commerce	1 National Conference Proceedings
Economics + Commerce	1 National Conference Proceedings
Office Management	1 National Conference Proceedings

See Annexure (v)

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
----	----	----	----	----	----	----

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Relationship between Employee Commitment & Organizational Citizenship Behaviours A study of Employees working in Public Sector Banks in Ludhiana (Punjab)	Dr. Parminder Kaur	International Journal for Research in Engineering Application & Management	2019	02		--
Bollywood Celebrities role in promoting goods of Social Change in India	Dr. Parminder Kaur	Journal of Emerging Technologies and Innovative Research	2019			--
Vulnerabilities of informal sector women workers: A case study of Malwa region of Punjab	Dr. Neeru Garg	International Research Journal of Human Resources & Social Sciences	2019			
Working Condition of women workers in informal sector a case study of Malwa region of Punjab	Dr. Neeru Garg	International Journal of Research in Economics & Social	2019			

		Sciences (IJRESS)				
Effect of asymmetrical peripheral substitution of sulfonic acid group on the geometric and electronic structures and vibrations of copper phthalocyanine studied by computational and experimental techniques	Prabhjot Kaur, <b>Ritika Sachdeva</b> , Randhir Singh, Nazilla Sol, Sukhwinder Singh, G.S.S. Saini	Journal of Molecular Structure	2018	01	01	--

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	---	---	1	---
Presented papers	---	6	---	---
Resource Persons	---	---	---	3

### 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 co- ordinated such activities	Number of students participated in such activities
International Yoga Day	NCC Unit	<b>4</b>	<b>30 Cadets</b>
WALKTHONE	NCC Unit	<b>12</b>	<b>12 Cadets</b>
Tree Plantation	NCC Unit	<b>12</b>	<b>18 Cadets</b>
Freedom from Drugs	NCC Unit	<b>8</b>	<b>30 Cadets</b>
World Water Day	NCC Unit	<b>10</b>	<b>20 Cadets</b>
World No Tobacco Day	NSS Unit	<b>5</b>	<b>165 Volunteers</b>
Awareness regarding Eye Donation	NSS Unit	<b>8</b>	<b>165 Volunteers</b>
Seminar on Solid Waste Management under Swachh Bharat Mission	NSS Unit	<b>8</b>	<b>160 Volunteers</b>
National Unity Day	NSS Unit	<b>10</b>	<b>165 Volunteers</b>
World AIDS Day	NSS Unit	<b>12</b>	<b>165 Volunteers</b>
Downloading App Swachhta- MAHUA under "Swachh Bharat Mission"	NSS Unit	<b>85</b>	<b>170 Volunteers</b>
Self Defence Workshop	NSS Unit	<b>06</b>	<b>170 Volunteers</b>
Seminar on "Women Empowerment"	NSS Unit	<b>10</b>	<b>160 Volunteers</b>
Poshan Pakwada	NSS Unit	<b>06</b>	<b>160 Volunteers</b>
World Water Day	NSS Unit	<b>06</b>	<b>20 Volunteers</b>
Blood Donation Camp	NSS Unit	<b>10</b>	<b>60 Volunteers</b>
Youth Empowerment Day	NSS Unit	<b>12</b>	<b>165 Volunteers</b>
One Day Camp under "Swachh Bharat Mission"	NSS Unit	<b>05</b>	<b>130 Volunteers</b>

Health Awareness Day		NSS Unit		06		170 Volunteers	
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		No. of Students benefited	
---		---		---		---	
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 <b>coordinated</b> such activities	Number of students participated in such activities			
Swachh Bharat	NSS unit	Cleaning of College Campus and nearby Basis	5	160			
World AID's Day	NSS unit	AID's Awareness Rally	9	170			
	NSS unit	Blood Donation Camp	14	60			
Health Awareness Day	NSS unit	A Lecture on women health problems	20	300			
<b>3.5 Collaborations</b>							
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		
---		---	---		---		
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 <b>(From-To)</b>	participant		
---	---	---		---	---		
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 and Activities			Number of students/teachers participated under MoUs		
Yogindera Worsted Limited	12 <sup>th</sup> Feb., 2019	To promote interaction between SSD Girls College, Bathinda & Yogendra Worsted, Ludhiana in mutual beneficial areas.			---		
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>							
<b>4.1 Physical Facilities</b>							

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
17,00,000 /-	17,62,485 /-

4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	5 acres	Nil
Class rooms	40	Nil
Laboratories	14	Nil
Seminar Halls	01	Nil
Classrooms with LCD facilities	01	Nil
Classrooms with Wi-Fi/ LAN	Nil	Nil
Seminar halls with ICT facilities	1	Nil
Video Centre	Nil	Nil
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	133	03
Value of the equipment purchased during the year (Rs. in Lakhs)	2,08,255	60,283
Others	---	---

## 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 partially)	Version	Year of automation
E-Granthaliya	Fully	3.0	July, 2018

#### 4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29660	8,45,400	153	42324	29813	8,87,724/-
Reference Books	792	2,45,311	02	1445	794	2,46,756/-
e-Books	Subscription NList and DELNET	N-List-5900 DELNET-13570 Total = 19470	Accessing E-books and E-Journals	Renewal-19470	-	38940/-
Journals	14	29135	09-Renewal 03-Added Total=12	29676	26	58811
e-Journals	Subscription NList and DELNET	N-List-5900 DELNET-13570 Total = 19470	Accessing E-books and E-Journals	Renewal-19470	-	39480
Digital Database	Student and library belongings in E-Granthaliya Software	-	Bar-Coding System Introduced Issue and return record is being maintained through Bar-Code	-	-	-
CD & Video	187 CDs	-	-	-	-	-
Library automation	E-Granthaliya Software	-	With Bar-code System	-	-	-
Weeding (Hard & Soft)	1810 books	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

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4.3 IT Infrastructure					
4.3.1 Technology Upgradation (overall)					
	Total Computers	Internet	Computer Labs	Office	Other Departments
Existing	123	123	107	4	12
Added (Purchase 5 new Computer with config. : V3268-(i3 7 <sup>th</sup> ) 4 GB – 1 TB 18.5” UBUNTO DELL LED 18.5 E 1916H	5	5	0	04	1
Total	128	128	107	8	13
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)					
4 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		
---			---		
4.3.4 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		
---	---	---	---		

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
2,25,000 / -	2,14,829 /-	13,50,000 /-	13,99,135
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, <b>provide link</b> ) ?			
<p>Maintenance and upkeep of the campus and facilities within it is our regular feature even if the funds are not allocated and all such matters are managed by the governing body through the maintenance clerk with his team constituted of Hardware Technician, Electrician, Plumber, Painter, Carpenter and Mason etc. However the minor faults are dealt with by this team and experts are also called for major faults. This team looks after the regular maintenance of civil work such as furniture repairs, masonry and plaster works, whitewash, carpentry, plumbing and housekeeping</p> <p>With the help of sweeper cleanliness of Class Rooms, Staff Rooms, Seminar Hall, Laboratories, Auditorium and Rest Rooms maintained. They are well equipped with required tools and supplies for this purpose.</p> <p>The campus maintenance is monitored through surveillance cameras.</p> <p>Optimum working conditions of all properties/equipment on the campus like maintenance of Generators, Air-Conditioners, CCTV Cameras and Water Purifiers is ensured through contractual technicians. Apart from contract workers, the college has trained in-house electricians and plumber.</p>			

**Laboratories:**

- Record of stock is maintained by Lab Assistants and supervised by HOD's of the concerned departments.
- The equipments used in day to day working are maintained by the Lab Assistants but the repair and maintenance of sophisticated lab equipment is done by the technician of related owner enterprise/local technician.
- There is a systematic disposal of waste in all the laboratories.

**Library :**

- The requirement and list of books is taken from the concerned departments through respective HODs and the final list is duly approved by the principal.
- Every year in the beginning of session, students of all PG classes are motivated to register themselves in the library to use INFLIBNET.
- Suggestion box is installed in the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- The proper account of visitors(students and staff) on daily basis is maintained.
- Other issues such as weeding out of old titles, schedules of issue/return of books etc. are chalked out/resolved by the library committee.

**Sports**

- Maintenance of indoor Badminton/Volley Ball/Table Tennis Courts/Gym on the college is taken care of by the Sports In-charge and the Coach.

**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	342	927708.00
Financial support from other sources			
a) National			----
b) International			----
c) State			

**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 implementation	Number of students enrolled	Agencies involved
<i>See Annexure (vi)</i>			

**5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year .... See Annexure (vii)**

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	Coaching for competitive	20 (M.Com I & II)	----	8	4 (Pooja Pandey,



exams	39 M.Sc(Maths) - I & II			Drishti, Gazal, Shelja)
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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	No. of grievances redressed	Average number of days for grievance redressal
---	---	---

## 5.2 Student Progression

### 5.2.1 Details of campus placement during the year

On campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Samriti Venture	111	
Yes Bank		
HDFC Mutual Fund		
Max Life		
Jana Small Finance Bank		
Technofordia Solutions Pvt. Ltd.		
Bajaj Allianz Life		
ELI Learning		
Nandkathi Stock Breaking		
Bathinda Chemical Ltd.		
A2IT		
Paytm		
FoodPanda		
Skycon Technologies		
Vaultrap Technologies		
Softwizz Technologies		
IIFL India Infoline Finance Limited		
Infowiz		
Pentasoft		
Ek Jot Eye Hospital		
Delhi Heart Institute		
Prime Focus		
DTH		

### Off Campus Placements

Name	Batch	Working Place	Contact Number
Kuldeep	2018 Passout	HDB Financial Source	98763-40232
Shelja	2018 Passout	SBI Bank, Goniana	88474-86616

*Note : Complete record has not been maintained*

### 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
2018	45	B.Com-(26)	Commerce	SSD Girls' College	M.Com.-I - 26 MA (Eng.) - 9

		B.A.-(16)	Arts		MA (Hindi) - 1
		BCA-(03)	Comp5uter Science		MA (Pbi.) - 3 MSc. (Math) – 3 M.Sc(IT) -3

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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	12	Pooja Pandey (61000623) Drishti (12009265) Vipneet (PB0203508459) Shailja (62011310) Deepika (62014542) Neetu Jindal (62009918) Amarjeet Kaur (62012562) Ravneet Kaur (61006427) Nidhi Bansal (PB02504734) Suman Deep Kaur (PB02507149) Himani Gupta (PB02502716) Gurneet Kaur Chauhan (CH01509072)
SET	----	----
SLET	----	----
GATE	----	----
GMAT	----	----
CAT	----	----
GRE	----	----
TOFEL	----	----
Civil Services	----	----
State Government Services	----	----
Any Other	----	----

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

Activity	Level	Participants
<i>See Annexure (viii)</i>		

### 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	State/ National/ International	Sports / Literary	Cultural	Student ID number	Name of the student
2018	Gold Medal	National	---	Group Dance	Cadet No. 201907/17  201917/17	Yashnoor and Dolly (BA-II)
2018	Best Cadet	State	---	---	Cadet No. 201914/17	Sarbjeet Kaur BA-II
2018	1 <sup>st</sup> position	State	---	Group Dance	201895/16 201902/17 201906/17 201892/17	Anisha Verma B.Com-III(R), Harpreet Kaur B.Com-II( ), Divpreet B.Com-II(R), Shallu BA-III,

					201907/17 201913/17 201914/17 201917/17	Yashnoor BA-II, Manisha Chopra BA - II, Sarbjeeet Kaur BA – II, Dolly BA-II
2018	1 <sup>st</sup> position	State	---	Group Dance	201895/16 201906/17 201892/17 201907/17 201914/17 201917/17	Anisha Verma B.Com-III( R) Divpreet B.Com-II(R), Shallu BA-III, Yashnoor BA-II Sarbjeeet Kaur BA-II Dolly BA-II
2018	1 <sup>st</sup> position	State	---	Solo Song	117(L)	Shaveena BA-I
2018	2 <sup>nd</sup> position	State	First –Aid Demonstration	---	100 74 63 70 26	Prabhjot BA-III and team Jyoti BA-I, Mandeep BA-III Bakshish BA-III Akki BA-III
2018	3 <sup>rd</sup> position	State	---	Poem Recitation	05	Jaspreet Kaur (B.Sc-II NM)
2018	3 <sup>rd</sup> position	State	Quiz Competition	---	07	Anmoljeet B.Sc-I (NM)
2018	3 <sup>rd</sup> position	State	---	Group Song	63 70 26 103 117 104 97	Mandeep BA-III and group Bakshish BA-III Akki BA-III Randeep BA-I Shaveena BA-I Gagandeep BA-I Jaspreet BA-I

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

The College has a student council from academic year 2015-16. The members of the student councils are as follows: Rank holder students of each class as a class representative, NCC representative, NSS representative, sport representatives and cultural representatives. These representatives elect the President and Secretary of the student council. The student representatives are also nominated by the Principal on following committees such as. IQAC, Anti ragging committee, student grievance redressal cell, Annual College Magazine, College Canteen Committee, Library and Examination Committee etc. Students undertake various activities like cleanliness campaigns, blood donation, campaign for saving electricity and water and against substance abuses- tobacco, alcohol and drugs. NSS, NCC and YRC also assign different responsibilities to students. Student council also helps to maintain routine discipline in the college and during functions. It is the council member's responsibility to report the teacher in-charge of the student council about any indiscipline happened in any activity or department/class/campus. They help the college authorities in organizing and managing various curricular and co-curricular activities in the college.

### 5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes, the institution has registered Alumni Association. Many alumni of the college are well placed in all walks of life and assist the college in different ways. The NSS unit of the college receives the alumni students' help in various activities like guest lectures, in annual camps, blood donation and tree plantation

etc. They participate in college functions like Annual Sports Day, Annual Prize distribution function and NSS Day etc. Some departments invite their outstanding alumni for interactive sessions with the students and staff on the current developments in the field. These sessions inspire the students and expose them to the opportunities in career as well as employment. Some of our alumni are working in the college as Assistant and Associate Professors and some of our alumni are in regular contact with the teachers and contribute to the teaching learning processes indirectly by providing a variety of information.
5.4.2 No. of enrolled Alumni : 200
5.4.3 Alumni contribution during the year (in Rupees) : Nil
5.4.4 Meetings/activities organized by Alumni Association :
SSD Girls' College, Bathinda organised 2 <sup>nd</sup> Alumni meet on 30 <sup>th</sup> March., 2019. The programme was organised under the distinguished guidance of Principal, Dr. Parminder Kaur Tanghi and the untiring support of the college management. Alumni from 1966 were invited and more than 150 pass out students graced the occasion with their benign presence. The alumni were positively thrilled to witness the college development both academically and in terms of the infrastructure. Various games and competitions were organised and the participation proved that 'age is just a number' and the women are still very young at heart. While alumni meet provides a podium to interact & reminisce, it also gives an opportunity to renew and build new contacts which are really important in this era. Some of the alumni had even given performances like Shiv Tandav, Giddha, Bhangra, Skit to name a few. The college authorities were mesmerized with the wonderful performance given by some of our worthy ex-students who are currently serving their Alma Mater as staff members.
<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
<b>6.1 Institutional Vision and Leadership</b>
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
There are various levels at which decentralization happens. The Management takes major policy decisions concerning finance, infrastructure, recruitments and tie-ups etc. They also discuss matters related to teaching and non-teaching staff and the college budget. The Principal is assisted in the day to day functioning by the Senior faculty members, various committees formed for the smooth functioning of the institution and the administrative/office staff. Decisions taken at these levels are implemented with participation from various stakeholders. To illustrate this, the process of preparation of the Annual Plan of action and its implementation are described as under: The Principal in consultation with the Senior Faculty members prepares the outline of the perspective plan in April for the subsequent year. This includes inputs received throughout the year from students, parents, staff members and heads of departments and a host of other issues requiring attention. This is then routed through IQAC of the college which after deliberating on the inputs from the Principal and after incorporating its own suggestions prepares the detailed Plan of Action for the subsequent year. The plan is then submitted to the Management for approval and guidance. At the beginning of the new academic year, the IQAC reviews the Plan of Action approved by the management. The Principal along with the Senior Faculty takes timely decision regarding the implementation of the Plan of Action assisted by different committees, where possible press persons are invited to cover the events organised on the campus, the reports of which are printed in the local newspapers thus enabling the college to reach out to a wide community. The reports of all the activities are printed in the college magazine and annual report of the affiliating University. A copy of the magazine is sent to the management, some alumni and the well wishers

of the college who provide their valuable feedback which again becomes one of the sources for preparing the Plan of Action for the subsequent year.

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

Yes/No/Partial:

**Partial**

## **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):

❖ Curriculum Development

❖ Teaching and Learning

❖ Examination and Evaluation

❖ Research and Development

❖ Library, ICT and Physical Infrastructure / Instrumentation

❖ Human Resource Management

❖ Industry Interaction / Collaboration

❖ Admission of Students

### **Curriculum Development**

The college being affiliated to Punjabi University, Patiala adheres to the curriculum designed and prescribed by the university. But, towards the framing of this curriculum senior faculty from the college make their contributions as members of Board of Studies/Various Faculties of the University or by sharing their inputs with the member of Board of Studies/Faculties in their respective subjects. The college aims to develop and deploy various plans for effective implementation of the curriculum in which the steps taken in the beginning of the academic year are: Each department conducts departmental meetings where workload distribution among staff is prepared. A 'Schedule of Work' is prepared following the Academic Calendar issued by the affiliating University and the college. Students are made aware of the academic plans through the College Prospectus, Time Table, Relevant Notices as well as in the Classrooms by their respective teachers. Teaching Plans are prepared by the teachers of all faculties in view of the abilities of the slow learners, the average students and the advanced learners. Time Tables are prepared for all classes of the respective programmes. All the teachers follow the teaching schedule as per the timetable. Class tests are a prominent feature of the academic plans of the college. The meticulously developed plans are implemented by the teachers through innovative and participative teaching methods. Regular tests, class seminars, class presentations, home assignments and examinations are the means through which the progress of the students is observed. The subject teachers arrange study tours field visits and practical session whenever required for enhancing the fundamental concepts and knowledge of the respective subjects. The college always supports and organise study tours, guest lectures/extension lectures, group discussions and industrial visits etc for students to understand the curriculum more effectively. Departments use modern teaching aids, ICT devices for effective curriculum delivery. The college provides state-of-the-art labs (Language Lab Wi-fi enabled Computer Lab) and well equipped library.

The heads of departments strictly adhere to the academic calendar and in case the syllabus is not covered within the stipulated time, compensatory classes are held to complete the syllabus. The IQAC monitors the feedback of the students regarding the same which helps in incorporating remedial measures.

### **Teaching and Learning**

- The review of the academic results, the mutual sharing among the faculty and the regular feedback from the students enable the teachers to improve their teaching strategies. Modern teaching aids and tools like computers, LCD projectors and Internet etc. are used to make learning experience more interesting, stimulating and retentive. The technologies and facilities like well equipped laboratories and Library, computer labs with Broadband and Wi-Fi facility are used by the faculty for effective teaching
- A close watch is kept at the learner's progress so that she remains alert. When she performs well,

she is given incentive in the form of prizes and fee concession. This keeps the spirit of healthy competition alive among the students

### **Examination and Evaluation**

- Oral and written class tests are scheduled by teachers at their own end at the end of chapter or units
- Surprise tests are given to check the retention of knowledge.
- Pre University examination is conducted internally before the final examination is conducted by the University
- Internal assessment is prepared on the basis of criteria provided by the affiliating University along with the syllabus
- The marking scripts marked by the fresh recruits are scrutinized by the HODs randomly and anomalies are pointed out to them if any.
- Answer sheets of house tests are distributed to and discussed with students so that they are assured that no partiality or favouritism has been done in evaluation. They are also asked to check their total score and if any question has been left unmarked.
- Internal assessment is awarded on the basis of criteria given by the university along with the syllabus.
- The students and the faculty are made aware of the evaluation process through announcements in the classes and notices put up on the notice board.

### **Research and Development**

- There is a Research Committee in the college which conducts two to three meetings in a session to discuss various plans to promote research.
- To motivate the faculty for academic advancements by way of which a few staff members have completed their Ph.D and some are perusing.
- Updating the faculty regarding various fellowship schemes provided by UGC and facilitating in applying for the same.
- IQAC promotes the participations of the teachers in Seminars/Conferences by way of which staff members present papers in National/International Seminar organised by different institutions.
- Many of the faculty member have got numerous papers published in National/International Journals besides authoring books in their respective fields
- The governing body has allocated a sum of Rs. 1 Lakh for research and faculty members can make use of this fund for the purpose of research/research related activities.
- Research facilities for the students: Internet facility, Reprographic facility, Issuance of reference books for the required period and facility of e-resources like INFLIBNET and DELNET are available.

### **Library, ICT and Physical Infrastructure / Instrumentation**

- The college has a fully automated library having a number of journals, e-journals and reference books besides a large number of text books. It is open from 9:00 am to 3:30 pm on all the working days.
- Workshops on the use of e-resources were organized for the faculty and for all the PG students by the library in-charge in collaboration with Mrs. Rekha Rani Assistant Prof. in Computer Science from time to time.
- Library is computerised with E-Granthaliya Software that enables maintenance and access of stock and issuance & return of books.

- E-Learning facilities like INFLIBNET and DELNET are also available. Online Database of Catalogue can be accessed through OPAC.
- The Institute facilitates extensive use of ICT resources i.e. use of computer aided teaching/learning/material by its staff and students.
- The whole campus is Wi-fi enabled and all the laboratories are well equipped.
- The Management has a futuristic approach for the development of infrastructural facilities and offers funds for the development as per need. The college has built up excellent infrastructure and learning resources since its inception in 1966. It has three sister institutions in its campus, has different blocks like administrative block, academic block(Arts, Science, Commerce and PG Block) constituted of class rooms and Laboratories, Central Library, Gymnasium, Canteen, Re-creation Hall, Playgrounds and two well-maintained lawns. The infrastructure is upgraded as per requirement. Modern teaching aids and tools like computers, LCD projectors and Internet etc. are used to make learning experience more interesting, stimulating and retentive. The technologies and facilities like well equipped laboratories and Library, computer labs with Broadband and Wi-Fi facility are used by the faculty for effective teaching.

### **Human Resource Management**

It is a very sensitive area where the college adheres to the principle of rigorous discipline but with warm human touch. The administration keeps a watch on each and every employee closely, at the same time it takes care to keep all its stakeholders comfortable, so that they could work efficiently to the maximum of their capacity. The measures adopted are:

- Participative managements exists as the institution understands that substantial value can be created by sharing ideas among employees and the same is practiced through :
  - Committee approach to management
  - The college has various committee/cells comprising of convener and faculty members team which monitors and manages different academic and non-academic responsibilities.
- Decisions are taken on the basis of feedback from informal interaction from all stakeholders.
- Faculty members are motivated to acquire additional qualification.

### **Industry Interaction / Collaboration**

- The students from Dept. of Commerce and IT departments visit industry as per the requirement of the curriculum/or acquaint the students with the latest advancements taking place in the industry. The industry is an important stakeholder for any institution of higher learning as the graduates are absorbed by it. It is therefore important that there is a system of feedback from the industry (employers) and the professional bodies to prepare students for a successful career and enhance their employability. This is done through an interaction with the industry by way of industrial visits/visits of different industries in the job fest organised by one of our sister concern (SSDWIT) in the campus and invitation to the representatives from the industry/professional bodies etc.

### **Admission of Students**

Admission of students to B.Com. (Reg. & Hons.) BCA, B.Sc. (CSM), B.Sc. (Med. & Non Med.), B. Lib, MA (Hindi, Punjabi & English), M.Sc. (Mathematics), M.Com., M.Sc. (IT) Regular & LE is done on first come first serve basis keeping in mind the intake strength as mentioned in the prospectus following the eligibility criteria laid down by the university. Admission to B.A is open to the student who satisfies minimum eligibility conditions as laid down by the university.

During the session 2018-19, 1041 students were admitted to various courses available in the college.

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

- ❖ Planning and Development
- ❖ Administration
- ❖ Finance and Accounts



<p>❖ Student Admission and Support</p> <p>❖ Examination</p>				
<p>❖ <b>Planning and Development</b></p> <p>Every possible effort is made to apply e-governance in different areas of operation like Administration, Finance &amp; Accounts, Student Admission and Support and Examination which reduces labour cost and paper cost and helps in retrieval of information whenever required.</p>				
<p>❖ <b>Administration</b></p> <p>The college tries its best to keep in touch with the latest tools of administration for example college staff uses the technology for administration purpose such as use of Smartphone with inbuilt social apps like Gmail and WhatsApp through which they share the notes to students and forward the topic of assignments etc. It also helps to provide the brief notice of any event to be happened on college. The college has Biometric attendance for Teaching, Non-Teaching and Support Staff. The college campus is equipped with CCTV cameras at every place of need.</p> <p>Library is fully automated with e-Granthalaya Software, Computer, Internet band width with 4mbps speed, INFLIBNET and DELNET for e-learning. Remote access to Library catalogue is available through OPAC.</p> <p>Server based computing system is available in Language Lab and Library provides the high speed Internet service.</p>				
<p>❖ <b>Finance and Accounts</b></p> <p>The College uses Tally version 7.2 for e-governance for transparent functioning of finance and accounts department of the college. Different accounts like Amalgamated Funds, Funds Account, Management Account, Salary Account and Hostels Accounts are maintained through this system. This helps to increase the efficiency of staff towards the accuracy in financial transactions. The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure.</p>				
<p>❖ <b>Student Admission and Support</b></p> <p>Application/Admission Form is uploaded online of which the University can view the status. After the confirmation of the admission the fee is collected in the office through software developed by Softel Solutions which displays different fee heads like Amalgamated Funds Account, Management Account, Tuition Fee and Admission Fee etc. The misc head shows Late Fee, Migration Fee, Online Fee and Practical Fee which is paid to the University. It also displays defaulter and pending amount etc. Hostel is the separate head to collect Hostel Fee.</p>				
<p>❖ <b>Examination</b></p> <p>Per student return is sent online to the University after the Admission is closed. Examination Forms are filled online. Memos(while conducting University Exams) are sent online. Practical awards and internal assessment is also sent online to the University. All University results can be viewed on the college website in Result Tab.</p>				
<p><b>6.3 Faculty Empowerment Strategies</b></p>				
<p>6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year</p>				
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
---	---	---	---	---



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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018	A lecture on 'How to write a research paper and how to start writing a dissertation' was organized.	---	6 <sup>th</sup> Dec., 2018.	<b>65</b>	---
2019	A lecture on Intellectual property rights	---	16 <sup>th</sup> Feb. 2019.	<b>60</b>	---

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	Date and Duration (from – to)
---	---	---

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
31	66	11	11 (Full Time)

6.3.5 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month.</li> <li>Advances/Loan facilities to carry out family responsibilities like arrangement for weddings, purchase of house/vehicle etc. are provided through a very easy mechanism.</li> <li>ESI scheme is also made available to the employees (teaching) having monthly salary of 15,000 /- or less than this in which the major share is contributed by the management. All eligible employees have been covered under this scheme.</li> <li>Fee concession to the children of teaching staff.</li> <li>Free Bus facility is provided for the employees.</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>Funds are collected to facilitate any individual member of the staff in his/her emergency.</li> <li>The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month.</li> <li>Advances/Loan facilities to carry out family responsibilities like arrangement for weddings, purchase of house/vehicle etc. are provided through a very easy mechanism.</li> <li>ESI scheme is also made available to the employees (non-teaching) having monthly salary of 15,000 /- or less than this in which the major share is contributed by the management. All eligible employees have been covered under this scheme.</li> <li>Summer and winter uniform to all the support staff and gift in cash for Diwali celebration is also given to the support staff.</li> <li>Fee concession to the children of non-teaching staff and free education to the children of support staff is provided.</li> <li>Free Bus facility is provided for the employees.</li> </ul>

Students	<ul style="list-style-type: none"> <li>• Fee concession to the students belonging to low income group and discount on fee on the basis of merit is provided to the students.</li> <li>• There is a provision of paying fee in easy instalments.</li> <li>• In addition to Group Insurance for students health facility during the stay in the college is provided.</li> <li>• Book bank facility is also available for the students belonging to weaker sections of the society.</li> <li>• Extra coaching is provided for slow and advance learners within the college time which is free of cost.</li> <li>• Provision of coaching for competitive exams is there only for aspirants.</li> </ul>
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#### 6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)  
The management engages a chartered accountant who conducts internal audit regularly/annually. The internal audit is up to date. It has been completed on this financial year March 2019. In addition to it Accountant General Punjab conducts the audit of govt. Grants (External Audit) and it has completed audit from 2007-08 to 2012-13 in the period 1<sup>st</sup> Nov. – 6<sup>th</sup> Dec. 2014. No significant objections were raised by the auditors. Some minor mistakes were found which were sorted out at that time.

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/ Grants received in Rs.	Purpose
Dr. Ravi Jain(Dean and Prof. University of PACIFIC School of Engineering and Computer Science, Stockton, California <b>on 20-02-2015</b> )	5000 US Dollars	Student Welfare
S. Manpreet Badal(Minister of Finance Planning and Employment Generation) on 19-02-2018	10 Lakh	Construction & Renovation
Ms. Vibha Aggarwal (Ex-Warden, SSD Girls' College, Bathinda) on 25-01-2019	1 Lakh	Student Welfare

6.4.3 Total Corpus Fund Generated : Nil

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	An External AAA team was constituted by the college Principal (Web Link: <a href="http://www.ssdgc.com/Naac/AAA.pdf">http://www.ssdgc.com/Naac/AAA.pdf</a> )	Yes	Faculty Member
Administrative	Yes		Yes	Governing Body of the College

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

- A healthy interaction with the parents is facilitated through PTMs where they can freely interact with the tutorial group in-charge and other faculty members and can give their suggestions. On the basis of which changes in different systems are made after discussing with the Principal.
- Suggestion box has also been put up for this purpose.

6.5.3 Development programmes for support staff (at least three)

- An awareness program about general etiquettes and behaviour was organised for the support staff.
- A program on basic skills in literacy and numeracy.

<ul style="list-style-type: none"> <li>• Training on Art of Serving to the Guest.</li> </ul>		
6.5.4 Post Accreditation initiative(s) (mention at least three)		
<ul style="list-style-type: none"> <li>• Regular (quarterly) Meetings of IQAC are conducted</li> <li>• Timely and regular submission of AQAR</li> <li>• Academic and Administrative audit conducted</li> </ul>		
<b>6.5.5</b>		
a. Submission of Data for AISHE portal : Yes (on 18 <sup>th</sup> Feb., 2019)		
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		
Name of quality initiative by IQAC	Date of conducting activity	Number of participants
Conducting Regular Meetings of IQAC	16-07-2018	All the members of IQAC
	06-10-2018	
	26-12-2018	
	04-05-2019	
Timely and regular submission of AQAR	14 <sup>th</sup> Oct., 2017 31 <sup>st</sup> Oct., 2018	All the members of IQAC
Academic and Administrative audit conducted	29 <sup>th</sup> Jan., 2019	All the members of IQAC
Feedback from all stakeholders collected, analyzed and used for improvements	Last week of April	----
Student Satisfaction Survey Conducted	End of March	Total students of the college
Offering discount on Fee to the meritorious students Economically weaker students	Session 2018-19	342
Functional Languages (English & Punjabi)	Throughout the Session	300
Established EDP (Club)	Started on 6 <sup>th</sup> Oct., 2018 (Activities conducted throughout the year)	80
Seminar on SWAYAM	25 <sup>th</sup> Feb., 2019	500
Lecture on Stress Management	5 <sup>th</sup> April, 2019	Students & Staff

<b>CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES</b>		
<b>7.1 - Institutional Values and Social Responsibilities</b>		
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)		
Title of the programme	Period (from-to)	Participants
An interactive session on ‘Gender Issues their rights and duties’	22 <sup>nd</sup> Dec., 2018	250
Domestic Violence and its remedies	4 <sup>th</sup> Feb., 2019.	300
Workshop on Self Defence	6 <sup>th</sup> to 8 <sup>th</sup> Feb. 2019	160
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:		

Percentage of power requirement of the College met by the renewable energy sources : <b>8.2 %</b>						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No		No. of Beneficiaries	
Physical facilities			No		---	
Provision for lift			No		---	
Ramp/ Rails			Yes		3	
Braille Software/facilities			No		---	
Rest Rooms			Yes		3	
Scribes for examination			Yes		1	
Special skill development for differently abled students			No		---	
Any other similar facility			No		---	
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
<i>See Annexure (ix)</i>						
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
<i>See Annexure (x) (a) &amp; (x) (b)</i>						
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity			Duration (from-----to-----)		Number of participants	
<i>See Annexure (xi)</i>						
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						
<ul style="list-style-type: none"> <li>• Plastic free Campus</li> <li>• Use of Solar Water Heaters &amp; Solar Pumps</li> <li>• Use of cycle by the students, observing no-vehicle day once a month &amp; pooling of travel by the students and staff as well. Making use of public transport.</li> <li>• Notices are put up in the classrooms, main notice boards &amp; elsewhere in the campus to check the wastage of electrical energy by ensuring that fans should not run in unoccupied classrooms/laboratories.</li> <li>• Notices are put up in the classrooms, main notice boards &amp; elsewhere in the Campus to check the wastage of water by ensuring that taps should not run when water is not required.</li> </ul>						
<b>7.2 Best Practices</b>						
Describe at least two institutional best practices						
Upload details of two best practices successfully implemented by the institution as per NAAC format in						

your institution website, provide the link.

*See Annexure (xii)*

### **7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

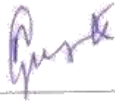
- The college displays the mission and vision in the website, displays on the boards, Students Handbook and in the orientation programs. The students are mentored, nurtured and rewarded for better performance.
- The admissions of the students are strictly followed as per rules and regulations based on the Punjabi University, Patiala.
- The academic progress of the students is continuously monitored by the continuous performance assessment in theory and practical tests.
- The college is dedicated to make teaching and learning more effective for the students to think & analyze critically to be creative.
- Mentor-mentee system is available to guide and counsel the students for the academic commitment and motivate them to be creative, and reflective.
- Earn while learn scheme is also prevalent and is used whenever required.
- For Inculcating a sound value system among students, they are involved in blood donation camps, environment cleanliness, public health education and creating awareness in public on social issues through NSS activities.
- Students and faculties are motivated to participate in organizing, attending seminars/workshops/conferences and present scientific articles and publish the articles in indexed journals.
- Informal interactions with stakeholders during the Parent-Teacher meeting, Alumni Meet, Experts & Academic peers interaction during the conferences help the college to identify the organizational needs and areas of improvement.
- The college obtains the feedbacks from the students on teaching, learning resources, infrastructural facilities and student support services. Feedback from the teachers, parents and alumni is also obtained to reinforce a culture of excellence.
- The college has established internal quality assurance cell under which various committees/Cells have been constituted to maintain continuous improvement in identified key areas that affect the quality of the product. The members of these committees comprise of varied stakeholders including teachers, students, Alumni, Industrialist, Senior Administrators and Members of College Management. The role of students is to participate in decision making of critical processes such as improving the curriculum, teaching – learning process, infrastructure, learning resources and Governance etc.
- The Management supports the professional development of the faculty and encourages them to undertake research work by motivating them to attend seminars, workshops, refresher courses and international & National Conferences by giving them necessary leave and seed money to initiate research/research related activities.
- Academic and Administrative Audit has been done. The suggestions given by the academic and administrative audit team will help us improve quality in these areas.

- The college fulfils its social responsibility towards the community through its best practices like ‘Joy of Giving’, ‘Save Environment’, establishment of ‘Entrepreneurship Development Club’ and ‘Teaching of Functional Languages’ to all the final year UG and PG students.
- Student Database is being automated using software developed by Softel Solutions aiming towards easy access of the same to all the stakeholders.

**8. Future Plans of action for next academic year**

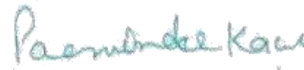
- a) To organize extension/outreach programs in adopted villages by different departments of the college.
- b) To organize workshop on IPR and Stress Management.
- c) To conduct elections to form Student Council in August 2019.
- d) To continue with the course on 'Baking in Future'.
- e) To plan and implement program on use of computers in day-to-day life for senior citizens.

Name *Mrs Neelam Gupta*



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

Name *Dr. Parminder Kaur*



Principal  
Shri Sanatan Dharam Girls' College,  
BATHINDA

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\*\*\*

**Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

\*\*\*\*\*



For Communication with NAAC

**The Director**

**National Assessment and Accreditation Council (NAAC)**

*(An Autonomous Institution of the University Grants Commission)*

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Website: [www.naac.gov.in](http://www.naac.gov.in)

*Annexure (i)*  
**SSD Girls' College, Bathinda**

(Affiliated to Punjabi University Patiala)

**Accredited 'A' Grade by NAAC**

**Academic Calendar(2018-19)**

*For the Semester 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup>*

College Timing : 09:00 to 3:30 pm

Date	Total Days	Lecture Scheduled	Remarks
16-7-18 to 21-7-18	06	College Reopens on 16 <sup>th</sup> July, 2018	<ul style="list-style-type: none"> <li>• WALKTHONE under the mission "Tandrust Punjab" on 22<sup>nd</sup> July, 2018</li> </ul>
23-7-18 to 28-7-18	06	Admission : 16 <sup>th</sup> to 23 <sup>rd</sup> July 2018	
30-7-18 to 31-7-18	02	Admission with late fee: 24 <sup>th</sup> July to 3 <sup>rd</sup> Aug., 2018	
<b>16-7-18 to 31-7-18</b>	<b>14</b>		
1-8-2018 to 4-8-2018	04	Classes Start from 1 <sup>st</sup> Aug., 2018	<ul style="list-style-type: none"> <li>• Hawan &amp; Orientation Programme on 1<sup>st</sup> Aug., 2018.</li> <li>• Departmental activities 6<sup>th</sup> to 11 Aug. 2018</li> <li>• Independence Day Celebrations on 15<sup>th</sup> Aug., 2018</li> </ul>
6-8-2018 to 11-8-2018	06	Total Days 31	
13-8-2018 to 18-8-2018	05	Holidays : 01	
20-8-2018 to 25-8-2018	06	Working Day :26	
27-8-2018 to 31-8-2018	05	Teaching Days: 26 Syllabus Coverage : 33%	
<b>1-8-2018 to 31-8-2018</b>	<b>26</b>		
01-9-2018	01	Total Days 30	<ul style="list-style-type: none"> <li>• Cyclothone on 2<sup>nd</sup> Sept., 2018</li> <li>• Janamashtmi Celebration on 3 Sept., 2018</li> <li>• Teachers Day Celebration on 5<sup>th</sup> Sept. 2018</li> <li>• Seminar on Importance of Eye Donation by NSS on 6<sup>th</sup> Sept. 2018</li> <li>• Talent Hunt Program on 11 Sept., 2018</li> <li>• Youth Red Cross Activity on 15 Sept., 2018</li> </ul>
03-9-2018 to 08-9-2018	05	Holidays : 01	
10-9-2018 to 15-9-2018	06	Working Day :24	
17-9-2018 to 22-9-2018	06	Teaching Days: 24	
24-9-2018 to 29-9-2018	06	Syllabus Coverage : 33%	

			<ul style="list-style-type: none"> <li>• NSS Day Celebration on 24<sup>th</sup> Sept., 2018</li> <li>• Departmental Activities &amp; Education tours 29<sup>th</sup> Sept., 2018 – 3<sup>rd</sup> Oct., 2018</li> </ul>
<b>01-9-2018 to 29-9-2018</b>	<b>24</b>		
01-10-2018 to 06-10-2018	05	18 <sup>th</sup> Oct., 2018 to 2 <sup>nd</sup> Nov., 2018 MSTs	<ul style="list-style-type: none"> <li>• Gandhi Jyanti on 2<sup>nd</sup> Oct., 2018 Holiday</li> <li>• Inauguration of EDC on 6<sup>th</sup> Oct., 2019</li> <li>• Historical Tour to Jaipur and Salasar 6<sup>th</sup> Oct., 2019 – 9<sup>th</sup> Oct., 2019</li> <li>• Youth festival preparation from 1 Oct. to 8<sup>th</sup> Oct., 2018</li> <li>• Youth festival Participation 11<sup>th</sup> to 14<sup>th</sup> Oct., 2018</li> <li>• Dushehra Celebration on 19, Oct., 2018</li> <li>• Maharishi Balmiki Birthday on 24<sup>th</sup> Oct., 2018</li> <li>• NSS Activity on 31<sup>st</sup> Oct., 2018</li> </ul>
08-10-2018 to 13-10-2018	06	Total Days 31 Holidays : 03	
15-10-2018 to 20-10-2018	05	Working Day :24	
22-10-2018 to 27-10-2018	05	Teaching Days: 14	
29-10-2018 to 31-10-2018	03	Syllabus Coverage : 20%	
<b>01-10-2018 to 31-10-2018</b>	<b>24</b>		
01-11-2018 to 03-11-2018	03	Total Days 30 Holidays : 02	<ul style="list-style-type: none"> <li>• Diwali on 7<sup>th</sup> Nov., 2018 Holiday</li> <li>• Guru Nanak Dev Ji Birthday on 23<sup>rd</sup> Nov., 2018 Holiday</li> <li>• University Examination 11<sup>th</sup> Dec. 2018 to 17<sup>th</sup> Jan., 2019(University Exams were scheduled to be conducted from 26<sup>th</sup> Nov., onwards but postponed due to unforeseen reasons)</li> </ul>
05-11-2018 to 10-11-2018	05	Working Day :24	
12-11-2018 to 17-11-2018	06	Teaching Days: 22 Syllabus Coverage : 14%	
19-11-2018 to 24-11-2018	05	Revision & Problem Solving	
26-11-2018 to 30-11-2018	05		
<b>01-11-2018 to 30-11-2018</b>	<b>24</b>		
<b>Total Working Days : 112</b>		<b>Total Teaching Days : 86</b>	

For the Semester 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup>

Date	Total Days	Lecture Scheduled	Remarks
10-1-19 to 12-1-19	03	College Reopens on 10 <sup>th</sup> Jan, 2019	<ul style="list-style-type: none"> <li>Lohri celebration in the campus on 12<sup>th</sup> Jan., 2019</li> <li>Republic Day Celebration on 26<sup>th</sup> Jan., 2019</li> </ul>
14-1-19 to 19-1-19	06	Classes starts from 10 <sup>th</sup> Jan, 2019	
21-1-19 to 25-1-19	05	Holidays : 01	
28-1-19 to 31-1-19	04	Working Days : 18 Teaching Days : 18 Syllabus Coverage : 20%	
<b>10-1-19 to 31-1-19</b>	<b>18</b>		
1-2-2019 to 2-2-2019	02	Total Days : 28	<ul style="list-style-type: none"> <li>Departmental Activities : 1<sup>st</sup> Feb., 2019 – 8<sup>th</sup> Feb., 2019</li> <li>Lecture on Domestic Violence on 4<sup>th</sup> Feb., 2019</li> <li>Lecture on Intellectual Property Rights on 16<sup>th</sup> Feb., 2019</li> <li>Historical and Educational Tour to Amritsar on 19<sup>th</sup> Feb., 2019</li> <li>Guru Ravidas Jayanti on 19<sup>th</sup> Feb., 2019</li> <li>A lecture on SWAYAM on 25<sup>th</sup> Feb., 2019</li> </ul>
4-2-2019 to 9-2-2019	06	Holidays : 01	
11-2-2019 to 16-2-2019	06	Working Day :23	
18-2-2019 to 23-2-2019	05	Teaching Days: 23	
25-2-2019 to 28-2-2019	04	Syllabus Coverage : 33%	
<b>01-2-2019 to 28-2-2019</b>	<b>23</b>		
1-3-2019 to 2-3-2019	02	Total Days 31	<ul style="list-style-type: none"> <li>Annual Sports Meet 2<sup>nd</sup> March, 2019</li> <li>Maha Shivratri celebration on 4<sup>th</sup> March, 2019</li> <li>Convocation 8<sup>th</sup> March, 2019</li> <li>Historical and Educational Tour to Amritsar on 19<sup>th</sup> Feb., 2019</li> <li>Holi on 21<sup>st</sup> March, 2019</li> <li>World Water Day 22<sup>nd</sup> March, 2019</li> <li>Alumni Meet on 30<sup>th</sup> March, 2019</li> </ul>
4-3-2019 to 9-3-2019	05	Holidays : 02	
11-3-2019 to 16-3-2019	06	Working Day :24	
18-3-2019 to 23-3-2019	05	Teaching Days: 24	
25-3-2019 to 30-3-2019	06	Syllabus Coverage : 33%	
<b>01-3-2018 to 30-3-2019</b>	<b>24</b>		
1-4-2019 to 6-4-2019	06	5 <sup>th</sup> April to 22 <sup>nd</sup> April 2019 MSTs	<ul style="list-style-type: none"> <li>Lecture on Stress Management 5<sup>th</sup> April, 2019</li> <li>Vaisakhi on 13<sup>th</sup> April, 2019</li> </ul>
8-4-2019 to 13-4-2019	05	Total Days 30	

15-4-2019 to 20-4-2019	04	Holidays : 03	<ul style="list-style-type: none"> <li>• Mahavir Jyanti on 17<sup>th</sup> April, 2019</li> <li>• Good Friday on 19<sup>th</sup> April, 2019</li> </ul>
22-4-2019 to 27-4-2019	06	Working Day :23	
29-4-2019 to 30-4-2019	02	Teaching Days: 11 Syllabus Coverage : 14% Revision and Problem solving	
<b>01-4-2019 to 30-4-2019</b>	<b>23</b>		
1-5-2019 to 4-5-2019	04	Total Days 31	<ul style="list-style-type: none"> <li>• University Examination 3<sup>rd</sup> May 2019 to 10<sup>th</sup> June 2019</li> <li>• Summer Vacations : 26<sup>th</sup> May 2019 - 6<sup>th</sup> July 2019</li> </ul>
6-5-2019 to 11-5-2019	06	Holidays :00	
13-5-2019 to 18-5-2019	06	Working Day :22	
20-5-2019 to 25-5-2019	06	Teaching Days: 00	
<b>01-05-2019 to 25-05-2019</b>	<b>22</b>		
<b>Total Working Days : 100</b>		<b>Total Teaching Days : 76</b>	

Note :

- If the number of teaching days fall less due to unforeseen reasons, it should be the responsibility of each faculty and HOD to cover the syllabus by taking extra classes.
- If a particular day is declared as a holiday or happens to be holiday then the corresponding event will come into effect on the next working day.
- Notification regarding the conduct of examination will be issued by the Controller of Examinations (Punjabi University, Patiala) from time to time.

## *Annexure (ii)*

### **List of IQAC members of Shri Sanatan Dharam Girls' College**

1	Adv. Sh. Sanjay Goyal	President	SSD Group of Girls' Colleges	9417159171
2	Sh. Chander Shekhar Mittal	Secretary	SSD Girls' College, BTI.	9814074067
3	Adv. Sh. Rajiv Gupta	Patron	SSD Group of Girls' Colleges	
	Sh. Rajinder Mittal	Industrialist		9815184020
	Sh. Krishan Kumar	Industrialist		9915030203
5	Dr. Parminder Kaur	Principal	SSD Girls' College, BTI.	8146432222
	Dr. Neeru Garg (Sr. Administrator)	Principal	SSD Women's Institute of Technology	8968398200
10	Mrs. Neelam Gupta	Director/Convener of IQAC	SSD Girls' College, BTI.	9464354979
13	Mrs. Rajni Pandhi	Co-Convener of IQAC	SSD Girls' College, BTI.	9646033011
14	Dr. Suman Bawa	Senior Faculty	SSD Girls' College, BTI.	8427644622
15	Dr. Savita Bhatia	Senior Faculty	SSD Girls' College, BTI.	9814395395
16	Dr. Usha Sharma	Senior Faculty	SSD Girls' College, BTI.	8146582780
18	Dr. Pomy Bansal	Senior Faculty	SSD Girls' College, BTI.	9872065150
19	Mrs. Taru Gupta	Senior Faculty	SSD Girls' College, BTI.	9417159121
20	Mrs. Isha Sareen	Senior Faculty	SSD Girls' College, BTI.	9463039139
21	Ms. Arshdeep Kaur	Alumni	SSD Girls' College, BTI.	9888857323
22	Ms. Nidhi Bansal	Student M.Com-II	SSD Girls' College, BTI.	7707881579
23	Ms. Karamjot Kaur	Student M.A.-II (Pbi)	SSD Girls' College, BTI.	
24	Ms. Aashriya	Student B.Com-III (Hons.)	SSD Girls' College, BTI.	7814719497
25	Ms. Mehak Sandhu	Student B.A. - III	SSD Girls' College, BTI.	8437707463

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## Annexure (iii) (a)



### S.S.D. GIRLS' COLLEGE, BATHINDA STUDENT'S FEEDBACK FORM

(Please fill up the following feedback form as accurately as possible without any bias to help your teacher to improve herself)

Name of Programme: ..... Session..... Semester .....

Student's Name: .....Enrolment Number: .....

Sr. No	Description	Subject & Teacher Name						
		Subject	Subject	Subject	Subject	Subject	Subject	Subject
	Course Content	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher
1.	Punctuality							
2.	Understanding of the subject matter							
3.	Style of presentation							
4.	Makes the subject/ learning more interesting							
5.	Encourages the students to ask questions							
6.	Uniform distribution and completion of syllabus							
7.	Practice and revision							
8.	Tests, evaluation & Discussion							
9.	Lab facilities, if applicable							

(Rating: 5 - Excellent 4 - Very Good, 3 - Good, 2 - Average, 1 - Below Average)

1.	Any suggestions regarding library facility	
2.	Any suggestions regarding co-curricular activities	
3.	Any other suggestions	



### Compiled Feedback Report for UG(Arts, Science, B.Lib & IT)

<b>Month of Feedback</b>	Last week of April, 2019
<b>Month of Analysis</b>	First week of May, 2019
<b>Mode of Analysis</b>	Central Tendency Methods and Bar Graphs
<b>Total No. of Students</b>	161
<b>Total No. of Teachers</b>	43
<b>Classes covered under UG course for Feedback</b>	B.A-III, B.Sc(CSM)-III, B.Sc(Med.)-III, B.Sc(Non. Med.)-III, BCA-III, B.Lib
<b>Parameters in Feedback Form</b>	<ol style="list-style-type: none"> <li>1. Punctually</li> <li>2. Understanding of the subject matter</li> <li>3. Style of presentation</li> <li>4. Makes the subject/learning more interesting</li> <li>5. Encourages the students to ask question</li> <li>6. Uniform distribution and completion of syllabus</li> <li>7. Practice and revision</li> <li>8. Test, Evaluation &amp; Discussion</li> <li>9. Lab facilities, if applicable</li> </ol>
<b>Parameter in which most of the teachers are Excellent</b>	1,2,3,6,9
<b>Parameter in which most of the teachers need Improvement</b>	4,5,7,8
<b>No. of Teachers who are excellent in almost all the parameters</b>	28
<b>No. of Teachers who are good in almost all the parameters</b>	15
<b>No. of Teacher who need improvement in almost all the parameters.</b>	Nil

**Compiled Feedback Report for PG (MA-II(Eng.), MA-II(Hindi), MA-II(Pbi.), M.Sc(IT), M.Sc(IT)LE, M.Sc(Maths))**

<b>Month of Feedback</b>	Last week of April, 2019
<b>Month of Analysis</b>	First week of May, 2019
<b>Mode of Analysis</b>	Central Tendency Methods and Bar Graphs
<b>Total No. of Students</b>	66
<b>Total No. of Teachers</b>	25
<b>Classes covered under UG course for Feedback</b>	MA-II(Eng.), MA-II(Hindi), MA-II(Pbi.), M.Sc(IT), M.Sc(IT)LE, M.Sc(Maths)
<b>Parameters in Feedback Form</b>	<ol style="list-style-type: none"> <li>1. Punctually</li> <li>2. Understanding of the subject matter</li> <li>3. Style of presentation</li> <li>4. Makes the subject/learning more interesting</li> <li>5. Encourages the students to ask question</li> <li>6. Uniform distribution and completion of syllabus</li> <li>7. Practice and revision</li> <li>8. Test, Evaluation &amp; Discussion</li> <li>9. Lab facilities, if applicable</li> </ol>
<b>Parameter in which most of the teachers are Excellent</b>	1,2,3,5,6,9
<b>Parameter in which most of the teachers need Improvement</b>	4,7,8
<b>No. of Teachers who are excellent in almost all the parameters</b>	14
<b>No. of Teachers who are good in almost all the parameters</b>	11
<b>No. of Teacher who need improvement in almost all the parameters.</b>	Nil

## Compiled Feedback Report for UG(Commerce)

<b>Month of Feedback</b>	Last week of April, 2019
<b>Month of Analysis</b>	First week of May, 2019
<b>Mode of Analysis</b>	Central Tendency Methods and Bar Graphs
<b>Total No. of Students</b>	135
<b>Total No. of Teachers</b>	11
<b>Classes covered under UG course for Feedback</b>	B.Com-III (A, B, H)
<b>Parameters in Feedback Form</b>	10. Punctually 11. Understanding of the subject matter 12. Style of presentation 13. Makes the subject/learning more interesting 14. Encourages the students to ask question 15. Uniform distribution and completion of syllabus 16. Practice and revision 17. Test, Evaluation & Discussion 18. Lab facilities, if applicable
<b>Parameter in which most of the teachers are Excellent</b>	1
<b>Parameter in which most of the teachers need Improvement</b>	8
<b>No. of Teachers who are excellent in almost all the parameters</b>	3
<b>No. of Teachers who are good in almost all the parameters</b>	5
<b>No. of Teacher who need improvement in almost all the parameters.</b>	3

## Compiled Feedback Report for PG(Commerce)

<b>Month of Feedback</b>	Last week of April, 2019
<b>Month of Analysis</b>	First week of May, 2019
<b>Mode of Analysis</b>	Central Tendency Methods and Bar Graphs
<b>Total No. of Students</b>	49
<b>Total No. of Teachers</b>	06
<b>Classes covered under UG course for Feedback</b>	M.Com-II
<b>Parameters in Feedback Form</b>	<ol style="list-style-type: none"> <li>1. Punctually</li> <li>2. Understanding of the subject matter</li> <li>3. Style of presentation</li> <li>4. Makes the subject/learning more interesting</li> <li>5. Encourages the students to ask question</li> <li>6. Uniform distribution and completion of syllabus</li> <li>7. Practice and revision</li> <li>8. Test, Evaluation &amp; Discussion</li> <li>9. Lab facilities, if applicable</li> </ol>
<b>Parameter in which most of the teachers are Excellent</b>	1, 6
<b>Parameter in which most of the teachers need Improvement</b>	7, 8
<b>No. of Teachers who are excellent in almost all the parameters</b>	02
<b>No. of Teachers who are good in almost all the parameters</b>	01
<b>No. of Teacher who need improvement in almost all the parameters.</b>	03

## *Annexure (iii) (b)*

### **Teacher's Feedback on current syllabus**

A number of teacher from various departments are members of Board of Studies/Faculties of different departments in Punjabi University, Patiala who contribute in syllabi reconstruction/revision process. Therefore the IQAC decided to get first hand feedback from the teachers. There are about 66 teachers working in the year 2018-19 in grantable and non-grantable sections. The feedback was taken from all the teachers working in the college. So the sample size for the feedback was 66 out of which 23 teacher are taking post graduate classes. The data were collected from the teachers teaching the post graduate classes with the help of a structured questionnaire. The responses received from the respondent are presented in the following table.

### **Post Graduate Classes**

S. No.	Questions	Opinions		Total
		Yes	No	
1	Syllabus accurately describes the course	26	8	32
2	No. of Periods allotted per week for the course is sufficient	29	3	32
3	Syllabus offers the research possibilities	15	17	32
4	Syllabus entails reference work	24	8	32
5	Possibility of community projects related to the course	13	19	32
6	Syllabus includes useful textbooks	19	13	32
7	Allotted time to complete the syllabus is sufficient	16	16	32
8	Textbooks covering the entire syllabus are available	10	22	32
9	The syllabus induces mental exercise on the part of student	10	22	32

80 percent to 90 percent of the teachers opined that the syllabus accurately describes the course and no. of periods allotted per week for the course is sufficient. 75 percent teacher opined that the syllabus entails reference work and offers research possibilities. Also syllabus includes useful textbooks and time to complete the syllabus is sufficient. However they felt textbooks covering the entire syllabus are not adequate and mental exercise on the part of students induced by syllabus is less.

### UG Teachers Feedback on current syllabus

There are 52 teachers teaching the under graduates classes. The Feedback was taken from all the teachers. So, the sample size for the feedback is 52. The data were collected with the help of a structured questionnaire.

The responses receive from the respondents are presented in the following table.

S.No.	Questions	Opinions		Total
		Yes	No	
1	Syllabus accurately describes the course	55	7	62
2	No. of Periods allotted per week for the course is sufficient	59	3	62
3	Syllabus offers the research possibilities	27	35	62
4	Syllabus entails reference work	48	14	62
5	Possibility of community projects related to the course	29	33	62
6	Syllabus includes useful textbooks	47	15	62
7	Allotted time to complete the syllabus is sufficient	49	13	62
8	Textbooks covering the entire syllabus are available	38	24	62
9	The syllabus induces mental exercise on the part of student	39	23	62

More than 90 percent of the respondents felt that syllabus accurately describes the course and no. of periods allotted per week for the course is sufficient. Above 75 percent of the respondents opined that syllabus includes useful textbooks, entails reference work and sufficient time has been allotted to complete the syllabus. Possibility of research and community projects related to the course is comparatively less and present syllabus induces less mental exercise on the part of students.

### Students Feedback on current syllabus

(Under Graduate)

There are 16 departments in the college and the IQAC decided to choose 10 percent students from each class of each department to take students' feedback on the current syllabus. The sample size for the feedback turned out to be 80. The data were collected with the help of a structured questionnaire.

The responses received from the respondents are presented in the following table.

S. No.	Questions	Yes	No	Total
1	The course fulfils my learning needs.	72	8	80
2	Contents were illustrated with adequate examples.	72	8	80
3	Course exposed me to new knowledge and practice.	66	14	80
4	Course seems useful to me in getting a job.	64	16	80
5	Topics included are of equal importance.	48	32	80
6	The structure of the syllabi is systematic	70	10	80
7	The level of the course was a) To high b) To Low c) Adequate		15 10 55	80

90 percent of the respondent opined that the present syllabi fulfil their learning needs and the contents were illustrated with adequate examples. 82.5 percent respondent felt that the course exposed them to new knowledge and practice and the structure of the syllabi is also systematic. 80 percent of the respondent felt that the course was useful in getting the job and less than 50 percent of the respondent felt that the topics included in the syllabi were not of equal importance.

While answering the question regarding the adequacy level of the course about 69 agreed that it was adequate, whereas around 12 percent felt that it was too low and around 19 percent felt that it was too high.

### Students Feedback on current syllabus

(Post Graduate)

There are 06 PG departments in the college and the IQAC decided to choose 50 percent students from each class of each department to take students' feedback on the current syllabus. The sample size for the feedback turned out to be 95. The data were collected with the help of a structured questionnaire.

The responses received from the respondents are presented in the following table.

S. No.	Questions	Yes	No	Total
1	The course fulfils my learning needs.	85	10	95
2	Contents were illustrated with adequate examples.	80	15	95
3	Course exposed me to new knowledge and practice.	85	10	95
4	Course seems useful to me in getting a job.	80	15	95
5	Topics included are of equal importance.	85	10	95
6	The structure of the syllabi is systematic	85	10	95
7	The level of the course was a) To high b) To Low c) Adequate		05 10 80	95

90 percent of the respondent opined that the course fulfilled their learning needs, expose them to new knowledge and practice, topics included are of equal importance and structure of the syllabi is systematic. 84 percent of the respondent opined that the contents were illustrated with adequate examples and course seems useful to them in getting a job.

While answering the question regarding the adequacy level of the course about 76 agreed that the level of the course was adequate, whereas 10 percent felt that it was too low and 05 percent felt that it was too high.



## Parents' Feedback on current curriculum

### Under Graduate

IQAC decided to collect the feedback on the current curriculum from the parents of the students who had provided feedback on the same. Therefore, sample size was same as that of the student i.e. 80. The data were collected with the help of structured questionnaire.

The responses received from the respondents are presented in the following table

S. No.	Questions	Yes	No	Total
1	Has your child complained about any aspect of the syllabus while doing the course?	22	58	80
2	Have you felt that the topics in the syllabus were too limited/vast?	27	53	80
3	Do you feel that the content of the syllabus matched with your child's academic interest/aptitude?	74	06	80
4	Do you think that curriculum will provide job opportunity to your child?	72	08	80
5	Did the syllabus encourage your child to go beyond it, to consult people/other resource?	72	08	80
6	Do you think that syllabus needs revision?	51	29	80
7	How often have you discussed the relevance of the syllabus with teachers a) Very Often b) Rare c) Never	24 41 15		80

About 90 percent of the parents opined that the syllabus encouraged their ward go beyond it, consult people/other resources, matched with the academic and professional needs of their wards and will provide them job opportunities. About 30 percent of the parents opined that their wards did not have any complaints about any aspect of the syllabus, the topics in the syllabus were neither too limited nor too vast but 60 percent of the parents felt that the syllabus need revision.

The respondents were also asked about how often they had discussed the relevance of the syllabi with teachers to which about 50% responded by saying that they very rarely discussed the relevance with teacher whereas 19% never discussed it with their teachers.

## Parents' Feedback on current curriculum

### Post Graduate

IQAC decided to the feedback on the current curriculum from the parents of the students who had provided feedback on the same. Therefore, sample size was same as that of the student i.e. 95. The data were collected with the help of structured questionnaire.

The responses received from the respondents are presented in the following table.

S. No.	Questions	Yes	No	Total
1	Has your child complained about any aspect of the syllabus while doing the course?	25	70	95
2	Have you felt that the topics in the syllabus were too limited/vast?	32	63	95
3	Do you feel that the content of the syllabus matched with your child's academic interest/aptitude?	88	07	95
4	Do you think that curriculum will provide job opportunity to your child?	85	10	95
5	Did the syllabus encourage your child to go beyond it, to consult people/other resource?	90	05	95
6	Do you think that syllabus needs revision?	61	34	95
7	How often have you discussed the relevance of the syllabus with teachers a) Very Often b) Rare c) Never	29 49 17		95

About 74 percent of the parents opined that their child did not have any complaint about the syllabus while doing he course. And the topics in the syllabus were neither too limited nor too vast. 93 percent of the parents opined that the syllabus matched with their wards' academic and professional interest and will help them in getting the job. 95 percent of the parents opined that the syllabus encouraged their ward to go beyond it and consult people/other resources.

And more than 60 percent of parents felt the need of the revision of syllabus.

The respondents were also asked about how often they had discussed the relevance of the syllabi with teachers to which about 51 percent responded by saying that very rarely discussed the relevance with teachers where as 18 percent never discussed it with their teachers.

### Alumni Feedback on Current Syllabi

The IQAC of the college decided to take feedback on current syllabi from the Alumni who are in job/self-employed. The sample size turned out to be 53. The data was collected with the help of structured questionnaire.

The responses received from the respondents are presented in the table below :

Sr. No.	Questions	Opinions		Total
		Yes	No	
1	Fulfillment of needs	50	3	53
2	Clear idea about the purpose of the course	50	3	53
3	Fulfillment of objectives after completion of course	51	2	53
4	Content of the syllabus have developed a sustained interest	52	1	53
5	Optimum curriculum load without any pressure	40	13	53
6	Assessment strategies are explicit in the curriculum	47	6	53
7	Curriculum proved useful at workplace	47	6	53
8	Syllabus was pleasantly challenging	45	8	53
9	Easy access to prescribed/reference books	48	5	53

More than 90 percent of the respondents agreed that the current syllabi fulfilled their needs, it gave them a clear idea about the purpose of the course, and the syllabi also fulfilled their objectives after the completion of the course. They also felt that the contents of the syllabi had developed a sustained interest in them, agreed about the explicit nature of the assessment strategies in the curriculum, and also found that the curriculum was useful at work place. They felt that it was pleasantly challenging, and they had easy access to prescribe/reference books. Whereas 75 percent respondent opined that the curriculum load was optimum without putting any undue pressure on them.

## *Annexure (iv)*

### **Recognitions Received by the Faculty**

#### **Dr. Parminder Kaur (Principal)**

Appointed as an expert for Academic and Administrative Audit at DAV College, Bathinda on 18<sup>th</sup> Oct., 2018.

Received Appreciation letter for her remarkable services in “SWEEP” on National Voter Day 25<sup>th</sup> Jan., 2019 from Deputy Commissioner-cum-District Election Officer.

Awarded certificate of recognition in appreciation of Excellence Participation and Proficiency in National Conference on Skilling in Higher Education on 18<sup>th</sup> Jan., 2019.

#### **Dr. Suman Bawa**

Delivered a lecture on “Rag-Darbari ke pchas varsh” at Central University of Punjab, Bathinda on 21<sup>st</sup> April 2019.

#### **Dr. Savita Bhatia** (Associate Prof. & Head Dept. of History)

Adjudged Teaching of Social Studies’ Models in an exhibition organized by SSD Girls’ College of Education on 26<sup>th</sup> April, 2018.

Adjudged the competitions in Umang-2018 (Teej Fest) organized by SSD Women’s Institute of Technology on 18<sup>th</sup> Aug., 2018

Attended Pre-RDC-II Camp at NCC Academy Ropar from 10.12.2018 to 19.12.2018.

Attended ANO conclave at Gyani Zail Singh College of Engineering and Technology from 3<sup>rd</sup> Feb., 2019 to 6<sup>th</sup> Feb., 2019

She had been appointed as Subject Expert for conducting interview of Assistant Prof. in History at SSD College of Professional Studies, Bhokra(Bathinda) on 22<sup>nd</sup> May, 2019.

She had been appointed as Subject Expert for conducting interview of Assistant Prof. in History at Govt. Rajindera College, Bathinda on 04<sup>th</sup> July, 2019.

#### **Mrs. Neelam Gupta** (Assistant Prof. and Head of Home Science Dept.)

Appointed as resource person to deliver an extension lecture on ‘**Diet and Nutrition**’ on the occasion of Poshan Pakhwada celebrated by SSD GIRLS’ College of Education, Bathinda on 20<sup>th</sup> March, 2019

Appointed as resource person to deliver an extension lecture on ‘**Diet and Nutrition**’ on the occasion of Poshan Pakhwada celebrated by NSS Unit, SSD GIRLS’ College, Bathinda on 20<sup>th</sup> March, 2019

#### **Dr. Neeru Garg** (Associate Prof. & Head PG Dept. of Commerce)

She has been conferred with “BHARAT RATNA RAJIV GANDHI GOLD MEDAL AWARD” by Global Economic Progress and Research Association (GEPRA) on 15<sup>th</sup> Aug., 2018.

She has been awarded with certificate of Excellence on the occasion of Teacher’s Day (5<sup>th</sup> Sept., 2018) by Dainik Bhaskar, Bathinda.

Awarded certificate of recognition in appreciation of Excellence Participation and Proficiency in National Conference on Skilling in Higher Education on 18<sup>th</sup> Jan. 2019.

Appointed as resource person to deliver an extension lecture on ‘**Self Development Skills for an Effective Personality**’ at Guru Nanak College, Killianwalli on 27<sup>th</sup> Feb, 2019

She was invited for Radio Talk on ‘Women Empowerment’ on FM Radio, Bathinda on 13<sup>th</sup> March, 2019

**Dr. Usha Sharma** (Associate Prof. & Head PG Dept. of Punjabi)

She had been appointed as Subject Expert for conducting interview of Assistant Prof. in Punjabi at SSD College of Professional Studies, Bhokra (Bathinda) on 22<sup>nd</sup> May, 2019.

**Dr. Pomy Bansal** (Assistant Prof. in Commerce)

Awarded certificate of participation in Awareness program/Workshop by NAAC organized by Internal Quality Assurance Cell, Guru Nanak Dev University, Amritsar on 12<sup>th</sup> Oct. 2018.

**Isha Sareen** (Assistant Prof. & Head PG Dept. of Computer Science)

She had been appointed as Subject Expert for conducting interview of Assistant Prof. in Computer Science at SSD College of Professional Studies, Bhokra(Bathinda) on 22<sup>nd</sup> May, 2019.

**Asha Singla** (Assistant Prof. in Commerce)

She had been appointed as Subject Expert for conducting interview of Assistant Prof. in Commerce at SSD College of Professional Studies, Bhokra(Bathinda) on 22<sup>nd</sup> May, 2019.

**Tripta Rani** (Assistant Prof. and Head of Political Science)

Received Appreciation letter for her remarkable services in “SWEEP” on National Voter Day 25<sup>th</sup> Jan., 2019 from Deputy Commissioner-cum-District Election Officer.

She had been appointed as Subject Expert for conducting interview of Assistant Prof. in Political Science at Govt. Rajindera College, Bathinda on 05<sup>th</sup> July, 2019.

**Ms. Aalisha Bhatia** (Assistant Prof. in English)

Appointed as Resource person for conducting workshop on “Resume Building and Mock Interviews” at SSD Women’s Institute of Technology on 13<sup>th</sup> Feb. 2019.

Appointed as Resource person for conducting workshop on “Resume Building and Mock Interviews” at SSD Girls’ College for M.Sc.(Math) and B.Com.(Reg. & Honors) under the scheme of “Ghar Ghar Rojgar” from 2<sup>nd</sup> Feb. 2019 to 12<sup>th</sup> Feb. 2019.

Appointed as Resource person for workshop on “Get Hired” at SSD Women’s Institute of Technology from 24<sup>th</sup> Jan. – 9<sup>th</sup> Feb 2019 (3 days a week)

Appointed as Resource person for 7 day hourly program-“Challenge the grammar peeves” for BCA students at SSD Women’s Institute of Technology from 1<sup>st</sup> Feb. – 7<sup>th</sup> Feb. 2019

Conducted a monthly program at SSD Girls’ College on “Advanced Vocabulary” in which 12 students participated from 20<sup>th</sup> Aug. - 18<sup>th</sup> Sep. 2018

## *Annexure (v)*

### ***Papers published in International/National Journals, International/National Conference Proceedings and Magazine***

1. 'Relationship between Employee Commitment & Organizational Citizenship Behavior A study of Employees working in Public Sector Banks in Ludhiana (Punjab)' by **Dr. Parminder Kaur (Principal)** in International Journal for Research in Engineering Application & Management Vol. 4, Issue 12, March 2019 ISSN : 2454-9150
2. 'Bollywood Celebrities role in promoting goods of Social Change in India' by **Dr. Parminder Kaur (Principal)** in Journal of Emerging Technologies and Innovative Research Published in Vol. 6 Issue 1, Jan. 2019. ISSN No. 2349-5162
3. 'Vulnerabilities of informal sector women workers: A case study of Malwa region of Punjab' by **Dr. Neeru Garg (Head PG Department of Commerce)** in International Research Journal of Human Resources & Social Sciences at Pg. no. 92-104 ISSN(O) : 2349-4085 ISSN (P) : 2349-4218 Impact Factor : 5.414
4. 'Working Condition of women workers in informal sector a case study of Malwa region of Punjab' by **Dr. Neeru Garg (Head PG Department of Commerce)** in International Journal of Research in Economics & Social Sciences (IJRESS) Vol. 9 ISSUE 5 May 2019 ISSN : 2249-7382 Impact Factor : 6.939 Pg. No. 25-37
5. 'Goods & Services Tax: Has it opened a cane of worms for MSMEs' by Mr. Parveen Kumar Garg & **Dr. Neeru Garg (Head PG Department of Commerce)** in proceeding of National Seminar on GST: A Beacon of hope for India Issues and Challenges Published by Gracious Book ISBN No. 978-93-87276-92-5 organized by Post Graduate Department of Commerce & Management at DAV College, Bathinda (Page No -----)
6. Ajmer Singh Alukh de natka vich pesh vishvi sarokar('nike surjan di ladai' ate 'aain ni hun sarna' vich pesh kisani sankat sarokara de vishesh parsang vich) by **Dr. Usha Sharma (Head PG Department of Punjabi)** in Jan Sahit (Pg. 171 May-July 2018) RNI no. 10177/62 Min. of 1 & B
7. 'GST in India: A Big Leap in the Indirect Taxation System' by **Monika Kapoor (Head Department of Office Management)** in proceeding of National Seminar on GST: A Beacon of hope for India Issues and Challenges Published by Gracious Book ISBN No. 978-93-87276-92-5 organized by Post Graduate Department of Commerce & Management at DAV College, Bathinda (Page No. 181-188)
8. Effect of asymmetrical peripheral substitution of sulfonic acid group on the geometric and electronic structures and vibrations of copper phthalocyanine studied by computational and experimental techniques, Prabhjot Kaur, **Ritika Sachdeva (Asstt. Prof. In Physics)** Randhir Singh, Nazilla Sol, Sukhwinder Singh, G.S.S. Saini, Journal of Molecular Structure(July 2018)
9. 'Evolution & Implementation of GST in India' by **Dr. Anju Bala (Head Department of Economics)** and **Suman Garg (Asstt. Prof. in Commerce)** in proceeding of National Seminar on GST: A Beacon of hope for India Issues and Challenges Published by Gracious Book ISBN No. 978-93-87276-92-5 organized by Post Graduate Department of Commerce & Management at DAV College, Bathinda (Page No. 143-150)

### ***Papers presented in National Conferences***

1. 'Trade Relations between India's China' by **Rashmi Tiwari (Assist. Prof. In Commerce)** in National Conference organized by department Economic Studies Central University of Punjab Bathinda on March 7<sup>th</sup> and 8<sup>th</sup> 2019
2. 'Social Media: The New Podium For Communal Campaigning in India" by **Aalisha Bhatia (Assist. Prof. In English)** and **Khushneel Kaur (Assist. Prof. In English)** in a National Seminar on Repercussions of Social Media on Language organized by Guru Nanak College, Kilian Wali (Sri Muktsar Sahib) on 16<sup>th</sup> Feb., 2019

### ***Books published***

'New Pattern Physics' for M.Sc. Entrance by Abhinav Soni and **Ritika Sachdeva (Assist. Prof. In Physics)** Unistar's Publication ISBN: 9789351137344

'Contemporary Auditing' by Vaneeta Garg and **Neeru Garg (Assoc. Prof. & Head PG Dept. of Commerce)** Kalyani Publishers ISBN : 978-93-5359-779-5



## *Annexure (vi)*

### **Capability Enhancement and Development Schemes**

Effective nurturing, growth and development of the students are considered as core values at the institute. This is of prime importance as it helps students to develop their personality, meet the market needs, and excel in the dynamic global environment.

With an endeavor to empower the student to become assets to the organizations and contribute meaningfully to the entire world, student are supported and facilitated through various capability enhancement and development schemes. The capability enhancement and development schemes are the stimulating factors in getting the students corporate-ready and become a responsible social citizen.

### **Soft skills**

Institute strives towards continual enhancement of soft skills and personality development of the students considering them as an integral requirement of business world today. It involves grooming the students on various aspects such as business etiquettes, communication skills, presentation skills, team work, networking, time management, motivation, confidence building, leadership skills, creative thinking and decision making etc.

The Institute tries to impart these skills by conducting group discussions, presentations, mock interviews, case studies, role plays, team building , lateral thinking , problem solving etc.

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>Soft skill development</b>			
Time Management	15-10-2018	202	The college itself (Mrs. Neelam)
Communication Skills	12-02-2019	143(B.Sc.(CSM)-III-13, M.Sc.-I(13), M.Sc.(Maths)-ii (29), M.Com(38+49)	Ms. Aalisha
Networking Workshop	23-11-2018	All UG Final years	Ms. Shifali
Group Discussion	12-02-2019	All M.Com, M.Sc.(Maths) & M.Sc.(IT)	Ms. Taru, Ms. Asha, Ms. Isha Sareen
Personal Interview	05-03-2019	B.Sc.(CSM)-III-13, M.Sc.(Maths)-ii (29), B.Com.(R+H)-III & M.Com	Ms. Aalisha

### **Remedial coaching**

Faculty members encourage and support students above and beyond the regular allocated lectures. Various requests by students pertaining to subject related queries, concept clarity, challenging topics and additional practice sessions are addressed by faculty members to enhance the efficiency of the students, help students in their areas of need and for students who have been unsuccessful in the examination.

There is a provision by the Institute of conducting Extra classes for the required students to learn different subjects like Mathematics, English, Economics, Commerce and Computer Science.

<b>Remedial Coaching</b>			
English	05.11.2018 - 19.11.2018 and 23.04.2019 - 29.04.2019	50	The whole faculty of PG Department of English
Mathematics	26.11.2018 – 09.12.2018 and 23.04.2019 – 30.04.2019	81	The whole faculty of PG Department of Mathematics
Economics	05.11.2018 - 19.11.2018 and 23.04.2019 - 29.04.2019	30	Dr. Anju Garg
Commerce	12.11.2018 – 24.11.2018 and 22.04.2019 - 29.04.2019	40+12 = 52	The whole faculty of PG Department of Commerce
Computer Science	05.11.2018 - 19.11.2018 and 22.04.2019 – 27.04.2019	35	The whole faculty of PG Department of Computer Science

### **Language Lab:**

To improve the communication and spoken English skills of the students, an interactive Language Lab has been setup. This Lab is equipped with necessary listening, speaking and writing provisions where the students listen to the native speakers of English and learn the phonetic sounds of the English Language.

<b>Language Lab</b>			
English			Aalisha

### **Yoga and Meditation:**

Yoga and Meditation is considered as a healthy way of life, a sound activity for stress free living. Institute promotes health benefits among the faculty members and students through Yoga and Meditation. This wellness platform hugely contributes in creating stress free positive environment and healthy way of thinking and living.

Yoga Centre is available for students and staff of the institution. Yoga and Meditation programs are conducted in the institute. Institute celebrates International Yoga Day every year. Techniques of meditation and various postures (Asanas) are performed to lead a healthy and stress free life.

<b>Yoga Meditation</b>			
Yoga & Meditation	Regular	NCC Cadets and Hostels	NCC & Hostel
Lecture on Stress Management	05-04-2019	Students & Staff	Brahm Kumari(Madam Shivani)

### **Personal Counseling & Mentoring**

Personal Counseling helps to increase self-confidence, improve relationships, solve problems, achieve educational goals and make good decisions for emotion, intellectual, physical and spiritual well-being. At our institute, we have facility of in-house counseling by the faculty. Different counseling sessions are conducted for the student by the faculties.

The role of a Mentor is very crucial in molding the students. In the college, Mentor-Mentee allotment system makes it easier to counsel the students rigorously. Each and every mentor provides personal counselling to her allotted students.

Students often encounter problems and difficulties which need a timely redressal through Mentor Mentee program, each student (Mantee) gets an opportunity to interact with a faculty member(Mentor) for their personal counselling. This serves as a platform to the students to discuss their problems (academic, career and personal) and seek appropriate solution.

<b>Personal Counselling and Mentoring</b>			
Stress and interpersonal relations	06-02-2019	5 students from different classes	Komal Rani
How to concentrate?	13-02-2019	10 students from different classes	Komal Rani

***Annexure (vii)***  
**UGC NET COACHING**  
**M.Com**

<b>Roll No.</b>	<b>Name</b>	<b>Contact No.</b>
1	Sumandeep Kaur	94173-94052
2	Priyanka	96460-84192
3	Vipneet Kaur	99159-38467
4	Payal	78891-84400
5	Shaina	97283-93011
6	Ridhi Jain	90535-49050
7	Nidhi Bansal	77078-81579
8	Anjali Soni	97803-05434
9	Rupinder Kaur	94179-86214
10	Priyanka	97288-07289
11	Monika	98724-08225
12	Rupinder Kaur	94179-1362
13	Kuljeet Kaur	90563-11537
14	Sapna	70879-39463
15	Mehak Jindal	75892-01434
16	Monika Sharma	99880-35091
17	Samita	99884-66854
18	Dupinda	83606-18191
19	Neha	85589-73575
20	Sherry Bansal	79736-19648

**M.Sc (Maths) - I**

<b>Roll No.</b>	<b>Name</b>	<b>Contact No.</b>
1	Rachna Rani	94631-20639
2	Shivani Bansal	98966-85919
3	Priyanka	73554-30230
4	Loveshe Garg	94174-17886
5	Harwinder Kaur	94655-19170
6	Varsha Rani	94634-39251
7	Pooa	96464-21625
8	Khushpreet	97811-04328
9	Renu Rashkoty	96553-64170
10	Nishu	98761-81146
11	Priya	99141-59586
12	Ritu	97299-04662
13	Rishu	94299-04662
14	Babalpreet Kaur	

**M.Sc (Maths) - II**

<b>Roll No.</b>	<b>Name</b>	<b>Contact No.</b>
2	Harveer Kaur	94177-84575
4	Varsha	98768-64257
5	Palak Bansal	98157-89479
6	Neha Mangla	78375-38370
7	Priyanka Goyal	94632-72586
8	Arshdeep Kaur	94169-90374
9	Diksha	94646-65181
10	Ruhee	94782-41604
11	Alka Devi	98138-80989
12	Pawandeep Kaur	90688-42060
13	Sukhpreet Kaur	94166-22725
14	Heetu	94174-85900
16	Harinder Kaur	98729-22364
18	Jasmeet Kaur	94637-65651
22	Simranjot	98152-77298
23	Jagdeep Kaur	87270-96947
24	Ramnadeep Kaur	94633-46534
25	Divya	94642-66771
26	Harjeet Kaur	99884-41059
27	Raju Jindal	98154-84517
29	Lovepreet Kaur	88725-28878
30	Nirmaljit Kaur	77101-52236
31	Geetu Bala	94649-09810
32	Ritu Rani	95926-35064
33	Gurveer	94641-10538

## ***Annexure (viii)***

### **Sports Activities at Institutional Level**

- Best athlete Sukhjinder Kaur of BA-II was declared the Best Athlete in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Amandeep Kaur of BA-II got 1<sup>st</sup> position in 100 meter race in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Sukhjinder Kaur of BA-II got 2<sup>nd</sup> position and Navneet Kaur of BA-II got 3<sup>rd</sup> position in long jump in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Neetu Bala of BA-II got 1<sup>st</sup> position, Parmjeet Kaur BA-I got 2<sup>nd</sup> position and Anisha Verma of B.Com-III(R) got 3<sup>rd</sup> position in Sack Race in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Shallu of BA-II got 1<sup>st</sup> position in cycling and slow cycling in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Harmandeep Kaur of M.Com-I got 3<sup>rd</sup> position in back race in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Harvir Kaur of M.Sc-II got 1<sup>st</sup> position, Navjot M.Sc(Maths)- II got 2<sup>nd</sup> position and Pawandeep Kaur M.Sc(Maths)- II got 3<sup>rd</sup> position in Chatti Race in back race in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Sukhjinder Kaur of BA-II got 1<sup>st</sup> position and Amandeep BA-II got 2<sup>nd</sup> position in 200 meter race in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Lovepreet Kaur of BA-II got 1<sup>st</sup> position and Sukhjinder Kaur BA-II got 2<sup>nd</sup> position in Short put in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Dilshan of BA-II got 1<sup>st</sup> position, Navpreet Kaur of BA-I got 2<sup>nd</sup> position and Sukhjinder Kaur of BA-II got 3<sup>rd</sup> position in Javelin Throw in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Harinder Kaur of M.Sc(Maths)-II got 1<sup>st</sup> position, Sukhjinder Kaur of BA-II got 2<sup>nd</sup> position and Navjot Kaur of M.Sc.(Maths)- II got 3<sup>rd</sup> position in Discus Throw in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- Paramjeet Kaur got 1<sup>st</sup> position, Rajpal Kaur got 2<sup>nd</sup> position and Harvinder Kaur got 3<sup>rd</sup> position in Obstacle race in inter-college sport competition organized in the college campus on 2<sup>nd</sup> March, 2019
- SSD Girls College was awarded with Overall Trophy in the inter college competition.

### **Cultural / Other Competitions organized at Institutional Level**

- 15<sup>th</sup> National Youth Parliamentary Competition was held was organized by Co-ordinator for NYPC Dr. Neeru Garg on 4<sup>th</sup> Oct., 2018. 55 students of various departments of the college participated in the competition. Certificates were awarded to six best performers.

<b>Name of Student</b>	<b>Class</b>
Anjali Soni	M.Com-II
Nidhi Bansal	M.Com-II
Jhanvi Gupta	B.Com-I(R)
Kajal Rani	B.Com-I(R )
Muskan Garg	BCA-III
Manu Tulli	MA-II

- Mehndi Competition was organized by PG Dept. of Commerce on 11<sup>th</sup> Aug. 2018 in which 10 students participated. Samita and Mamta of M.Com-I got 1<sup>st</sup> position. Nidhi, Vipneet of M.Com-II, Himanshi and Jashan of B.Com-II Honors got 2<sup>nd</sup> position. Tanya & Narinder of M.Com-II and Parveen & Muskan of B.Com-I R got 3<sup>rd</sup> position.
- Rangoli Competition was organized by PG Dept. of Commerce on 11<sup>th</sup> Aug. 2018 in which 10 students participated. Poonam & Ishu of B.Com-III (R) and Shen & Pooja of B.Com-I (R) got 1<sup>st</sup> position. Kushboo and Sushmita of B.Com-II(R) got 2<sup>nd</sup> position.
- Rakhi Making was organized by PG Dept. of Commerce on 11<sup>th</sup> Aug. 2018 in which 12 students participated. Palak of B.Com-I (R) got 1<sup>st</sup> position.
- Hair Style Competition was organized by PG Dept. of Commerce on 11<sup>th</sup> Aug. 2018 in which 10 students participated. Yashika and Sheenu of B.Com-III(H) got 1<sup>st</sup> position. Jyoti and Pritibha of B.Com-II (R ) got 2<sup>nd</sup> position.
- Solo Song Competition was organized by PG Dept. of Commerce on 11<sup>th</sup> Aug. 2018 in which 12 students participated. Nandni of B.Com-III(R) got 1<sup>st</sup> position. Sukhjeet of B.Com-II(R) got 2<sup>nd</sup> position. Pooja of B.Com-I(R ) got 3<sup>rd</sup> position.
- Collage Making Competition was organized by PG Dept. of Commerce on 11<sup>th</sup> Aug. 2018 in which 13 students participated. Muskan Goyal of B.Com-II(H) got 1<sup>st</sup> position.
- Quiz Competition was organized by PG Dept. of Commerce on 28<sup>th</sup> March 2018 in which 87 students participated out of which 9 students were selected on the basis of written test and three teams each of three students were formed. Team-2(ICRA) Taniya of B.Com-III(H), Pratibha of B.Com-II (R) & Komal B.Com-II(H) got 1<sup>st</sup> position. Team-I(CRISIL) Vanshika of B.Com-III(H), Diksha of B.Com-II(R) & Ishita B.Com-I(H) got 2<sup>nd</sup> position.
- A Science Quiz Competition was organized by Dept. of Science on 28<sup>th</sup> Feb., 2019 on the occasion of National Science Day in which 18 students participated. Team-B (Ashu (B.Sc.-I NM), Sukhdeep (B.Sc.-I NM) & Manjot (B.Sc.-I M)) got 1<sup>st</sup> position. Team-F (Gurman (B.Sc.-I NM) , Dheeraj (B.Sc.-I NM) & Mamta (B.Sc.-I M)) got 2<sup>nd</sup> position. Team-A Shagun (B.Sc.-I NM), Harsha (B.Sc.-I NM) & Ananya (B.Sc.-I M) got 3<sup>rd</sup> position.
- A Poster Making Competition was organized by Dept. of Science on 28<sup>th</sup> Feb., 2019 in which 45 students participated. Gurman Kaur (B.Sc.-I NM) and Anureet (B.Sc.-II M) got 1<sup>st</sup> position. Pavitar Kaur (B.Sc.-II M) , Chahat (B.Sc.-I M) got 2<sup>nd</sup> position. Khushi Vashisht (B.Sc.-I NM), Ashu Gupta (B.Sc.-I NM) got 3<sup>rd</sup> position.
- A declamation contest on “Guru Nanak Dev Ji’s view on women and it creditability was organized by PG Dept. of English in which seven students participated (Harwinder Kaur and Simranjeet Kaur MA-II(Eng.), Suriti and Aarushi of BA-II, Aarti of BA-I, Anmolpreet Kaur of B.Sc(NM)–II and Seenu of B.Com-III(H). Suriti of BA-II got 1<sup>st</sup> position, Harwinder Kaur MA-II(Eng.) got 2<sup>nd</sup> position, Aarushi of BA-II and Seenu of B.Com-III(H) got 3<sup>rd</sup> position.
- A literary quiz was organized by PG Dept. of English on 5<sup>th</sup> Oct., 2018 in which 30 students participated. Team C (Avnit Kaur MA-II(Eng.), Gagandeep Kaur MA-I (Eng.), Shallu BA-III, Priya BA-II and Sonia of BA-I) got 1<sup>st</sup> position Team A (Anoop MA-II(Eng.), Vandana MA-I(Eng.), Ritika BA-III, Roopanjali BA-II and Dilpreet BA-I) got 2<sup>nd</sup> position.
- A PPT presentation competition dedicated to 550<sup>th</sup> Birth Anniversary of Shri Guru Nanak Dev Ji was organized by PG Dept. of Computer Science and Department of Economics on 19<sup>th</sup> March, 2019. In which 21 teams from different streams of the college participated. Anmol & Ashu of B.Sc-I(NM) got 1<sup>st</sup> position, Purvshi, Diksha & Ishita of B.Com-I(H) got 2<sup>nd</sup> position and Kamaljit Kaur, Jaspreet Kaur and Panvir Kaur of B.Sc(CSM)-III got 3<sup>rd</sup> position.
- An Essay Writing competition organized by Dept. of History and Political Science on 13<sup>th</sup> Oct., 2018 in which 20 students participated. Bhavya of BA-III, Rupinder Kaur BA-II and Ramandeep Kaur of BA-III got 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> positions respectively.

- PPT presentation competition by Dept. of History and Political Science on 6<sup>th</sup> Feb., 2019 in which 12 students participated. Team-A(Pooja, Bhumika & Rubina of BA-II) got 1<sup>st</sup> position, Team-C(Bhavya & Mehak of BA-II and Archi of BA-I) got 2<sup>nd</sup> position.
- A debate competition by Dept. of History and Political Science on 6<sup>th</sup> March, 2019 in which 20 students participated. Mehak of BA-III got 1<sup>st</sup> position and Ramandeep of BA-III got 2<sup>nd</sup> position.
- International Mother Language Day was observed by PG Dept. of Punjabi on 21 Feb., 2019 in which 30 students from different streams participated in various competitions. Nisha of B.Com-I(R) got 1<sup>st</sup> position, Rajveer Kaur B.Com-I (R) and Ramandeep Kaur BA-I got 3<sup>rd</sup> position. Teacher involved 9. The various faculty members of PG Dept. of Punjabi express their views on Mother Language.



## *Annexure (ix)*

### **Initiatives taken to address locational advantages and disadvantages during the year**

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2003 onwards	Regular Feature	Regular Feature	Regular	Tree Plantation	Save Environment	160
2011 onwards	Regular Feature	Regular Feature	Regular	Save Electricity	Resource Saving	All stakeholder
2011 onwards	Regular Feature	Regular Feature	Regular	Save Water	Resource Saving	All stakeholder
2011 onwards	Regular Feature	Regular Feature	Regular	Yoga & Meditation	Health	130
2016 onwards	6	6	Sept., 2016	Cleanliness Program	SWACHH BHARAT	160
2017 onwards	2	2	Throughout the year	"Joy of Giving"	Social Welfare	100
2017 onwards	1	1	Throughout the year	Women Development Centre	Skill Development for the purpose of income generation	30
2019	1	1	20 <sup>th</sup> March, 2019 One day	An extension lecture on "Emerging Trends on Online Banking"	Security system in Online Banking	200
2018	1	1	1 <sup>st</sup> July to 10 <sup>th</sup> July, 2018 One day	A workshop on "Soft Toy Making"	Skill Development	24
2018	1	1	Aug.-Sep. 2018 One Month	Course on "Advanced Vocabulary"	To improve communication skills	12
2018	1	1	Throughout the session 2018-19	Functional English	To develop practical skill applicable in real life contexts.	200
2018	4	4	6 <sup>th</sup> Oct., 2018	EDP	Skill Development	80
2019	1	1	14 <sup>th</sup> to 16 <sup>th</sup> March, 2019	Art & craft workshop	Skill Development	50
2019	1	1	22 <sup>nd</sup> March, 2019 One day	Blood Donation Camp	Health	60
2019	1	1	25 <sup>th</sup> Jan., 2019	Voter Awareness Rally	Voters' Awareness	200

## *Annexure (x) (a)*

### **Code of conduct handbook for students**

#### **Rules of Discipline of the College:**

The identity card, duly completed and with photograph affixed, must be carried by the students at all times while on the campus and must be produced on demand.

Students are expected to attend all classes and practicals regularly and as stated in the time table and announced on the notice boards as 75% attendance in all the classes is must to appear in the University examination, and will be fined for not attending the classes out of total leactures delivered by all the teachers.

The conduct of the student on the premises of the college as well as in their classes should cause no disturbance to fellow students or other classes.

Students must not loiter on the college premises.

Students must do nothing inside or outside the college campus, that will in anyway interfere with its orderly administration and discipline.

No society or Association must be formed either in the college or in the Hostels and no person should be invited to address a meeting without the prior permission of the Principal.

Students are expected to take proper care of the college property and to help in keeping the premises neat and tidy. Any damage caused to the property of the college is a breach of discipline and therefore punishable.

Students receiving Govt. scholarships or freeship(fee concession/discount) are subject to the following condition.

- a. That their conduct is satisfactory
- b. That absence from college without leave will be considered a breach of discipline.
- c. That they appear and pass all tests and examination
- d. That the students must complete at least 75% attendance.

Students are advised to read all the notices displayed on different notice boards. No excuse of not seeing the notice or absence will be entertained and also no separate information will be sent to the parents.

If, for some reason, the continuance of a student in the college is detrimental as per the opinion of the principal to the best interest of the college, the student may be asked to leave the college without giving any reason. The decision of the Principal is final.

No student is allowed to bring cell phone in the college. Defaulters will be heavily fined and the mobile set will be confiscated.

As per the directive of Hon'ble Supreme Court, Ministry of Human Resource Development and University Grants Commission, no form of ragging will be permitted in the college, hostels or anywhere on the campus or outside it. Possible punishments for anyone found indulging in ragging in any form, or

abetting ragging, could include: action under Indian Penal Code; fine; cancellation of admission, suspension from attending classes, withholding scholarships and other benefits; department from appearing in any examination or other evaluation process and debarment from representing the institution in any University/state/national or International meet, youth festival etc.

Any matter not covered in the above rules will be dealt with at the absolute discretion of the Principal. Her decision in such matter will be final.

### **Anti-Ragging Cell**

The college has an Anti-Ragging Cell to look into all matters pertaining to the issue. There is Anti-Ragging Squad to ensure that ragging does not take place on the campus. If anyone feels it necessary, or is a victim of ragging, can write to the co-ordinator of the Anti-Ragging Cell of the College and necessary action will be taken by the authorities and moreover, the students at the time of admission to give undertaking regarding the same in the prescribed format given in the admission form.

The co-ordinator of the Anti-Ragging Cell is : Mrs. Neelam Gupta

### **Women Security Cell**

The College has an active Women Security Cell on the campus as per the recommendations of the Supreme Court and University Grants Commission. The purpose of the cell is to ensure safe environment on the campus where students, teaching and administrative staff may feel at ease in doing their work. If anyone is a victim of sexual harassment or violence wither physical, verbal or otherwise, he/she can report it, in writing to the co-ordinator of the cell.

All investigations of such complaints are confidential and follow a time bound framework. Therefore, one need not fear any victimization. The Supreme Court has defined Sexual Harassment as:

- Physical contact or advances
- Demand or request for sexual favour
- Sexual by coloured jokes or remarks

Any other physical, verbal or non-verbal behaviour with sexual undertones.

The Co-ordinator of cell is: Dr. Usha Sharma (Head PG Department of Punjabi)

## *Annexure (x) (b)*

### **Code of conduct (handbook) for Employees**

Every Employee at all the times shall serve efficiently, act in a disciplined manner, and maintain absolute integrity and devotion to duty.

Unless in any case it be expressly provided for, the whole time of an employee shall be at the disposal of the college for all academic and allied activities and he/she shall serve the college in such capacity and at such places as he/she may from time to time be directed by the principal.

Whenever an employee wants to apply for an outside job, post or scholarship, he/she shall do so with the prior sanction of the college authorities.

Except in exceptional circumstances, no employee shall absent himself/herself from her duties without prior permission of the competent authority.

No employee shall take part in, subscribe to in any of or assist in any movement which tends to promote feeling of hatred or enmity between the different classes or subjects of the Indian Union, or to disturb public peace.

No teacher shall, except with the previous sanction of the competent authority own wholly or in part, conduct or participate in editing or managing of any newspaper or any periodical, or act as corresponding of a newspaper/periodical.

An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for his/her insolvency shall forthwith report the full facts to the competent authority.

No employee shall in any manner criticize adversely in public the administrative actions of the college authorities.

No employee shall, except in accordance with any general or special order of the college authorities or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or information to any employee or to any other person, to whom he/she is not authorized to communicate such document or information.

No employee shall, except with the previous sanction of the college authorities, engage, directly or indirectly, in any trade, occupation or business or undertake any employment or any private tuition work.

No employee shall appear in any examination without obtaining prior permission of the college authorities provided that an employee may, without such sanction or charitable nature or occasional work of a literary, artistic character, subject to the condition that his/her official duties do not thereby suffer, but he/she shall not undertake or shall discontinue such work.

No employee shall write a help book or cheap notes.

The following lapses, if established after the enquiry shall constitute improper conduct on the part of the college employee & may lead to termination.

- (i) Failure to perform her academic duties including class lectures and demonstrations, assessment, guidance, invigilation and such other acts or actions, which reflect on his/her stature as an employee and the dignity of his/her profession.
- (ii) Gross partiality in assessment of students, deliberately over-marking/under-marking or attempt at victimization on any ground whatsoever.
- (iii) Inciting students against students or employee(s) or a colleague or engineering or spreading discontentment of any kind among students, colleague of the faculty or administration of such an institution. This, however, does not restrict the right of a teacher to express his/her academic differences relating to the basic principles or theories under discussion or consideration in seminars or other extra-curricular activities where students are the participants.
- (iv) Raising question of caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above consideration for improvement of his/her personal prospects.
- (v) Refusal to carry out the decision of appropriate administrative and academic bodies and or functionaries of the college. But this will not inhibit his/her right to express meaningful and responsible differences with their policies or decision. A militant approach is to be totally eschewed.

## *Annexure (xi)*

### Activities conducted for promotion of Universal Values and Ethics

Title of the program	Duration	No. of the Participants
Dussehra Celebration in the Campus	Every Year since 2011	500
Lohri Celebration	13 <sup>th</sup> Jan (Every Year)	300
Peer Learning/Advising is being practiced in the classes	2014 onwards	All students of the college
Student Counsel participated in the college disciplinary procedures as a result of violating institutional rules and regulations/on various functions also	Regular feature of the college throughout the session	30
Yoga Day Celebration	21 <sup>st</sup> June 2015 to till date	190
Teacher's Day Celebration (on occasion of Birth Anniversary Sarvepalli Radhakrishnan and birth Anniversary of Rajiv Gandhi)	5 <sup>th</sup> Sept.	All students of the college
Joy of Giving (Donation Drive)	Throughout the year 2016 to till date	All students of the college
No Tobacco Day	31 <sup>st</sup> May, 2018 (Regular feature of the college)	160
Voter awareness Day	25 <sup>th</sup> Jan. 2019	All students of the college
Women's Day Celebration	8 <sup>th</sup> March, 2019	All students of the college
World Water Day	22 <sup>nd</sup> March, 2019	180
Blood Donation Camp	22 <sup>nd</sup> March, 2019 (Regular feature of the college)	160
Tree Plantation Drive on the occasion of World Environment Day	5 <sup>th</sup> June, 2019	30



## Annexure (xii)

### Hawan in the begining of the session



## Janamashtmi Celebration





## Lohri Celebration



## Athletic Meet



## Blood Donation





## Youth Parliament



## Lecture on Domestic Violence



## Dussehra Celebration





## EDP inaugural pic



## EDP Activities in Progress





### World Water Day





## Yoga Day



## Cooking Course in Progress



## Baking Course



## Joy of Giving





## *Anexxure (xiii)*

### Best Practices

#### Title of the Practice : EDP Club

**Goal** : Unemployment is a rampant problem for the millennials because of exponentially increasing population and faulty education system. This problem is not only limited to an individual but the whole society is under its clutches.

With a view to curb this serious problem, the college authorities have taken the following initiatives

- To create employment commensurate with unlimited natural and women resources by developing entrepreneurship in youth.
- To enable them to take informed decisions to bring in successful entrepreneur and students on a common platform.
- To inculcate social virtues i.e. trust worthiness, integrity, hard work, discipline and honesty etc. as constituents of entrepreneurship.
- To inculcate entrepreneurship culture among youth and equip them with the skills, techniques and confidence to act as torch-bearer of “Enterprise” for the new generation.

**The Context** : The vision to self employ the masses is difficult to conceive and implement. Considering the increased exposure of the general public, a wider view of the world, now a days no buddy is interested in working hard but they want to earn more by doing nothing. Therefore, it becomes our prime concern to familiarize the youth with latest developments and startup schemes.

**The Practice** : The college started with the formal inauguration of the Entrepreneurship Development Club on 6<sup>th</sup> Oct., 2018. This noble idea of the college has been appreciated by all the members of this club.

An Exhibition of handmade products was organized by the members of EDC in which they exhibited their creativity by their handmade products like : handmade bags, garment, jewellery, cards, pickles and bakery products.

An expert lecture by Dr. Manish Gupta Head of Entrepreneurship Club run by BFGI (Baba Farid Group of Institutions) team was organized by the college to motivate students on various dimensions of industry to nurture the entrepreneurship talent.

A workshop on Gift Wrapping by Mrs. Neeru Bansal a successful entrepreneur from Shagun Creations, Bathinda was organized by the college.

A workshop on Baking by Ms. Varinda (Our Alumni) a successful entrepreneur from AV Creations, Bathinda was organized by the college.

Art & Craft workshop was also organized for the members of EDP

An awareness lecture on “Govt. Schemes” by Prime Minister Kaushal Kendra (PMKK) team to make the students start their own ventures and become self reliant was organized by the college.

A short course on “Baking” and “Halwai” has been organized in the college under the scheme “Hunar se Rojgar Tak” (Govt. sponsored program)

**Evidence of Success** : The practice has proven to be a great success with the increasing number of students showing their interest in the club. The working of the club is being reviewed from time to time and is expected to give good results in future.

**Problems Encountered and resources required** : The only problem is to motivate students and change their mind set. Time constraint is a major problem due to the prevailing semester system. The positive response of the members of EDP has encouraged the college to take further steps to extend it to more and more students by giving them incentives.

**Future Practice** :

- In future, all efforts will be made to organize seminars/workshops & debates and familiarize the youth to the latest developments in business.
- To provide exposure to events related to industrial development.

### **Title of the Practice : Functional Languages**

**Goal** : English has already acquired the position of International language. Considering the urgency of learning all the skills associated with language learning so to make the students competent for both the general communication and for their upcoming professional life. With the objective to improve the command of students over the language, the following initiatives are taken :

- Mandatory and free spoken English classes
- Resume building and interview skills
- To ensure the correct usage of language in their daily routine letters

The vision which the authorities held has always been to make the students confident both at personal and professional level.

**The Context** : The main focus was to make the learners aware about their language. It has been observed that most of the candidates were not able to speak even their mother tongue without errors. Therefore, the scope was not just limited to teach them the language which was taught already over the period of time but also to train them for speaking effectively in any language.

Even if the students are learning English since their primary classes, Hindi and Punjabi being their first language, the correct usage still have not been achieved amongst the majority. So the main reason is to create awareness and teach them how to use the available resources for continuous and independent learning.

**The Practice** : PG Department of English started the course with the basic grammar revision class followed by some fun activities. The early aim was first to make them realize the importance of functional language and then the teaching moved towards the functional English. Once the students started speaking in any language then the process of language correction started and later the comparative approach was used to clarify the doubts regarding the English language learning.

Special hourly classes and weekly workshops were also incorporated for the students either for the ones stuck at pre-intermediate level or for the ones with potential to attain the advanced levels.

PG Deptt. of Punjabi and Hindi also participated in this best practice i.e. the functional languages. These departments imparted training on the language that we use to perform various functions like : making request, giving advice, apologizing, complaining, agreeing and asking permissions etc. Grammar was also taken care of so as to improve the command of students over the language and to improve communication skill which is essential for the upcoming professional life.

**Evidence of Success** : It was observed that most of the candidates had shown better results in the college exams and above all, the errors teachers used to find in their general application

letters started decreasing drastically. Clichés which were taught decades back and the obsolete phrases were replaced by the correct lexical resources.

Irrespective of the class, students tried to prepare their resume and realized the importance of co-curricular activities. Including with this, the candidates also improved upon essay writing/creative writing.

**Problems encountered and resources required** : Being the first time when such a course was conducted a few problems like : lack of participation were anticipated. However, the major problems which were encountered had been managing the time table and involving the teachers from their already packed schedules. This time the English classes were taken care by a CELTA qualified teacher, therefore, the college would try to train even the other staff members with the similar internationally recognized techniques so to get better results within the limited time span. The Punjabi and Hindi classes were taken care by the faculty of respective departments. Moreover this time we have already designed the curriculum as per the levels of the candidates. The college is in talks with Cambridge University Press India, to conduct the internationally tested “Empower” course for the college students.

<b>Planned/Purposed Budget for the Session 2018-19</b>		
<b>Expected Income from different sources</b>		
1. Fees & Funds		29490000
2. Grant in Aid		11450000
3. Interest Income		102000
4. Sale of Prospectus		275000
5. Rental Income		71000
6. Water and Electricity collection		725000
7. Miscellaneous Income		80000
8. Account Interest/ FDR Interest/ Raddi /Souvenir/typing/Alumni/Donation		3000000
9. Income from other sources		2827000
<b>Total</b>		<b>48020000</b>
<b>Expected Expenditure</b>		
1	Audit expenses	65000
2	Legal Matter Fee	120000
3	Postage/Printing and Stationery/Bank charges	200000
4	Telephone Bills/ Internet	150000
5	Advertisements	150000
6	Purchase of Equipment	330000
7	Purchase of Computers	35000
8	Purchase of Books	60000
9	Furnishing of Science Block	1750000
10	Repair/White wash	1150000
11	Cleaning Supplies	15000
12	Golden Jubilee and Other functions	35000
13	Convocation	30000
14	Athletic Meet	60000
15	Staff Salary	29000000
16	EPF	550000
17	Staff and Labour Welfare	22000
18	Guest Faculty	530000
19	TA&DA	125000
20	ESI	45000
21	Affiliation and Continuation fee	150000
22	Registration fee	2000000
23	Examination fee	4000000
24	Youth Festival	25000
25	DPI Funds	80000
26	National Seminar	20000
27	Seed Money for Research/Research related Activities	100000
28	Extension Lectures	10000
29	Fee concession	950000
30	Students' Insurance	35000
31	Refreshments	65000
32	NCC/NSS/Red Cross	50000
33	Medicines	10000
34	Cable TV	3000
35	Electricity Bill Payments	2150000
36	Miscellaneous Expenditure	425000
37	Function Exp	265000

38	Gratuity	1790000
39	I Card	30000
40	Lab Exp	200000
41	Hall	925000
42	Newspapers	85000
43	Refund of Fee	130000
<b>Total</b>		<b>48020000</b>
Estimated expenditure is equivalent to estimated income		

*Paeminder Kaur*

Principal  
Shri Sanatan Dharam Girls' College  
BATHINDA

*Ramesh*

**S.S.D.GIRLS' COLLEGE (C.S.UNIT), BATHINDA**  
**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31-03-19**

PARTICULARS		AMOUNT	PARTICULARS	AMOUNT
To EPF Exp.	17163.00	By Aid from Funds	296819	
To ESIC A/c	7569.00	By Aid from Management	441422	
To Salary	2196663.00	By Aid from Amalgamated Fund	973	
To Telephone Exp.	4878.00	By Institution Fee	386345	
To Net Tr.to Capital Fund A/c	1242542.00	By Tuition Fee	79192	
		By Annual Charges	189707.00	
		By Interest from SBI ( Saving)	5266.00	
		By Intt. On FDR	1415621.00	
		By Lab Fee	366756.00	
		By Misc. Funds	215704.00	
		By Rent A/c (SBOP)	71010.00	
			<u>3468815.00</u>	
	<u>3468815.00</u>			

DETAIL I OF DEP.		OP.BAL.	ADDITION	SALE	DEP.	CLG.BAL.
S.NO	PARTICULARS					
1	Air Conditioner (15%)	19324.00	0.00	0.00	2899.00	16425.00
2	Building (10%)	795380.55	0.00	0.00	79538.00	715842.55
3	Computer (40%)	97056.00	0.00	0.00	38822.00	58234.00
4	Furniture (10%)	158181.00	0.00	0.00	15818.00	142363.00
5	Machinery (15%)	16780.00	0.00	0.00	2517.00	14263.00
6	Water Cooler (15%)	26286.00	0.00	0.00	3943.00	22343.00
7	Fixture & Fittings (10%)	7751.00	0.00	0.00	775.00	6976.00
8	Electricity Equipment (15%)	12047.00	0.00	0.00	1807.00	10240.00
9	Photostat Machine (15%)	19320.00	0.00	0.00	2898.00	16422.00
10	Software (40%)	336.00	0.00	0.00	134.00	202.00
	<b>Total</b>	<u>1152461.55</u>	<u>0.00</u>	<u>0.00</u>	<u>149151.00</u>	<u>1003310.55</u>



Principal  
 Shri Sanatan Dharam Girls' College  
 BATHINDA

**S.S.D. GIRLS' COLLEGE, BATHINDA**  
**UNDER THE AEGIS OF S.S.D. SABHA (REGD.), BATHINDA**  
**BALANCE SHEET OF FUNDS A/C AS ON 31-03-2019**

<u>CAPITAL &amp; LIABILITIES</u>		<u>AMOUNT</u>	<u>ASSETS</u>	<u>AMOUNT</u>
<u>CAPITAL FUND A/C</u>			Telephone Security	5000.00
Opening Balance	3102530.59		TDS (18-19)	1339.00
Less:- TDS of Previous Years	11472.00		Cash in Hand	0.00
Less- Trf. From I&E a/c	<u>3022453.50</u>	68605.09	State Bank of India	62266.09
		<u>68605.09</u>		<u>68605.09</u>



20/06/19

*Paeminder Kaur*

Principal  
 Shri Sanatan Dharam Girls' College  
 BATHINDA



**S.S.D. GIRLS' COLLEGE, BATHINDA**  
**UNDER THE AEGIS OF S.S.D. SAEIYA (REGD.), BATHINDA**  
**INCOME & EXPENDITURE (FUNDS A/C) FOR THE YEAR ENDED ON 31-03-19**

<u>EXPENDITURE</u>	<u>AMOUNT</u>	<u>INCOME</u>	<u>AMOUNT</u>
To Aid ( Mgmt. a/c)	6315369.00	By Interest (Saving)	32499.00
To Aid ( Ammg. Funds. a/c)	1951.00	By Practical Examination A/c	634000.00
To Aid ( CS Unit a/c)	296819.00	By Student Fee A/c	9490858.00
To Bank Charges	1976.50	By FDR int.	7530.00
To Correspondance	15683.00	By Excess of Exp over Income	3022453.50
To Examination	3926658.00		
To Fee Concession A/c	937208.00		
To Misc. Exp.	40124.00		
To Network	70938.00		
To Water & Elecricity Exp.	1580614.00		
	<u>13187340.50</u>		<u>13187340.50</u>



20/06/19

*Paeminder Kaur*

Principal  
 Shri Sanatan Dharam Girls' College  
 BATHINDA

**S.S.D. GIRLS' COLLEGE, BATHINDA**  
**UNDER THE AEGIS OF S.S.D. SABHA (REGD.), BATHINDA**  
**BALANCE SHEET OF AMALGAMATED FUND A/C AS ON 31-03-2019**

<u>CAPITAL &amp; LIABILITIES</u>	<u>AMOUNT</u>	<u>ASSETS</u>	<u>AMOUNT</u>
<b><u>CAPITAL FUND A/C</u></b>		<b><u>FIXED ASSETS</u></b>	
Amalgamated Funds	2438986.16	Library Books	837134.70
Less: Trf. from I & E A/c	98360.40	Library Rack	8482.00
Less: TDS of Previous Years	316.00	Furniture	1382025.00
Less Depreciation	<u>376647.00</u>	Photostat Machine	54871.00
	1963662.76	CCTV Camera	10734.00
<b><u>CURRENT LIABILITIES</u></b>		Clock	3470.00
Securities payable	939528.00	Cycle	4442.00
SC/BC Scholarship	192192.00	Battery	4688.00
Startup Seminar fund	183595.00	Lab Equipments	832092.00
Misc Grant	825.00	Machinery	21071.00
Computer Workshop fund	64533.00	Mobile Jammer	12282.00
GK Web Developers, Bti	14160.00	Water Purifier	24059.00
Ms. Monika Kapoor	10500.00	AC	37570.00
Scientific Solution , Ambala	51000.00	Amplifier	8231.00
Arget Systems Bti	5700.00	Compressor	3700.00
		Printer	13880.00
		Scanner	3840.00
		Trolley	5829.00
		UPS	2480.00
		Fan	18343.00
		<b><u>ADVANCE</u></b>	
		Staff (Lokesh Rai)	5000.00
		<b><u>CASH &amp; BANK BALANCE</u></b>	
		State Bank of India	105908.06
		Cash in hand	25564.00
	<u>3425695.76</u>		<u>3425695.76</u>



*Paeminder Kaur*  
Principal  
Shri Sanatan Dharam Girls' College  
BATHINDA  
*Kamal*

**S.S.D. GIRLS' COLLEGE, BATHINDA**  
**INCOME & EXPENDITURE A/C (AMALGAMATED FUND) FOR THE YEAR ENDED ON 31-03-19**

<u>EXPENDITURE</u>	<u>AMOUNT</u>	<u>INCOME</u>	<u>AMOUNT</u>
To Aid to CS Unit	973.00	By Examination A/c	103040.00
To Aid to Management	617808.00	By Aid From Funds	1951.00
To DPI Funds	54128.00	By Aid From Hostel	496409.00
To I Cards	30350.00	By Interest (Savings)	15542.00
To Athletic Meet	26158.00	By Amalgamated Funds	3963936.00
To Bank Charges	2702.20	By Student Development Fund A/c	6730.00
To Computer Exp	96175.00	By Alumni Meet	29850.00
To Continuation Fee ( paid to university)	150000.00	By Late Fee	17500.00
To Convocation Exp	30199.00	By Sale of old Newspaper	6360.00
To Extension Lecture	12500.00	By Interest on FDR	9811.00
To Function Exp.	92758.00	By Folder Receipts	2700.00
To Guest Faculty	529700.00	By intt. On Telephone Security	114.00
To Punjab State Higher Edu Dev Fund Comm	10310.00	By Misc. Income	21000.00
To Insurance Exp.	36435.00	By Red Ribbon Club	663.00
To Lab Exp.	22798.00	By Viva Fee	39050.00
To NCC A/c	1715.00	By Excess of Exp over Income	98360.40
NewsPaper & Magazine	77398.00		
To NSS	10738.00		
To Phy Edu Dev Fund Comm	15465.00		
To Postage	250.00		
To Professional Fee	48000.00		
To Printing & stationery	154295.20		
To Red Cross	24984.00		
To Refreshment	65098.00		
To Refund of Fee	133866.00		
To Registration & Migration Fee	1968375.00		
To Repair & Maintenance	62347.00		
To Software Exp.	17100.00		
To Science Lab Exp	2773.00		
To Souvenir Magazine	90250.00		
To TA & DA Exp.	126885.00		
To Telephone Exp.	9510.00		
To Youth Festival	26385.00		
To Web Exp	14160.00		
To Misc. Exp.	250428.00		

4813016.40

4813016.40



20/06/19

*Paeminder Kaur*  
 Principal  
 Shri Sanatan Dharam Girls' College  
 BATHINDA  
*Ramesh*

S.S.D. Girls' College, Bathinda								
Amalgamated fund A/c Depreciation Chart as on 31.3.2019								
Sr. No.	Particulars	Rate	Opening Balance	Addition /Deletion		Total	Depreciation	Closing Balance
				Before 30.9.18	After 30.9.18			
1	Library Books	10%	871970.00	A 35894.35	D 21112.35	928976.70	91842.00	837134.70
2	Library Rack	10%	9425.00	0.00	0.00	9425.00	943.00	8482.00
3	Furniture	10%	1468247.00	A 67336.00	0.00	1535583.00	153558.00	1382025.00
4	Photostat Machine	15%	64554.00	0.00	0.00	64554.00	9683.00	54871.00
5	CCTV Camera	15%	12628.00	0.00	0.00	12628.00	1894.00	10734.00
6	Clock	15%	2994.00	Py 0.00	1000.00	3994.00	524.00	3470.00
7	Cycle	10%	4936.00	0.00	0.00	4936.00	494.00	4442.00
8	Battery	15%	3393.00	0.00	1950.00	5343.00	655.00	4688.00
9	Lab Equipments	10%	799650.00	A 56345.00	64944.00	920939.00	88847.00	832092.00
10	Machinery	15%	18587.00	Py 0.00	5700.00	24287.00	3216.00	21071.00
11	Mobile Jammer	15%	14450.00	0.00	0.00	14450.00	2168.00	12282.00
12	Water Purifier	15%	28305.00	0.00	0.00	28305.00	4246.00	24059.00
13	Amplifier	15%	0.00	Py 9684.00	A 0.00	9684.00	1453.00	8231.00
14	Compressor	15%	0.00	0.00	4000.00	4000.00	300.00	3700.00
15	Printer	40%	0.00	D 0.00	17350.00	17350.00	3470.00	13880.00
16	Scanner	40%	0.00	A 6400.00	0.00	6400.00	2560.00	3840.00
17	Trolley	10%	0.00	P 0.00	6136.00	6136.00	307.00	5829.00
18	UPS	40%	0.00	A 0.00	3100.00	3100.00	620.00	2480.00
19	Fan	15%	0.00	P 21580.00	0.00	21580.00	3237.00	18343.00
20	AC	15%	44200.00	0.00	0.00	44200.00	6630.00	37570.00
			3343339.00	197239.35	125292.35	3665870.70	376647.00	3289223.70



20/06/19

Paeminder Kaur  
Principal  
Shri Sanatan Dharan Girls' College,  
BATHINDA  
Acm



**S.S.D. GIRLS' COLLEGE, BATHINDA**  
**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED ON 31-03-19**

<u>EXPENDITURE</u>	<u>AMOUNT</u>	<u>INCOME</u>	<u>AMOUNT</u>
To Aid to Amalgamated Fund	496409.00	By Accrued Interest	584438.00
To Aid to Management	4035000.00	By Admission Fee	709000.00
To Bank Charges	2979.50	By Development Funds	1113500.00
To ESI	38592.00	By Hostel Fee	1032900.00
To Misc. Exp.	27280.00	By Interest ( Saving)	19105.00
To Newspaper & Magazine	9786.00	By Interest on FDR	508855.00
To P.F	61332.00	By Prospectus	22400.00
To Printing & Stationery	2221.00	By Water & Electricity	723889.00
To Repair & maintenance	90867.00	By Excess of Exp over Income	1318726.50
To Salary	1228277.00		
To Telephone Exp.	3558.00		
To Water & Electricity Exp.	5698.00		
To Diwali Exp.	1150.00		
To Building Repair	19064.00		
To Cable Charges	3000.00		
To Computer Exp.	700.00		
To Prospectus	6900.00		
	6032813.50		6032813.50



20/06/19

*Paeminder Kaur*

Principal  
 Shri Sanatan Dharam Girls' College  
 BATHINDA

*PK*

**BALANCE SHEET OF SALARY A/C AS ON 31-03-2019**  
**OF S.S.D. GIRLS' COLLEGE, BATHINDA**  
**[UNDER THE AEGIS OF S.S.D. SABHA (REGD.), BATHINDA]**

<u>CAPITAL &amp; LIABILITIES</u>	<u>AMOUNT</u>	<u>ASSETS</u>	<u>AMOUNT</u>
<b>Current Liabilities</b>		<b>Capital Account</b>	
Loan From Hostel A/c	650000.00	Capital A/c	3053434.19
Loan Form Mgt.	2575228.00	<b>Current Assets</b>	
SSD C S 556	827.00	Bank Accounts	54620.81
		Endowment Funds	114000.00
		Harish Kumar	4000.00
	3226055.00		3226055.00

**Profit & Loss A/c for the period ending on 31-03-19**

<u>Particulars</u>	<u>AMOUNT</u>	<u>Particulars</u>	<u>AMOUNT</u>
To Incidental Charges	39086.00	By Admission Fee	17150.00
To Salary A/c covered Staff	13623277.00	By Fine	8550.00
To Bank Charges	826.00	By Grant in Aid 95% deficit	11455007.00
To Misc. Expenses	2477.00	By Tuition Fee	156408.00
		By Gross Loss	2028551.00
	13665666.00		13665666.00

*Paeminder Kaur*  
Principal  
S.S.D. Girls' College  
BATHINDA



20/6/19

*Paeminder Kaur*  
Principal  
Shri Sanatan Dharam Girls' College  
BATHINDA

**S.S.D. GIRLS' COLLEGE, BATHINDA**  
**UNDER THE AEGIS OF S.S.D. SABHA (REGD.), BATHINDA**  
**BALANCE SHEET OF MANAGEMENT A/C AS ON 31-03-2019**

<u>CAPITAL &amp; LIABILITIES</u>	<u>AMOUNT</u>	<u>ASSETS</u>	<u>AMOUNT</u>
<b><u>CAPITAL FUND A/C</u></b>		Fixed Assets	35577512.00
Capital A/c	32328465.98	Advance Consumption deposit to pspcl	224326.00
Less Dep. Charged	4065063.00	Endowment funds	40000.00
Less TDS of Previous years	227613.00	FDR 65228849747	362175.00
		FDR 65238138617	6456214.00
Add Excess of Income over Exp.	<u>4430218.76</u>	TDS ( F.Y 18-19)	44352.00
	32466008.74	<b><u>LOAN &amp; ADVANCES</u></b>	
<b><u>LOANS</u></b>		Loan A/C SSD SABHA	2000000.00
SSDWIT	4105000.00	Loan A/C SSD (Salary)	2575228.00
SSD B.ed.	10728963.00	Sunita Rani	10000.00
<b><u>OTHER LIABILITIES</u></b>		Raj Kumar	5000.00
Prdhamntri Surakheya Yojana Fund	43014.00	Vikas	4000.00
		<b><u>CASH &amp; BANK BALANCES</u></b>	
		State Bank of India	36784.83
		Oriental Bank of Commerce	7393.91
		Cash in Hand	0.00
	<u>47342985.74</u>		<u>47342985.74</u>



20/06/19

*Paeminderka*

Principal  
 Shri Sanatan Dharam Girls' College  
 BATHINDA

**S.S.D. GIRLS' COLLEGE, BATHINDA**  
**UNDER THE AEGIS OF S.S.D. SABHA (REGD.), BATHINDA**  
**INCOME & EXPENDITURE (MANAGEMENT A/C) FOR THE YEAR ENDED ON 31-03-19**

<u>EXPENDITURE</u>	<u>AMOUNT</u>	<u>INCOME</u>	<u>AMOUNT</u>
To Advertisement	144331.00	By Accured Interest	259157.00
To Aid Paid to CS Unit	441422.00	By Aid ( amalgamated funds)	617808.00
To Audit Fee	15800.00	By Aid ( Funds)	6315369.00
To Bank Charges	6996.00	By Aid ( Hostel)	4035000.00
To Convocation Exp.	900.00	By Aid ( School)	250000.00
To Diwali Gift	14500.00	By FDR Interest	185203.00
To Festival	34771.00	By Interest (Saving a/c)	29803.00
To Function Exp.	60449.00	By Management Fund	10589296.00
To Golden Jublee Celebration	33635.00	By Misc. Income	489455.76
To Incidental Charges	68367.00	By Prospectus	253315.00
To Legal Exp.	119000.00	By Parliament Function	25000.00
To Mandir Exp.	53255.00	By Endowment Intt.	7025.00
To Network	29932.00		
To P.F. Exp.	474362.00		
To Repair & Renewal	992421.00		
To S.D. Education A/c	1300.00		
To Salary	11871866.00		
To Software Exp.	159300.00		
To Water & Electricity Exp.	870450.00		
To Water & Severage	15900.00		
To Water harvesting	62400.00		
To Athletic Meet Exp	32000.00		
To Gratuity	1788918.00		
To Insurance Car Premium	15080.00		
To Seminar NYPC A/V	20935.00		
To Shree Krishan Janam Ashtmi	24371.00		
To Staff Welfare	6300.00		
To Grant by Honble Finance Minister	927564.00		
To Misc.Exp.	339688.00		
To Excess of Income over Exp.	4430218.76		
	<u>23056431.76</u>		<u>23056431.76</u>



20/06/19

*Paem...*

Principal  
 Shri Sanatan Dharam Girls' College  
 BATHINDA



S.S.D. Girls' College, Bathinda								
Management A/c Depreciation Chart as on 31.3.2019								
			Op Balance	Addition /Deletion		Total	Depreciation	Balance
				Before 30.9.18	After 30.9.18			
1	Equipments	10%	28471.00	0.00	0.00	28471.00	2847.00	25624.00
2	Computer	40%	1845.00	0.00	0.00	1845.00	738.00	1107.00
3	Generator	15%	733966.00	0.00	0.00	733966.00	110095.00	623871.00
4	Audio Vedio	15%	130328.00	0.00	0.00	130328.00	19549.00	110779.00
5	Sofa	10%	38475.00	0.00	0.00	38475.00	3848.00	34627.00
6	Air Conditions	15%	135753.00	551200.00	435243.00	1122196.00	135686.00	986510.00
7	Building A/c	10%	7753552.00	0.00	0.00	7753552.00	775355.00	6978197.00
8	Fire Equipment	40%	3652.00	0.00	196377.00	200029.00	40736.00	159293.00
9	Transformer	15%	36597.00	0.00	0.00	36597.00	5489.00	30937.00
10	Wheeled Chair	10%	3078.00	0.00	0.00	3078.00	308.00	2770.00
11	Fans	10%	38110.00	29853.00	0.00	67963.00	6796.00	61167.00
12	RO	15%	117906.00	0.00	0.00	117906.00	17686.00	100220.00
13	Science block	10%	26889234.00	1108259.00	654226.00	28651719.00	2832461.00	25819258.00
14	Car	15%	756650.00	0.00	0.00	756650.00	113498.00	643152.00
			36667417.00	1689312.00	1285846.00	39642575.00	4065063.00	35577512.00



20/06/19

*Principals*

Principal  
Shri Sarajan Dharam Girls' College  
BATHINDA