

SHRI SANATAN DHARAM GIRLS' COLLEGE, BATHINDA(Pb.)
Academic-Administrative Audit Report
Year 2019-20
Date of Audit: 24-10-2020

- Audit Team:
1. Dr. Bhawdeep Singh
Retd. Head Dept. of Post Graduate Studies, Regional Centre, Bathinda.
 2. Prof. Parveen Garg
Principal(Offg.) DAV College, Bathinda.
 3. Dr. (Mrs.) Jyotsna Singla
Associate Prof. Dept. of English, Former IQAC Co-ordinator
Govt. Rajindra College, Bathinda.
 4. Dr.(Mrs.) Neeru Garg, Principal
SSD WIT, Bathinda.
 5. Dr.(Mrs.) Parminder Kaur, Principal
S.S.D. Girls' College, Bathinda
 6. Mrs. Neelam Gupta, Co-ordinator IQAC
S.S.D. Girls' College, Bathinda

The overall observations of the Academic Administrative audit Committee based on the inputs collected from the IQAC cell are:

- Number of existing programmes: UG-08, PG-06 and PG Diploma-01. Except BA, all other programmes (UG and PG are self financed).
 - Courses are conducted as per the curricula of the affiliating university (Punjabi University Patiala). CBCS has not been introduced by the university. Pattern of programmes (all UG and PG) is semester.
 - Faculty members from different streams participate in curriculum development/restructuring by the member board of studies and faculties of different departments of the affiliating university.
- See Annex. No. 1.**

Percentage of classes taken by temporary faculty (Programme wise information)

Session (2016-17)

Department	%age of UG classes taken by Temporary Faculty	%age of PG classes taken by Temporary Faculty
PG Department of Commerce	63.5%	20%
PG Department of Computer Science	50%	8%
PG Department of English	87.5%	100%
PG Department of Hindi	Nil	Nil
PG Department of Mathematics	78.26%	60%
PG Department of Punjabi	Nil	50%
Physical Education	100%	--
Home Management	Nil	--
Home Science	Nil	--
Office Management	Nil	--
B.Sc Medical	66%	--
B.Sc. Non-Medical	50%	--
History	Nil	--
Political Science	100%	--
Music	100%	--

Session (2017-18)

Department	%age of UG classes taken by Temporary Faculty	%age of PG classes taken by Temporary Faculty
PG Department of Commerce	65%	10%
PG Department of Computer Science	67%	4%
PG Department of English	87.5%	100%
PG Department of Hindi	Nil	50%
PG Department of Mathematics	78.26%	60%
PG Department of Punjabi	Nil	25%
Physical Education	100%	--
Home Management	100%	--
Home Science	Nil	--
Office Management	Nil	--
B.Sc Medical	100%	--
B.Sc. Non-Medical	75%	--
History	Nil	--
Political Science	50%	--
Music	100%	--

Session (2018-19)

Department	%age of UG classes taken by Temporary Faculty	%age of PG classes taken by Temporary Faculty
PG Department of Commerce	67.5%	25
PG Department of Computer Science	40%	20%
PG Department of English	100%	100%
PG Department of Hindi	Nil	100%
PG Department of Mathematics	78.26%	60%
PG Department of Punjabi	Nil	25%
Physical Education	100%	--
Home Management	100%	--
Home Science	Nil	--
Office Management	Nil	--
B.Sc Medical	75%	--
B.Sc. Non-Medical	87%	--
History	Nil	--
Political Science	Nil	--
Music	100%	--

Session (2019-20)

Department	%age of UG classes taken by Temporary Faculty	%age of PG classes taken by Temporary Faculty
PG Department of Commerce	65.5%	35%
PG Department of Computer Science	57%	36%
PG Department of English	100%	100%
PG Department of Hindi	Nil	100%
PG Department of Mathematics	67.39%	60%
PG Department of Punjabi	Nil	25%
Physical Education	100%	--
Home Management	100%	--
Home Science	Nil	--
Office Management	Nil	--
B.Sc Medical	66%	--
B.Sc. Non-Medical	75%	--
History	Nil	--
Political Science	Nil	--
Music	100%	--

Information about Research Grants

See Annex. No.2

Publications

See Annex. No.3

Sr. No.	Year	Papers Published in Journals		Papers Published in Proceedings of National Seminars/Conference	Proceedings of International Seminars/Conference
		National	International		
1	2016-17	02	Nil	14	02
2	2017-18	--	07	03	--
3	2018-19	03	03	03	--
4	2019-20	--	--	--	--

- Chapters/Articles in Books

Sr. No.	Year	No. of Book	No. of Edited Books	Chapters in Books
1	2016-17	03	01	03
2	2017-18	02	--	04
3	2018-19	02	--	--
4	2019-20	01	--	--

Paper Presented in Seminars/Conferences

See Annex. No.4

Sr. No.	Year	Papers Presented in Seminars/Conferences		Attended Seminars/Conferences		
		National	International	State	National	International
1	2016-17	93	02	87	16	--
2	2017-18	26	05	--	01	--
3	2018-19	06	--	--	--	--
4	2019-20	--	01	--	121	15

Teachers invited as a resource person

Year 2016-17

Dr. Neeru Garg (Assoc. Prof. and Head PG Deptt. of Commerce)

- She has delivered lectures for UGC-CEC (sponsored by MHRD, Govt. Of India) which were telecasted on Doordarshan's Higher Educational Channel i.e. Gyan Darshan & Vyas Channel on 18th Jan. 2016, 14th Oct., 2016, 24th Oct., 2016, 17th Nov., 2016 & 10th Dec., 2016
- She had been invited as a Resource Person at Sant Baba Bhag Singh Memorial Girls' College, Sukhanand (Moga) for delivering a lecture on Management Skills and Personality Development on 8th Feb., 2017
- She has **chaired the session** and also had been the **Resource Person** in ICSSR sponsored National Seminar on "Entrepreneurship in India : Need of the Hour" at Guru Nanak College for Girls, Sri Muktsar Sahib on March 18th, 2017

Year 2017-18

Dr. Suman Bawa (Assoc. Prof. & Head PG Dept. of Hindi)

- She has been invited as a Resource Person at Central University of Punjab, Bathinda on the Birthday of Shri Harivansh Rai Bachan and She delivered a lecture on "Shri Harivansh Rai Ji ke Jiwan Aur Unka Sahitiya Mein Yogdan" on 27th Nov., 2017.

Mrs. Bindu Garg (Assist. Prof. & Head Dept. of Science)

- She had been invited as a Resource Person for the Seminar on 'Save Environment' organized by Forest and Wild Life Protection Department at SSD Girls' College, Bathinda on 5th Sept. 2017.

Year 2018-19

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 20th 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 20th March, 2019

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

- Appointed as resource person to deliver an extension lecture on '**Self Development Skills for an Effective Personality**' at Guru Nanak College, Killianwalli on 27th Feb, 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 13th 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 2nd Feb. 2019 to 12th Feb. 2019.
- Appointed as Resource person for workshop on "Get Hired" at SSD Women's Institute of Technology from 24th Jan. – 9th 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 1st Feb. – 7th Feb. 2019.
- Ms. Aalisha Bhatia has been appointed as the resource person to conduct a teacher training program at St. Xaviers Convent School Bathinda from 5th Sept. to 5th Oct., 2019

Details of Teachers Participation in Refresher Courses/Orientation Courses/Short Courses

Session(2016-17)

Sr. No.	Faculty	Faculty/Staff Development Programmes	Duration & Name of the Institution/University
1.	Mrs. Manpreet Kaur (Asstt. Prof. & Head Dept. of Economics)	Orientation Programme	26 th April to 23 rd May 2017 Academic Staff College, Punjabi University, Patiala
2.	Mrs. Harleen Kaur (Asstt. Prof. & Head Dept. of English)	Orientation Programme	26 th April to 23 rd May 2017 Academic Staff College, Punjabi University, Patiala
3.	Dr. Pomy Bansal (Asstt. Prof. PG Dept. of Commerce)	Faculty Development Programme (FDP)	2 nd Jan. to 8 th Jan., 2017 DAV College, Bathinda
4.	Mrs. Neelam Gupta (Asstt. Prof. & Head Department of Home Science)	Faculty Development Programme (FDP)	2 nd Jan. to 8 th Jan., 2017 DAV College, Bathinda
5.	Mrs. Taru Gupta (Asstt. Prof. & Head Department of Mathematics)	Faculty Development Programme (FDP)	2 nd Jan. to 8 th Jan., 2017 DAV College, Bathinda

Session (2017-18)

Sr. No.	Faculty	Faculty/Staff Development Programmes	Duration & Name of the Institution/University
1.	Mrs. Shelly Bansal(Assist. Prof. Computer Science)	Short Term Course ‘Lasers: Developments and Application’ conducted by Applied Science Dept.	3 rd July 2017 to 7 th July 2017 at GZS Campus College of Engg. And Technology, Bathinda(Pb.)
2.	Mrs. Navjot Kaur (Asstt. Prof. in Punjabi)	Seven days Workshop on ‘Punjabi Vich Computer di Varton’	4 th -12 Dec., 2017 Punjabi Computer Shayata Kender, Punjabi University, Patiala

No participation in Session 2018-19.

Sr. No.	Faculty	Faculty/Staff Development Programmes	Duration & Name of the Institution/University
1.	Dr. Neeru Garg	“Inculcating Universal Human Values in Technical Education”	3-05-2020 to 7-05-2020 Workshop by AICTE, New Delhi
2.	Ms. Rekha Rani	“Artificial Intelligence”	9/12/2019 to 13-12-2019 at Central University of Punjab
3.	Ms. Lakhwinder Kaur Romana	“Artificial Intelligence”	9/12/2019 to 13-12-2019 at Central University of Punjab
4.	Ms. Taru Mittal	“Teacher and Teaching in Higher Education”	13-08-2019 to 3-12-2019 SWAYAM ARPIT Online Refresher Course

5.	Ms. Taru Mittal	Pedagogical Innovations and Research Methodology	01-09-2019 to 31-12-2019 SWAYAM ARPIT Online Refresher Course
6.	Ms. Taru Mittal	“Enhancing Research Capabilities”	01-06-2020 to 05-06-2020 FDP
7.	Aalisha Bhatia	“ Teaching and Learning Development during Covid-19”	28 th April, 2020 to 29 th April, 2020 FDP at Guru Kashi University

Faculty Profile

See Annex. No. 5A

No of faculty members who are awarded Ph.Ds : 03

No of faculty members who are pursuing Ph.Ds :02

Extension Activities by different departments

Annexure No. 5B

Posts sanctioned, filled and vacant

No. of sanctioned positions			No. of filled positions			Vacant positions			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	
21	06	03	04	03	01	17	03	02	12
Note:			Post of the Principal and Librarian are also sanctioned by DPI(Punjab). Therefore, the total no. of sanctioned posts is 23. The post of librarian is also vacant as she has retired.						

Teachers Awards

<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>
2016	Dr. Neeru Garg	Assoc. Prof. & Head PG Department of Commerce	Bharat Gaurav Award
			Great Achievers Award
2016	Dr. Pomy Bansal	Assistant Prof. in Department of Commerce	Great Achievers Award
2017	Dr. Neeru Garg	Assoc. Prof. & Head PG Department of Commerce	Asia Pacific Gold Star Award
2017	Dr. Neeru Garg	Assoc. Prof. & Head PG Department of Commerce	Bharat Ratna Mahamana Pandit Madan Mohan Malviya Memorial S.D. Institution Best Teacher Award. She Received a citation & a cash award of Rs. 11000/-
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

Detail of Seminars/Conferences/Workshops/FDPs organized in the institutions

Name of Seminar	Funding Agency	No. of Participant	Level	Date and Duration
MSMEs in Punjab: Opportunities & Challenges	ICSSR	46	National	15 th March 2014
Startup India: The Road Ahead	Self Financed	126	National	5 th March, 2016
Women Sensitization for Promising Solution-A Strategy for Inclusive Growth	UGC	172	National	4 th March, 2017
Post Covid 19-Opportunities & Challenges for Indian Economy	Self Financed	128	National Webinar	31 st May, 2019
Role of Emotional Intelligence in achieving Career Excellence during COVID-19 Pandemic'	Self Financed	385	National Webinar	17 th June, 2020
7 Days FDP on Research Methodology & Pedagogical Skills	Self Financed	41	FDP	2nd May 2016 to 8 th May, 2016

Does the institution offer programmes with sufficient no. of elective options?

Sufficient number of elective options are offered only in BA course.

Feedback on curriculum is taken from different stakeholders viz. students, parents, teachers and alumni and is considered for curriculum development/reconstruction.

Remedial coaching is offered by most of the faculty members.

Subject	Dates	No. of Students	Name of the Faculty
English	12.11.2019 – 24.11.2019 and 19.11.2019-05.12.2019 24.02.2020 to 28.02.2020 10.09.2020 to 26.09.2020	54	Ms. Khushneel Kaur(10) Ms. Alisha(8) Ms. Seerat Brar(8) Ms. Rupinder(8) Ms. Reeta(10) Ms. Roopam(10)
	24.02.2020 to 28.02.2020 10.09.2020 to 26.09.2020	46	Ms. Alisha(10) Ms. Seerat Brar(11) Ms. Rupinder(10) Ms. Reeta(8) Ms. Roopam(7)
Mathematics	29.10.2019-31-10.2019 and 19.11.2019-11.12.2019	51	Ms. Kanchan Ms. Aditi Ms. Sonia
	6.04.2020 to 27.04.2020	07(Advance L) 06(Slow L) 06(Advance L) 07(Slow L) 10(Advance L)	Ms. Aditi(Algebra-I) BA-I Ms. Vandana (Algebra-I) BA-I Ms. Sonia(Analysis-II)BA-II Ms. Kanchan(Analysis-II) BA-II Ms. Shikha(Algebra-II) BA-III
Economics	12.11.2019–24.11.2019 and 19.11.2019-05.12.2019	21	Dr. Anju Garg
	24.02.2020 to 28.02.2020 10-09-2020 to 19-09-2020	22	Dr. Anju Garg
Computer Science	7.10.2019-15.10.2019 21.11.2019-05.12.2019	6	The whole faculty of PG Department of Computer Science
	24.02.2020 to 28.02.2020 10-09-2020 to 19-09-2020	18	The whole faculty of PG Department of Computer Science
Science	14.10.2019-21.10.2019 19.11.2019-05.12.2019	8	The whole faculty of Department of Computer Science
	24.02.2020 to 28.02.2020 10.09.2020 to 26.09.2020	18(Slow Learner) 22(Fast Learner)	Ms. Ankita(Chemistry)
	24.02.2020 to 28.02.2020 10.09.2020 to 26.09.2020	18(Slow Learner) 22(Fast Learner)	Ms. Suman Bansal(Chemistry)
	24.02.2020 to 28.02.2020 10.09.2020 to 26.09.2020	20(Slow Learner) 17(Fast Learner)	Ms. Gurleen Kaur(Physics)
	02-12-19 to 07-12-2019 24.02.2020 to 28.02.2020 10.09.2020 to 26.09.2020	17(Slow Learner) 14(Fast Learner)	Ms. Divya Jindal(Physics)
	24.02.2020 to 29.02.2020 14.02.2020 to 20.02.2020 24.02.2020 to 1.03.2020 10.09.2020 to 26.09.2020	10(Slow Learner) 15(Fast Learner)	Ms. Kamalpreet(Zology)
	24.02.2020 to 28.02.2020 11.09.2020 to 26.09.2020	10(Slow Learner) 18(Fast Learner)	Ms. Bindu(Botany)
Hindi	14.10.2019-21.10.2019 22.11.2019-05.12.2019	19	The whole faculty of PG Department of Hindi
	24.02.2020 to 28.02.2020 10.09.2020 to 22.09.2020	18	The whole faculty of PG Department of Hindi
Home Science	10.09.2020 to 22.09.2020	12	Mrs. Neelam Gupta
History	11.09.2020 to 24.09.2020	65	Dr. Savita Gupta
Political Science	14.09.2020 to 23.09.2020	36	Ms. Tripta Gupta

Music	14.10.2019-21.10.2019 22.11.2019-05.12.2019	12	Dr. Pooja Goswami
	24.02.2020 to 28.02.2020 10.09.2020 to 22.09.2020	10	Dr. Pooja Goswami
Psychology	14.10.2019-21.10.2019 25.11.2019-05.12.2019	12	Mrs. Komal Rani
	24.02.2020 to 28.02.2020	10	Mrs. Komal Rani
Commerce	26.8.2019-15.10.2019 21.10.2019-10.12.2019	132	Asha Singla(8) Rashmi(11) Pooja Manchanda(19) Suman Garg(8) Shiza(10) Pooja Pandey(14) Drishti(18) Sapna(22) Gazal Mittal (22)
	24.02.2020 to 28.02.2020 10.09.2020 to 22.09.2020	187	Asha Singla(20) Rashmi(11) Pooja Manchanda(19) Suman Garg(12) Shiza(15) Pooja Pandey(24) Drishti(30) Sapna(34) Gazal Mittal (22)

The internal evaluation is prepared as under

Academic Year:		Class:		Subject:		Date:	
Sr. No.	Name of the Student	Attendance Marks (05)	Assignment Marks(10)	Test Marks(10)	Total Marks(25)		

Teacher Performance is assessed by the students. Feedback reports are analyzed and suggestions are communicated to the teacher by the end of the academic year.

Self-Appraisal reports–applicable only to the grant-in-aid posts.

Details of student enrichment programs

See Annex. No. 6

Student Profile Programme wise

See Annex. No. 7

Student Teacher Ratio

Teacher student ratio : 1:15(2019-20)
Teacher student ratio : 1:16(2018-19)
Teacher student ratio : 1:17(2017-18)
Teacher student ratio : 1:17(2016-17)

Results of Students in UG and PG Level

See Annex. No. 8

Student Progression/Placement Record

See Annex No. 9

Session	Students Placed	Higher Education
2016-17	11	
2017-18	13	
2018-19	9	45
2019-20	18	75

Diversity of Students

See Annex No. 10

Students Awards

Session (2016-17)

University Level	State Level	National Level	International Level
04	30	09	01

Session (2017-18)

University Level	State Level	National Level	International Level
04	04	06	--

Session (2018-19)

University Level	State Level	National Level	International Level
--	08	01	--

Session (2019-20)

University Level	State Level	National Level	International Level
--	04	01	--

No of students qualified UGC NET/JRF

See Annex No. 11

Most of the faculty members are imparting innovations during lectures and practical sessions through Group Discussion, Problem Solving, Assignments, Demonstrations, Debates, Seminars and Quiz etc.

ICT methods used by most of the faculty members are

Google apps e-mail, PPT and LCD projectors

All teachers prepare and follow academic teaching plan.

The Principal takes the syllabus completion report every month in each semester from all faculties to ensure completion of entire syllabus on time.

Student centric activities like industrial/field visits, internships and MOUs with industries for learning.

The faculty members identify slow and advance learners based on performance of students in internal evaluations like class test, MSTs and university examinations.

Details of Library Infrastructure

	Existing	Value	Newly Added	Value	Total	Value
Text Books	29813	887724	29	10017	29842	897741
Reference Books	794	246756	00	00	794	246756
e-Books	7350494	0	0	19740		39480
Journals	12	58811	05-Renewal 07-Added=12	14720	24	73531
e-Journals	14538	58811	0	Renewal- 19470	14538	19740
Digital Databse	E-Granthalya Software	-	-	-	-	-
CD & Video	187 CD	-	Nil	-	-	-
Library Automation	E-Granthalya Software	-	-	-	-	-
Weeding (Hard & Soft)	1810 Books	-	364 Books	-	-	-
Others (Specify)	-	-	-	-	-	-

Following are the recommendations of the Audit team:

- Self-Appraisal system should be introduced for all the faculty members in view of analysis of results, students feedback etc.
- More no. of seminars and workshops of National and International Importance should be organized
- Special programs for teaching/non teaching/support staff should be organized
- Academic calendar should be prepared and published before the beginning of the session.
- Keeping in mind the present status of the job market, more value added courses should be introduced.
- Giving adequate thrust in faculty development activities particularly in latest pedagogy and e-content preparation.
- Entrepreneurship and skill development programs should be organized.
- Strengthening ICT thrust in teaching/learning
- Record of students' progression to higher education/placement to be maintained properly.
- Alumni should be strengthened and involved for their contribution to the development of the college.
- The faculty should promote research by giving minor projects to the student under their guidance and the same be published.

Signature of the Academic-Administrative Audit Team:

Dr. Bhawdeep Singh

Retd. Head Dept. of Post Graduate Studies, Regional Centre, Bathinda.

Bhawdeep Singh
24/10/20

Prof. Parveen Garg

Principal(Offg.) DAV College, Bathinda.

Parveen Garg
24/10/20

Dr. (Mrs.) Jyotsna Singla

Associate Prof. Dept. of English, Former IQAC Co-ordinator
Govt. Rajindra College, Bathinda.

Jyotsna Singla
24/10/2020
Neeru Garg
24.10.2020

Dr.(Mrs.) Neeru Garg, Principal

SSD WIT, Bathinda.

Dr.(Mrs.) Parminder Kaur, Principal

S.S.D. Girls' College, Bathinda

Parminder Kaur
24/10/2020

Mrs. Neelam Gupta, Co-ordinator IQAC

S.S.D. Girls' College, Bathinda

Neelam Gupta
24/10/2020