YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	Shri Sanatan Dharam Girls' College
• Name of the Head of the institution	Dr. Neeru Garg
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01642255104
• Mobile no	8968398200
• Registered e-mail	ssdgirlcollege@gmail.com
• Alternate e-mail	ssdiqac@gmail.com
• Address	Maharaja Aggarsain(Amrik Singh) Road, Bathinda
• City/Town	Bathinda
• State/UT	Punjab
• Pin Code	151001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**Punjabi University Patiala**	
• Name of the IQAC Coordinator	**Dr. Anju Bala**	
• Phone No.	**9417557848**	
• Alternate phone No.	**9855219268**	
• Mobile	**8557901414**	
• IQAC e-mail address	**ssdiqac@gmail.com**	
• Alternate Email address	**dranjussd@gmail.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://ssdgc.com/NAAC.aspx?ZA_o-Yexu3eCM7SeIgcg_g	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://ssdgc.com/NAAC.aspx?6G0LV_2o60TB2VCUh2_3PA	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**A**	**3.22**	**2022**	**03/05/2022**	**02/05/2027**
Cycle 1	**A**	**3.03**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC	**18/11/2015**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
PG Department of Commerce	Seminar/Grant/26/2023	ICSSR North West Regional Centre, P.U. Chandigarh	2024	70000
Women Security Cell	T-11/22/2023 -Trg	National Human Rights Commission, New Delhi	2023	67500
Institutional	PMKVY 4.0 (Skill Hub)	NSDC	2023	14,01356
Harita-Eco Club	Save Environment	Punjab State Council for Science & Technology	2024	8000
NSS	National Service Scheme	Punjabi University Patiala	2024	70000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	

• If yes, mention the amount	

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

Conferment of Autonomous Status by UGC.

Skill hub established under PMKVY 4.0 scheme to impart skill-oriented training .

Online exam center established with capacity of 500 Computers

To actualize the goal of sustainable development 100 KWP Solar Power Plant is installed in the campus

IKS Club established to inculcate Indian Knowledge among students

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

Plan of Action	Achievements/Outcomes
To assess the institution's Academic & Administrative procedures an Academic administrative audit is planned	Academic administrative audit was conducted successfully
To take feedback on curriculum and on teachers.	As a practice, feedback of students and teachers was taken on curriculum and feedback on teachers was also taken.
To organise online/offline seminars, workshops and extension lectures.	National Seminar, NHRC, ECO Club Workshop
To Constitute different Committees as per UGC guidelines	As per the guidelines of UGC for Autonomous Colleges a Governing body, Academic Council, Finance Committe and Board of Studies were framed.
To Strengthen the Skill Training Programs	5 certificate courses on Hard/Soft/Life skills have been offered to students to enrich the curriculum with latest demands of the market and yet producing skilled manpower.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Management of S.S.D. Group of Girls' Colleges	27/07/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	22/02/2024

15.Multidisciplinary / interdisciplinary

In order to provide the holistic academic growth among the students aligning with the objective of NEP- 2020, Interdisciplinary/multi-disciplinary curriculum is being implemented at SSDGC by offering various certificate courses to the students which gives freedom to the student to choose their preferred options from the range of programs offered by the institute. Classes for certificate courses are being conducted on-line/off-line so that students of all streams can choose their preferred multi-disciplinary subjects. The institution is already running interdisciplinary/multidisciplinary programmes. The course Computer Science is taught across various programmes like B.Sc (Non-Med), BBA, B.Com, M.Com, M.Sc(Mathematics). The courses Research Methodology and Statistics are being taught in various PG programmes and UG programs like M.Sc (IT), M.Com, B.Com and BA. Institute is carving out the way for the fruitful implementation of multidisciplinary and interdisciplinary education which will definitely enable our students to develop the skills required in 21st century.

16.Academic bank of credits (ABC):

The institutional preparedness in implementation of Academic Bank of Credits solely depends upon the guidelines of the affiliated University and Department of Higher Education, Govt. of Punjab. The affiliating University (Punjabi University, Patiala) is yet to implement Credit framework system, However , all the students of SSDGC have been registered on ABC portal and have their ABC ids.

17.Skill development:

The Institute has received a target of 240 students under skill hub initiative (PMKVY 4.0). Skill based training is imparted to the

students free of cost. There are four job roles in which students are trained ie. Software Programmer (IT sector), Crafts Baker(Foods sector), Social Media influencer (media & entertainment sector) and Key Consignor executive (logistics). SSDGC already set up an In-house Incubation and Entrepreneurship Development Cell with two components - providing skill based training as well as to provide entrepreneurial skills starting from the 1st year. Apart from teaching of usual curriculum of Parent University, Curriculum Enrichment is achieved through extra-curricular and co-curricular activities. Institute also signed new MOUs, one with IHM to create an excellent opportunity for training to the students. The MOUs will further enhance the pool of talent transformation in the field of emerging technologies.

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

To integrate the Indian Knowledge system into the framework, SSDGC boasts a team of dedicated, qualified, and full-time faculty members to teach 3 Indian languages Hindi, Punjabi and English. Our faculty employs a dynamic and inclusive multilingual approach in classrooms, ensuring that all students' diverse needs are met effectively. Students are made aware about the roots and origin of every subject. Two teachers of the college (Dr. Anju Bala and Bhavna Garg) attended the six day training program on Indian knowledge system held at CPDHE (Delhi University) sponsored by UGC. An IKS club has been formed to inculcate knowledge about Indian knowledge system among students.To support students' learning journeys, our college library is well equipped, and it offers access to a vast array of resources through the Inflibnet facility, enabling them to explore books and knowledge from around the world. Ensuring cultural sensitivity and promoting inclusivity are core values at our institute. We actively celebrate the diversity within our institute by organizing cultural events, festivals, and activities that showcase the rich traditions, customs, and heritage of different communities and foster mutual respect, and appreciate the richness of various cultures represented within our college community.

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

SSDGC has initiated various steps to align its education system with the concept of OBE as recommended by the experts during National Seminar organized by the college on Quality Enhancement Through Outcome based Education (OBE).The objectives set out in the NEP 2020 on OBE are Competency, standard, benchmarks, and attainment of outcomes. Efforts have been taken by the faculty members in SSDGC to fulfill the objectives and achieve the target as per the structural

curriculum provided by the affiliating university. Although the curriculum is designed by the University, faculty members being members of Board of Studies contribute to the designing of curriculums and give valuable suggestions for effective curriculum delivery. Under the guidelines of IQAC, the institute has developed programme outcomes (POs) as well as the course outcomes (COs) for each of the courses offered by our college after extensive deliberations among our faculty and other stakeholders. The course content, lessons plans, teaching pedagogies and the attainment measures (direct as well as indirect) are designed keeping in view the respective POs and Cos to make student achieve various goals related to basic skills, life skills, professional skills, intellectual skills, interpersonal skills etc. This system helps us to achieve specific goals leading to holistic development of the students.

20.Distance education/online education:

As an answer to the challenge thrown by the pandemic, SSDGC promptly and swiftly moved to the online mode of teaching with the help of teaching and non-teaching staff. Arising out of necessity, this experience has been very rewarding, enriching and beneficial for the teachers and students. Many classes are still being conducted in blended mode wherever the need is. Institute also allows the students to pursue their classes of certificate courses on hybrid mode (online / offline).As per the guidelines of UGC, 40 percent of the syllabus is covered with the help of online study material. Students use the e-contents available on e-granthalaya and e-pg pathshala available in the e-library of the college. Meetings, FDPs and conferences are being successfully organized in virtual mode by different departments of the college. Online meetings are great time savers in urgent circumstances.

Extended Profile

1.Programme

1.1   **467**

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

File Description	Documents
Data Template	[View File]()

2.Student

2.1   **897**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File]( )

2.2   **430**

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

File Description	Documents
Data Template	[View File]( )

2.3   **303**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]( )

3.Academic

3.1   **55**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]( )

3.2   **23**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	**467**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**897**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**430**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**303**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**55**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**23**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**47**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**156**
4.3 Total number of computers on campus for academic purposes	**127**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

SSDGC is affiliated to Punjabi university Patiala and follows the curriculum designed by University. The college aims to inculcate the highest intellectual standards through academic commitment. Senior faculty of the college, are the members of board of studies of its parent University and make their contribution towards framing of the curriculum in their respective subjects. Curriculum delivery mechanism is well planned by the IQAC before the start of the new academic session in consultation with HOD's of various departments and Principal. For effective implementation of the curriculum, the college academic calendar is prepared, meetings are conducted by Academic Council of the college. For this, workload is assigned to the faculty according to the timetable. Students are made aware about the curriculum, timetable and academic calendar through the college prospectus and website. The curriculum delivery in regular classes is effectively done through lectures, demonstrations and relevant study material to make the learning easier. Besides regular classes, various certificate

courses and remedial classes are taken to enhance the knowledge of students. For holistic development of students quizzes, debate, educational tours, industrial visits, interdisciplinary competitions and presentations etc. are organized in all the departments according to the academic calendar of the college.. Each department periodically reviews the syllabus and students' performance through departmental and tutorial meetings. Feedbacks from students are collected on regular basis to strengthen the future curriculum development.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://www.ssdgc.com/NAAC.aspx?cVJilauoRGgn4e_1ldv6fw

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

SSDGC strictly follows the academic calendar issued by the parent university at the beginning of the session. According to the university calender, the college adjusts its academic calendar for internal exams, certificate courses and co-curricular activities. The College Examination committee frames guidelines for conducting the CIE in line with calendar of the PUP. Students are timely informed about the schedule through the website, academic calendar, departmental notice boards and personally by teachers in the class rooms. The college encourages teachers to conduct continuous evaluation of the students for their sustained performance. Hence a structured evaluation process has been designed and implemented. As per the guidelines of the university internal assessment is based on assignments, classroom performance, MSTs and attendance. The class tests and MSTs are prepared and conducted as per the University examination pattern. To prepare students for practical and theory examinations, teachers implement various assessments methodologies as per level of students like Mock tests, Quizzes, Practical Assignments, Project work, Group Discussions, MCQ Tests, Report Writing, Work based problem, Presentations, Discussions/Debates.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ssdgc.com/NAAC.aspx?6G0LV_2o60TB2V CUh2_3PA

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

277

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

1.3 - Curriculum Enrichment

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

SSDGC always believes in all round development of the students. The students are polished in such a way that they are intellectually strong with sound knowledge. For this college take following initiatives:-

To make students aware towards environmental and social issues, two qualifying papers titled a) Environment and road safety awareness (b) Drug Abuse: Problem, Management and prevention are compulsory for all the students at under graduate level.

Special days are celebrated and various outreach programs are organized by N.S.S., N.C.C, Eco club and other units to establish mutual connectivity of students with the society.

Morning assembly is conducted once a week to inculcate moral values in students.

The students are made aware about the practical and challenging issues of real life and their possible solutions through various motivational lectures by experts.

SSDGC focuses on professional ethics along with career guidance. Students are intimated about various job opportunities by career guidance and placement cell .Lectures on effective resume writing, mock interviews and placement drives are arranged by the cell.

The College inculcates entrepreneurial qualities among the college students through Entrepreneurship development club. Students are able to nourish their innate entrepreneurial spirit through the club.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

271

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://ssdgc.com/NAAC.aspx?AFJYNM-D0e_knZw-8AD8HA
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ssdgc.com/NAAC.aspx?AFJYNM-D0e_knZw-8AD8HA

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

445

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

350

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners. As students from diverse academic and socio-economic backgrounds are admitted in the college, it is indispensable for college to assess their learning levels to eradicate their learning gaps and elevate their confidence level.

In the beginning of new session, an orientation programme is arranged for entry level students to make them familiar with all the systems and procedures of learning and evaluation. Learning abilities of the students are recognized through Class room interactions, mentor-mentee interface and tests. Students are categorized as slow and advanced learners on the basis of their performance in MSTs and class tests.

For slow learners remedial classes with specified topics are organized after mid semester exams and concepts of some difficult subjects are taught. Their queries are handled in these classes and their weaknesses and strengths are thoroughly worked upon.

Previous university question papers are discussed which helps them in understanding the exam pattern.

Advanced learners are nurtured and polished in best possible ways for performing exceptionally well in university examination. They are provided with extra study material and their doubts and queries are handled at regular intervals.

File Description	Documents
Paste link for additional information	https://ssdgc.com/NAAC.aspx?cVJilauoRGgn4e_1ldv6fw
Upload any additional information	View File

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

Number of Students	Number of Teachers
897	55

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

SSDGC follows a student centric approach and all policies are framed keeping in view the interest of students. The college has adopted blended approach by integrating traditional teaching with ICT enabled methodologies. In addition to the Classroom teaching adequate experiential exposure is given to the students for their holistic development through Field trips, educational excursions, industrial visits, projects, internships, seminars, webinars, online sessions, workshops and interactive sessions.

The college has also evolved student centric methods through entrepreneurship and incubation cell to inculcate entrepreneurial skills among them. The students are also trained for content writing through college magazine and research journals. Group discussions, paper presentations, audio visual presentations and quizzes are extensively conducted to encourage participative learning. Students are motivated to discuss various issues and

challenges existing in society through participation in various college activities. Active participation of students in Youth Parliaments and Youth Red Cross helps students in dealing with real world challenges and participating in finding solutions to them. Besides the regular curriculum, outgoing students are engaged in certificate courses which help them in gaining practical knowledge. To enhance the Problem Solving ability of students Case studies, role play, Brain Storming, Mentoring are common teaching methodology used by the teaching faculty of the college to equip the students with critical evaluation of real life situations.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://ssdgc.com/Activities.aspx?GYNNOppP1M-o2Qt0NbXI58f0LfDR9i3wohbXi5JmXdr1c5xYectGkJqJhaD63VCU

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

For expansion of educational opportunities, SSDGC , uses a diverse set of ICT tools to communicate, create, circulate and manage information for effective teaching learning process. To create interest and curiosity among students, the college has provision of ICT enabled classrooms and conference rooms, digitalized library, LCD Projectors, and audio-video tools, which makes teaching learning process more effective. The students are actively involved in preparing Power Point Presentations, use of e-resources for writing of seminar papers, project reports and other assignments. The students as well as teachers are trained in handling of ICT Tools and various library softwares. To support learning, research and academic search, the faculty and students of the college have been provided access to INFLIBNET and E-Granthaliya. To improve language and communication skills of students the college has a language lab with 'LearnSoft' Software and fully equipped with auditory aids. The institution's adoption of a Learning Management System (LMS) has been instrumental in revolutionizing the educational experience for both students and teachers. Teachers encourage students to use platforms such as Google forms and google sheets to upload their data. This helps them to get in-touch with the technology at this level so that they may become efficient in using them in their nearby future.

The college has been making continuous efforts to improve its IT infrastructure and facilities according to the technological advancements.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

619

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The mechanism of internal assessment at the institutional level is transparent and robust in terms of frequency and mode. The schedule of mid semester test is displayed in academic calendar which is uploaded on college website. MSTs are conducted in accordance with university pattern. The question papers are set as per guidelines of university and the answer scripts are evaluated and distributed with correction notes. Teachers are unbiased while marking the internal assessment of the students, they consider the MST marks, attendance, class conduct, class response and class tests while compiling their internal assessment. During orientation students are informed about the criteria of internal assessment. Apart from these Variety of testing techniques like routine class activities, assignments, quizzes, projects, and

surprise tests are also conducted by the faculty to judge the learning echelon of students.

Special tests are conducted for students participating in NCC, NSS camps, youth festival, tournaments and for absentees in MSTs. Parent-Teacher meeting is conducted wherein the student's performance is discussed and parents are involved to encourage their wards. Examination related grievances are handled by examination committee

File Description	Documents
Any additional information	View File
Link for additional information	https://punjabiuniversity.ac.in/syllabi/Academic%20Session%202023-24/Faculty%20of%20Business%20Management/Under%20Graduate%20Courses/B.Com%20(Honours%20)%20Part%202.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The Registrar of the college looks after the entire system of examinations for maximizing transparency and efficiency in examination related grievances. The internal and external examination schedule is communicated to the students through college notice boards and circulation through Whatsapp groups by the mentors. For the grievance regarding mid-semester tests, the students can complain about any discrepancy in the result, within two days of declaration of result to the concerned faculty or can submit the compliant on college website. If the grievance is still unresolved, she can contact the concerned HOD, HOD would look into the matter, resolve, and in case the grievance is against HOD, student can contact Registrar. However, if the student is still unsatisfied, she can contact the Principal, who is the highest authority to resolve any issue related to the internal examination. PTM is regularly conducted to intimate the guardians of the students regarding awards and attendance. During the final university Examinations, discrepancies regarding examination are properly and timely attended to and the university is contacted for early redressal within three days. The grievance related to question paper is dealt immediately and the letter regarding the discrepancy is sent to Controller of Examination of the university on the same day. For the result related grievance, the University provides a window period of 14 days after the declaration of results for applying for re-evaluation.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.ssdgc.com/grievance-redressal-cell.aspx

2.6 - Student Performance and Learning Outcomes

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

SSDGC stands as a pioneer of educational empowerment for women, established to address the societal need for holistic development. SSDGC offers a diverse array of programs, all underpinned by outcome-based curricula that align with emerging technologies and contemporary trends. The course content for undergraduate and postgraduate programs is assigned by Punjabi University Patiala. The concept of Outcome Based Education (OBE) in terms of knowledge, understanding, skills, attitudes and values has enabled students, parents and employers to understand the nature and level of learning outcomes and to maintain academic standards. These outcomes present clearly and concisely the strengths of the particular programme. The students can opt the programme by planning, evaluating, measuring and estimating the outcomes. These programme outcomes are prepared by the academic council of the college with the help of IQAC.

Course outcomes depict outcomes of each course or paper. Students can understand what they are going to learn in each paper and how the knowledge will equip them after the study. The courses of all programs have well defined COs, which are displayed on college website. The hard copy of course content and COs is also available in departments for reference of faculty and students. The COs and POs are constantly shared and discussed in mentoring groups.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.ssdgc.com/NAAC.aspx?K1qBwBo-2Ck0o0Oo7D8D6w
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

A structured and efficient mechanism for attainment of the Programme Outcomes (POs) and Course Outcomes (COs) is followed by SSDGC. Attainment of outcomes is evaluated on the basis of results of Mid-Semester and Final Semester Examination conducted by college and university respectively. CO attainment is evaluated through assignments, seminars, viva voce, etc. Routine evaluation is done by oral/written tests in class room. The Mid-Semester Examination and the written class tests are conducted and in order to focus on the course outcomes, the learners are categorized as slow, average and advanced learners to perform better in the final examinations.

The CO attainment in terms of analytical and creative thinking of students is carried out through models, charts and PPTs of original and innovative ideas. Feedbacks from students, parents, teachers and alumni help us to evaluate the short comings in the curriculum. If there is a gap between Attained Target and Overall Course Outcome attainment, then we revise our lesson plan, update it to bridge the gap between the two. This helps to make a good estimate of the satisfaction level of the syllabus. Our mission gets accomplished only when learners receive what exactly we try to deliver them. The Internal Quality Assurance Cell (IQAC) conducts Academic Audits, focusing on students' progression to higher education and their placement rates, thereby ensuring that the outcomes meet industry and academic standards.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://ssdgc.com/NAAC.aspx?K1qBwBo-2Ck0o0Oo7D8D6w

2.6.3 - Pass percentage of Students during the year

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

303

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://ssdgc.com/AnnualReport.aspx

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLSeeo91hp58315IEP0YF3uUofafrPSdOzWXoz3Q8zLwqmW7Jaw/viewform?pli=1

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

16

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.skillindiadigital.gov.in/kpi-dashboard/training-centre

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

To inculcate the spirit of creativity, innovation and entrepreneurship amongst the students, SSDGC has established Entrepreneurship and Incubation Cell, IPR cell and Research and Development cell to support initiatives for creation and transfer of knowledge. As per the guidelines of Ministry of Education, Institution's Innovation Council (IIC) was set up in SSDGC in 2023 under the aegis of Innovation Cell of Ministry of Education.

Institution's Innovation Council (IIC): The faculty and the students of SSDGC proactively participate in all the IIC driven activities, e-sessions and leadership talks by the remarkable achievers in the field of innovation and entrepreneurship.

Entrepreneurship and Incubation Cell: The students gain hands-on experience in innovation and entrepreneurship while being nurtured and encouraged by faculty, management and industry experts.

Entrepreneurial skills are taught to students through various skill-based activities.

IPR Cell: The cell has conducted a session in collaboration with Department of Commerce for the faculty and students to enhance research and patenting culture and also encourages them for filing of patents.

Research and Development Cell: To kindle the spark of research amongst the faculty and students national seminars are organized. Faculty and PG Students are motivated to participate with enthusiasm in national and international seminars and conferences and get their research work published. The Institution works to create and disseminate innovative solutions with its active Vermi Compost and compost units.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://ssdgc.com/Research-Development-Cell.aspx#

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	https://ssdgc.com/Research-Development-Cell.aspx
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

8

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

19

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

A number of extension activities are conducted by the college to sensitize the students deeply about social issues. The dynamic

implementation of the extension activities and the outreach programs is made successful with the active involvement of the educators deputed with the college's NCC, NSS, Societies, and Clubs. A well- planned schedule is chalked out with a collaborative effort of all these bodies under the guidance of the Principal. Several rallies, extension lectures by social activists, awareness drives are organized/ undertaken to connect the youth to the community and neighborhood. Through its various programmes SSDGC has reached out to the people not only in the city but also villages in the district. Two and half active NSS units with 250 volunteers adopted a village (Naruana) and organized gender awareness, cleanliness campaign, anti drug campaign and stubble-burning prevention program. All festivals are celebrated in the college premises, irrespective of religious prejudices, promoting brotherhood and harmony amongst the young students. NCC cadets share a special bond with residents of neighborhood old age home. Students regularly donate articles and celebrate festivals with them. Student participants of various clubs and societies contribute to society through campus- activities like: planting and adopting trees, donating books and blood-donation camps.

File Description	Documents
Paste link for additional information	https://ssdgc.com/Activities.aspx?GYNNOppP lM-o2Qt0NbXI54r2_0Ly609N1ICI88lQ_xhcaVsOJl v_dX3Qwlt6gHCf
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

9

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

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

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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1308

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

15

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

SSDGC campus is spread over 5 acres and is well connected with railway station and bus stand with well furnished infrastructure to cater the needs of students and state of an art resources to provide quality education to students .There are 45 classrooms, 3 conference rooms, an AC auditorium and an open stage to carry out curricular and extracurricular activities. The institution has set three computer labs, four science labs, language lab, Home Management Lab, Office Management Lab, Home Science Labs, music room and a Sports Room to fulfill the requirements of the students in their respective disciplines. The library is enriched to meet the requirement of all stakeholders having e-library with the membership of INFIBNET, DELNET and OPAC facilities. The college

manages all its teaching and non teaching work with 130 computers with broadband connection. Three well-maintained lawns, a herbal garden, nutri-garden and a botanical garden with a wide variety of plants add to the campus aesthetics. Safety equipments are installed and maintained regularly in the labs and in the campus. To ensure the safety of students, the college is under 24 hrs. CCTV Surveillance. The campus has a Canteen, a Cafeteria, a common room, a first aid room, a Recreation Hall, Gymnasium and open gym. Three well furnished residential Hostels with Wi-fi and AC rooms and solar facility are provided to Girl students. Two rain harvesting units are also installed in hostel.

College has a well defined policy for the up gradation & maintenance of physical facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ssdgc.com/Labs.aspx

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

SSDGC has set excellent facilities to conduct extra-curricular activities for holistic development of the students. To conduct Annual Prize Distribution Function, Convocation, Alumni Meet, SSD Carnival, Talent Hunt Competition, Teej Fest and Lohri etc. a well furnished multi-purpose AC auditorium with seating capacity of 400 for Cultural Activities and open stage are available. College also has a Music Room for practicing cultural activities. Besides it, the institute is equipped with three conference halls to hold seminars, extension lectures, workshops, conferences and even cultural functions of various departments.

The college has adequate facilities for indoor and outdoor games. For outdoor games it has Basket Ball, Badminton, Net Ball, Kho-Kho, Volleyball Courts and athletics play ground. A recreation hall is available for indoor games which provide facilities for chess and carom.

Besides college has a yoga centre in which yoga classes of skill hub are conducted by yoga trainers. An indoor and outdoor Gym facility possessing equipments is available to cater the needs of hostellers as well as day scholars. It has three treadmills-

Manual, Electronic and Semi-commercial along with six different types of indoor exercises cycles, a rotator and one wall mirror to facilitate formation and correct posture while exercising.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ssdgc.com/Auditorium.aspx

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

47

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ssdgc.com/ConferencesRoom.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

13

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

SSDGC has a state-of-the-art library, equipped with most modern facilities and infrastructure. The library has a rich collection of books and other reading materials in print and electronic format. Present collection of books is more than 30000 besides the 5000+ textbooks in Book Banks and subscription to 26 journals & magazines and 12 newspapers in different languages and 38 Encyclopedias along with manuscripts and rare books. The library provides access to a large number of e-resources subscribed by the college. The library provides OPAC facility and it is available on college website. The library provides access to WEB OPAC which enables the users to access the library remotely and is available on college website. Library has fully computerized provision using E-Granthalaya Software with 3.0 Version. Library has a membership of INFLIBNET. It helps teachers and students to access e-journals and e-books on N-LIST by INFLIBNET. The username and password is issued to teachers and students. They can access this facility from anywhere by using the internet. Library also has DELNET (Developing Library Network) membership. This helps the faculty and students to procure those books, articles and documents from other educational institutions through DELNET that are not available in the Library. The Library has its own computer section and a net surfing area. All library operations such as housekeeping, bibliographical details of all books are carried out by computer section. Bar-coding has been done. Books are issued and returned digitally as well as manually since July 2016. The circulation work is fully computerized.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.ssdgc.com/EResources.aspx?Id=1

4.2.2 - The institution has subscription for the A. Any 4 or more of the above
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.87

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Digital transformation in Education sector has made it compulsory for the higher education institutions to develop modern IT infrastructure to cater to the needs of student of digital era. SSDGC has a rich IT framework keeping in the view the infrastructural needs of students and faculty. Internet access is

available in the college to unify, centralize and control all the managerial and administrative task along with academic and research activities. The institute has a digitally supported learning environment. Academic management plans, assignments, post-exam solutions, quizzes, lecture presentations, syllabi, study materials, etc. are digitally provided to students. Below are some other e-learning methods that support this view for the benefit of the student community. The College along with the traditional Chalk and Talk method of Teaching, also utilizes paperless, free online Learning Management Systems. Apart from using PowerPoint presentations (PPT) to supplement teaching, teachers also use Google Classrooms. Students also submit assignments and get these assignments graded on Google Classroom. The Institute has audio-visual enabled classrooms with internet connection. In these classrooms, students can watch subject-specific websites or various subject-related videos from YouTube on the LCD big screen. The college has 127 desktops, 2 laptops, Projectors, All in One Printers, head phones, IBM server with Firewall service, ,Power Backups, Dynamic Website, LMS, ERP System, YOUTUBE channel, etc are provided for effective teaching learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ssdgc.com/Labs.aspx

4.3.2 - Number of Computers

127

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

156

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

SSDGC has a very effective policy for maintaining physical, academic and support facilities. College has constituted a College Construction & Maintenance Committee which works to upgrade and maintain infrastructure requirements of the institute. Members from both teaching as well as non-teaching sections along with the supporting staff take care of these facilities at micro level periodically. The College management along with principal oversees the maintenance of the buildings, classrooms, sports complexes and laboratories. Each floor is assigned with a supporting-staff member to regularly clean and maintain classrooms, staffrooms, seminar halls, faculty rooms, rest rooms, washrooms and Laboratories etc. Full time gardeners have been employed to maintain the Green Cover of the campus. Laboratories are maintained by Lab Assistants who ensure the maintenance of building, furniture, fixtures, and equipments of the laboratory. Sports facilities are taken care of by the sports department.

There is full time librarian and her team who are responsible for the upkeep of the library. Need based feedback from stakeholders is taken for enhancement of infrastructure. The management evaluates and approves the proposal given by the Principal in governing body meetings, thereby allocating the budget for strengthening the facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ssdgc.com/Labs.aspx

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

93

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

340

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.ssdgc.com/Activities.aspx?GYNN OppPlM-o2Qt0NbXI56jIaFRCjZw1MNgDYlCkeAsnAH xfTN5pz1K4Q2NhzzPm
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

38

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

38

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

38

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

64

File Description	Documents
Upload supporting data for student/alumni	<u>View File</u>
Any additional information	<u>View File</u>
Details of student progression to higher education	<u>View File</u>

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

34

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	<u>View File</u>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

5.3 - Student Participation and Activities

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

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

16

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

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

SSDGC facilitates students' representation and engagement in various administrative, co- curricular and extracurricular activities following duly established processes and norms. Students are actively engaged in academic administrative bodies, subject associations, cells/committees of the institution to bring the excellence in the academic environment of the college. Student Council, acts as a bridge between students and administration, and engages the students in providing democratic governance and developing leadership skills. College follows a two tier mixed system of election and nomination. There is a class representative of every section of every class, who is elected by the students. The second tier is that of students nominated as President, Secretary, Joint secretary and finance secretary of various subject societies, clubs and committees who are nominated by their respective society in- charges. There is a criteria of set rules and regulations by which a fair selection of proposed candidate is done. Head girl of the student council is part of the IQAC general body and participates in decision making and policy formation. The Students also have representation in other administrative committees such as Library Committee, women security cell, Grievance Readressal Cell,college magazine committee and Anti-ragging Committee. The members of the Student Council actively participate in all major events. Volunteers maintain discipline, organize and carry out activities and projects in the true spirit for community welfare.

File Description	Documents
Paste link for additional information	https://ssdgc.com/StudentCouncilCell.aspx
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

SSDGC has always strived to make their students not just a degree holder but a responsible citizen who have inculcated with teaching of the teachers with modern adaptability to give something back to the society and especially their Alma Mater.

The Alumni Association of SSDGC registered on 29-11-2016 under the Societies Registration Act (xxi of 1860) connects SSD alumni with their alma mater though it has been actively working since many years. The college arranges Alumni Meet to give platform to alumni to refresh their college memories and to share their success stories. Alumni are the back bone of the college and pro actively contribute the college in its development and progress. They help faculty and students in many of their endeavors. Their feedback is sought for upgrading the curriculum as per the market trends. They

also help in the smooth and effective functioning of the Internal Quality Assurance cell of the college. They helps us in bridging industry-academia curricula gap as many of our alumnae are running their startups. The alumnae significantly help the students in training and placement. They also guide students to develop entrepreneurial skills and help in setting startups. Our alumni have come forth to provide financial assistance to needy and meritorious students.

File Description	Documents
Paste link for additional information	https://www.ssdgc.com/Activities.aspx?GYNNOppPlM-o2Qt0NbXI58_dxYfsLRATzMlq8Yqcxgs
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

SSDGC is a premiere institution of Malwa region, working under the aegis of S.S.D. Sabha(Regd.) Bathinda and is dedicated to the cause of Women Education since 1966.

Vision of the college: To encompass quality education and learning experience which will enable the girls to develop their inner potential and mould their personalities to compete in the modern world.

Mission: To Empower all the beneficiaries through participative, positive and fertile teaching learning environment and to promote academic excellence.

The college is governed by the managing Committee who participates actively in ensuring fair and smooth functioning of the institution. All the Policies, Strategic Plans, Perspective Plan,

Annual Reports, AQARs, Feedbacks, Financial Plans, Infrastructural Plans, Recruitments are approved by the managing Committee. IQAC is the main decision making body which is instrumental in building a transparent and participatory model of governance. Plans are framed by the IQAC in consultation with Principal, Academic Council, Planning Board, In-charges of various standing committees, HOD's keeping in mind the vision and mission of the college. All the stakeholders are engaged in an open interactive communication for effective policy formulation and decision making.

File Description	Documents
Paste link for additional information	https://www.ssdgc.com/AboutVisionAndMission.aspx
Upload any additional information	View File

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

Being one of the premier institutions of Malwa Region, SSDGC empowers all its stakeholders with functional autonomy in decision making process, planning and institutional goal attainment by incorporating policy of Decentralization and Participative Management. The Governing Body of the College (SSD Sabha) comprises members from College Management, Academe, Society, College Principal and Senior College staff. The College administration is decentralized for effective and participative management through delegation of responsibilities among the Vice Principal, Registrar, Bursar, office superintendent, Heads of the Departments, Coordinators, Class In-Charges and Class Representatives. Academic Council comprising of heads of various Departments and the Registrar is an important body involved in the decision-making process related to the curriculum design. Internal Quality Assurance Cell (IQAC) plays a key role to promote quality assurance in all operations of the college. The departmental heads are responsible for conducting departmental meetings, implementation of the academic calendar and achieving the departmental goals which are in conformity with the institutional objectives. The participation of the staff members in decision making is ensured through their active involvement in the administrative process of the college. Periodic meetings at multiple levels are conducted to plan, coordinate, execute and evaluate the activities for the current academic session in

accordance with the long-term planning of the college.

File Description	Documents
Paste link for additional information	https://www.ssdgc.com/AboutIQAC.aspx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SSDGC has a perspective plan of development which has been prepared by IQAC after consultation with all the stakeholders. To improve academic programmes the College adheres to the syllabi along with different strategies to achieve its goals which reflect in institutional perspective plans. To build an effective leadership system, all Departmental Heads conduct faculty meetings regularly and meeting minutes are communicated to the Principal who in turn consolidates all the suggestions and submit them to the management. Giving due consideration to the demand of students for a wide variety of courses, the college introduced certificate and skill oriented courses. To promote extensive use of ICT in all academic and administrative affairs IT infrastructure is upgraded regularly. To improve the quality of education, it is important to pay attention on its practical aspects. For this, the college entered into various MOUs with industry partners so that the industry academia gap can be filled and students can be given hands on experience. The College always promotes research oriented activities by conducting National Seminars and workshops motivating the faculty and students to work towards the same.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ssdgc.com/Strategic_Plan.aspx
Upload any additional information	View File

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

The institution's governance structure is intricately organized to ensure efficient administration and decision-making. At the apex

level, the SSDGC Managing Committee serves as the principal executive body, wielding the necessary powers to administer the institution effectively. Further support and guidance for policy formulation and execution are provided by Principal, Bursar, Registrar, Departmental Heads, Teaching staff, Non-teaching staff and Support cells/Departments. The administrative responsibility is conferred on the Principal assisted by IQAC.

Academic Council, comprises the Principal, Registrar and all HODs, takes decisions regarding the academic matters. Faculty and Staff Council, comprises Principal, staff secretary, faculty, all the members of non-teaching staff, deals with the matters like staff welfare and organization of major events. Grievance Redressal Cell, women security cell and Anti- ragging cell are statutory cells responsible for addressing grievances of students; prevention of sexual harassment, and handling any issue related to ragging respectively. A meeting of the Principal, in-charges, faculty, non-teaching staff is held for planning different activities, plan is executed and finally a review meeting is held.

Regarding appointments, a committee comprising representatives from management, the University, and DPI, follows UGC and DPI guidelines to fill permanent faculty positions. Contractual faculty and non-teaching staff are appointed by a committee comprising management representatives, the Principal and the HODs.

For Promotions, the college follows the rules and regulations laid down by UGC, and DPI (Colleges) Govt. of Punjab and Punjabi University Patiala.

File Description	Documents
Paste link for additional information	https://www.ssdgc.com/Organogram.aspx
Link to Organogram of the institution webpage	https://www.ssdgc.com/Organogram.aspx
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

College has developed effective welfare measures for intellectual, professional and economical development of both teaching and Non Teaching Staff and constantly endeavors for their welfare through following facilities:

Provision of Various leaves: Casual leave, earned leave and medical leave in addition to maternity leave for female staff and faculty ESI scheme is made available to the employees who are eligible under this scheme

1. Employee Ward Concession for both Teaching and Non Teaching Staff.
2. Loan in advance against salary is sanctioned as per request of the employee. Accommodation for Watch and Ward Staff.
3. Festival gifts and uniforms every year to class IV employees by the College management.
4. Medical facility during working hours and tie up with Dr Mela Ram Hospital Bathinda in case of any emergency
5. Employment on compassionate grounds to any survivor dependent of deceased employee, if he/she dies during his/her service period.
6. Free parking facility for two wheelers and cars.
7. Free Gymnasium to use in free hours
8. Canteen facility and subsidized food facility at the college mess.
9. Well-equipped and well-furnished staff rooms laced with modern amenities with a full time caretaker.

File Description	Documents
Paste link for additional information	https://ssdgc.com/Activities.aspx?GYNNOppP lM-o2Qt0NbXI5wMPlh2E6vSJFZnR-9eC5sYyohaPWG oJ0CtDYb-QKK-E
Upload any additional information	View File

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

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

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

12

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

40

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

An effective Performance Appraisal System helps the teaching and non teaching staff better understands their strengths and weaknesses and helps them plan their improvement strategies as per the vision of the college. In line with this, SSDGC follows the

appraisal scheme based on PBAS as per UGC guidelines on Annual staff appraisal. The performance appraisal of the teaching faculty is done through API, ACR and CAS. The ACR is the Annual Confidential Report known as the annual appraisal, is an internal appraisal system and is assessed by the principal and management. Academic Performance Index(API) and CAS is for regular teaching staff which assesses the members on three criteria namely teaching, learning and evaluation related activities, co-curriculum, extension and professional development related activities and research and academic contribution.

The faculty fills up a Self-Appraisal form based on PBAS as per UGC guidelines, at the end of the session and submits it to IQAC coordinator. Analysis of students' feedback for teachers and from different stakeholders at the end of every academic year is also taken into consideration for assessment of the faculty. Temporary/part time teachers who perform well are given monetary incentive in the salary. Nonteaching staff members evaluation is based on certain parameters mentioned in their self appraisal Performa.

File Description	Documents
Paste link for additional information	https://ssdgc.com/RegularContractStaff.aspx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

SSDGC is government aided but privately managed institution. Hence it receives salary grant from government of Punjab against grant-in aid posts, scholarships and funds under various schemes of the government. In order to make judicious utilization of funds and to ensure financial accountability, the college has designed effective and efficient internal check and internal control system to prevent errors and frauds.

Throughout each financial year, a three-step auditing procedure is initiated to uphold the highest standards of financial integrity. Initially, the Bursar reviews day-to-day transactions, ensuring accuracy and compliance. Subsequently, periodic internal financial

audits are conducted by a Chartered Accountant appointed by the Managing Committee of the College. This step scrutinizes the College's financial statements and budget projections for the next fiscal year, with the Principal presenting them at the Annual Management Committee meeting.

The third step involves external financial auditing carried out by local auditors from the Government of Punjab. This meticulous process encompasses a thorough examination of all financial aspects, including fee collections, donations, grants, contributions, interest earnings, and expenditure on staff, vendors, contractors, students, and service providers. Also, all Utilization Certificates submitted to grant-giving agencies receive countersignature from the College's Chartered Accountant. With no major audit objections encountered in previous years, SSDGC is committed to provide a transparent and accountable financial environment for its stakeholders.

File Description	Documents
Paste link for additional information	https://ssdgc.com/FinanceCommittee.aspx
Upload any additional information	View File

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

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

0.23

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

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

SSDGC's resource mobilization policy and procedures efficiently allocate and utilize resources to support the institution's

academic and operational needs. Aligned with the college's mission and vision, these policies adhere to relevant regulations.

Strategies adopted for fund mobilization are:

1. The institution receives salary grant from DPI Colleges, Punjab against grant in aid posts. Superintendant Accounts keeps track of the regular DPI grants. IQAC in collaboration with Research and development cell keeps track on different government funding schemes.
2. Scholarship cell keeps track of all scholarship schemes.
3. Alumni association mobilizes funds from the alumni of the college.
4. The college Auditorium and college infrastructure is rented out to generate revenue. Efforts are made for filling up maximum seats in hostels.
5. For optimum utilization of resources:
6. The institution prepares a budgetary plan in the beginning of the session. Bursar checks bills and other relevant documents.
7. The utilization of government grants is routed through PFMS, Government of India.
8. Stock checking is done at the end of academic year to ensure proper utilization of physical facilities. Regular external financial audit is done of the funds received from various agencies.
9. Utilization certificate duly audited by external auditor is sent to funding agencies in a time bound manner.

File Description	Documents
Paste link for additional information	https://ssdgc.com/Default.aspx
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) of SSDGC has contributed significantly for institutionalizing the quality initiatives in the college. These initiatives are:

1. Documentation of the college activities for the preparation of various reports required for quality audits and

accreditation processes.

2. Enhancing research aptitude and quality based research among faculty members by providing them Information for undertaking research.

3. Generating an eco-system for innovations, creation of Incubation and entrepreneurship development Cell and initiative towards patents filing process.

4. Approaching funding agencies to obtain financial support for the institution to organize regional level FDP, Orientations and Workshops, College Level Induction Programmes and National Levels workshops, seminars and Conferences.

5. Quality enhancement is the theme of these endeavors for the propagation of quality enriched frameworks, mechanisms and outputs of the various initiatives undertaken by the college.

6. Administering the process and analysis of feedback from all stakeholders i.e. students, parents, faculty members, employees and alumni on quality-based practices and processes of the college for effectively implementing policy decisions.

7. IQAC ensures quality of skill education by keeping stringent check on procedures and strategies.

8. To bridge industry-academia gap, IQAC validates signing of MOUs with industry partners. Regular workshops, internships, field visits, and guest lectures are arranged for fruitful industry academia interaction by IQAC.

File Description	Documents
Paste link for additional information	https://ssdgc.com/AboutIQAC.aspx
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

In order to develop a skilled & civilized human resource with the blend of human values &professional ethics , college keeps on reviewing and revising its teaching learning processes ,structures and methodologies of operations and learning outcomes under the guidance of IQAC.

IQAC prepares policies and plans keeping the vision of Ministry of Education. The planning of IQAC begins with enlisting various

plans for the session, ensuring the implementation of academic calendar and syllabus plan, promoting ICT enhanced teaching, skill oriented training, linkage with industry and ends with the comparison of actual work done with the planned one. To promote practical training in the traditional courses the college has signed MOUs with industry and this linkage with industry develops critical and creative thinking among students. Industry oriented training, visits to industry, field trips, workshops, seminars, strengthen experiential learning. The college aims holistic development of the students by augmenting their academic excellence with additional avenues of learning through short term certificate courses, communication lab for improving communication skills of the students, courses in speaking English etc. The college has designed an inclusive feedback mechanism through well-structured questionnaires from students, teachers, parents and alumni for assessing the teaching-learning process. The cross cutting issues relevant to human values; gender sensitization; concern for environmental issues and sustainability; drug abuse and road safety awareness are a part of the curricula framework of all programmes of the college.

File Description	Documents
Paste link for additional information	https://ssdgc.com/AboutIQAC.aspx
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.ssdgc.com/AnnualReport2021.aspx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SSDGC is dedicated to the cause of women empowerment since 1966. Conducting curricular and co-curricular activities promoting gender equity and sensitization is a regular feature of the college.

- **On 07-10-2023, SSDGC organized a one day National Training Program on 'Rights of Women in India' sponsored by National Human Rights Commision.**
- **On 20-04-2024, SSDGC in collaboration with NDRF, India organized a self defence workshop cum mock drill.**
- **On 29-04-2024, Women Development Cell SSDGC in collaboration with Brahmkumaris organized a stress management Program on 'Empower yourself with meditation' .**

Among facilities for women, major are: CCTV cameras, roundthe-clock security personnel across the campus and hostel premises, well-maintained hostel accommodations, spaces provided for menstrual hygiene management , common rooms in both campus and hostels ,and a gymnasium. Sanitary vending machines and incinerators have been installed in the washrooms. Students can register complaints on various matters with internal complaint committee and grievance redressal cell. Special care is taken by the mentors to deal with any kind of issues of the students. Throughout the years the college organizes multiple promotional and awareness creating events such as "Beti Bachao Beti Padhao", "Dheeyan Di Lohri", "International women's day" and Teej.

File Description	Documents
Annual gender sensitization action plan	SSDGC is dedicated to the cause of women empowerment since 1966. Conducting curricular and co-curricular activities promoting gender equity and sensitization is a regular feature of the college. On 07-10-2023, SSDGC organized a one day National Training Program on 'Rights of Women in India' sponsored by National Human Rights Commision. On 20-04-2024, SSDGC in collaboration with NDRF, India organized a self defence workshop cum mock drill. On 29-04-2024, Women Development Cell SSDGC in collaboration with Brahmkumaris organized a stress management Program on 'Empower yourself with meditation' . Among facilities for women, major are: CCTV cameras, roundthe-clock security personnel across the campus and hostel premises, well-maintained hostel accommodations, spaces provided for menstrual hygiene management , common rooms in both campus and hostels ,and a gymnasium. Sanitary vending machines and incinerators have been installed in the washrooms. Students can register complaints on various matters with internal complaint committee and grievance redressal cell. Special care is taken by the mentors to deal with any kind of issues of the students. Throughout the years the college organizes multiple promotional and awareness creating events such as "Beti Bachao Beti Padhao", "Dheeyan Di Lohri", "International women's day" and Teej.
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ssdgc.com/SafetyMeasure.aspx

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

SSDGC strives to improve environment sustainability by achieving measurable energy and water savings, educating the students and local community about sustainability and encouraging behavioral changes that benefit the environment. The college has adopted healthy practices for the management of degradable and non-degradable waste through segregation, recycling, Incineration, composting etc.

- **To make the college zero waste campus, the college has a vermi compost and compost unit in its premises, where the waste is converted into useful manure.**
- **To mitigate the harmful effects of non renewable sources of energy, the college has set up solar power plant of 100 KW.**
- **The college has installed rain water harvesting units in the hostel.Waste water from the air conditioners and ROs is collected in small tanks and buckets and used for watering the plants and sweeping floor..**
- **Bio-medical waste from the Zoology lab which is very little in quantity is kept in red dustbin, duly disposed off as per norms.**
- **For E-waste management, college has a standard operating procedure and link with the approved agency of Punjab Pollution Control Board for the proper management of E-waste.**
- **Chemical waste generated in chemistry lab is stored in the plastic containers with the label. Then is neutralized by mixing dilute alkali/acid and properly disposed of.**

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the   **A. Any 4 or all of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

**7.1.7 - The Institution has disabled-friendly,
barrier free environment Built environment
with ramps/lifts for easy access to classrooms.
Disabled-friendly washrooms Signage
including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

SSDGC is managed by S.S.D. Sabha which is dedicated to the cause

of education and takes significant initiatives to ensure that an inclusive environment is provided to students for their overall personality development. Institutional efforts in providing an inclusive environment are reflected from the admission policy of the college where students from diverse socio/economic/ geographical backgrounds are admitted. The college diligently conducts a variety of activities aimed at nurturing ethical, moral, and cultural values among both students and faculty members. The youth Welfare Department, in collaboration with the Student Council, orchestrates celebrations of significant commemorative days and cultural festivals, such as Teej, Holi, Diwali, Dussehra, Lohri, Guruparav, Yoga Day, Rakhi, Van Maha Utsav, Sports Day, and Women's Day. Additionally, all members of the college community actively participate in events like the Havan and sukhmani sahib path. The college regularly organizes motivational lectures by renowned resource persons to facilitate the holistic development of its students and cultivate their character. To inculcate a sense of patriotism and social consciousness, SSDGC holds a Monday morning assembly where collective thinking and community bonds are fostered. To promote linguistic harmony we celebrate Hindi Diwas and Punjabi Diwas. This also enhances the love of students for their mother tongue. SSDGC has also taken proactive steps to sensitize its students to moral values and promote inclusivity through various outreach programmes, blood donation camps, plantation drives and rallies.

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

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

SSDGC believes that only responsible citizens can lead the country to progress. To sensitize the students and employees of the college, various activities pertaining to constitutional obligations are organized throughout the year. The basic aim is to educate our students and staff members about the importance of preamble, constitutional values, human rights and citizenship. College has a NSS/NCC unit to imbibe values of a patriotic commitment amongst students. Legal literacy cell and Political science association of the college conducts various activities to

sensitize students and employees of the institution to the constitutional obligations: values, rights, duties and responsibilities of citizens to develop a aware and responsible citizen. The legal literacy Club celebrates Voter's Day to create awareness on voting rights and everyone in the session pledged to be unbiased while casting their vote. To instill patriotic feeling and to make the students aware for our country's history, constitution and sacrifices made by our freedom fighters the college celebrates Independence Day and Republic Day annually. The college organizes National Youth Parliament Competition through which students can gain an insight into how the State Legislature functions, and add to their understanding of Government and Politics.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.ssdgc.com/Activities.aspx?GYNNOppPlM-o2Qt0NbXI58f0LfDR9i3wohbXi5JmXdr1c5xYectGkJgJhaD63VCU
Any other relevant information	https://www.ssdgc.com/Activities.aspx?GYNNOppPlM-o2Qt0NbXI58f0LfDR9i3wohbXi5JmXdr1c5xYectGkJgJhaD63VCU

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

A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

To inculcate a strong sense of national spirit and pride in our rich culture, as well as fostering active engagement with the pressing issues within our society, SSDGC is dedicated to inspire students through participation in a diverse range of programs. These programs revolve around culture, traditions, values, duties, and responsibilities, aligning with our institution's core mission.

The college initiates the academic session with Havan to take the blessings of the Almighty God. The celebration of National Days imbibes the spirit of patriotism and nationalism among students. The major festivals like Dussehra, Diwali, Lohri, Holi, Ganesh Chaturthi and Janamashtmi etc. are celebrated. Important National days like National Voters Day, Republic Day, National Science Day, Independence Day etc.are celebrated/observed. The NCC, NSS and YRC units of the college organize a number of programs, rallies, webinars/seminars etc. Special significance is given to the days pertaining to health, environment, social issues etc. International Days are celebrated or observed and students and faculty participate to create awareness on various issues. On Martyrdom day of Bhagat Singh speech, poster making and slogan writing competitions are organized. Besides these days, the college keeps the rich national heritage alive by organizing functions on some local, regional and national festivals, with an aim to create awareness about the cultural, spiritual, historical and national heritage.

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

7.2 - Best Practices

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

I Title : Enhance Employability through Skill Development

Objectives: It promotes economic growth and social development by creating a more skilled and diverse workforce

Context : Bridging the substantial divide between industry requirement and the skill set provided by our educational system, addressing the disparity between employment needs and the actual employability of graduates.

Practice: Empowering students with employability skills through multifaceted approach, including training sessions, insightful lectures, hands-on workshops, and diverse range of courses.

II Title : Rediscovering Indian Knowledge System

Objectives: IKS Cell is established to promote interdisciplinary research on all aspects of IKS, preserve and disseminate IKS for further research and societal applications. It will actively engage for spreading the rich heritage of our country and traditional knowledge in the field of Arts and literature, Agriculture, Basic Sciences, Engineering & Technology, Architecture, Management, Economics etc.

Context: The NEP, 2020 recognizes this rich heritage of ancient and eternal Indian knowledge and thought as a guiding principle. The Indian Knowledge Systems comprise of Jnan, Vignan, and Jeevan Darshan that have evolved out of experience, observation, experimentation, and rigorous analysis. This tradition of validating and putting into practice has impacted our education, arts, administration, law, justice, health, manufacturing, and

commerce.

Practice: To promote Indian Knowledge System among students and staff college formed an IKS Club. IKS Club usually conducts activities related to traditional concepts. A Quiz related with ancient knowledge was organised by IKS Club and Lecture on Ayurveda was also organised.

File Description	Documents
Best practices in the Institutional website	https://ssdgc.com/BestPractice.aspx
Any other relevant information	https://ssdgc.com/BestPractice.aspx

7.3 - Institutional Distinctiveness

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

Being the premier institute of Malwa region of Punjab, SSDGC believes in generating productive human resource who can play an instrumental role in sustainable development of the nation. SSDGC is dedicated to nurturing women who are catalysts for change on a global scale. As a testament to its dedication, SSDGC became the first women's college in Malwa region to attain autonomy and strives to promote academic quality and innovation through the implementation of New Education Policy (NEP 2020).

Recognizing that skilled women are empowered women, SSDGC established the first Skill Hub (under PMKVY 4.0) in Malwa Region, offering five skill development courses with outstanding results. SSDGC strives to improve environment sustainability by achieving measurable energy savings. To mitigate the harmful effects of non renewable sources of energy, the college has set up solar power plant of 100 KW capacity.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

SSDGC is affiliated to Punjabi university Patiala and follows the curriculum designed by University. The college aims to inculcate the highest intellectual standards through academic commitment. Senior faculty of the college, are the members of board of studies of its parent University and make their contribution towards framing of the curriculum in their respective subjects. Curriculum delivery mechanism is well planned by the IQAC before the start of the new academic session in consultation with HOD's of various departments and Principal. For effective implementation of the curriculum, the college academic calendar is prepared, meetings are conducted by Academic Council of the college. For this, workload is assigned to the faculty according to the timetable. Students are made aware about the curriculum, timetable and academic calendar through the college prospectus and website. The curriculum delivery in regular classes is effectively done through lectures, demonstrations and relevant study material to make the learning easier. Besides regular classes, various certificate courses and remedial classes are taken to enhance the knowledge of students. For holistic development of students quizzes, debate, educational tours, industrial visits, interdisciplinary competitions and presentations etc. are organized in all the departments according to the academic calendar of the college.. Each department periodically reviews the syllabus and students' performance through departmental and tutorial meetings. Feedbacks from students are collected on regular basis to strengthen the future curriculum development.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.ssdgc.com/NAAC.aspx?cVJilauoRGgn4e_1ldv6fw

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

SSDGC strictly follows the academic calendar issued by the parent university at the beginning of the session. According to the university calender, the college adjusts its academic calendar for internal exams, certificate courses and co-curricular activities. The College Examination committee frames guidelines for conducting the CIE in line with calendar of the PUP. Students are timely informed about the schedule through the website, academic calendar, departmental notice boards and personally by teachers in the class rooms. The college encourages teachers to conduct continuous evaluation of the students for their sustained performance. Hence a structured evaluation process has been designed and implemented. As per the guidelines of the university internal assessment is based on assignments, classroom performance, MSTs and attendance. The class tests and MSTs are prepared and conducted as per the University examination pattern. To prepare students for practical and theory examinations, teachers implement various assessments methodologies as per level of students like Mock tests, Quizzes, Practical Assignments, Project work, Group Discussions, MCQ Tests, Report Writing, Work based problem, Presentations, Discussions/Debates.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://ssdgc.com/NAAC.aspx?6G0LV_2o60TB2VCUh2_3PA

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

277

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

1.3 - Curriculum Enrichment

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

SSDGC always believes in all round development of the students. The students are polished in such a way that they are intellectually strong with sound knowledge. For this college take following initiatives:-

To make students aware towards environmental and social issues, two qualifying papers titled a) Environment and road safety awareness (b) Drug Abuse: Problem, Management and prevention are compulsory for all the students at under graduate level.

Special days are celebrated and various outreach programs are organized by N.S.S., N.C.C, Eco club and other units to establish mutual connectivity of students with the society.

Morning assembly is conducted once a week to inculcate moral values in students.

The students are made aware about the practical and challenging issues of real life and their possible solutions through various motivational lectures by experts.

SSDGC focuses on professional ethics along with career guidance. Students are intimated about various job opportunities by career guidance and placement cell .Lectures on effective resume writing, mock interviews and placement drives are arranged by the cell.

The College inculcates entrepreneurial qualities among the college students through Entrepreneurship development club. Students are able to nourish their innate entrepreneurial spirit through the club.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

271

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the	B. Any 3 of the above

institution from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://ssdgc.com/NAAC.aspx?AFJYNM-D0e_knZw-8AD8HA
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ssdgc.com/NAAC.aspx?AFJYNM-D0e_knZw-8AD8HA

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

445

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

350

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners. As students from diverse academic and socio-economic backgrounds are admitted in the college, it is indispensable for college to assess their learning levels to eradicate their learning gaps and elevate their confidence level.

In the beginning of new session, an orientation programme is arranged for entry level students to make them familiar with all the systems and procedures of learning and evaluation. Learning abilities of the students are recognized through Class room interactions, mentor-mentee interface and tests. Students are categorized as slow and advanced learners on the basis of their performance in MSTs and class tests.

For slow learners remedial classes with specified topics are organized after mid semester exams and concepts of some difficult subjects are taught. Their queries are handled in these classes and their weaknesses and strengths are thoroughly worked upon. Previous university question papers are discussed which helps them in understanding the exam pattern.

Advanced learners are nurtured and polished in best possible ways for performing exceptionally well in university examination. They are provided with extra study material and their doubts and queries are handled at regular intervals.

File Description	Documents
Paste link for additional information	https://ssdgc.com/NAAC.aspx?cVJilauoRGgn4e_1ldv6fw
Upload any additional information	View File

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

Number of Students	Number of Teachers
897	55

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

SSDGC follows a student centric approach and all policies are framed keeping in view the interest of students. The college has adopted blended approach by integrating traditional teaching with ICT enabled methodologies. In addition to the Classroom teaching adequate experiential exposure is given to the students for their holistic development through Field trips, educational excursions, industrial visits, projects, internships, seminars, webinars, online sessions, workshops and interactive sessions.

The college has also evolved student centric methods through entrepreneurship and incubation cell to inculcate entrepreneurial skills among them. The students are also trained for content writing through college magazine and research journals. Group discussions, paper presentations, audio visual presentations and quizzes are extensively conducted to encourage participative learning. Students are motivated to discuss various issues and challenges existing in society through participation in various college activities. Active participation of students in Youth Parliaments and Youth Red Cross helps students in dealing with real world challenges and participating in finding solutions to them. Besides the regular curriculum, outgoing students are engaged in certificate courses which help them in gaining practical

knowledge. To enhance the Problem Solving ability of students Case studies, role play, Brain Storming, Mentoring are common teaching methodology used by the teaching faculty of the college to equip the students with critical evaluation of real life situations.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://ssdgc.com/Activities.aspx?GYNNOppPlM-o2Qt0NbXI58f0LfDR9i3wohbXi5JmXdr1c5xYectGkJqJhaD63VCU

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

For expansion of educational opportunities, SSDGC , uses a diverse set of ICT tools to communicate, create, circulate and manage information for effective teaching learning process. To create interest and curiosity among students, the college has provision of ICT enabled classrooms and conference rooms, digitalized library, LCD Projectors, and audio-video tools, which makes teaching learning process more effective. The students are actively involved in preparing Power Point Presentations, use of e-resources for writing of seminar papers, project reports and other assignments. The students as well as teachers are trained in handling of ICT Tools and various library softwares. To support learning, research and academic search, the faculty and students of the college have been provided access to INFLIBNET and E-Granthaliya. To improve language and communication skills of students the college has a language lab with 'LearnSoft' Software and fully equipped with auditory aids. The institution's adoption of a Learning Management System (LMS) has been instrumental in revolutionizing the educational experience for both students and teachers. Teachers encourage students to use platforms such as Google forms and google sheets to upload their data. This helps them to get in-touch with the technology at this level so that they may become efficient in using them in their nearby future. The college has been making continuous efforts to improve its IT infrastructure and facilities according to the technological advancements.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

619

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The mechanism of internal assessment at the institutional level is transparent and robust in terms of frequency and mode. The schedule of mid semester test is displayed in academic calendar which is uploaded on college website. MSTs are conducted in accordance with university pattern. The question papers are set as per guidelines of university and the answer scripts are evaluated and distributed with correction notes. Teachers are unbiased while marking the internal assessment of the students, they consider the MST marks, attendance, class conduct, class response and class tests while compiling their internal assessment. During orientation students are informed about the criteria of internal assessment. Apart from these Variety of testing techniques like routine class activities, assignments, quizzes, projects, and surprise tests are also conducted by the faculty to judge the learning echelon of students.

Special tests are conducted for students participating in NCC, NSS camps, youth festival, tournaments and for absentees in MSTs. Parent-Teacher meeting is conducted wherein the student's performance is discussed and parents are involved to encourage their wards. Examination related grievances are handled by examination committee

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://punjabiuniversity.ac.in/syllabi/Academic%20Session%202023-24/Faculty%20of%20Business%20Management/Under%20Graduate%20Courses/B.Com%20(Honours%20)%20Part%202.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The Registrar of the college looks after the entire system of examinations for maximizing transparency and efficiency in examination related grievances. The internal and external examination schedule is communicated to the students through college notice boards and circulation through Whatsapp groups by the mentors. For the grievance regarding mid-semester tests, the students can complain about any discrepancy in the result, within two days of declaration of result to the concerned faculty or can submit the compliant on college website. If the grievance is still unresolved, she can contact the concerned HOD, HOD would look into the matter, resolve, and in case the grievance is against HOD, student can contact Registrar. However, if the student is still unsatisfied, she can contact the Principal, who is the highest authority to resolve any issue related to the internal examination. PTM is regularly conducted to intimate the guardians of the students regarding awards and attendance. During the final university Examinations, discrepancies regarding examination are properly and timely attended to and the university is contacted for early redressal within three days. The grievance related to question paper is dealt immediately and the letter regarding the discrepancy is sent to Controller of Examination of the university on the same day. For the result related grievance, the University provides a window period of 14 days after the declaration of results for applying for re-evaluation.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.ssdgc.com/grievance-redressal-cell.aspx

2.6 - Student Performance and Learning Outcomes

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

SSDGC stands as a pioneer of educational empowerment for women, established to address the societal need for holistic development. SSDGC offers a diverse array of programs, all underpinned by outcome-based curricula that align with emerging technologies and contemporary trends. The course content for undergraduate and postgraduate programs is assigned by Punjabi University Patiala. The concept of Outcome Based Education (OBE) in terms of knowledge, understanding, skills, attitudes and values has enabled students, parents and employers to understand the nature and level of learning outcomes and to maintain academic standards. These outcomes present clearly and concisely the strengths of the particular programme. The students can opt the programme by planning, evaluating, measuring and estimating the outcomes. These programme outcomes are prepared by the academic council of the college with the help of IQAC.

Course outcomes depict outcomes of each course or paper. Students can understand what they are going to learn in each paper and how the knowledge will equip them after the study. The courses of all programs have well defined COs, which are displayed on college website. The hard copy of course content and COs is also available in departments for reference of faculty and students. The COs and POs are constantly shared and discussed in mentoring groups.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.ssdgc.com/NAAC.aspx?K1qBwBo-2Ck0o0Oo7D8D6w
Upload COs for all Programmes (exemplars from Glossary)	View File

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

A structured and efficient mechanism for attainment of the Programme Outcomes (POs) and Course Outcomes (COs) is followed by SSDGC. Attainment of outcomes is evaluated on the basis of results of Mid-Semester and Final Semester Examination conducted by college and university respectively. CO attainment is evaluated through assignments, seminars, viva voce, etc. Routine evaluation is done by oral/written tests in class room. The Mid-Semester Examination and the written class tests are conducted and in order to focus on the course outcomes, the learners are categorized as slow, average and advanced learners to perform better in the final examinations.

The CO attainment in terms of analytical and creative thinking of students is carried out through models, charts and PPTs of original and innovative ideas. Feedbacks from students, parents, teachers and alumni help us to evaluate the short comings in the curriculum. If there is a gap between Attained Target and Overall Course Outcome attainment, then we revise our lesson plan, update it to bridge the gap between the two. This helps to make a good estimate of the satisfaction level of the syllabus. Our mission gets accomplished only when learners receive what exactly we try to deliver them. The Internal Quality Assurance Cell (IQAC) conducts Academic Audits, focusing on students' progression to higher education and their placement rates, thereby ensuring that the outcomes meet industry and academic standards.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ssdgc.com/NAAC.aspx?K1qBwBo-2Ck0o0Oo7D8D6w

2.6.3 - Pass percentage of Students during the year

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

303

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://ssdgc.com/AnnualReport.aspx

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLSeeo91hp58315IEP0YF3uUofafrPSdOzWXoz3Q8zLwqmW7Jaw/viewform?pli=1

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

16

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.skillindiadigital.gov.in/kpi-dashboard/training-centre

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and

transfer of knowledge

To inculcate the spirit of creativity, innovation and entrepreneurship amongst the students, SSDGC has established Entrepreneurship and Incubation Cell, IPR cell and Research and Development cell to support initiatives for creation and transfer of knowledge. As per the guidelines of Ministry of Education, Institution's Innovation Council (IIC) was set up in SSDGC in 2023 under the aegis of Innovation Cell of Ministry of Education.

Institution's Innovation Council (IIC): The faculty and the students of SSDGC proactively participate in all the IIC driven activities, e-sessions and leadership talks by the remarkable achievers in the field of innovation and entrepreneurship.

Entrepreneurship and Incubation Cell: The students gain hands-on experience in innovation and entrepreneurship while being nurtured and encouraged by faculty, management and industry experts. Entrepreneurial skills are taught to students through various skill-based activities.

IPR Cell: The cell has conducted a session in collaboration with Department of Commerce for the faculty and students to enhance research and patenting culture and also encourages them for filing of patents.

Research and Development Cell: To kindle the spark of research amongst the faculty and students national seminars are organized. Faculty and PG Students are motivated to participate with enthusiasm in national and international seminars and conferences and get their research work published. The Institution works to create and disseminate innovative solutions with its active Vermi Compost and compost units.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://ssdgc.com/Research-Development-Cell.aspx#

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	https://ssdgc.com/Research-Development-Cell.aspx
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

8

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

19

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

A number of extension activities are conducted by the college to sensitize the students deeply about social issues. The dynamic implementation of the extension activities and the outreach programs is made successful with the active involvement of the educators deputed with the college's NCC, NSS, Societies, and Clubs. A well- planned schedule is chalked out with a collaborative effort of all these bodies under the guidance of the Principal. Several rallies, extension lectures by social activists, awareness drives are organized/ undertaken to connect the youth to the community and neighborhood. Through its various programmes SSDGC has reached out to the people not only in the city but also villages in the district. Two and half active NSS units with 250 volunteers adopted a village (Naruana) and organized gender awareness, cleanliness campaign, anti drug campaign and stubble-burning prevention program. All festivals are celebrated in the college premises, irrespective of religious prejudices, promoting brotherhood and harmony amongst the young students. NCC cadets share a special bond with residents of neighborhood old age home. Students regularly donate articles and celebrate festivals with them. Student participants of various clubs and societies contribute to society through campus-activities like: planting and adopting trees, donating books and blood-donation camps.

File Description	Documents
Paste link for additional information	https://ssdgc.com/Activities.aspx?GYNNOppPlM-o2Qt0NbXI54r2_0Ly609NlICI88lQ_xhcaVsOJlv_dX3Qwlt6gHCf
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

9

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

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

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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1308

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

15

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

SSDGC campus is spread over 5 acres and is well connected with railway station and bus stand with well furnished infrastructure to cater the needs of students and state of an art resources to provide quality education to students .There are 45 classrooms, 3 conference rooms, an AC auditorium and an open stage to carry out curricular and extracurricular activities. The institution has set three computer labs, four science labs, language lab, Home Management Lab, Office Management Lab, Home Science Labs, music room and a Sports Room to fulfill the requirements of the students in their respective disciplines. The library is enriched to meet the requirement of all stakeholders having e-library with the membership of INFIBNET, DELNET and OPAC facilities. The college manages all its teaching and non teaching work with 130 computers with broadband connection. Three well-maintained lawns, a herbal garden, nutri-garden and a botanical garden with a wide variety of plants add to the campus aesthetics. Safety equipments are installed and maintained regularly in the labs and in the campus. To ensure the safety of students, the college is under 24 hrs. CCTV Surveillance. The campus has a Canteen, a Cafeteria, a common room, a first aid room, a Recreation Hall, Gymnasium and open gym. Three well furnished residential Hostels with Wi-fi and AC rooms and solar facility are provided to Girl students. Two rain harvesting units are also installed in hostel.

College has a well defined policy for the up gradation & maintenance of physical facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ssdgc.com/Labs.aspx

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

SSDGC has set excellent facilities to conduct extra-curricular activities for holistic development of the students. To conduct Annual Prize Distribution Function, Convocation, Alumni Meet, SSD Carnival, Talent Hunt Competition, Teej Fest and Lohri etc. a well furnished multi-purpose AC auditorium with seating capacity of 400 for Cultural Activities and open stage are available. College also has a Music Room for practicing cultural activities. Besides it, the institute is equipped with three conference halls to hold seminars, extension lectures, workshops, conferences and even cultural functions of various departments.

The college has adequate facilities for indoor and outdoor games. For outdoor games it has Basket Ball, Badminton, Net Ball, Kho-Kho, Volleyball Courts and athletics play ground. A recreation hall is available for indoor games which provide facilities for chess and carom.

Besides college has a yoga centre in which yoga classes of skill hub are conducted by yoga trainers. An indoor and outdoor Gym facility possessing equipments is available to cater the needs of hostellers as well as day scholars. It has three treadmills-Manual, Electronic and Semi-commercial along with six different types of indoor exercises cycles, a rotator and one wall mirror to facilitate formation and correct posture while exercising.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ssdgc.com/Auditorium.aspx

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

47

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.ssdgc.com/ConferencesRoom.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

13

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

SSDGC has a state-of-the-art library, equipped with most modern facilities and infrastructure. The library has a rich collection of books and other reading materials in print and electronic format. Present collection of books is more than 30000 besides the 5000+ textbooks in Book Banks and subscription to 26 journals & magazines and 12 newspapers in different languages and 38 Encyclopedias along with manuscripts and rare books. The library provides access to a large number of e-resources subscribed by the college. The library provides OPAC facility and it is available on college website. The library provides access to WEB OPAC which enables the users to

access the library remotely and is available on college website. Library has fully computerized provision using E-Granthalaya Software with 3.0 Version. Library has a membership of INFLIBNET. It helps teachers and students to access e-journals and e-books on N-LIST by INFLIBNET. The username and password is issued to teachers and students. They can access this facility from anywhere by using the internet. Library also has DELNET (Developing Library Network) membership. This helps the faculty and students to procure those books, articles and documents from other educational institutions through DELNET that are not available in the Library. The Library has its own computer section and a net surfing area. All library operations such as housekeeping, bibliographical details of all books are carried out by computer section. Bar-coding has been done. Books are issued and returned digitally as well as manually since July 2016. The circulation work is fully computerized.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.ssdgc.com/EResources.aspx?Id=1

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

0.87

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Digital transformation in Education sector has made it compulsory for the higher education institutions to develop modern IT infrastructure to cater to the needs of student of digital era. SSDGC has a rich IT framework keeping in the view the infrastructural needs of students and faculty. Internet access is available in the college to unify, centralize and control all the managerial and administrative task along with academic and research activities. The institute has a digitally supported learning environment. Academic management plans, assignments, post-exam solutions, quizzes, lecture presentations, syllabi, study materials, etc. are digitally provided to students. Below are some other e-learning methods that support this view for the benefit of the student community. The College along with the traditional Chalk and Talk method of Teaching, also utilizes paperless, free online Learning Management Systems. Apart from using PowerPoint presentations (PPT) to supplement teaching, teachers also use Google Classrooms. Students also submit assignments and get these assignments graded on Google Classroom. The Institute has audio-visual enabled classrooms with internet connection. In

these classrooms, students can watch subject-specific websites or various subject-related videos from YouTube on the LCD big screen. The college has 127 desktops, 2 laptops, Projectors, All in One Printers, head phones, IBM server with Firewall service, ,Power Backups, Dynamic Website, LMS, ERP System, YOUTUBE channel, etc are provided for effective teaching learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ssdgc.com/Labs.aspx

4.3.2 - Number of Computers

127

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

156

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

SSDGC has a very effective policy for maintaining physical, academic and support facilities. College has constituted a College Construction & Maintenance Committee which works to upgrade and maintain infrastructure requirements of the institute. Members from both teaching as well as non-teaching sections along with the supporting staff take care of these facilities at micro level periodically. The College management along with principal oversees the maintenance of the buildings, classrooms, sports complexes and laboratories. Each floor is assigned with a supporting-staff member to regularly clean and maintain classrooms, staffrooms, seminar halls, faculty rooms, rest rooms, washrooms and Laboratories etc. Full time gardeners have been employed to maintain the Green Cover of the campus. Laboratories are maintained by Lab Assistants who ensure the maintenance of building, furniture, fixtures, and equipments of the laboratory. Sports facilities are taken care of by the sports department. There is full time librarian and her team who are responsible for the upkeep of the library. Need based feedback from stakeholders is taken for enhancement of infrastructure. The management evaluates and approves the proposal given by the Principal in governing body meetings, thereby allocating the budget for strengthening the facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ssdgc.com/Labs.aspx

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

93

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

340

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to Institutional website	https://www.ssdgc.com/Activities.aspx?GYN NOppPlM-o2Qt0NbXI56jIaFRCjZw1MNgDYlCkeAsn AHxfTN5pz1K4Q2NhzzPm
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

38

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

38

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

38

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

64

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

34

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

16

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

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

SSDGC facilitates students' representation and engagement in various administrative, co- curricular and extracurricular

activities following duly established processes and norms. Students are actively engaged in academic administrative bodies, subject associations, cells/committees of the institution to bring the excellence in the academic environment of the college. Student Council, acts as a bridge between students and administration, and engages the students in providing democratic governance and developing leadership skills. College follows a two tier mixed system of election and nomination. There is a class representative of every section of every class, who is elected by the students. The second tier is that of students nominated as President, Secretary, Joint secretary and finance secretary of various subject societies, clubs and committees who are nominated by their respective society in- charges. There is a criteria of set rules and regulations by which a fair selection of proposed candidate is done. Head girl of the student council is part of the IQAC general body and participates in decision making and policy formation. The Students also have representation in other administrative committees such as Library Committee, women security cell, Grievance Readressal Cell,college magazine committee and Anti-ragging Committee. The members of the Student Council actively participate in all major events. Volunteers maintain discipline, organize and carry out activities and projects in the true spirit for community welfare.

File Description	Documents
Paste link for additional information	https://ssdgc.com/StudentCouncilCell.aspx
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

16

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

SSDGC has always strived to make their students not just a degree holder but a responsible citizen who have inculcated with teaching of the teachers with modern adaptability to give something back to the society and especially their Alma Mater.

The Alumni Association of SSDGC registered on 29-11-2016 under the Societies Registration Act (xxi of 1860) connects SSD alumni with their alma mater though it has been actively working since many years. The college arranges Alumni Meet to give platform to alumni to refresh their college memories and to share their success stories. Alumni are the back bone of the college and pro actively contribute the college in its development and progress. They help faculty and students in many of their endeavors. Their feedback is sought for upgrading the curriculum as per the market trends. They also help in the smooth and effective functioning of the Internal Quality Assurance cell of the college. They helps us in bridging industry-academia curricula gap as many of our alumnae are running their startups. The alumnae significantly help the students in training and placement. They also guide students to develop entrepreneurial skills and help in setting startups. Our alumni have come forth to provide financial assistance to needy and meritorious students.

File Description	Documents
Paste link for additional information	https://www.ssdgc.com/Activities.aspx?GYN NOppPlM-o2Qt0NbXI58_dxYfsLRATzMlq8Yqcxgs
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

SSDGC is a premiere institution of Malwa region, working under the aegis of S.S.D. Sabha(Regd.) Bathinda and is dedicated to the cause of Women Education since 1966.

Vision of the college: To encompass quality education and learning experience which will enable the girls to develop their inner potential and mould their personalities to compete in the modern world.

Mission: To Empower all the beneficiaries through participative, positive and fertile teaching learning environment and to promote academic excellence.

The college is governed by the managing Committee who participates actively in ensuring fair and smooth functioning of the institution. All the Policies, Strategic Plans, Perspective Plan, Annual Reports, AQARs, Feedbacks, Financial Plans, Infrastructural Plans, Recruitments are approved by the managing Committee. IQAC is the main decision making body which is instrumental in building a transparent and participatory model of governance. Plans are framed by the IQAC in consultation with Principal, Academic Council, Planning Board, In-charges of various standing committees, HOD's keeping in mind the vision and mission of the college. All the

stakeholders are engaged in an open interactive communication for effective policy formulation and decision making.

File Description	Documents
Paste link for additional information	https://www.ssdgc.com/AboutVisionAndMission.aspx
Upload any additional information	View File

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

Being one of the premier institutions of Malwa Region, SSDGC empowers all its stakeholders with functional autonomy in decision making process, planning and institutional goal attainment by incorporating policy of Decentralization and Participative Management. The Governing Body of the College (SSD Sabha) comprises members from College Management, Academe, Society, College Principal and Senior College staff. The College administration is decentralized for effective and participative management through delegation of responsibilities among the Vice Principal, Registrar, Bursar, office superintendent, Heads of the Departments, Coordinators, Class In-Charges and Class Representatives. Academic Council comprising of heads of various Departments and the Registrar is an important body involved in the decision-making process related to the curriculum design. Internal Quality Assurance Cell (IQAC) plays a key role to promote quality assurance in all operations of the college. The departmental heads are responsible for conducting departmental meetings, implementation of the academic calendar and achieving the departmental goals which are in conformity with the institutional objectives. The participation of the staff members in decision making is ensured through their active involvement in the administrative process of the college. Periodic meetings at multiple levels are conducted to plan, coordinate, execute and evaluate the activities for the current academic session in accordance with the long-term planning of the college.

File Description	Documents
Paste link for additional information	https://www.ssdgc.com/AboutIQAC.aspx
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SSDGC has a perspective plan of development which has been prepared by IQAC after consultation with all the stakeholders. To improve academic programmes the College adheres to the syllabi along with different strategies to achieve its goals which reflect in institutional perspective plans. To build an effective leadership system, all Departmental Heads conduct faculty meetings regularly and meeting minutes are communicated to the Principal who in turn consolidates all the suggestions and submit them to the management. Giving due consideration to the demand of students for a wide variety of courses, the college introduced certificate and skill oriented courses. To promote extensive use of ICT in all academic and administrative affairs IT infrastructure is upgraded regularly. To improve the quality of education, it is important to pay attention on its practical aspects. For this, the college entered into various MOUs with industry partners so that the industry academia gap can be filled and students can be given hands on experience. The College always promotes research oriented activities by conducting National Seminars and workshops motivating the faculty and students to work towards the same.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ssdgc.com/Strategic_Plan.aspx
Upload any additional information	View File

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

The institution's governance structure is intricately organized to ensure efficient administration and decision-making. At the

apex level, the SSDGC Managing Committee serves as the principal executive body, wielding the necessary powers to administer the institution effectively. Further support and guidance for policy formulation and execution are provided by Principal, Bursar, Registrar, Departmental Heads, Teaching staff, Non-teaching staff and Support cells/Departments. The administrative responsibility is conferred on the Principal assisted by IQAC.

Academic Council, comprises the Principal, Registrar and all HODs, takes decisions regarding the academic matters. Faculty and Staff Council, comprises Principal, staff secretary, faculty, all the members of non-teaching staff, deals with the matters like staff welfare and organization of major events. Grievance Redressal Cell, women security cell and Anti- ragging cell are statutory cells responsible for addressing grievances of students; prevention of sexual harassment, and handling any issue related to ragging respectively. A meeting of the Principal, in-charges, faculty, non-teaching staff is held for planning different activities, plan is executed and finally a review meeting is held.

Regarding appointments, a committee comprising representatives from management, the University, and DPI, follows UGC and DPI guidelines to fill permanent faculty positions. Contractual faculty and non-teaching staff are appointed by a committee comprising management representatives, the Principal and the HODs.

For Promotions, the college follows the rules and regulations laid down by UGC, and DPI (Colleges) Govt. of Punjab and Punjabi University Patiala.

File Description	Documents
Paste link for additional information	https://www.ssdgc.com/Organogram.aspx
Link to Organogram of the institution webpage	https://www.ssdgc.com/Organogram.aspx
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and	A. All of the above

Support Examination

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

6.3 - Faculty Empowerment Strategies

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

College has developed effective welfare measures for intellectual, professional and economical development of both teaching and Non Teaching Staff and constantly endeavors for their welfare through following facilities:

Provision of Various leaves: Casual leave, earned leave and medical leave in addition to maternity leave for female staff and faculty ESI scheme is made available to the employees who are eligible under this scheme

1. Employee Ward Concession for both Teaching and Non Teaching Staff.
2. Loan in advance against salary is sanctioned as per request of the employee. Accommodation for Watch and Ward Staff.
3. Festival gifts and uniforms every year to class IV employees by the College management.
4. Medical facility during working hours and tie up with Dr Mela Ram Hospital Bathinda in case of any emergency
5. Employment on compassionate grounds to any survivor dependent of deceased employee, if he/she dies during his/her service period.
6. Free parking facility for two wheelers and cars.
7. Free Gymnasium to use in free hours
8. Canteen facility and subsidized food facility at the college mess.
9. Well-equipped and well-furnished staff rooms laced with modern amenities with a full time caretaker.

File Description	Documents
Paste link for additional information	https://ssdgc.com/Activities.aspx?GYNNOppPlM-o2Qt0NbXI5wMPlh2E6vSJFZnR-9eC5sYyohaPWGoJ0CtDYb-QKK-E
Upload any additional information	View File

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

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

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

12

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

40

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

An effective Performance Appraisal System helps the teaching and non teaching staff better understands their strengths and weaknesses and helps them plan their improvement strategies as

per the vision of the college. In line with this, SSDGC follows
the appraisal scheme based on PBAS as per UGC guidelines on
Annual staff appraisal. The performance appraisal of the
teaching faculty is done through API, ACR and CAS. The ACR is
the Annual Confidential Report known as the annual appraisal,
is an internal appraisal system and is assessed by the
principal and management. Academic Performance Index(API) and
CAS is for regular teaching staff which assesses the members on
three criteria namely teaching, learning and evaluation related
activities, co-curriculum, extension and professional
development related activities and research and academic
contribution.

The faculty fills up a Self-Appraisal form based on PBAS as per
UGC guidelines, at the end of the session and submits it to
IQAC coordinator. Analysis of students' feedback for teachers
and from different stakeholders at the end of every academic
year is also taken into consideration for assessment of the
faculty. Temporary/part time teachers who perform well are
given monetary incentive in the salary. Nonteaching staff
members evaluation is based on certain parameters mentioned in
their self appraisal Performa.

File Description	Documents
Paste link for additional information	https://ssdgc.com/RegularContractStaff.aspx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

SSDGC is government aided but privately managed institution.
Hence it receives salary grant from government of Punjab
against grant-in aid posts, scholarships and funds under
various schemes of the government. In order to make judicious
utilization of funds and to ensure financial accountability,
the college has designed effective and efficient internal check
and internal control system to prevent errors and frauds.

Throughout each financial year, a three-step auditing procedure
is initiated to uphold the highest standards of financial

integrity. Initially, the Bursar reviews day-to-day transactions, ensuring accuracy and compliance. Subsequently, periodic internal financial audits are conducted by a Chartered Accountant appointed by the Managing Committee of the College. This step scrutinizes the College's financial statements and budget projections for the next fiscal year, with the Principal presenting them at the Annual Management Committee meeting.

The third step involves external financial auditing carried out by local auditors from the Government of Punjab. This meticulous process encompasses a thorough examination of all financial aspects, including fee collections, donations, grants, contributions, interest earnings, and expenditure on staff, vendors, contractors, students, and service providers. Also, all Utilization Certificates submitted to grant-giving agencies receive countersignature from the College's Chartered Accountant. With no major audit objections encountered in previous years, SSDGC is committed to provide a transparent and accountable financial environment for its stakeholders.

File Description	Documents
Paste link for additional information	https://ssdgc.com/FinanceCommittee.aspx
Upload any additional information	View File

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

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

0.23

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

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

SSDGC's resource mobilization policy and procedures efficiently allocate and utilize resources to support the institution's academic and operational needs. Aligned with the college's mission and vision, these policies adhere to relevant regulations.

Strategies adopted for fund mobilization are:

1. The institution receives salary grant from DPI Colleges, Punjab against grant in aid posts. Superintendant Accounts keeps track of the regular DPI grants. IQAC in collaboration with Research and development cell keeps track on different government funding schemes.
2. Scholarship cell keeps track of all scholarship schemes.
3. Alumni association mobilizes funds from the alumni of the college.
4. The college Auditorium and college infrastructure is rented out to generate revenue. Efforts are made for filling up maximum seats in hostels.
5. For optimum utilization of resources:
6. The institution prepares a budgetary plan in the beginning of the session. Bursar checks bills and other relevant documents.
7. The utilization of government grants is routed through PFMS, Government of India.
8. Stock checking is done at the end of academic year to ensure proper utilization of physical facilities. Regular external financial audit is done of the funds received from various agencies.
9. Utilization certificate duly audited by external auditor is sent to funding agencies in a time bound manner.

File Description	Documents
Paste link for additional information	https://ssdgc.com/Default.aspx
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) of SSDGC has contributed significantly for institutionalizing the quality initiatives in the college. These initiatives are:

1. Documentation of the college activities for the preparation of various reports required for quality audits and accreditation processes.
2. Enhancing research aptitude and quality based research among faculty members by providing them Information for undertaking research.
3. Generating an eco-system for innovations, creation of Incubation and entrepreneurship development Cell and initiative towards patents filing process.
4. Approaching funding agencies to obtain financial support for the institution to organize regional level FDP, Orientations and Workshops, College Level Induction Programmes and National Levels workshops, seminars and Conferences.
5. Quality enhancement is the theme of these endeavors for the propagation of quality enriched frameworks, mechanisms and outputs of the various initiatives undertaken by the college.
6. Administering the process and analysis of feedback from all stakeholders i.e. students, parents, faculty members, employees and alumni on quality-based practices and processes of the college for effectively implementing policy decisions.
7. IQAC ensures quality of skill education by keeping stringent check on procedures and strategies.
8. To bridge industry-academia gap, IQAC validates signing of MOUs with industry partners. Regular workshops, internships, field visits, and guest lectures are arranged for fruitful industry academia interaction by IQAC.

File Description	Documents
Paste link for additional information	https://ssdgc.com/AboutIQAC.aspx
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

In order to develop a skilled & civilized human resource with the blend of human values &professional ethics , college keeps on reviewing and revising its teaching learning processes ,structures and methodologies of operations and learning outcomes under the guidance of IQAC.

IQAC prepares policies and plans keeping the vision of Ministry of Education. The planning of IQAC begins with enlisting various plans for the session, ensuring the implementation of academic calendar and syllabus plan, promoting ICT enhanced teaching, skill oriented training, linkage with industry and ends with the comparison of actual work done with the planned one. To promote practical training in the traditional courses the college has signed MOUs with industry and this linkage with industry develops critical and creative thinking among students. Industry oriented training, visits to industry, field trips, workshops, seminars, strengthen experiential learning. The college aims holistic development of the students by augmenting their academic excellence with additional avenues of learning through short term certificate courses, communication lab for improving communication skills of the students, courses in speaking English etc. The college has designed an inclusive feedback mechanism through well- structured questionnaires from students, teachers, parents and alumni for assessing the teaching-learning process. The cross cutting issues relevant to human values; gender sensitization; concern for environmental issues and sustainability; drug abuse and road safety awareness are a part of the curricula framework of all programmes of the college.

File Description	Documents
Paste link for additional information	https://ssdgc.com/AboutIQAC.aspx
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification,	B. Any 3 of the above

NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.ssdgc.com/AnnualReport2021.aspx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SSDGC is dedicated to the cause of women empowerment since 1966. Conducting curricular and co-curricular activities promoting gender equity and sensitization is a regular feature of the college.

- On 07-10-2023, SSDGC organized a one day National Training Program on 'Rights of Women in India' sponsored by National Human Rights Commision.
- On 20-04-2024, SSDGC in collaboration with NDRF, India organized a self defence workshop cum mock drill.
- On 29-04-2024, Women Development Cell SSDGC in collaboration with Brahmkumaris organized a stress management Program on 'Empower yourself with meditation'.

Among facilities for women, major are: CCTV cameras, roundthe-clock security personnel across the campus and hostel premises, well-maintained hostel accommodations, spaces provided for menstrual hygiene management , common rooms in both campus and hostels ,and a gymnasium. Sanitary vending machines and incinerators have been installed in the washrooms. Students can register complaints on various matters with internal complaint committee and grievance redressal cell. Special care is taken by the mentors to deal with any kind of issues of the students.

Throughout the years the college organizes multiple promotional and awareness creating events such as "Beti Bachao Beti Padhao", "Dheeyan Di Lohri", "International women's day" and Teej.

File Description	Documents
Annual gender sensitization action plan	SSDGC is dedicated to the cause of women empowerment since 1966. Conducting curricular and co-curricular activities promoting gender equity and sensitization is a regular feature of the college. On 07-10-2023, SSDGC organized a one day National Training Program on 'Rights of Women in India' sponsored by National Human Rights Commision. On 20-04-2024, SSDGC in collaboration with NDRF, India organized a self defence workshop cum mock drill. On 29-04-2024, Women Development Cell SSDGC in collaboration with Brahmkumaris organized a stress management Program on 'Empower yourself with meditation' . Among facilities for women, major are: CCTV cameras, roundthe-clock security personnel across the campus and hostel premises, well-maintained hostel accommodations, spaces provided for menstrual hygiene management , common rooms in both campus and hostels ,and a gymnasium. Sanitary vending machines and incinerators have been installed in the washrooms. Students can register complaints on various matters with internal complaint committee and grievance redressal cell. Special care is taken by the mentors to deal with any kind of issues of the students. Throughout the years the college organizes multiple promotional and awareness creating events such as "Beti Bachao Beti Padhao", "Dheeyan Di Lohri", "International women's day" and Teej.
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ssdgc.com/SafetyMeasure.aspx

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

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

SSDGC strives to improve environment sustainability by achieving measurable energy and water savings, educating the students and local community about sustainability and encouraging behavioral changes that benefit the environment. The college has adopted healthy practices for the management of degradable and non-degradable waste through segregation, recycling, Incineration, composting etc.

- To make the college zero waste campus, the college has a vermi compost and compost unit in its premises, where the waste is converted into useful manure.
- To mitigate the harmful effects of non renewable sources of energy, the college has set up solar power plant of 100 KW.
- The college has installed rain water harvesting units in the hostel.Waste water from the air conditioners and ROs is collected in small tanks and buckets and used for watering the plants and sweeping floor..
- Bio-medical waste from the Zoology lab which is very little in quantity is kept in red dustbin, duly disposed off as per norms.
- For E-waste management, college has a standard operating procedure and link with the approved agency of Punjab Pollution Control Board for the proper management of E-waste.
- Chemical waste generated in chemistry lab is stored in the plastic containers with the label. Then is neutralized by mixing dilute alkali/acid and properly

disposed of.

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

SSDGC is managed by S.S.D. Sabha which is dedicated to the cause of education and takes significant initiatives to ensure that an inclusive environment is provided to students for their overall personality development. Institutional efforts in providing an inclusive environment are reflected from the admission policy of the college where students from diverse socio/economic/ geographical backgrounds are admitted. The college diligently conducts a variety of activities aimed at nurturing ethical, moral, and cultural values among both students and faculty members. The youth Welfare Department, in collaboration with the Student Council, orchestrates celebrations of significant commemorative days and cultural festivals, such as Teej, Holi, Diwali, Dussehra, Lohri, Guruparav, Yoga Day, Rakhi, Van Maha Utsav, Sports Day, and Women's Day. Additionally, all members of the college community actively participate in events like the Havan and sukhmani sahib path. The college regularly organizes motivational lectures by renowned resource persons to facilitate the holistic development of its students and cultivate their character. To inculcate a sense of patriotism and social consciousness, SSDGC holds a Monday morning assembly where collective thinking and community bonds are fostered. To promote linguistic harmony we celebrate Hindi Diwas and Punjabi Diwas. This also enhances the love of students for their mother tongue. SSDGC has also taken proactive steps to sensitize its students to moral values and promote inclusivity through various outreach programmes, blood donation camps, plantation drives and rallies.

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

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

SSDGC believes that only responsible citizens can lead the country to progress. To sensitize the students and employees of the college, various activities pertaining to constitutional obligations are organized throughout the year. The basic aim is to educate our students and staff members about the importance of preamble, constitutional values, human rights and citizenship. College has a NSS/NCC unit to imbibe values of a patriotic commitment amongst students. Legal literacy cell and Political science association of the college conducts various activities to sensitize students and employees of the institution to the constitutional obligations: values, rights, duties and responsibilities of citizens to develop a aware and responsible citizen. The legal literacy Club celebrates Voter's Day to create awareness on voting rights and everyone in the session pledged to be unbiased while casting their vote. To instill patriotic feeling and to make the students aware for our country's history, constitution and sacrifices made by our freedom fighters the college celebrates Independence Day and Republic Day annually. The college organizes National Youth Parliament Competition through which students can gain an insight into how the State Legislature functions, and add to their understanding of Government and Politics.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.ssdgc.com/Activities.aspx?GYNNOppPlM-o2Qt0NbXI58f0LfDR9i3wohbXi5JmXdr1c5xYectGkJgJhaD63VCU
Any other relevant information	https://www.ssdgc.com/Activities.aspx?GYNNOppPlM-o2Qt0NbXI58f0LfDR9i3wohbXi5JmXdr1c5xYectGkJgJhaD63VCU

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

To inculcate a strong sense of national spirit and pride in our rich culture, as well as fostering active engagement with the pressing issues within our society, SSDGC is dedicated to inspire students through participation in a diverse range of programs. These programs revolve around culture, traditions, values, duties, and responsibilities, aligning with our institution's core mission.

The college initiates the academic session with Havan to take the blessings of the Almighty God. The celebration of National Days imbibes the spirit of patriotism and nationalism among students. The major festivals like Dussehra, Diwali, Lohri, Holi, Ganesh Chaturthi and Janamashtmi etc. are celebrated. Important National days like National Voters Day, Republic Day, National Science Day, Independence Day etc.are celebrated/observed. The NCC, NSS and YRC units of the college organize a number of programs, rallies, webinars/seminars etc.

Special significance is given to the days pertaining to health, environment, social issues etc. International Days are celebrated or observed and students and faculty participate to create awareness on various issues. On Martyrdom day of Bhagat Singh speech, poster making and slogan writing competitions are organized. Besides these days, the college keeps the rich national heritage alive by organizing functions on some local, regional and national festivals, with an aim to create awareness about the cultural, spiritual, historical and national heritage.

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

7.2 - Best Practices

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

I Title : Enhance Employability through Skill Development

Objectives: It promotes economic growth and social development by creating a more skilled and diverse workforce

Context : Bridging the substantial divide between industry requirement and the skill set provided by our educational system, addressing the disparity between employment needs and the actual employability of graduates.

Practice: Empowering students with employability skills through multifaceted approach, including training sessions, insightful lectures, hands-on workshops, and diverse range of courses.

II Title : Rediscovering Indian Knowledge System

Objectives: IKS Cell is established to promote interdisciplinary research on all aspects of IKS, preserve and disseminate IKS for further research and societal applications. It will actively engage for spreading the rich heritage of our

country and traditional knowledge in the field of Arts and literature, Agriculture, Basic Sciences, Engineering & Technology, Architecture, Management, Economics etc.

Context: The NEP, 2020 recognizes this rich heritage of ancient and eternal Indian knowledge and thought as a guiding principle. The Indian Knowledge Systems comprise of Jnan, Vignan, and Jeevan Darshan that have evolved out of experience, observation, experimentation, and rigorous analysis. This tradition of validating and putting into practice has impacted our education, arts, administration, law, justice, health, manufacturing, and commerce.

Practice: To promote Indian Knowledge System among students and staff college formed an IKS Club. IKS Club usually conducts activities related to traditional concepts. A Quiz related with ancient knowledge was organised by IKS Club and Lecture on Ayurveda was also organised.

File Description	Documents
Best practices in the Institutional website	https://ssdgc.com/BestPractice.aspx
Any other relevant information	https://ssdgc.com/BestPractice.aspx

7.3 - Institutional Distinctiveness

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

Being the premier institute of Malwa region of Punjab, SSDGC believes in generating productive human resource who can play an instrumental role in sustainable development of the nation. SSDGC is dedicated to nurturing women who are catalysts for change on a global scale. As a testament to its dedication, SSDGC became the first women's college in Malwa region to attain autonomy and strives to promote academic quality and innovation through the implementation of New Education Policy (NEP 2020).

Recognizing that skilled women are empowered women, SSDGC established the first Skill Hub (under PMKVY 4.0) in Malwa Region, offering five skill development courses with outstanding results. SSDGC strives to improve environment sustainability by achieving measurable energy savings. To

mitigate the harmful effects of non renewable sources of energy, the college has set up solar power plant of 100 KW capacity.

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

7.3.2 - Plan of action for the next academic year

Plan of action for next academic year

- To introduce Credit Based System in all UG and PG Programmes.
- To introduce 4-year degree Programmes.
- To introduce more value added certificate courses.
- To organise online/offline seminars, workshops and extension lectures.
- To introduce internship based programmes.
- To invite proposals for fresh sanction of projects under seed money.
- To undertake various activities under Institution Innovation Cell (IIC).
- To submit project proposals for research grant
- To encourage teachers and students to apply for IPRs.
- To encourage faculty to publish papers in CARE listed Journals and to supervise more Ph.Ds.
- To upgrade existing labs, classrooms by precuring latest equipment and to upgrade existing infrastructure
- To organize job fair for campus placements.
- To upload attendance, internals on College ERP. And display reports on college LMS and Website as well.